

**BOARD OF TRUSTEES  
INSTITUTIONAL ENGAGEMENT COMMITTEE**

**Harry Meshel, Chair  
David C. Deibel, Vice Chair  
All Trustees are Members  
James P. Tressel, *Ex-Officio***

**Thursday, February 19, 2015  
4:00 p.m. or immediately following  
previous meeting**

**Tod Hall  
Board Meeting Room**

**AGENDA**

- A. Disposition of Minutes for Meeting Held December 4, 2014**
- B. Old Business**
- C. Committee Items**
  - 1. University Development Action Items**
    - a. Resolution to Modify University Facilities, Colleges, and Programs Policy, 3356:04-04** **Tab 1**  
(Previous Policy Number 4004.01)  
Shannon Tirone will report.
    - b. Resolution to Modify Affiliated Organizations Policy, 3356:05-03** **Tab 2**  
(Previous Policy Number 5003.00)  
Shannon Tirone will report.
    - c. Resolution to Modify Endowment Funds Policy, 3356:05-09** **Tab 3**  
(Previous Policy Number 5009.01)  
Shannon Tirone will report.
    - d. Resolution to Rescind YSU Foundation Policy, 5003.01, Fund Raising Policy, 5004.01, and Acceptance of Gifts Policy, 5007.01** **Tab 4**  
Shannon Tirone will report.
    - e. Resolution to Accept Development Gifts** **Tab 5**  
The Board of Trustees will accept 3,067 gifts from University donors totaling \$3,225,425 through the second quarter of Fiscal Year 2015.  
Shannon Tirone will report.
    - f. Friend of the University** **Tab 6**

**2. University Police**

**a. University Police Discussion Items**

**1) Department Activity**

**D. New Business**

**E. Adjournment**

**AGENDA ITEM: C.1.a.**

**AGENDA TOPIC:** Resolution to Modify Naming of University Facilities, Colleges, and Programs Policy, 3356:04-04 (Previous Policy Number 4004.01)

**STAFF CONTACT(S):** Shannon Tirone, Chief of Staff

**BACKGROUND:** On December 16, 2014, the Youngstown State University Board of Trustees executed the Youngstown State University Service Agreement with the Youngstown State University Foundation.

**SUMMARY AND ANALYSIS:** Modifications have been made to Policy 3356:04-04 (Previous Policy Number 4004.01) to align with the Memorandum of Understanding between Youngstown State University and the Youngstown State University Foundation.

**RESOLUTION:**

**RESOLUTION TO MODIFY  
NAMING OF UNIVERISTY FACILITIES, COLLEGES, AND PROGRAMS POLICY,  
3356:04-04  
(PREVIOUS POLICY NUMBER 4004.01)**

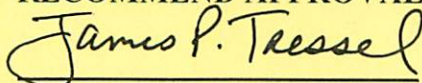
**WHEREAS,** the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**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 Naming of University Facilities, Colleges, and Programs, policy number 3356:04-04 (Previous Policy Number 4004.01) of the *University Guidebook*, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**RECOMMEND APPROVAL:**



James P. Tressel, President

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**

Policy 3356:04-04 Naming of University Facilities  
(Previous Policy Number 4004.01)

Responsible Division:	Finance and Administration
Responsible Officer:	President
<i>Revision History:</i>	February 1998; September 2009; March 2015
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	March 11, 2015
Next review:	2012 (Changed to 2014 Per Guidebook Policy 0001.00)

**(A) Policy Statement.** The Board of Trustees authorizes the naming of University facilities, colleges and programs in recognition of outstanding service to the University, community, or nation, or for significant contributions to the University.

**(B) Purpose:** To establish standards and procedures for the naming of Youngstown State University facilities and academic programs.

**(C) Definitions:**

1. Facilities. Buildings, rooms, interior spaces, and other portions within buildings, and all other areas owned, operated or controlled by the University.
2. College. The academic divisions of the University.
3. Program. Departments, institutes, centers, professorships, specific lecture series, symposiums, and other entities associated with University functions.

**(D) Parameters:**

- (1) Youngstown State University encourages donations or gifts, whether from individuals, groups, organizations, or corporations (hereinafter referred to as a “donor”), which enhance the University’s ability to meet its academic mission and the needs of the University Community.
- (2) Substantial gifts and contributions to the University, the community, or the nation, may be acknowledged by the naming or renaming of University facilities, colleges, or programs where appropriate. The naming acknowledgement may be in the name of the donor, or as a memorial to a donor’s friend[s] or family member[s].
- (3) In the event that a facility, college, or program ceases to exist, is substantially altered or replaced, the use of the existing name or the use of a new name will be subject to the approval of the Board of Trustees. In cases where a corporation or organization

Policy 3356:04-04 Naming of University Facilities  
(Previous Policy Number 4004.01)

Responsible Division:	Finance and Administration
Responsible Officer:	President
<i>Revision History:</i>	February 1998; September 2009; March 2015
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	March 11, 2015
Next review:	2012 (Changed to 2014 Per Guidebook Policy 0001.00)

**(A) Policy Statement.** The Board of Trustees authorizes the naming of University facilities, colleges and programs in recognition of outstanding service to the University, community, or nation, or for significant contributions to the University.

**(B) Purpose:** To establish standards and procedures for the naming of Youngstown State University facilities and academic programs.

**(C) Definitions:**

1. Facilities. Buildings, rooms, interior spaces, and other portions within buildings, and all other areas owned, operated or controlled by the University.
2. College. The academic divisions of the University.
3. Program. Departments, institutes, centers, professorships, specific lecture series, symposiums, and other entities associated with University functions.

**(D) Parameters:**

- (1) Youngstown State University encourages donations or gifts, whether from individuals, groups, organizations, or corporations (hereinafter referred to as a "donor"), which enhance the University's ability to meet its academic mission and the needs of the University Community.
- (2) Substantial gifts and contributions to the University, the community, or the nation, may be acknowledged by the naming or renaming of University facilities, colleges, or programs where appropriate. The naming acknowledgement may be in the name of the donor, or as a memorial to a donor's friend[s] or family member[s].
- (3) In the event that a facility, college, or program ceases to exist, is substantially altered or replaced, the use of the existing name or the use of a new name will be subject to the approval of the Board of Trustees. In cases where a corporation or organization

Policy 3356:04-04 Naming of University Facilities  
(Previous Policy Number 4004.01)

name is used, the number of years during which the name will be used may be limited, at the discretion of the Board of Trustees.

- (4) A building gifted to the University may be named, where appropriate, for the donor or an individual or group of the donor's choice.
- (5) Naming actions shall not detract from the University's values, mission, or reputation, nor shall any naming create a conflict of interest, or the appearance of a conflict of interest, or confer special privileges.
- (6) Pledges for naming should be paid in full within five (5) years of the commitment.
- (7) Information regarding named gift opportunities shall be available through the Office of the President of the University or the Youngstown State University Foundation.

**(E) Procedures:**

- 1. The Presidents of the University and the YSU Foundation shall establish appropriate stipulations, opportunities, and minimum financial parameters applicable to naming opportunities.
- 2. The President of the University or the President of the YSU Foundation, in consultation with the President of the University, shall bring all naming or renaming actions to the Institutional Engagement Committee of the Board of Trustees.
- 3. The Institutional Engagement Committee shall forward its naming recommendations to the Board of Trustees for action
- 4. Once approved, the University President shall initiate the action of naming or renaming any University facility, college, or program.

Policy 3356:04-04 Naming of University Facilities  
 (Previous Policy Number 4004.01)

NUMBER  
**4004.01**

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## ***UNIVERSITY GUIDEBOOK***

### **Title of Policy: ~~Naming of University Facilities, Colleges, and Programs~~**

Responsible Division: University Advancement

Approving Officer: President

*Revision History:* February 1998; September 2009; March 2015

Resolution Number(s): ~~YR 1998-48; YR 2010-11~~

Board Committee: University Affairs~~External Relations~~

**EFFECTIVE DATE:** ~~September 25, 2009~~March 11, 2015

Next review: 202012 (Changed to 2014 Per Guidebook Policy 0001.00)

**(A) Policy Statement:** The Board of Trustees authorizes the permanent naming of University facilities, ~~Colleges and programs in recognition of outstanding service to the University, community, or nation, or for significant contributions to the University.~~ Facility naming includes buildings, rooms and other portions within buildings, and areas and spaces within the defined limits of the campus. ~~Colleges and programs may also be named including centers, departments or specific lecture series or symposiums.~~

**(B) Purpose:** To establish standards and procedures for the naming of Youngstown State University facilities and academic programs.

**(C) Definitions:**

1. Facilities. Buildings, rooms, interior spaces, and other portions within buildings, and all other areas owned, operated or controlled by the University.
2. College. The academic divisions of the University.
3. Program. Departments, institutes, centers, professorships, specific lecture series, symposiums, and other entities associated with University functions.

**(D) Parameters:**

Policy 3356:04-04 Naming of University Facilities  
(Previous Policy Number 4004.01)

- (1) Youngstown State University encourages named donations or gifts, whether from individuals, groups, organizations, or corporations (hereinafter referred to as “donor”),-which enhance the University’s ability to meet its academic mission and the needs of the University Community.
- ~~(2) Substantial gifts and contributions to the University, the community, or the nation, may be acknowledged by the naming or renaming of University facilities, colleges, or programs where appropriate. The naming acknowledgement may be in the name of the donor, acknowledging donors or as memorialia memorializing to a donor’s friend[s] or family member[s].- These named gift opportunities range from buildings and other facilities to endowments and programs.~~
- (3) In the event that a facility, college, or program ceases to exist, is substantially altered or replaced, the use of the existing name or the use of a new name will be subject to the approval of the Board of Trustees. In cases where a corporation or organization name is used, the number of years during which the name will be used may be limited, at the discretion of the Board of Trustees.
- ~~Any University facility, building, room, area within buildings, and areas within the defined limits of campus may be named for an individual in recognition of outstanding service to the University, community, nation, or for significant contributions to the University.~~
- (4) A building gifted to the University may be named, where appropriate, -for the individual donor or an individual or group of the donor’s choice following discussion with the President.
- ~~(5) Naming actions shall not detract from the University’s values, mission, or reputation, nor shall any naming create a conflict of interest, or the appearance of a conflict of interest, or confer special privileges.~~
- ~~Any University facility, building room, areas within buildings, and areas within the defined limits of campus named in recognition of a significant contribution must be appropriate to the contribution. Information regarding named gift opportunities is available through the Office of University Development.~~
- (6) Pledges for naming should be paid in full within five (5) years of the commitment.
- ~~(7) Named Faculty Chairs, Professorships, scholarship endowments or other program funding are also encouraged.- Information regarding named gift opportunities for scholarship endowments and program support is also shall be available through the Office of the President of the University or the Youngstown State University Foundation. University Development.~~



Policy 3356:04-04 Naming of University Facilities  
(Previous Policy Number 4004.01)

**Procedures:**

1. The Presidents of the University and the YSU Foundation shall establish appropriate stipulations, opportunities, and minimum financial parameters applicable to naming opportunities.

~~2.1. Donors wishing to make a named gift to the University will be advised of the naming opportunities available and the levels of giving necessary.~~

~~2. Pledged gifts recognized with a naming opportunity must have an irrevocable signed commitment form and at least one pledge payment must be received before a naming can be presented to the Board of Trustees.~~

~~3. Planned gifts may have stipulations in regard to a naming; however, that naming is recognized only after the gift is realized. Potential funds from planned gifts may not be counted for immediate naming gifts.~~

~~4.2. The President of the University or the President of the Youngstown State University Foundation, in consultation with the President of the University, shall bring all naming or renaming actions to the Institutional Engagement Committee of the Board of Trustees. chief development officer shall initiate the action of naming or renaming any University facility.~~

~~5. When appropriate, the External Relations Committee of the Board of Trustees, in consultation with the President, will make recommendations.~~

~~63. The Institutional Engagement Committee shall forward its naming recommendations of the External Relations Committee will be forwarded to the Board of Trustees for action.~~

~~74. Once approved, the University President shall initiate the action of naming or renaming any University facility, college, and program. Named Gift will be added to the Named Gift Register maintained by the Office of University Development.~~

**AGENDA ITEM: (C.1.b.)**

**AGENDA TOPIC:** Resolution to Modify Affiliated Organizations Policy, 3356:05-03  
(Previous Policy Number 5003.00)

**STAFF CONTACT(S):** Shannon Tirone, Chief of Staff

**BACKGROUND:** On December 16, 2014, the Youngstown State University Board of Trustees executed the Youngstown State University Service Agreement with the Youngstown State University Foundation.

**SUMMARY AND ANALYSIS:** Modifications have been made to Policy 3356:05-03 (Previous Policy Number 5003.00) to align with the Memorandum of Understanding between Youngstown State University and the Youngstown State University Foundation.

**RESOLUTION:**

**RESOLUTION TO MODIFY  
AFFILIATED ORGANIZATIONS POLICY, 3356:05-03  
(PREVIOUS POLICY NUMBER 5003.00)**

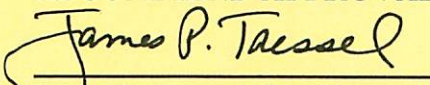
**WHEREAS,** the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**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 Affiliated Organizations, policy number 3356:05-03 (Previous Policy Number 5003.00) of the *University Guidebook*, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**

Policy 3356:05-03 Affiliated Organizations  
(Previous Policy Number 5003.00)

Responsible Office/Division:	Office of the President
Responsible Officer:	President
Revision History:	March 2010; March 2015
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	March 11, 2014
Next Review:	2020

**(A) Policy Statement.** The University recognizes the value that affiliated organizations can provide in helping the University to achieve its goals and adopts this policy to ensure that organizations affiliated with the University conduct their operations in accordance with University approved standards and practices.

**(B) Purpose.** To provide standards and practices for the selection, operation, and continued existence of an affiliated organization.

**(C) Scope.** This policy applies to nonprofit corporations and organizations which are affiliated with the University and exist solely for the benefit and support of the University, whether or not they have been created by the University.

**(D) Definition.**

1. Affiliated organization. An entity that has a legal existence separate from the University, and which is formed or operated to support or complement the mission of the University, and:
  - (a) is controlled or strongly influenced by the University, or
  - (b) receives financial support from the University, or
  - (c) utilizes University resources, name, or identity.

**(E) Parameters.**

1. Each affiliate's relationship with the University will be formalized in a memorandum of agreement. The memorandum of agreement will be governed by the following principles:
  - a) The creation and activities of affiliates must promote, sponsor, or complement University operations or mission.
  - b) Affiliates shall provide for at least one University representative on its governing board.
  - c) Affiliates must use sound fiscal and accounting procedures.
  - d) Affiliates must be managed in a manner consistent with their own enabling documents and the University's purpose, mission, and procedures.

Policy 3356:05-03 Affiliated Organizations  
(Previous Policy Number 5003.00)

- e) Affiliates must adhere to high ethical and conflict of interest standards.
- f) The University's relationship with an affiliate is not necessarily intended to be perpetual.

7. The Board of Trustees shall be notified of and approve all affiliate agreements.

Policy 3356:05-03 Affiliated Organizations  
(Previous Policy Number 5003.00)

1

NUMBER  
**5003.00**

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NEW POLICY  
**UNIVERSITY GUIDEBOOK**

**Title of Policy:** ~~\_\_\_\_\_~~ **Affiliated Organizations**  
**Responsible Office/Division:** Office of the President  
**Approving/Responsible Officer:** President  
**Revision History:** March 2010; March 2015  
**Resolution Number(s):** ~~\_\_\_\_\_~~ FY 2010-53  
**Board Committee:** ~~External Relations~~ University Affairs  
**EFFECTIVE DATE:** March 12~~1~~, 2010~~4~~  
**Next Review:** 20~~13~~ (Changed to 2015 Per Guidebook Policy 0001.00)

**Policy:** ~~The President of the University shall be responsible for coordination with outside organizations such as the University Housing Corporation, and the Penguin Club.~~

**(A) Policy Statement.** The University recognizes the value that affiliated organizations can provide in helping the University to achieve its goals and adopts this policy to ensure that organizations affiliated with the University conduct their operations in accordance with University approved standards and practices.

**(B) Purpose.** To provide standards and practices for the selection, operation, and continued existence of an affiliated organization.

**(C) Scope.** This policy applies to nonprofit corporations and organizations which are affiliated with the University and exist solely for the benefit and support of the University, whether or not they have been created by the University.

**(D) Definition:**

An affiliated entity is an organization. An entity that has a legal existence separate from the University, and which is formed or operated to support or complement the mission of the University, and:

➤ was created by the University, or

Policy 3356:05-03 Affiliated Organizations(Previous Policy Number 5003.00)

- (a) is controlled or strongly influenced by the University, or
- (b) receives financial support from the University, or
- (c) utilizes University resources, name, or identity.

NUMBER

5003.00

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**(E) Parameters:**

1. Each affiliate's relationship with the University will be formalized in a memorandum of agreement. The memorandum of agreement will be governed by the following principles:

- a) The creation and activities of affiliates must promote, sponsor, or complement University operations or mission.
- b) Affiliates shall provide for at least one University representative on its governing board.
- c) Affiliates must use sound fiscal and accounting procedures.
- d) Affiliates must be managed in a manner consistent with their own enabling documents and the University's purpose, mission, and procedures.
- e) Affiliates must adhere to high ethical and conflict of interest standards.
- f) The University's relationship with an affiliate is not necessarily intended to be perpetual.

~~Separate procedural guidelines will be established for the creation and monitoring of relationships with affiliate organizations. 7. The Board of Trustees shall be notified of and approve will be involved in the establishment and monitoring activities for all affiliate relationships agreements.~~

**AGENDA ITEM: (C.1.c.)**

**AGENDA TOPIC:** Resolution to Modify Endowment Funds Policy, 3356:05-09 (Previous Policy Number 5009.01)

**STAFF CONTACT(S):** Shannon Tirone, Chief of Staff

**BACKGROUND:** On December 16, 2014, the Youngstown State University Board of Trustees executed the Youngstown State University Service Agreement with the Youngstown State University Foundation.

**SUMMARY AND ANALYSIS:** Modifications have been made to Policy 3356:05-09 (Previous Policy Number 5009.01) to align with the Memorandum of Understanding between Youngstown State University and the Youngstown State University Foundation.

**RESOLUTION:**

**RESOLUTION TO MODIFY  
ENDOWMENT FUNDS POLICY, 3356:05-09  
(PREVIOUS POLICY NUMBER 5009.01)**

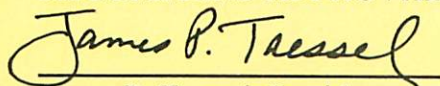
**WHEREAS,** the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**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 Endowment Funds, policy number 3356:05-09 (Previous Policy Number 5009.01) of the *University Guidebook*, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**

3356:05-09 Endowment Funds  
(Previous Policy Number 5009.01)

Responsible Office/Division:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	March 1999; March 2010; March 2015
Board Committee:	Institutional Engagement
<b>EFFECTIVE DATE:</b>	March 11, 2015
Next Review:	2020

**(A) Policy Statement.** In order to assist in the mission of the University, the Board of Trustees authorizes the Youngstown State University Foundation (YSU Foundation) to accept, manage, and invest philanthropic gifts on behalf of the University in accordance with this policy, and all applicable laws and agreements between the University and the YSU Foundation.

**(B). Purpose.** To establish guidelines for the acceptance and management of endowed philanthropic gifts to the University.

**(C) Scope.** This policy applies to all philanthropic endowed gifts made to benefit the University, whether restricted or unrestricted.

**(D) Parameters.**

(1) Those endowments recorded in the financial records of the University up to the date of December 16, 2014, shall be managed and invested pursuant to University Board of Trustees policies.

(2) Donor intent shall be respected and complied with at all times to the extent permissible under applicable tax laws.

**(E) Procedures.**

(1) All philanthropic endowed gifts, whether restricted or unrestricted, for an endowment not recorded in the financial records of the University as of December 16, 2014, shall be deposited with the YSU Foundation to be managed by the Foundation, unless specific donor intent demonstrates that the gift is to be given to the University for a restricted or unrestricted purpose.

(2) Additions to any endowment recorded in the financial records of the University as of December 16, 2014, shall be deposited with the University, unless specific donor intent demonstrates that the gift is to be given to the YSU Foundation.



3356:05-09 Endowment Funds  
(Previous Policy Number 5009.01)

(3) Those philanthropic endowed funds which are under University management and unless otherwise provided by a donor, will operate in accordance with University policy 3356:03-10, *Investment of University's Non-Endowment and Endowment Funds*.

3356:05-09 Endowment Funds  
(Previous Policy Number 5009.01)

NUMBER  
**5009.01**

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**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Endowment Funds</b>
<b>Responsible Office/Division:</b>	<u>University Advancement</u> <u>Office of the President</u>
<b>Approving Officer:</b>	President
<b>Revision History:</b>	March 1999; March 2010; <u>March 2015</u>
<b>Resolution Number(s):</b>	<del>YR 1999-52; YR 2010-51</del>
<b>Board Committee:</b>	<del>External Relations</del> <u>Institutional Engagement</u>
<b>EFFECTIVE DATE:</b>	March 11, <del>2012</del> , 2010
<b>Next Review:</b>	<del>2020-13</del> (Changed to 2015 Per Guidebook Policy 0001.00)

**(A) Policy Statement:** ~~In order to assist in the mission of the University, the Board of Trustees authorizes the Youngstown State University Foundation (YSU Foundation) to accept, manage, and invest philanthropic gifts on behalf of the University in accordance with this policy, and all applicable laws and agreements between the University and the YSU Foundation, establishment of Endowment Funds by the President or designee. Such funds are established with the understanding that the principal remains inviolate and only the interest income derived from this principal is utilized.~~

**(B). Purpose.** To establish guidelines for the acceptance and management of endowed philanthropic gifts to the University.

**(C) Scope.** ~~This policy applies to all philanthropic endowed gifts made to benefit the University, whether restricted or unrestricted.~~

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**(D) Parameters:**

- ~~Endowment Fund guidelines are approved by the External Relations Committee of the Board of Trustees~~
- ~~Endowment Funds may be created and payments to such funds may be made at any time.~~
- ~~The Youngstown State University Foundation serves as investment manager of the University's Endowment Fund portfolio.~~

3356:05-09 Endowment Funds  
(Previous Policy Number 5009.01)

(1) Those endowments recorded in the financial records of the University up to the date of December 16, 2014, shall be managed and invested pursuant to University Board of Trustees policies.

(2) Donor intent shall be respected and complied with at all times to the extent permissible under applicable tax laws.

(E) Procedures:

(1) All philanthropic endowed gifts, whether restricted or unrestricted, for an endowment not recorded in the financial records of the University as of December 16, 2014, shall be deposited with the YSU Foundation to be managed by the Foundation, unless specific donor intent demonstrates that the gift is to be given to the University for a restricted or unrestricted purpose.

(2) Additions to any endowment recorded in the financial records of the University as of December 16, 2014, shall be deposited with the University, unless specific donor intent demonstrates that the gift is to be given to the YSU Foundation.

~~1. (3) Those philanthropic endowed funds which are under University management and unless otherwise provided by a donor, all endowment fund assets will operate in accordance with University policy 3356:03-10. *Investment of University's Non-Endowment and Endowment Funds*, a "share value" method. Each named fund is assigned a number of shares in the University Endowment Fund based on the value of the gifts to that named fund.~~

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~~2. Investment income is recorded monthly based on each fund's pro rata share to the total endowment shares. Realized and unrealized investment gains and losses are recorded in the corpus whereas interest income is recorded in the corresponding spendable funds. Income held by the manager is distributed upon request of the University as funds are needed. Until distribution, such income is invested in U.S. Treasury Bills, Certificates of Deposit, Repurchase Agreements, or other interest bearing accounts.~~

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~~\_\_\_\_\_ The \_\_\_\_\_ shares  
valuation of the pool is determined monthly.~~

~~\_\_\_\_\_ Note: \_\_\_\_\_ For  
acceptance of gifts, including endowment funds, see 5007.01.~~

**AGENDA ITEM: (C.1.d.)**

**AGENDA TOPIC:** Resolution to rescind YSU Foundation Policy 5003.01, Fund Raising Policy 5004.01, and Acceptance of Gifts Policy 5007.01.

**STAFF CONTACT(S):** Holly Jacobs, General Counsel, and Neal McNally, Interim V.P. Finance and Administration.

**BACKGROUND:** Youngstown State University and the YSU Foundation have executed the *Youngstown State University Development Service Agreement* which provides for a transition period during which the University's Board of Trustees will update and revise all applicable University policies to reflect the execution of this Agreement (Article I, Section 1.5).

**SUMMARY AND ANALYSIS:** The activities, obligations, and procedures previously addressed in policies 5003.01, 5004.01, and 5007.01 are now addressed pursuant to the *Youngstown State University Development Service Agreement* thereby making these policies unnecessary and redundant.

**RESOLUTION:**

**RESOLUTION TO RESCIND  
YSU FOUNDATION POLICY 5003.01, FUND RAISING POLICY 5004.01, and  
ACCEPTANCE OF GIFTS POLICY 5007.01**

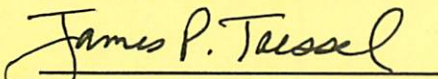
**WHEREAS,** the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**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 rescission of YSU Foundation Policy 5003.01, Fund Raising Policy 5004.01, and Acceptance of Gifts Policy 5007.01, shown as Exhibits \_\_ attached hereto.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**

**PROPOSED FOR RESCISSION**

***UNIVERSITY GUIDEBOOK***

<b>Title of Policy:</b>	<b>YSU Foundation</b>
Responsible Division:	University Advancement
Approving Officer:	President
<i>Revision History:</i>	November 1997; September 2009
Resolution Number(s):	YR 1998-27; YR 2010-12
Board Committee:	External Relations
<b>EFFECTIVE DATE:</b>	September 25, 2009
Next Review:	2012 (Changed to 2014 Per Guidebook Policy 0001.00)

**Policy:** The President of the University shall be responsible for coordination with outside organizations such as the Youngstown State University Foundation.

- The Youngstown State University Foundation (YSUF) is a separately chartered charitable organization.
- YSUF was founded to assist the University by providing support for educational, literary, charitable, and scientific activities, projects, and scholarships.
- Requests for such assistance to the President of the YSUF shall be made only by the President, or by an executive officer in consultation with the President.
- The Vice President for University Advancement serves as the primary University contact on regular and routine matters with the YSU Foundation.
- YSUF shall serve as an investment manager for the University. In this capacity, YSUF may encourage and administer a planned giving program on behalf of the University.

PROPOSED FOR RESCISSION

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Fund Raising</b>
Responsible Division:	University Advancement
Approving Officer:	President
<i>Revision History:</i>	November 1997; September 2009
Resolution Number(s):	YR 1998-27; YR 2010-13
Board Committee:	External Relations
<b>EFFECTIVE DATE:</b>	September 25, 2009
Next Review:	2012 (Changed to 2014 Per Guidebook Policy 0001.00)

**Policy:** Solicitation of gifts made by anyone for the benefit of the University, or any agency thereof, shall require prior approval of the Vice President for University Advancement.

**Parameters:**

- The Division for University Advancement is charged to ensure that the planning and implementation of fund-raising strategies are carried out in an organized and coordinated manner.
- The Vice President for University Advancement and the Chief Development Officer shall meet with the Deans' Development Council and the executive officers on a regular basis to communicate University-wide development strategies and efforts, and to coordinate development efforts.
- The Division of University Advancement with respect to fundraising has a dual purpose: (1) to create an awareness within the private sector of the financial needs of the University; and (2) to implement a coordinated plan for meeting those needs through private support.

**Procedures:**

1. The Office of University Development is responsible, in consultation with the Vice President for University Advancement, for designing, planning, and implementing fund-raising strategies which increase the level of private support to the institution.
2. All requests to undertake fund-raising projects, (including major campaigns), or to solicit contributions from individuals or any other entity must be in writing and must have been reviewed and supported by the chairperson or director of the appropriate department, program or unit and the dean or executive director of the respective department, program or unit prior to submission to the Vice President for University Advancement for appropriate review with the President and Cabinet.
3. Any request involving the planning, construction, or expansion of a facility must first be reviewed by the appropriate dean or executive director and supported by the President.
4. Activities to be coordinated through the Office of University Development include:
  - Fund-raising campaigns through direct mail, telemarketing, "E" Philanthropy and personal solicitation.
  - Establishment of "associates," "friends," "membership," or other program designed to solicit financial support.
  - Special fund-raising efforts appealing to various University constituencies regarding scholarships, memorial funds, fellowships, aid programs, professorships, endowed chairs, etc.
  - Fund-raising for construction, expansion, or renovation of University facilities, regardless of other sources of funding.
  - Request to private sources for the funding of new or existing programs.
  - All other programs to raise funds in the private sector.
5. The Office of University Development is an authorized cash-collection point on campus and is responsible for officially recording and acknowledging receipt of all gifts to the University including cash pledges, securities, trusts, insurance policies, real estate, and other gifts-in-kind.
6. All gifts and donations must be processed through the Office of University Development before being deposited in any University account.

**NUMBER**

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7. A complete and accurate record of every donor to the University shall be maintained by the Office of University Development. Donor anonymity shall be protected whenever possible.
8. More detailed information regarding fund raising can be found in “Donor Guide to Giving” available in the Office of University Development.



**PROPOSED FOR RESCISSION**

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Acceptance of Gifts</b>
Responsible Division/Office:	University Advancement
Approving Officer:	President
<i>Revision History:</i>	1999; March 2003; June 2010
Resolution Number(s):	YR 1999-22; YR 2003-48; YR 2010-79
Board Committee:	External Relations
<b>EFFECTIVE DATE:</b>	June 11, 2010
Next Review:	2013 (Changed to 2015 Per Guidebook Policy 0001.00)

**Policy:** The Board of Trustees may accept gifts to the University. Whenever securities of any kind are accepted as gifts, the assets will be added to the University's portfolio, and the investment manager, as appointed by the University's Investment Subcommittee, will determine whether retaining or selling these assets is in the University's best interest.

**Parameters:**

- Gifts made to the University may be real or personal property, both tangible and intangible. Gifts usually accepted by the University range from, but are not limited to, real estate and tangible personal property such as books, works of art, antiques, etc. Intangible personal property includes gifts of cash, stock certificates, bonds, and other negotiable instruments.
- Whenever securities of any kind are accepted as gifts, the investment manager will either sell them, retain them for sale at a later date, or retain them indefinitely in the University's portfolio, subject to donor stipulations communicated to the investment manager by the President or the Vice President of Finance & Administration (or equivalent position).

**Procedures:**

1. The President shall compile a list of gifts and terms, if any, to the University with recommendations to be presented at a regularly scheduled meeting of the Board of Trustees.
2. Upon acceptance by the Board, gifts become the property of the University, and their inventory, maintenance, and disposal will comply with existing policies, procedures, and regulations.
3. The President, or designee, shall acknowledge all gifts.

**AGENDA ITEM: (C.1.e.)**

**AGENDA TOPIC:** Resolution to Accept Development Gifts

**STAFF CONTACT:** Shannon Tirone, Chief of Staff

**BACKGROUND:** The Board of Trustees will accept 3,067 gifts from University donors totaling \$3,225,425 through the second quarter of Fiscal Year 2015. The President shall compile a list of gifts and terms, if any, to the University with recommendations to be presented at a regularly scheduled meeting of the Board of Trustees.

**SUMMARY AND ANALYSIS:** Exhibit \_\_ includes the development reports and executive summaries through the second quarter of Fiscal Year 2015 and Fiscal Year 2014. A summary of these reports is as follows:

- Year-to-date total was \$3,225,425 through the second quarter of Fiscal Year 2015. (See calculations for public number.)

**RESOLUTION:**

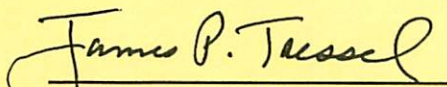
**RESOLUTION TO ACCEPT DEVELOPMENT GIFTS**

**WHEREAS,** Board policy provides that the President shall compile a list of gifts to the University for each meeting of the Board of Trustees and present the list accompanied by his recommendation for action by the Board; and

**WHEREAS,** the President has reported that the gifts as listed in Exhibit \_\_ attached hereto are being held pending acceptance and he recommends their acceptance;

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees does hereby accept these gifts on behalf of Youngstown State University and requests that the President acknowledge the acceptance of these gifts and express our gratitude to the donors for their generosity in support of the University.

**RECOMMEND APPROVAL:**

  
James P. Tressel, President

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**

**RESOLUTION TO ACCEPT DEVELOPMENT GIFTS**

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**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**

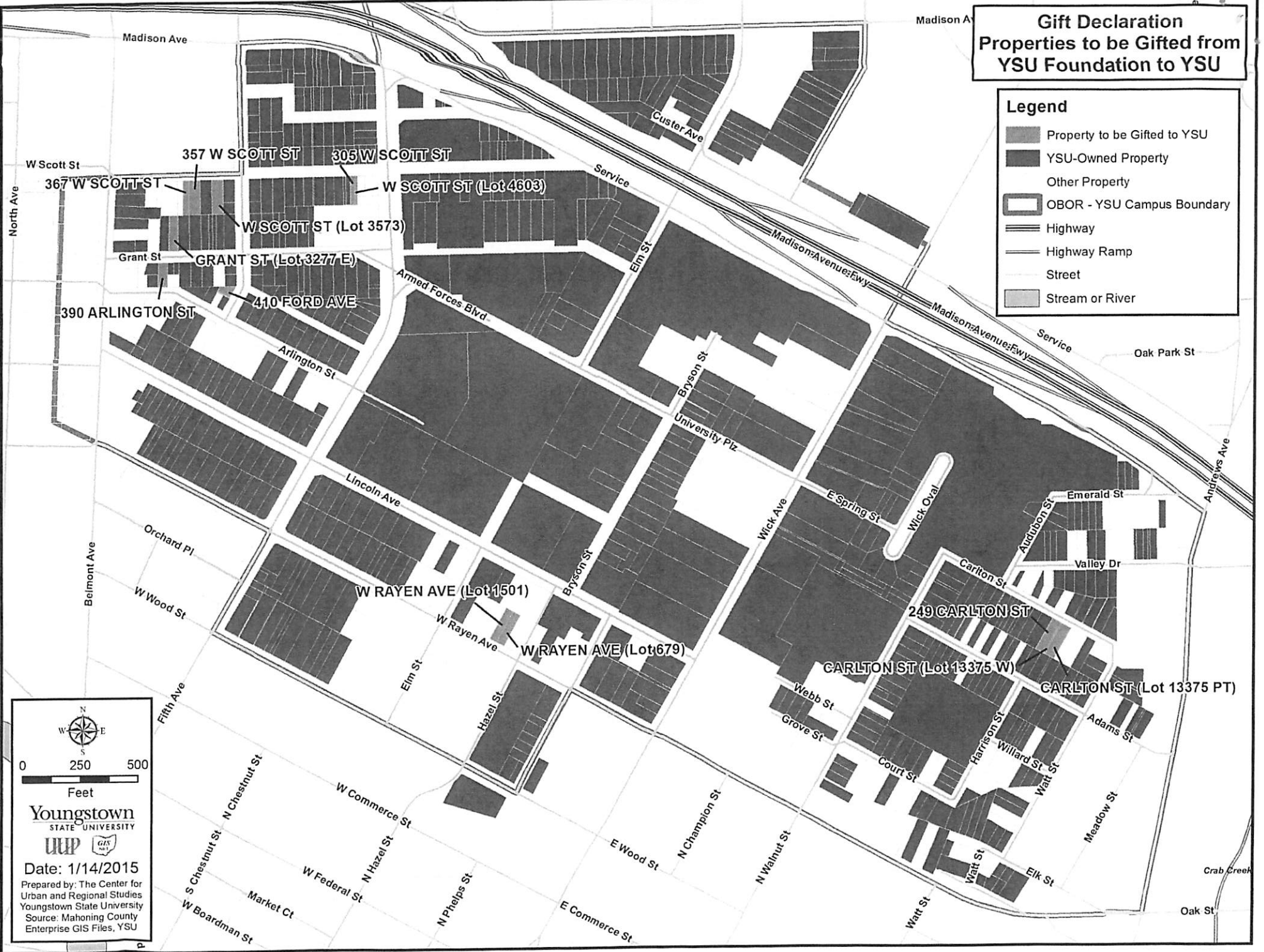
**UNIVERSITY GIFTS  
EXECUTIVE SUMMARY  
Fiscal Year 2014-2015  
July 1, 2014-December 31, 2014**

<b>Gifts Received</b>	<b>Number of Gifts</b>	<b>Amount</b>
University Development	3,067	\$ 3,225,425*
<b>Total University Gifts</b>	<b>3,067</b>	<b>\$ 3,225,425</b>
Alumni Relations	302	\$ 16,305
WYSU-FM	1,225	\$ 148,064
<p>* Included in the amount of gifts received are thirteen parcels of real estate valued at \$58,410 that will be gifted by the Youngstown State University Foundation to YSU. A map identifying the parcels is attached for your reference.</p>		

# Gift Declaration Properties to be Gifted from YSU Foundation to YSU


**Legend**

-  Property to be Gifted to YSU
-  YSU-Owned Property
-  Other Property
-  OBOR - YSU Campus Boundary
-  Highway
-  Highway Ramp
-  Street
-  Stream or River



0 250 500  
Feet

**Youngstown**  
STATE UNIVERSITY

**UUP** 

Date: 1/14/2015  
Prepared by: The Center for Urban and Regional Studies  
Youngstown State University  
Source: Mahoning County Enterprise GIS Files, YSU

**YOUNGSTOWN STATE UNIVERSITY  
DEVELOPMENT REPORT  
Cash and Pledges  
FY2015 YTD  
July 1, 2014– December 31, 2014**

	Cash/Property	Pledges	Total
<b>Unrestricted</b>	\$ 321,162	\$ 9,635	\$ 330,797
<b>Restricted</b>	\$ 2,733,490	\$ 8,224	\$ 2,741,714
<b>Endowment</b>	\$ 76,132	\$ 76,782	\$ 152,914
<b>Total</b>	<u>\$ 3,130,784*</u>	<u>\$ 94,641</u>	<u>\$ 3,225,425</u>

\* Includes payments of \$1,141,815 on pledges from previous years.

These figures do not include \$750,000 in planned gifts, \$537,052 in designations to the YSU Foundation, \$122,330 in gifts in-kind, \$16,305 for Alumni Relations and \$148,064 for WYSU.

There weren't any write-offs and adjustments for the period above.

Total \$3,225,425 minus \$1,141,815 in prior year pledge payments plus \$750,000 in planned gifts and \$537,052 in contributions to the YSU Foundation equals a grand total of \$3,370,662.

**UNIVERSITY GIFTS  
EXECUTIVE SUMMARY  
Fiscal Year 2013-2014  
July 1, 2013-December 31, 2013**

<b>Gifts Received</b>	<b>Number of Gifts</b>	<b>Amount</b>
University Development	3,290 \$	3,056,362
<b>Total University Gifts</b>	<b>3,290 \$</b>	<b>3,056,362</b>
Alumni Relations	318 \$	16,445
WYSU-FM	1,105 \$	120,361



**YOUNGSTOWN STATE UNIVERSITY  
DEVELOPMENT REPORT  
Cash and Pledges  
FY2014 YTD**

*July 1, 2013 – December 31, 2013*

	<b>Cash/Property</b>	<b>Pledges</b>	<b>Total</b>
<b>Unrestricted</b>	\$ 240,814	\$ 13,386	\$ 254,200
<b>Restricted</b>	\$ 2,528,263	\$ 168,928	\$ 2,697,191
<b>Endowment</b>	\$ 82,654	\$ 22,317	\$ 104,971
<b>Total</b>	<u>\$ 2,851,731*</u>	<u>\$ 204,631</u>	<u>\$ 3,056,362</u>

\* Includes payments of \$2,014,656 on pledges from previous years.

These figures do not include \$869,185 in planned gifts, \$148,000 in assets held by others, \$741,720 in designations to the YSU Foundation, \$73,453 in gifts in-kind, \$16,445 for Alumni Relations and \$120,361 for WYSU.

Pledge write-offs and adjustments for the period above totaled \$2,350 of prior year pledges and \$50 of current year pledges.

Total \$3,056,362 minus \$2,014,656 in prior year pledge payments plus \$869,185 in planned gifts, plus \$148,000 in assets held by others, plus \$741,720 in contributions to the YSU Foundation equals grand total of \$2,800,611.

# **Fundraising Progress by Capital Project**

## **Through December 31, 2014**

- **Construction of the Veterans Resource Center**
  - **\$1,000,000 Total Project Budget (\$1M Bond Financed)**
  - **\$807,902 Cash + \$220,835 Pledges = \$1,028,737 Total Raised**
- **Construction of the Athletic Fields (West of Fifth Avenue)**
  - **\$4,350,000 Project Budget (100% Bond Financed)**
  - **\$100,000 Cash + \$400,000 Pledges = \$500,000 Total Raised**

**AGENDA ITEM: (C.1.f.)**

**AGENDA TOPIC:** Friend of the University

**STAFF CONTACT(S):** Shannon Tirone, Chief of Staff

**BACKGROUND:** The Friend of the University recognition is the foremost University event. It serves as a means to recognize the leadership and contributions to the University and the community by a particular individual or individuals. The event is not a fund raising activity; rather its focus is on friend raising. It provides a means for the University to thank the members of the President's Council and other prominent individuals. The overall goal of this event is to recognize the annual recipient and to strengthen connections between the University and its closest friends at an annual black-tie dinner.

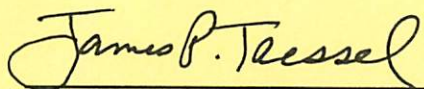
The recipient is selected through a process that includes representatives from the Board of Trustees as well as representation from the Office of University Development. Each Friend of the University receives a unique award, a crystal penguin on a black marble base.

The Friend of the University event enables the University to acknowledge those individuals who have made significant financial or personal commitments to YSU and the Community. Those selected as Friend of the University serve as examples of the highest standards of community service, scholarship, and leadership.

**Selection Criteria**

1. One or more individuals may be selected.
2. The individual(s) will have distinguished himself/herself for outstanding service to the University and the Community.
3. The individual will have made significant financial or personal commitments to YSU and through the success of their careers enhanced the reputation of the University.
4. The honoree(s) will serve as a role model to students and demonstrate the highest standards of community service, scholarship and leadership.

**RECOMMEND APPROVAL:**



James P. Tressel, President

**Board of Trustees Meeting**  
**March 11, 2015**  
**YR 2015-**