

**BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE**

John R. Jakubek, Chair
Scott R. Schulick, Vice Chair
All Trustees are Members
Cynthia E. Anderson, *Ex-Officio*

Tuesday, February 26, 2013
3:00 p.m. or immediately following
previous meeting

Tod Hall
Board Meeting Room

AGENDA

A. Disposition of Minutes for Meeting Held December 4, 2012

B. Old Business

C. Committee Items

1. Finance

a. Finance Action Items

- 1) Resolution to Modify Budget Transfers Policy** **Tab 1**
Neal McNally, Interim Associate Vice President, Budget Planning and Analysis/Treasurer, will report.
- 2) Resolution to Modify Debt Management Policy** **Tab 2**
Neal McNally, Interim Associate Vice President, Budget Planning and Analysis/Treasurer, will report.
- 3) Resolution to Approve Changes to Rental Rates at the University Courtyard Apartments Effective Fall Term 2013** **Tab 3**
Neal McNally, Interim Associate Vice President, Budget Planning and Analysis/Treasurer, will report.
- 4) Resolution to Approve Changes to Tuition and Establish Distance Education Fee Rates Effective Fall Term 2013** **Tab 4**
Gene Grilli, Vice President of Finance and Administration, and Millie Rodriguez, Director of Distance Education, will report.

5) Resolution to Approve Changes to Tuition and Establish Regional Delivery Fee Rates Effective Summer Term 2013 **Tab 5**

Dr. Ikram Khawaja, Provost and Vice President for Academic Affairs, and Dr. Charles Howell, Dean of Beeghly College of Education, will report.

6) Resolution to Approve Interfund Transfers **Tab 6**

Katrena Davidson, Controller, will report.

b. Finance Discussion Items

1) Update on University Budget Fiscal Year 2013-2014

Gene Grilli, Vice President for Finance and Administration, and Neal McNally, Interim Associate Vice President, Budget Planning and Analysis/ Treasurer, will report.

2) Update on YSU Data Warehousing

Gene Grilli, Vice President for Finance and Administration and Rick Marsico, Director of Computer Services, will report.

3) Report of Audit Subcommittee

A verbal report of the Audit Subcommittee will be presented. John Jakubek will report.

4) Report of Investment Subcommittee

A verbal report of the Investment Subcommittee will be presented. Scott R. Schulick will report.

2. Facilities

a. Facilities Discussion Items

1) Planning and Construction Projects Update

Tab 7

An update of current and planned construction projects throughout campus, such as West of Fifth, Pilgrim Collegiate Church, Melnick, Cushwa and DeBartolo Halls. Gene Grilli, Vice President for Finance and Administration, will report.

2) Report on University Site for Veterans Center

Gene Grilli, Vice President for Finance and Administration, will report.

D. New Business

E. Adjournment

Explanation of Modifications to *Guidebook Policy*:

3010.01 Budget Transfers

This policy has been revised to clarify and augment certain definitions referenced in the policy. The revised policy also distinguishes budget transfers for operating purposes versus budget transfers for capital purposes. In addition, the revised policy includes exception language allowing the Vice President for Finance & Administration to approve budget transfers needed to support time-sensitive capital projects.

**RESOLUTION TO MODIFY
BUDGET TRANSFERS POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Budget Transfers, policy number 3010.01 of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Budget Transfers
Responsible Division/Office:	Finance and Administration
Approving Officer:	Vice President for Finance and Administration
Revision History:	December 2004; December 2008;
Resolution Number(s):	YR 2005-20; YR 2009-20; YR 2013-
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	
Next Review:	2018

Policy: The Board of Trustees will approve a policy for budget transfers within operating budget accounts and between University funds.

Purpose: Establish a policy for the transfer of University funds.

Parameter:

- The Board of Trustees will approve an Operating Budget for each fiscal year prior to the beginning of that fiscal year (July 1). From time to time it will be necessary to transfer funds within and outside of the Operating Budget.

Definitions:

- **Auxiliary Funds** – funding for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises generate revenue from fees that are directly related to the cost of the goods or services. University auxiliaries include the Bookstore, Kilcawley Center, Housing Services, Parking Services, Intercollegiate Athletics, Andrews Wellness and Recreation Center, and the Museum of Labor and Industry.
- **Budget Transfers** – budget reallocations from one account to another account.

- **Designated Funds** – unrestricted funds internally transferred from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.
- **General Funds** – current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, financial aid, etc.
- **Institution-wide Accounts** – University-wide accounts that are assigned to a unit or department for management that benefit the entire University.
- **Inter-fund Transfers** – budget transfers to and from accounts from different funds.
- **Operating Budget** – general and auxiliary funds representing the operating activities of the University for a given fiscal year. Excluded from the Operating Budget are Designated Funds, Plant and Capital Funds, Restricted Funds, Endowments and funds functioning as endowments.
- **Operating Reserves** – funds functioning as endowments sourced from general and auxiliary funds that are specifically designated as the institution’s primary operating reserves to be used as contingency funds to support emergency budget shortfalls and/or unexpected operating deficits. These reserves also serve as the basis for maintaining long-term investments and positive financial ratios.
- **Signature Authority** – University employee who has been designated as a financial manager and given spending authority for a specific account(s) or fund(s).
- **Area Division Officer** – An executive officer of the University who maintains overall leadership for a particular division of the University. Area division officers include the President, Provost and Vice Presidents.

Procedures:

1. Budget Transfers within Operating Budget Accounts

Any reallocation of funds within the overall operating budget level established by the Board of Trustees of \$250,000 or more will be reported as an information item at the next Finance and Facilities Committee meeting.

Signature authorities have authority to transfer operating funds within and among all accounts under their area(s) of responsibility, with the exception of: (1) from permanent salary and fringe benefit accounts and (2) from institution-wide Accounts. Transfers to permanent salary accounts for the purpose of creating new positions require the approval of the Vice President for Finance and Administration or his/her designee.

2. Inter-fund Transfers

- A. Inter-fund transfers of \$25,000 or more, including year-end transfers, will be approved by the appropriate financial manager(s) and will be reported as an information item at the next Finance and Facilities Committee meeting.
- B. Inter-fund transfers of \$100,000 or more for operating purposes or for any purpose other than a specific capital improvement project will be approved by the appropriate area division officer and by the Board of Trustees.
- C. Inter-fund transfers for specific capital improvements or construction projects will be approved by the appropriate area division officer. Inter-fund transfers for capital improvements or construction projects of \$500,000 or more will be approved by the Board of Trustees. Exceptions may be approved by the Vice President for Finance and Administration for time-sensitive projects that need to commence prior to the next scheduled Board of Trustees meeting.
- D. Inter-fund transfers approved by the Board of Trustees as part of the Operating Budget Approval or Modification process will not be reported further.

3. Operating Reserve Transfers

The University shall maintain an operating reserve fund sourced from the general fund. Transfers into the operating reserve will generally occur as part of the operating budget approval procedures outlined in *University Guidebook* policy number 3009.01. Transfers out of the operating reserve must be approved by the Board of Trustees, regardless of the amount to be transferred.

It is a goal for the University's auxiliary enterprises to also maintain separate operating reserves with a target balance that is comparable to the General Fund operating reserve in percentage terms.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Subject: ~~Budget Transfers~~

Responsible Officer: ~~Eugene P. Grilli~~ Authorized by: ~~David C. Sweet~~
Title: ~~Vice President for~~ Title: ~~President~~
~~Finance & Administration~~
Approved: ~~December 15, 2004~~ **EFFECTIVE:** ~~December 17, 2008~~
~~December 17, 2008~~

Policy: ~~The Board of Trustees will approve a policy for budget transfers between University accounts and funds.~~

~~RESOLUTION NUMBER: YR 2005-20; YR 2009-20~~

Title of Policy:	Budget Transfers
Responsible Division/Office:	Finance and Administration
Approving Officer:	Vice President for Finance and Administration
Revision History:	December 2004; December 2008;
Resolution Number(s):	YR 2005-20; YR 2009-20; YR 2013-
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	
Next Review:	2018

Policy: The Board of Trustees will approve a policy for budget transfers **within operating budget accounts and** between University ~~accounts and~~ funds.

Purpose: Establish a policy **for the to** transfer **of** University funds.

Parameter:

- The Board of Trustees will approve an Operating Budget for each fiscal year prior to the beginning of that fiscal year (July 1). From time to time it will be necessary to transfer funds within and outside of the Operating Budget.

Definitions:

- **Auxiliary Funds** – funding for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises generate revenue from fees that are directly related to the cost of the goods or services. University auxiliaries include the Bookstore, Kilcawley Center, Housing Services, Parking Services, Intercollegiate Athletics, ~~and~~ Andrews Wellness and Recreation Center, ~~and the Museum of Labor & Industry~~.
- **Budget Transfers** – budget reallocations ~~that do not increase or decrease the overall level of approved expenditures from one account to another account~~.
- **Designated Funds** – unrestricted funds internally transferred ~~by the Board~~ from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.
- **General Funds** – current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, financial aid, etc.
- **Institution-wide Accounts** – University-wide accounts that are assigned to a unit or department for management that benefit the entire University.
- **Inter-fund Transfers** – budget transfers to and from accounts from different funds.
- **Operating Budget** – general and auxiliary funds representing the operating activities of the University for a given fiscal year. Excluded from the Operating Budget are Designated Funds, Plant and Capital Funds, Restricted Funds, Endowments and funds functioning as endowments.

- **Operating Reserves** – ~~the~~ funds functioning as ~~an~~ endowments sourced from general and auxiliary funds that ~~are is~~ specifically designated as the institution's primary operating reserves to be used as a contingency funds to support emergency budget shortfalls and/or unexpected operating deficits. ~~This~~ These reserves also serves as the basis for maintaining long-term investments and positive financial ratios.
- **Signature Authority** – ~~permanent-staff-member~~ University employee who has been designated as a financial manager and given spending authority for a specific account(s) or fund(s) accounts.
- **Area Division Officer** – An executive officer of the University who maintains overall leadership for a particular division of the University. Area division officers include the President, Provost and Vice Presidents.

Procedures:

1. Budget Transfers within Operating Budget Accounts

Any reallocation of funds within the overall operating budget level established by the Board of \$250,000 or more will be reported as an information item at the next Finance and Facilities Committee meeting.

Signature authorities have authority to transfer operating funds within and among all accounts under their area(s) of responsibility, with the exception of: (1) from permanent salary and fringe benefit accounts and (2) from Institution-wide Accounts. Transfers to permanent salary accounts for the purpose of creating new positions require the approval of the Vice President for Finance & Administration or his/her designee.

2. Inter-fund Transfers

~~A. The following:~~ Inter-fund transfers of \$25,000 or more, including year-end transfers, will be approved by the ~~respective area division officer~~ appropriate financial manager(s) and will be reported ~~to the Board~~ as an information item, ~~and those of \$100,000 or more will be approved by the Board at its next scheduled~~ at the next Finance & Facilities Committee meeting.

- ~~A. From an operating budget account to a non-operating budget account.~~
- ~~B. From a non-operating budget account to an operating budget account.~~
- ~~C. From one designated fund to another designated fund.~~
- ~~D. From one restricted or plant fund to another restricted or plant fund.~~
- ~~E. All other transfers from one type of fund to another.~~

B. Inter-fund transfers of \$100,000 or more for operating purposes or for any purpose other than a specific capital improvement project will be approved by the appropriate area division officer and by the Board of Trustees.

C. Inter-fund transfers for specific capital improvements or construction projects will be approved by the appropriate area division officer. Inter-fund transfers for capital improvements or construction projects of \$500,000 or more will be approved by the Board of Trustees. Exceptions may be approved by the Vice President for Finance & Administration for time-sensitive projects that need to commence prior to the next scheduled Board meeting.

D. Inter-fund transfers approved by the Board of Trustees as part of the Operating Budget Approval or Modification process, ~~such as mandatory and non-mandatory transfers,~~ will not be reported further.

3. Operating Reserve Transfers

The University shall maintain an operating reserve fund sourced from the general fund. ~~balance that is a percentage of the original General Fund budget adopted by the Board of Trustees each year.*~~ Transfers into the operating reserve will generally occur as part of the operating budget approval procedures outlined in *University Guidebook* policy number 3009.01. Transfers out of the operating reserve must be approved by the Board of Trustees, regardless of the amount to be transferred.

It is a goal for the University's auxiliary enterprises to also maintain separate operating reserves with a target balance ~~established by the Board of Trustees for each auxiliary's annual operating budget,~~ that is comparable to the General Fund operating reserve in percentage terms.

~~*The percentage is determined each year by the Board of Trustees.~~

Explanation of Modifications to *Guidebook Policy*:

3012.01 Debt Management

This policy has been revised largely to reflect editorial changes preferred by current management. Other changes were made to clarify circumstances under which the issuance of debt may or may not be advisable.



**RESOLUTION TO MODIFY
DEBT MANAGEMENT POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Debt Management, policy number 3012.01 of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
March 13, 2013
YR 2013-**

UNIVERSITY GUIDEBOOK

Title of Policy:	Debt Management
Responsible Division:	Finance and Administration
Approving Officer:	Vice President for Finance and Administration
Revision History:	December 2008;
Resolution Number:	YR 2009-21; YR 2013-
Board Committee:	Finance & Facilities
EFFECTIVE DATE:	
Next Review:	2018

Policy: The assumption of debt is governed by Ohio Revised Code Sections 3345.12, 3345.07, 3345.64 and 3345.66 and is subject to Board approval.

Purpose: The amount of debt incurred impacts the financial health of the University and its credit rating. The purpose of this policy is to establish certain debt guidelines that ensure an appropriate mix of funding sources for the University's capital and strategic plans. Debt is a valuable source of capital project financing, and its use should be limited to projects that relate to the mission and strategic objectives of the University.

Definition: Debt financing includes long-term, short-term, fixed-rate, and variable-rate debt, and any instruments that have the effect of committing the University to future payments for current capital or operating needs. Debt includes bonds, capital leases, on- and off-balance sheet financing, as well as any legal derivative instruments.

Parameters:

- Debt guidelines shall address the following objectives:
 1. Identify and prioritize capital projects considered eligible for debt financing and ensure that debt-financed projects have a feasible plan of repayment.
 2. Define the quantitative tests that will be used to evaluate the University's overall financial health and present and future debt capacity.
 3. Define project specific quantitative tests, as appropriate, which will be used to determine the financial feasibility of an individual project.

4. Manage the University's debt to maintain an acceptable credit rating. The University, consistent with the capital objectives, will limit its overall debt to a level that will maintain an acceptable credit rating with bond rating agencies.
 5. Establish guidelines to limit the risk of the total debt portfolio. The University will manage debt on a portfolio basis to diversify exposure, and will use an appropriate mix of fixed and variable rate debt to achieve the lowest cost of capital while limiting exposure to market interest rate shifts.
 6. Establish guidelines to manage variable rate interest exposure.
 7. Assign responsibilities for the implementation and management of the University's Debt Management Policy.
- Cash funding is recommended under the following circumstances:
 - to finance purchases of assets whose lives are shorter than five years;
 - to finance recurring maintenance expenditures; and
 - when market conditions are unstable or present difficulties in achieving acceptable interest rates.
 - Short-term bond anticipation notes (with final maturities of five years or less) may be issued to finance projects or portions of projects and are appropriate under the following conditions:
 - as a source of permanent financing for projects with useful lives of less than five years;
 - as a temporary funding source prior to and in anticipation of other funding sources, such as long-term bonds, state capital appropriations, and philanthropic funding; or
 - when the immediate need for financing is \$5 million or less.
 - The following parameters are established for long-term debt:
 - To minimize overall interest rate risk, the amount of variable rate financing shall not exceed 25% of the University's outstanding debt, on and off balance sheet.
 - Projects financed with long-term debt should have an expected useful life that is equal to or greater than the debt structure.
 - The addition of long-term debt may not be advisable if the University's Senate Bill 6 composite ratio, as measured by the Ohio Board of Regents, is below 2.5, or if the addition of debt results in a projected composite ratio of below 2.5.
 - It is the objective of the University to maintain no less than a single "A" category underlying rating for all debt at the time of issue.
 - Refinancing may be considered when net present value savings percentage is equal to or greater than 3%. Refinancings that do not produce the minimum 3% net present value savings will be considered when there are substantial benefits to the University, including eliminating restrictive bond covenants.

- The University's current debt structure and debt service schedule will be reported annually as part of the audited financial statements.
- Proposals for future debt financing plans will be presented to the Board of Trustees in a timely manner.
- Exceptions to this policy require written justification from the Vice President for Finance and Administration and the approval of the Board of Trustees.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Debt Management
Responsible Division:	Finance and Administration
Approving Officer:	Vice President for Finance and Administration
Revision History:	December 2008; January 2013
Resolution Number:	YR 2009-21; YR 2013-
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	
Next Review:	2018

Developed By: Eugene P. Grilli	Authorized by: David C. Sweet
Title: Vice President for	Title: President
Finance and Administration	
Approved: December 17, 2008	EFFECTIVE: December 17, 2008

Policy: The assumption of debt is governed by Ohio Revised Code Sections **3345.12, 3345.07, 3345.64 and 3345.66** and is subject to Board approval.

~~RESOLUTION NUMBER: YR: 2009-21~~

Purpose: The amount of debt incurred impacts the financial health of the University and its credit rating. The purpose of this policy is to ~~steer the development of~~ **establish certain Debt Guidelines** that ensure an appropriate mix of funding sources for the University's capital and strategic plans. Debt is a valuable source of capital project financing and its use should be limited to projects that relate to the mission and strategic objectives of the University.

Definition: Debt financing includes long-term, short-term, fixed-rate, and variable-rate debt, and any instruments that have the effect of committing the University to future payments for current capital or operating needs. Debt includes **bonds**, capital leases, on- and off-balance sheet financing, as well as any legal derivative instruments.

Parameters:

- Debt **G**uidelines shall address the following objectives:
 - ~~1. Outline a process for identifying and prioritizing~~ **Identify and prioritize** capital projects considered eligible for debt financing and ~~assuring~~ **ensure** that debt-financed projects have a feasible plan of repayment. ~~Projects that relate to the core mission or have associated revenues will generally be given higher priority for debt financing.~~

2. Define the quantitative tests that will be used to evaluate the University's overall financial health and present and future debt capacity.
 3. Define project specific quantitative tests, as appropriate, which will be used to determine the financial feasibility of an individual project.
 4. Manage the University's debt to maintain an acceptable credit rating. The University, consistent with the capital objectives, will limit its overall debt to a level that will maintain an acceptable credit rating with bond rating agencies.
 5. Establish guidelines to limit the risk of the total debt portfolio. The University will manage debt on a portfolio basis to diversify exposure, and will use an appropriate mix of fixed and variable rate debt to achieve the lowest cost of capital while limiting exposure to market interest rate shifts.
 6. Establish guidelines to manage variable rate interest exposure.
 7. Assign responsibilities for the implementation and management of the University's Debt Management Policy.
- Cash funding is recommended under the following circumstances:
 - to finance purchases of assets whose lives are shorter than five years;
 - to finance recurring maintenance expenditures; and
 - when market conditions are unstable or present difficulties in achieving acceptable interest rates.
 - Short-term bond anticipation notes (with final maturities of five years or less) may be issued to finance projects or portions of projects and are appropriate under the following conditions:
 - as a source of permanent financing for projects with useful lives of less than five years;
 - as a temporary funding source prior to and in anticipation of **other funding sources, such as long-term bonds, state capital appropriations, and philanthropic funding** ~~the completion of a bond sale~~; or
 - when the immediate need for financing is \$5 million or less.
 - ~~In addition to separately developed Debt Guidelines,~~ ¶The following parameters are established for long-term debt:
 - To minimize overall interest rate risk, the amount of variable rate financing shall not exceed ~~20-~~ 25% of the University's outstanding debt, on and off balance sheet.
 - ~~The long-term debt structure shall mirror the expected useful life of the project.~~ **Projects financed with long-term debt should have an expected useful life that is equal to or greater than the debt structure.**

- The addition of long-term debt ~~is not acceptable~~ may not be advisable if the University's Senate Bill 6 composite ratio, as measured by the Ohio Board of Regents, is below 2.5, or if the addition of debt results in a projected composite ratio of below 2.5.
 - It is the objective of the University to maintain no less than a single "A" category underlying rating for all debt at the time of issue.
 - Refinancing may be considered when net present value savings percentage is equal to or greater than 3%. Refinancings that do not produce the minimum 3% net present value savings will be considered when there are substantial benefits to the University, including eliminating restrictive bond covenants.
- ~~Reporting Requirements—Management will prepare an annual report assessing the University's current debt structure and the status of proposed future financing plans. The University's current debt structure and debt service schedule will be reported annually as part of the audited financial statements.~~
 - Proposals for future debt financing plans will be presented to the Board of Trustees in a timely manner.
 - Exceptions to this policy require written justification from the Vice President for Finance and Administration and ~~Board~~ the approval of the Board of Trustees.



**RESOLUTION TO APPROVE CHANGES TO
RENTAL RATES AT THE UNIVERSITY COURTYARD APARTMENTS
EFFECTIVE FALL TERM 2013**

WHEREAS, Ohio law also provides that each Board of Trustees of state-assisted institutions of higher education may establish special purpose fees, service charges, and fines and penalties; and

WHEREAS, the University Courtyard Apartments were acquired by the University in 2011; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the room rental rates for the University Courtyard Apartments, as shown in exhibit __, effective fall semester 2013.

**Board of Trustees Meeting
March 13, 2013
YR 2013-**

University Courtyard - Youngstown
Proposed Rental Rates
Fiscal Year 2014

<u>Unit Type</u>	<u>Proposed FY 2014</u>	<u>Actual FY 2013</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
1 Bed / 1 Bath	\$735	\$725	\$10	1.4%
2 Bed / 2 Bath	\$620	\$610	\$10	1.6%
4 Bed / 2 Bath	\$535	\$525	\$10	1.9%



**RESOLUTION TO APPROVE CHANGES TO
TUITION AND ESTABLISH DISTANCE EDUCATION FEE RATES
EFFECTIVE FALL TERM 2013**

WHEREAS, Ohio law provides that Boards of Trustees of state-assisted institutions of higher education shall supplement state subsidies by income from charges to students, including an "instructional fee" for educational and associated operational support of the institution and a "general fee" for non-instructional services, and that these two fees shall encompass all charges for services assessed uniformly to all enrolled students and shall be identified as "tuition"; and

WHEREAS, in an effort to remain regionally and nationally competitive, the Office of Distance Education of Youngstown State University proposes to waive the general fee and establish a new fee structure for programs and coursework offered exclusively online; and

WHEREAS, the proposed fee structure is intended to allow the University to respond to market demands for alternative modes of instructional delivery; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the establishment of distance education fees, as included in Exhibit ___; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve waiving the general fee and the non-regional nonresident surcharge for students enrolled exclusively in distance education programs and courses.

**Youngstown State University
Distance Education Fees**

	<u>Per Credit Hour</u>	<u>Bulk Rate 12-16 Hours</u>
Program Fee	\$40.00	\$480.00
<u>Variable Nonresident* Fees:</u>		
Level 1	\$260.20	\$3,122.40
Level 2	\$266.20	\$3,194.40
Level 3	\$278.20	\$3,338.40
Level 4	\$293.20	\$3,518.40
Level 5	\$308.20	\$3,698.40

*Variable nonresident fees vary by discipline and apply only to nonresident students from outside the Affordable Tuition Advantage region.

**RESOLUTION TO APPROVE CHANGES TO
TUITION AND ESTABLISH REGIONAL DELIVERY FEE RATES
EFFECTIVE SUMMER TERM 2013**

WHEREAS, Ohio law provides that Boards of Trustees of state-assisted institutions of higher education shall supplement state subsidies by income from charges to students, including an "instructional fee" for educational and associated operational support of the institution and a "general fee" for non-instructional services, and that these two fees shall encompass all charges for services assessed uniformly to all enrolled students and shall be identified as "tuition"; and

WHEREAS, in an effort to remain regionally competitive, the Beeghly College of Education of Youngstown State University proposes to waive the general fee and establish a new regional delivery fee for graduate coursework in professional education; and

WHEREAS, the proposed fee structure is intended to allow the Beeghly College of Education to respond to market demands related to curricula and licensure requirements for primary and secondary school teachers; and

WHEREAS, these efforts and proposed fee structure will enable the Beeghly College of Education to further expand its market share in graduate professional education;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the regional delivery fee rates, as included in Exhibit ___; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve waiving the general fee for students who are assessed the regional delivery fee.

**Beeghly College of Education
Graduate Regional Delivery Fee Rates
(per credit hour)**

Level 1	\$10.00
Level 2	\$20.00
Level 3	\$35.00
Level 4	\$60.00
Level 5	\$75.00
Level 6	\$100.00
Level 7	\$125.00
Level 8	\$160.00

**RESOLUTION TO APPROVE
INTERFUND TRANSFERS**

WHEREAS, Policy Number 3010.01, Budget Transfers, of the *University Guidebook*, requires Board of Trustees approval for interfund transfers of \$100,000 or more; and

WHEREAS, certain accounting adjustments and transfers outside the operating budget are necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve transfers outside the operating budget, as detailed in Exhibit ____.



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Third Quarter 2013

FROM	TO	AMOUNT	REASON
General Fund (College Fees)	Cushwa Hall Dental Hygiene Renovation Fund (Unrestricted Plant Fund)	\$120,000	Transfer for renovations to the dental hygiene labs in Cushwa Hall.

YSU Construction Projects Update January 30, 2013

Pilgrim Church Demolition:

- Complete
 - The space will be turned into green space.

Athletic Fields West of Fifth:

- Work will progress as long as weather permits and both contractors, Miller Brothers and B&J Electric are progressing well.
- Design of the dugouts, bleachers, walkways, and comfort station by our associate GPD, are ongoing and our anticipation is that they will be out for bids this February.
 - Major project elements included are a Track, Soccer Field, Softball Field, Concession/Restroom Building, Bleachers, Lighting, and a Softball Press Box.

Dental Hygiene Renovation:

- Project is progressing well and will be complete this February.

Melnick Hall:

- Started meetings on January 23rd with Strollo Architects and all stake-holders of new Melnick space. The meeting was very productive and more meetings are scheduled while design continues.
- According to a schedule submitted by Strollo Architects, construction will begin in June/July 2013 and be complete by March 2014.
- Currently the Journalism program, WYSU, The Jambar, and Rookery Radio will occupy the renovated Melnick Hall.

Veterans Center:

- Reviewing proposal from MS Consultants for criteria architect to be used in the design-build construction process.
- The new Veterans Center will be located on Wick Avenue between Melnick Hall and the Pollock House.
- Construction will begin this year and be complete by April 2014.

Cushwa/DeBartolo – Academic Building Renovation:

- Work on bid documents is progressing well.
 - Cushwa will be out for bids by the end of February and Debartolo will follow a few weeks after.
- DeBartolo will be completed in two phases, one this summer and the second phase the summer of 2014. The reason being is that it will be physically impossible to complete the volume of work within the allowable summer construction window of mid-May through mid-August.
- Work in these buildings will focus on public spaces (entryways, corridors, atriums), Faculty/Staff offices, Electrical/Mechanical Systems, and minor building envelope issues.

Campus Elevators Upgrades:

- A request is currently in Columbus for the release of funds for design and construction documents of the Elevator Renovations project.
 - Work will start this summer and depending on the final schedule, may conclude the summer of 2014.
 - We will understand the schedule better once the associate is under contract and more details are worked out.

Building System Upgrades/4160v Loop Repair:

- This project was part of the Building System Upgrades project that upgraded major building systems such as voltage loops, steam lines and HVAC systems.
- This project is well underway and will replace a critical portion of a damaged electrical loop that runs from our sub-station to our student dorms.
 - Replacement of this line will ensure a redundant, reliable supply of power.
 - B&J Electric is the contractor and the project should be complete by March 2013.

Basketball/Olympic Sports Weight Room:

- This project is the construction of a weight room on the long deck in Beeghly Center that will be used by the basketball team and by members of Olympic Sports teams.
- Murphy Contracting is the contractor on the job and construction is set to be complete by March 2013.