

BOARD OF TRUSTEES



AGENDA

Wednesday, June 17, 2015

BOARD OF TRUSTEES' MEETING

**Wednesday, June 17, 2015
3:00 p.m.**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Roll Call
- B. Proof of Notice of Meeting
- C. Disposition of Minutes
- D. Report of the President of the University
- E. Report of the Committees of the Board
 - 1. Academic Quality and Student Success Committee
 - a. Resolution to Modify Faculty Workload Policy, 3356-10-20,
(Previous Policy Number 1020.01)
 - b. Resolution to Modify Appointment of Graduate Assistants and Teaching Assistants Policy,
3356-9-3.1 (Previous Policy Number 9003.03)
 - c. Resolution to Authorize Recommendation of Candidates for Honorary Degrees
 - d. Resolution to Authorize Conferral of Faculty Emeritus Status
 - e. Resolution to Expand College Credit Plus Dual Enrollment Partnerships into the State of
Pennsylvania
 - 2. Institutional Engagement Committee
 - a. Resolution to Approve Gifts for the Benefit of the University Policy, 3356-5-07
 - b. Resolution to Modify University Police Policy, 3356-4-08,
(Previous Policy Number 4008.01)
 - c. Resolution to Modify Advertising Procedures Policy, 3356-5-02,
(Previous Policy Number 5002.01)
 - d. Resolution to Accept Development Gifts
 - e. Resolution to Name the Drs. Thomas and Maria M.L. Fok Hall
 - f. Resolution to Authorize the Execution of a Mutual Aid Agreement Between Youngstown
State University Police and Other Law Enforcement Agencies Within Mahoning and
Trumbull Counties
 - 3. Finance and Facilities Committee
 - a. Resolution to Authorize Energy Performance Contract with Johnson Controls, Inc. for
Energy Savings Measures and to Secure Project Financing through PNC Equipment Finance
 - b. Resolution to Modify Institutional Insurance Programs Policy, 3356-3-06
(Previous Policy Number 3005.01)
 - c. Resolution to Modify and Retitle Smoke-Free Environment Policy, 3356-4-01
(Previous Policy Number 4001.01)
 - d. Resolution to Modify Acquisition of Real Estate Policy, 3356-4-05
(Previous Policy Number 4005.01)
 - e. Resolution to Modify University Health and Safety Policy, 3356-4-10
(Previous Policy Number 4010.01)
 - f. Resolution to Approve the Exchange of Land for Campus Improvement
 - g. Resolution to Authorize the Leasing of University Land for Student Housing Development
 - h. Resolution to Approve the Annual Operating Budget for FY 2016
 - i. Resolution to Approve Changes to Tuition and Fees for the 2015-16 Academic and Fiscal
Year

- j. Resolution to Approve Interfund Transfers
 - k. Resolution to Approve the Give Back Go Forward Program
 - l. Report of the Audit Subcommittee, Delores E. Crawford, Chair
 - m. Report of the Investment Subcommittee, James B. Greene, Chair
4. University Affairs Committee
- a. Resolution to Modify Discrimination/Harassment Policy, 3356-2-03
(Previous Policy Number 2001.03)
 - b. Resolution to Rescind Equal Opportunity Discrimination Complaint Procedures Policy,
3356-2-02 (Previous Policy Number 2001.01)
 - c. Resolution to Modify Employee Health Insurance Programs Policy, 3356-7-22
(Previous Policy Number 7008.01)
 - d. Resolution to Modify and Retitle University Websites Policy, 3356-5-14
(Previous Policy Number 5015.01)
 - e. Resolution to Modify and Retitle Sensitive Information Policy, 3356-4-13
(Previous Policy Number 4012.01)
 - f. Resolution to Approve Exception to Selection Requirements and Appointment of Vice
President for Finance and Business Operations
 - g. Resolution to Approve Exception to Selection Requirements and Appointment of Provost
and Vice President for Academic Affairs
 - h. Resolution to Approve Multiple-Year Contracts
 - i. Resolution to Ratify Personnel Actions
 - j. Resolution to Authorize Conferral of Emeritus Status
 - k. Resolution Regarding Terms and Conditions of Employment for Classified Employees
Exempt from Collective Bargaining
 - l. Report of the Collective Bargaining and Negotiations Subcommittee, Leonard D. Schiavone,
Chair
 - m. Report of the Intercollegiate Athletics Subcommittee, Harry Meshel, Chair
- F. Communications and Memorials
- G. Unfinished Business
- H. New Business
- I. Election of Board Officers
- J. Committee Appointments 2015-2016
- K. Chairperson's Remarks
- L. Dates and Times of Upcoming Regular Meetings of the Board
- Tentative Meeting Dates: 3 p.m., Thursday, September 24, 2015
3 p.m., Wednesday, December 16, 2015
3 p.m., Wednesday, March 16, 2016
- M. Adjournment

DIVIDER

Academic Quality and Student Success Committee

**RESOLUTION TO MODIFY
FACULTY WORKLOAD POLICY, 3356-10-20
(PREVIOUS POLICY NUMBER 1020.01)**

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 Faculty Workload, Policy Number 3356-10-20 (previous Policy Number 1020.01) of the *University Guidebook*, shown as Exhibit A attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

3356-10-20 Faculty workload.

(Former Policy No. 1020.01)

Title of Policy: ~~Faculty Workload~~

Responsible Division/Office: Academic Affairs

Responsible Approving Officer: Provost & Vice President for Academic Affairs

Revision History: January 2000; March 2010, June 2015

Resolution Number(s): ~~YR 2000-50; YR 2010-46~~

Board Committee: Academic Quality and Student Success Affairs

EFFECTIVE DATE: June 17, 2015 ~~March 12, 2010~~

Next Review: 2020 ~~2013 (Changed to 2015 per Guidebook Policy 0001.00)~~

(A) Policy Statement: Upon accepting an appointment a faculty member assumes responsibilities for teaching, scholarship, and service. Participation in these three activities is understood to be a component of a faculty member's total workload.

(B) Parameters:

- (1) Academic departments will create within themselves a "community of expectation" that fosters the continuing professional development of their faculty in the context established by the needs of the College or University.
- (2) Academic departmental communities exist within and have a responsibility to the larger "community of expectation" which is the College and University.
- (3) The variability of workload distribution related to teaching, research, and service among colleges, departments, and individuals is recognized. Therefore the responsibility for the development of workload policy is at the departmental level and is included in the departmental governance document.

The following guidelines are designed to assist departments as they develop the workload policy:

1. (a) Follow the direction provided by the Ohio Board of Regents and adhere to the provisions of the current *Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association*, including submission of their statements for review and approval to the College Dean.
2. (b) Base the development of workload policy on the approved written mission, goals, and objectives of the unit, under the aegis of the mission, vision, and goals of the University.
3. (c) Recognize that instructional (other than teaching), scholarly, and service activities are a normal part of a faculty member's professional responsibility. Instructional activities other than teaching include, for example, advising, assessment, curriculum development, etc.
4. (d) Understand that, reflecting individual faculty strengths, interests, and abilities, there will be differences in the assignment of workload responsibilities to individual faculty members within the department.
5. (e) Understand that, given the difference of mission, goals, and objectives among departments, there may be differences in the assignment of workload responsibilities among departments.
6. (f) Reassignment from teaching may be authorized when the faculty member's project or assignment will be substantial and beyond what is ordinarily expected when having a teaching assignment of twenty-four workload hours. Individual faculty members seeking reassignment within departmental guidelines will submit a written statement of their proposal and, ultimately, a written report of the outcomes of the project. Reports must be submitted to the chair within 60 days of the beginning of the term following the reassignment or prior to requesting additional reassigned time.

Alternatives to teaching must be approved by the departmental Chair, the Dean, and the Provost. The Chair and the Dean hold the responsibility to ensure that all proposals are considered fairly and that departmental teaching obligations are fulfilled within an approved budget allocation. The Chair and the Dean will review the outcomes of the assignments. Written records of the proposal, its outcomes, and the review of the Chair and Dean will be kept on file in the department. Subsequent reassignments will be dependent on satisfactory outcomes of the previous projects as determined by the Chair and the Dean.

3356-10-20 Faculty workload.

(Former Policy No. 1020.01)

Responsible Division/Office:	Academic Affairs
Responsible Officer:	Provost and Vice President for Academic Affairs
Revision History:	January 2000; March 2010; June 2015
Board Committee:	Academic Quality and Student Success
EFFECTIVE DATE:	June 17, 2015
Next Review:	2020

- (A) Policy statement. Upon accepting an appointment, a faculty member assumes responsibilities for teaching, scholarship, and service. Participation in these three activities is understood to be a component of a faculty member's total workload.
- (B) Parameters.
- (1) Academic departments will create within themselves a community of expectation that fosters the continuing professional development of their faculty in the context established by the needs of the college or university.
 - (2) Academic departmental communities exist within and have a responsibility to the larger community of expectation, which is the college and university.
 - (3) The variability of workload distribution related to teaching, research, and service among colleges, departments, and individuals is recognized. Therefore, the responsibility for the development of workload policy is at the departmental level and is included in the departmental governance document. The following guidelines are designed to assist departments as they develop the workload policy:
 - (a) Follow the direction provided by the Ohio board of Regents and adhere to the provisions of the current "Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association," including submission of their statements for review and approval to the college dean.

- (b) Base the development of workload policy on the approved written mission, goals, and objectives of the unit under the aegis of the mission, vision, and goals of the university.
- (c) Recognize that instructional (other than teaching), scholarly, and service activities are a normal part of a faculty member's professional responsibility. Instructional activities other than teaching include, for example, advising, assessment, curriculum development.
- (d) Understand that, reflecting individual faculty strengths, interests, and abilities, there will be differences in the assignment of workload responsibilities to individual faculty members within the department.
- (e) Understand that, given the difference of mission, goals, and objectives among departments, there may be differences in the assignment of workload responsibilities among departments.
- (f) Reassignment from teaching may be authorized when the faculty member's project or assignment will be substantial and beyond what is ordinarily expected when having a teaching assignment of twenty-four workload hours. Individual faculty members seeking reassignment within departmental guidelines will submit a written statement of their proposal and, ultimately, a written report of the outcomes of the project. Reports must be submitted to the chair within sixty days of the beginning of the term following the reassignment or prior to requesting additional reassigned time.

Alternatives to teaching must be approved by the departmental chair, the dean, and the provost. The chair and the dean hold the responsibility to ensure that all proposals are considered fairly and that departmental teaching obligations are fulfilled within an approved budget allocation. The chair and the dean will review the outcomes of the assignments. Written records of the proposal, its outcomes, and the review of the chair and dean will be kept on file in the department. Subsequent

reassignments will be dependent on satisfactory outcomes of the previous projects as determined by the chair and the dean.

**RESOLUTION TO MODIFY APPOINTMENT OF
GRADUATE ASSISTANTS AND TEACHING ASSISTANTS POLICY,
3356-9-3.1 (PREVIOUS POLICY NUMBER 9003.03)**

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 Appointment of Graduate Assistants and Teaching Assistants Policy, 3356-9-3.1 (Previous Policy Number 9003.03) of the *University Guidebook*, and to be retitled as Appointment of Graduate Assistants, Graduate Assistant Interns, and Teaching Assistants Policy, shown as Exhibit **B** attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Appointment of Graduate Assistants, Graduate Assistant Interns, and Teaching Assistants
Responsible Division/Office:	<u>College of Graduate Studies</u> School of Graduate Studies and Research
<u>Responsible Approving</u> Officer:	Provost and Vice President for Academic Affairs
Revision History:	February 1999; March 2010, <u>June 2015</u>
Resolution Number(s):	YR-1999-89; YR-2010-46
Board Committee:	Academic <u>Quality</u> & Student <u>Success</u> Affairs
EFFECTIVE DATE:	<u>June 17, 2015</u> March 12, 2010
Next Review:	<u>2020</u> 2013 (Changed to 2015 Per Guidebook Policy 0001.00)

(A) Policy Statement: While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the Provost and Vice Presidents. Each divisional executive officer is responsible for making personnel decisions within the described University procedures.

(B) Purpose: The graduate assistantship program is predicated upon the concept that, given an opportunity to assist the faculty, graduate students provide a service to the University and gain valuable academic experience, which is appropriately supported through the annual institutional budget process. Academics must drive our cost structure. How the assistantship enhances the student's education must be apparent.

(C) Parameters:

1. (1) A graduate assistants (GA) will normally be assigned duties primarily focused on the conduct of research/scholarly/creative activity. A GA may be assigned teaching duties, but should not be the instructor of record. A graduate assistant/intern (GA/I) is a special category of graduate assistant designated to provide opportunities for University offices or departments, community companies or agencies, or other appropriate external sponsors to involve graduate students as academic assistants/interns in "real life" experiences related to their fields of study. The department/agency of service will provide a stipend to the University, which will be paid to the student through the normal stipend process. A teaching assistant (TA) will normally be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class. Additional

academic services to the academic program in which the student is enrolled may be appropriate for all assistantship appointments. ~~Both types of graduate student GA, GA/I and TA~~ appointments are covered by this policy.

2. ~~(2)~~ The Graduate Dean of Graduate Studies and Research is responsible for the administration of the program and appointment of graduate assistants, graduate assistant interns and teaching assistants.
3. ~~(3)~~ The total number of graduate assistantships and teaching assistantships shall be allocated annually as a part of the institutional budget development process, and will take into account the needs of new graduate programs as they are developed and implemented, and the opportunities to increase enrollment and research through the growth of existing graduate programs. The Graduate Dean will allocate available funding to support the remission of instructional fees for graduate assistant internships. Colleges, departments or external sources can also provide funds to support additional assistantships.
4. ~~(4)~~ Additional assistantship positions may be created by the Graduate Dean ~~Dean of Graduate Studies and Research~~ when external funding has been obtained through the Office of ~~Research Grants and Sponsored Programs~~. In such cases, payment for assistantships may be made at rates higher than normal University rates, if the external funding agency has a predetermined payment schedule or allows higher rates of payment.

(D) Procedures:

1. ~~(1)~~ The Dean of the College of Graduate Studies ~~Graduate Studies and Research~~ shall allocate graduate assistants approved within the University budget across the institution. The deans of the academic colleges and appropriate standing committees of the Graduate Council shall be consulted as part of the allocation process. The allocation of teaching assistants shall be completed by the Provost.
2. ~~(2)~~ An academic department may recommend only full-time graduate students with regular [not provisional] degree status for an assistantship. Exceptions to this requirement may be granted only prior to appointment, ~~and~~ by the Graduate Dean ~~Dean of Graduate Studies and Research~~ with sufficient justification from the recommending department. An assistant (GA or TA) with a teaching assignment may not have any undergraduate academic course deficiencies in any area that will be included in the assistant's teaching assignments.
3. ~~(3)~~ Recommendation to appoint a GA, GA/I and/or TA ~~graduate and/or teaching assistants~~ must be obtained from the Academic Dean. Applications with the appropriate recommendations for appointment are then forwarded to the Graduate Dean ~~Dean of Graduate Studies and Research~~, who makes the official appointment of ~~the assistantships graduate assistants and teaching assistants~~. Until the appointment has been made by the Graduate Dean ~~Dean of Graduate Studies and Research~~, no department is authorized to communicate to any applicant for a graduate or teaching assistantship ~~that~~ an award will be made. A Department

is authorized to communicate that they are recommending a student for appointment as a GA, GA/I or TA. The College of Graduate Studies **supports the April 15th Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistans of the Council of Graduate Schools (CGS)**. Appointments and communications regarding appointments will adhere to the April 15th Resolution of the Council of Graduate Schools [<http://www.cgsnet.org/april-15-resolution>]

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4. ~~(4)~~ Appointment as a GA, GA/I, or TA graduate or teaching assistant will normally occur for an academic year or a semester, and be made prior to the beginning of the semester. In cases in which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend and tuition will be prorated to accommodate the period of time covered. Tuition may be covered for the full semester when funding is provided through an external award, which will fund the tuition. The tuition and stipend may also be prorated to accommodate situations where students fail to begin, or complete their assistantship as scheduled.
5. ~~(5)~~ An assistantship appointment for a complete spring or fall semester in the preceding academic year an academic year includes funding for tuition for the next summer term. Appointments of a lesser period may include summer tuition funding with the approval of the Dean of Graduate Studies and Research.
- ~~6.~~ ~~(6)~~ Graduate assistants (GA or GA/I) or teaching assistants shall not hold full-time outside employment, or any Additional employment within the University is not permitted without the approval of the Graduate Dean, of Graduate Studies and Research.
- ~~6.~~ ~~(7)~~ A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible for the supervision of the assistant. A mentor from an academic department who will ensure the appropriate educational experience of the assistantship, or internship must be designated. This applies to GA, GA/I and TA positions.
8. ~~(8)~~ All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.
9. ~~(9)~~ Additional information about graduate assistants, graduate assistant interns, or teaching assistants may be found in the *Graduate Bulletin*, the College School of Graduate Studies Policy Book, and the *Handbook for Graduate Assistants*. Copies are available online in the Office of Graduate Studies and Research.

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3356-9-03.1 Appointment of graduate assistants, graduate assistant interns, and teaching assistants.

(Former Policy No. 9003.03)

Responsible Division/Office:	College of Graduate Studies
Responsible Officer:	Provost and Vice President for Academic Affairs
Revision History:	February 1999; March 2010; June 2015
Board Committee:	Academic Quality and Student Success
EFFECTIVE DATE:	June 17, 2015
Next Review:	2020

- (A) Policy statement. While the president has overall responsibility for the management of the university, the responsibility for employment decisions of personnel is delegated to the provost and vice presidents. Each divisional executive officer is responsible for making personnel decisions within the described university procedures.
- (B) Purpose. The graduate assistantship program is predicated upon the concept that, given an opportunity to assist the faculty, graduate students provide a service to the university and gain valuable academic experience, which is appropriately supported through the annual institutional budget process. Academics must drive our cost structure. How the assistantship enhances the student's education must be apparent.
- (C) Parameters.
- (1) A graduate assistant ("GA") will normally be assigned duties primarily focused on the conduct of research/scholarly activity. A GA may be assigned teaching duties, but should not be the instructor of record. A graduate assistant/intern ("GA/I") is a special category of graduate assistant designated to provide opportunities for university offices or departments, community companies or agencies, or other appropriate external sponsors to involve graduate students as academic assistants/interns in real life experiences related to their fields of study. The department/agency of service will provide a stipend to the university which will be paid to the student through the normal stipend process. A teaching assistant ("TA") will normally be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class. Additional academic services to the academic program in which the student is enrolled may be appropriate for all

assistantship appointments. GA, GAI, and TA appointments are covered by this policy.

- (2) The graduate dean is responsible for the administration of the program and appointment of graduate assistants, graduate assistant interns, and teaching assistants.
- (3) The total number of graduate assistantships and teaching assistantships shall be allocated annually as a part of the institutional budget development process and will take into account the needs of new graduate programs as they are developed and implemented and the opportunities to increase enrollment and research through the growth of existing graduate programs. The graduate dean will allocate available funding to support the remission of instructional fees for graduate assistant internships. Colleges, departments, or external sources can also provide funds to support additional assistantships.
- (4) Additional assistantship positions may be created by the graduate dean when external funding has been obtained through the office of research. In such cases, payment for assistantships may be made at rates higher than normal university rates if the external funding agency has a predetermined payment schedule or allows higher rates of payment.

(D) Procedures.

- (1) The dean of the college of graduate studies shall allocate graduate assistants approved within the university budget across the institution. The deans of the academic colleges and appropriate standing committees of the graduate council shall be consulted as part of the allocation process. The allocation of teaching assistants shall be completed by the provost.
- (2) An academic department may recommend only full-time graduate students with regular (not provisional) status for an assistantship. Exceptions to this requirement may be granted only prior to appointment by the graduate dean with sufficient justification from the recommending department. An assistant GA or TA with a teaching assignment may not have any undergraduate academic

course deficiencies in any area that will be included in the assistant's teaching assignments.

- (3) Recommendation to appoint a GA, GA/I and/or TA must be obtained from the academic dean. Applications with the appropriate recommendations for appointment are then forwarded to the graduate dean, who makes the official appointment of the assistants. Until the appointment has been made by the graduate dean, no department is authorized to communicate to any applicant for a graduate or teaching assistantship that an award will be made. A department is authorized to communicate that they are recommending a student for appointment as a GA, GA/I, or TA. The college of graduate studies supports the "April 15th Resolution" regarding graduate scholars, fellows, trainees and assistants of the council of graduate schools ("CGS"). Appointments and communications regarding appointments will adhere to said resolution of CGS as described on their webpage at: <http://www.cgsnet.org/april-15-resolution>.
- (4) Appointment as a GA, GA/I, or TA will normally occur for an academic year or a semester and be made prior to the beginning of the semester. In cases in which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend and tuition will be prorated to accommodate the period of time covered. Tuition may be covered for the full semester when funding is provided through an external award, which will fund the tuition. The tuition and stipend may also be prorated to accommodate situations where students fail to begin or complete their assistantship as scheduled.
- (5) An assistantship appointment for a complete spring or fall semester in the preceding academic year includes funding for tuition for the next summer term.
- (6) Graduate assistants (GA or GA/I) or teaching assistants shall not hold full-time outside employment. Additional employment within the university is not permitted without the approval of the graduate dean.
- (7) A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible

for the supervision of the assistant. A mentor from an academic department who will ensure the appropriate educational experience of the assistantship or internship must be designated. This applies to GA, GA/I, and TA positions.

- (8) All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.
- (9) Additional information about graduate assistants, graduate assistant interns, or teaching assistants may be found in the “Graduate Bulletin,” the “College of Graduate Studies Policy Book,” and the “Handbook for Graduate Assistants.” Copies are available in online.

**RESOLUTION TO AUTHORIZE
RECOMMENDATION OF CANDIDATES
FOR HONORARY DEGREES**

WHEREAS, the *Policies of the Board of Trustees* provide for the recommendation of candidates for honorary degrees for the next academic year who are reviewed and recommended by the Academic Events Committee, the Provost/Vice President of Academic Affairs, and the President of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that the selection for honorary degrees in the 2015-16 academic year be granted from the candidates listed in the roster attached hereto.

Commencement Speaker Suggestions Academic Events Committee

Updated: 05/4/2015

George Beelen-

George Beelen is a graduate of Walsh University in Business Management and Finance. He is a Professor Emeritus of History and long-time chair of the History Department. He is the founder of the Ohio Cultural Alliance, which celebrates the ethnic heritage of the Mahoning Valley. He has been a recipient of the YSU Heritage Award, the most prestigious award given by YSU. He is currently the QlikView/SAP BI Analyst for Honda of the Americas Research & Development in Cleveland/Akron, Ohio area.

Paul Brubaker-

Paul Brubaker is a graduate of Youngstown State University in Political Science and Government. He has an MPA degree in Public Administration from Kent State University.

He has extensive leadership experience in the private sector and government. He was nominated by President George W. Bush to serve as Administrator of the U.S. Department of Transportation's (DOT) Research and Innovative Technology Administration (RITA). Mr. Brubaker previously served as CEO of Procentrix; a firm that helps organizations plan, manage and achieve measurable performance improvement through the effective use of process and technology. Prior to this role, Mr. Brubaker served as Executive Vice President and Chief Marketing Officer of *SI International*, one of the nation's fastest growing government contractors. Mr. Brubaker previously served as Deputy Assistant Secretary and Deputy Chief Information Officer at the U.S. Department of Defense (DoD) where he was the Department's second highest-ranking technology official and supervised DoD's \$50 billion annual Information Technology expenditure. Before serving at DoD, Mr. Brubaker held various executive positions within the public and private sectors, including Vice President of Strategic Programs for Litton PRC, Vice President of Business Development for Federal Data Corporation, and in senior positions within the U.S. Senate and General Accounting Office. He has also won numerous awards including the Association for Information Resource Management's (AFFIRM) Government Executive Leadership Award in 2000. He was named to Federal Computer Week's Federal 100 in 1996 and 2002, and was appointed to the board of the Virginia Innovative Technology Authority in 1998 where he served as chairman from 2001 to 2003. He recently ended terms as chairman of the technical committee of the Armed Force Communications and Electronics Association (AFCEA) and president of its D.C. Chapter. He currently serves on the advisory board at Xceedium and the board of the Churchill Centre. He lives with his family in Oakton, Virginia.

**Agenda Item E.1.c
Support Material**

Joseph G. Carson-

Joseph G. Carson is the Director of Global Economic Research. He oversees the Economic Analysis team for AllianceBernstein Fixed Income and has primary responsibility for the economic and interest-rate analysis of the US. Previously, Carson was chief economist of the Americas for UBS Warburg, where he was primarily responsible for forecasting the US economy and interest rates. From 1996 to 1999, he was chief US economist at Deutsche Bank. While there, Carson was named to the Institutional Investor All-Star Team for Fixed Income. He began his professional career in 1977 as a staff economist for the chief economist's office in the US Department of Commerce, where he was designated the department's representative at the Council on Wage and Price Stability during President Carter's voluntary wage and price guidelines program. In 1979, Carson joined General Motors as an analyst. He held a variety of roles at GM, including chief forecaster for North America and chief analyst in charge of production recommendations for the Truck Group. From 1981 to 1986, Carson served as vice president and senior economist for the Capital Markets Economics Group at Merrill Lynch. In 1986, he joined Chemical Bank; he later became the chief economist. From 1992 to 1996, Carson served as chief economist at Dean Witter, where he sat on the investment-policy and stock-selection committees. He received his BA and MA from Youngstown State University and did his PhD coursework at George Washington University.

Richard Celeste-

Celeste was born in Cleveland, Ohio. In 1959 he graduated from Yale University. Celeste then received a Rhodes Scholarship to attend Oxford University where he is an Honorary Fellow. After returning to the United States, Celeste served as staff liaison office in the Peace Corps. Celeste was elected to the Ohio House of Representatives from Cuyahoga County in 1970. He was subsequently elected the 55th Lieutenant Governor in 1974. In 1982, Celeste was elected governor of Ohio. Celeste is noted for opening many government positions to African Americans and women—he hired more women to cabinet positions than all previous governors combined. In 2002, Celeste was inaugurated as the 12th President of Colorado College. During his tenure as president, Celeste raised \$200 million for such things as capital improvements and scholarships to help disadvantaged and minority students. Celeste retired as President of Colorado College in 2011.

Denise DeBartolo-York-

Marie Denise DeBartolo-York (born 1951 in Youngstown, Ohio) is the owner of the San Francisco 49ers. She is the daughter of late construction magnate Edward J. DeBartolo Sr. and Marie Patricia Montani DeBartolo.

DeBartolo grew up in a family famous for real estate development. She attended Saint Mary's College of Indiana. After graduation, she joined the family business, The DeBartolo Corporation, and became its executive vice president. In 1994, following her father's death, she became company chairman. Since acquiring the firm, she has diversified its assets, buying several retail

and restaurant chains. In 1981, The DeBartolo Corporation purchased the National Hockey League's Pittsburgh Penguins. DeBartolo-York was president of the Penguins from 1988–1991, including their 1990–1991 championship season, and only the 2nd woman to serve as President of a Stanley Cup winning team. In 1991, the year following the championship, The DeBartolo Corporation sold the Penguins. In 2000, DeBartolo York and her husband John York gained control of the 49ers and other sporting assets from her brother, Edward J. DeBartolo Jr. She currently resides in the Youngstown suburb of Canfield, Ohio.

Denise and John York have been major supporters with their resources and time to Youngstown State University and the athletic department. The Yorks helped in the development of Stambaugh Stadium's DeBartolo Stadium Club and in February 2002 made a contribution of \$500,000 to YSU's women's athletic programs. Their other recent contribution to the university was a \$1.5 million donation for the Wellness and Recreation Center. Also, the Edward J. DeBartolo Memorial Scholarship Foundation has provided thousands of dollars to area high school students to continue their higher education at YSU.

Among more than 25 years of experience in the field of sports management and real estate development and operations, Denise DeBartolo York has received accolades as one of the most successful businesswomen in the United States.

Dave Dravecky-

Dave Dravecky is a motivational speaker, author, and former Major League Baseball player (San Diego Padres, 1982-87 and San Francisco Giants, 1987-89). A YSU graduate, Dave was an All Star in 1983 and pitched in the post season for both the Padres in 1984 and the Giants in 1987. In 1988, a cancerous desmoid tumor was found in Dravecky's pitching arm. He underwent surgery on October 7, 1988, removing half of the deltoid muscle in his pitching arm and freezing the humerus bone in an effort to eliminate all of the cancerous cells. Amazingly, he returned to the major leagues one year later. Unfortunately, after winning his first game, he was midway through his second when his arm snapped during a pitch. While recovering from the break a doctor examining Dave's x-rays noticed a mass in his arm. The cancer had returned. After two more surgeries, his left arm continued to deteriorate, and on July 18, 1991, less than two years after his comeback with the Giants, Dravecky's left arm and shoulder were amputated.

As his baseball career ended, Dave went on to become a motivational speaker. He has written two books about his battles with cancer: *Comeback*, published in 1990, and *When You Can't Come Back*, published in 1992.

Dr. Darrell Lynn Grace-

Dr. Darrell Lynn Grace, a local osteopathic physician, has devoted her life and her career to helping treat people of color in Youngstown.

She has received numerous awards for her work and dedication. She is commonly recognized for founding Grace Place, a facility that offers medical treatment and outreach to members of the

African-American community in Youngstown. Her work goes far beyond and much deeper than that singular accomplishment.

In an article describing her own philosophy about medicine, she described her ideals:

I have committed my career to community education. I speak at local health fairs, churches, and family reunions, when asked. My goal is to educate the community at every opportunity. I know that I cannot be all things to all people, nor can I be everybody's physician. However, I can provide information that educates the community and provides patients with information to help make their office visits meaningful.

She educates health providers about anything from how to interact with patients, to convincing them to seek treatment.

"Carefully listen to your patients without passing judgment," she urges. "Do not mimic pronunciation. Do not use slang or stereotype people. Do not give preferential treatment."

Grace is board-certified in Internal Medicine and has received numerous awards, including the Richard L. Alper award for community service from Michigan State University's College of Osteopathic Medicine.

Dr. Grace completed a one-year Osteopathic Heritage Health Policy Fellowship from the American Osteopathic Association, The Ohio University College of Osteopathic Medicine and the New York Institute of Technology.

She was awarded the Riland Medal for Community Service by the New York College of Osteopathic Medicine on September 17, 2007.

She helped establish Grace Place Medical Service for the under-served, uninsured, and the under-insured. She has served as the chair of Community Outreach for the National Osteopathic Medical Association.

Ron Jaworski-

Ron Jaworski is a YSU alum and former pro football player. Born in Lackawanna, NY, Ron was a three-sport standout in high school. After an outstanding career at YSU, he was drafted by the Los Angeles Rams in the second round of the 1973 draft. He spent 4 years with the Rams before being traded to the Philadelphia Eagles. Ron led the Eagles for 10 years including a trip to the 1980 Super Bowl. Ron retired in 1990 with a career total of 28,190 passing yards and 179 touchdowns.

His leadership continues in his various business ventures. He owns 4 golf courses and a professional sports team. In addition, his Jaws Youth Playbook works with United Way and delivered more than \$3 million in 10 years to more than 100 non-profit organizations providing varied services to children ranging from the ages of 7-18.

Aside from his business ventures, Jaworski is also a regular on ESPN, NFL Films and Eagles Television Network (Philadelphia) and has become one of the most distinguished NFL analysts

on television. He frequently mentions his experiences at YSU and has returned to campus where he shares his enthusiasm.

David Hume Kennerly-

Kennerly was sent to Saigon in early 1971 as a combat photographer for UPI. During that year, starting with the last assignment before he left the states, the Ali-Frazier fight, he took the pictures that won him the Pulitzer Prize. Kennerly became the photo bureau chief for UPI in Southeast Asia a few months later, but still spent most of his time in the field. In September 1972, he was one of three Americans to travel to the People's Republic of China to cover the state visit of Japanese Prime Minister Kakuei Tanaka. He joined Life magazine in 1972 as a contract photographer and stayed as a contract photographer for Time magazine. He covered many stories while in Asia, one of his most memorable being the release of the last American prisoner of war in Hanoi on March 30, 1973. Kennerly returned to the United States in the midst of the Watergate crisis and photographed the resignation of Vice President Spiro Agnew, and the selection of Minority Leader Gerald R. Ford as Agnew's replacement. This ultimately led Kennerly's appointment as Personal Photographer to the President, the day that Ford took office after Nixon's resignation as the chief executive on August 9, 1974. Kennerly was only the third civilian to ever have that position. Kennerly left the White House the same day and time as President Ford.

Ikram Khawaja-

Dr. Ikram Khawaja joined the University's faculty in 1968 and served for over 17 years as the Chair of the Department of Geological Sciences. During his tenure as the chair, he also served as the Director of Faculty Relations from 1997 to 2000. Prior to retiring in 2002, he served as the Interim Dean of the College of Arts and Sciences from 2001-2002. Upon retirement, he volunteered in Pakistan from 2003-2005, spending spring semesters at Fatima Jinnah Women's University (Pakistan) as a visiting professor in Environmental Sciences. In July of 2005, he returned to YSU once again, serving as the Interim Dean of Arts and Sciences, and subsequently moving to the Provost's Office. In 2008, after serving one year as the University's Interim Provost, he was named as Provost and Vice President of Academic Affairs. In March of 2014, he was named Interim President. He finally retired in June 2014 to spend more time with family and pursue selected activities in Pakistan.

He earned his bachelor's and master's degrees from the University of Karachi in Pakistan, a master's degree from Southern Illinois University and a Ph.D. from Indiana University.

Don Lewis-

Don Lewis is president of SCA's Americas Business Unit, responsible for this global company's businesses in North and Latin America, which generates more than two billion dollars annually in sales.

Lewis joined SCA in 2001 as Senior Vice President of Sales and Marketing for the company's

away from home tissue business and was named president of that division in 2008. Under his leadership, SCA introduced the global Tork® away from home tissue brand to North America. Today, SCA holds a top three position for this category in the North American region.

In 2012 he became president of SCA's Americas businesses. In this role he leads SCA's Americas businesses in the categories of feminine care, baby care, incontinence care, consumer tissue and away from home tissue, which include a number of market-leading brands. He oversees the operations of 23 manufacturing facilities that employ more than 8,000 in locations spanning Canada to Chile. Lewis is a member of SCA's global senior management team.

Earlier in his career, Lewis held general business, finance, sales and marketing and worked in companies such as Fort Howard Paper Company in Green Bay, WI, and Encore Paper in New York. He is a graduate of Youngstown State University and lives with his family in Youngstown, Ohio.

Samuel Roth-

Sam Roth is a Northeast Ohio native who currently resides in Canfield. After graduating with a Mechanical Engineering degree from Ohio State University in 1966, he joined the family business, Roth Bros. Inc., a diversified engineering and contracting corporation, where he worked for more than 30 years. He served as president of Roth Bros. Inc. until 1999. The company was sold to FirstEnergy in 1997. Sam served as president of the FirstEnergy Facilities Services group until 2002. Since January 2003, he has been a consultant to businesses, specializing in turnarounds, planning, mergers and acquisitions. During his career at Roth Bros. Inc., Sam employed numerous individuals from Youngstown State University and is grateful to the University for the quality and caliber of people that worked for him at Roth Bros. Inc. His wife Judy Roth has a master's degree in counseling from Youngstown State University and completed a post-master's program in clinical counseling at YSU.

Sam Roth has been a member of the Northeast Ohio Medical University Foundation Board of Directors since 1989. He served two terms as president, first in 2008 and again in 2009. Additionally, he has served in a number of other leadership roles on the Foundation Board including chair of the development committee and most recently as immediate past president.

Sam and Judy Roth established a scholarship endowment with a gift of \$50,000 to the Foundation and in 2013 they added an additional \$50,000 bringing their scholarship endowment to \$100,000. Their scholarship will benefit a financially deserving student in the College of Medicine who has earned a Bachelor of Science degree at Youngstown State University. The scholarship will be awarded to a student who desires to practice as a primary care physician. "Creating this scholarship is a way Judy and I can give back to a community we are proud to be a part of," said Sam.

Maciek Sasinowski-

Dr. Sasinowski, MD, Ph.D. has completed his undergraduate degree at Youngstown State University and earned a Ph.D. in computational plasma physics from the College of William and Mary and an M.D. from the VCU School of Medicine (Medical College of Virginia).

He established the Bioinformatics Center at the Clemson University Genomics Institute, where he served as the Director of Bioinformatics.

Sasinowski started the Institute for Computational Genomics or INCOGEN in 1998 to tap the scarcely exploited market of "Bioinformatics." The company develops software used to make sense of the ocean of genetic data biologists are unraveling from projects like the Human Genome Project, which launched in 1990 to map the trillions of combinations of some 100,000 human genes.

Over the last two decades, Dr. Sasinowski has been actively involved in technology and policy development at the national and statewide level by serving on numerous boards, including the Governor's Technology Transition Policy Committee, and serving as Chairman of the Virginia Biotechnology Association (VaBIO) for two years

In 2001, he was chosen by Genome Technology magazine as one of the 15 most influential people in the field of genomics under age 30 and, more recently, was voted Top 40 under 40 by Richmond's Style Weekly.

Ted Strickland-

Former Ohio Gov. Ted Strickland is planning a run for the U.S. Senate in 2016 and has been endorsed by former President Bill Clinton.

Strickland is known as a strong Democratic fundraiser. He has ties to the Clintons and is seen as key to parts of the Appalachian regions of Ohio. He is a former minister and psychologist. He was a one-term governor and was unseated by current Ohio Gov. John Kasich.

He is 73 years old and is close political allies with some still serving on the Ohio Board of Regents. He and Eric Fingerhut, former chancellor of the Ohio Board of Regents, were close political allies and had strong opinions about the university system of Ohio and were big believers in avoiding duplication of services and believed in universities being able to distinguish themselves.

He came to YSU numerous times during his term as governor, including when Obama spoke.

George Voinovich-

George Victor Voinovich was born in Cleveland, OH in 1936. He earned a Bachelor of Arts degree in government from Ohio University in 1958 where he served as President of the Student Body and the Men's Dormitory System. Voinovich received a Law degree in 1961 from the Moritz College of Law at the Ohio State University.

He was a United States Senator from the state of Ohio from 1999 to 2011. Voinovich, a member of the Republican Party, served as the 65th Governor of Ohio from 1991 to 1998 and as the 54th Mayor of Cleveland from 1980 to 1989.

George Voinovich spent more than 46 years in public service – first as assistant attorney general of Ohio in 1963, and finally as the senior United States Senator representing Ohio. He is the 15th person to serve as both governor of Ohio and U.S. senator and one of only two people to be mayor of Cleveland, governor of Ohio and United States Senator; the other was Frank Lausche, who like Voinovich was Slovenian. George Voinovich has been elected to more public offices than any other Ohioan. He is the only person to have served as both chairman of the National Governors Association and president of the National League of Cities.

In his 2004 re-election to the U.S. Senate, Voinovich garnered more than 3.4 million votes, nearly 64 percent. No other candidate in Ohio's recorded history has received as many votes as Senator Voinovich did in 2004. Also in 2004, Senator Voinovich won all 88 of Ohio's counties, a feat accomplished only once before – more than 100 years before.

Brian Wolf-

Brian Wolf is the Executive Director at the Marion G. Resch Foundation. The Foundation has given over \$2 million to YSU and focuses on students who live in the tri-county area. Mr. Wolf has been the Executive Director since 2001 and meets with the scholarship recipients on a semi-annual basis in order to help keep them on track within the scholarship requirements.

Brain Wolf is a graduate of Liberty High School. He earned his Bachelor of Arts Degree in English Education from the College of William and Mary and his Master's Degree from Youngstown State in 1972. He is a member of the Kappa Sigma Fraternity. He served as the principal of Poland High School from 1986-2003.

Andrea Wood-

Andrea Wood is the founder and publisher of the Business Journal. Published in 1984, the Business Journal was created to highlight positive growth of businesses in the area during an economically repressed time in Youngstown. Ms. Wood has been a publisher for 30 years with the Business Journal. The Business Journal covers five counties: Mahoning, Trumbull, and Columbiana counties in Ohio and Mercer and Lawrence counties in Pennsylvania.

In 1974, Andrea Wood served as the first television newswoman at WYTV Channel 33 in Youngstown and became the company's investigative reporter, chief anchor, and executive producer in 1979. Ms. Wood earned her Bachelor of Arts degree in Political Science in 1972 from Penn State.



**RESOLUTION TO AUTHORIZE
CONFERRAL OF FACULTY EMERITUS STATUS**

WHEREAS, the *Policies of the Board of Trustees* provide for the conferral of emeritus status upon faculty who retire from the University following at least ten years of meritorious service and are recommended by the President of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that those faculty members listed in the roster attached hereto are hereby granted the emeritus title designated thereon.

FACULTY RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 17, 2015)

NAME	TITLE	YEARS of SERVICE	STATUS
Javed Alam	Professor Civil/Environmental and Chemical Engineering	33	Faculty Emeritus
Servio Becerra	Professor Foreign Languages and Literatures	29	Faculty Emeritus
Robert Beebe	Professor Educational Foundations, Research, Technology, and Leadership	25	Faculty Emeritus
Carl Chuey	Professor Biological Sciences	47	Faculty Emeritus <i>(posthumously)</i>
Hervé Corbé	Assistant Professor Foreign Languages and Literatures	36	Faculty Emeritus
Rosemary D'Apolito	Professor Sociology, Anthropology, and Gerontology	31	Faculty Emeritus
Richard Gaydos	Assistant Professor Computer Science and Information Systems	33	Faculty Emeritus
Beverly Gray	Professor Psychology	28	Faculty Emeritus
Vernon Haynes	Professor Psychology	31	Faculty Emeritus
Louis Katz	Professor Management	38	Faculty Emeritus
Robert Leipheimer	Professor Biological Sciences	30	Faculty Emeritus
Anthony Messuri	Professor School of Technology	36	Faculty Emeritus
Howard Mettee	Professor Chemistry	46	Faculty Emeritus

**Agenda Item E.1.d
Support Material**

**FACULTY
RECEIVING EMERITUS STATUS**
(Board of Trustees Meeting, June 17, 2015)
Page 2 of 2

NAME	TITLE	YEARS of SERVICE	STATUS
Tedrow Perkins	Professor Dana School of Music	28	Faculty Emeritus
Thomas Rakestraw	Associate Professor Management	32	Faculty Emeritus
Regina Rees	Associate Professor Teacher Education	10	Faculty Emeritus
Raymond Shaffer	Professor and Chair Accounting and Finance	25	Faculty Emeritus
James Tackett	Professor Accounting and Finance	31	Faculty Emeritus
John Usis	Professor Biological Sciences	25	Faculty Emeritus
Maureen Vendemia	Professor Health Professions	35	Faculty Emeritus
Victor Wan-Tatah	Professor Philosophy and Religious Studies	28	Faculty Emeritus

**RESOLUTION TO EXPAND
COLLEGE CREDIT PLUS DUAL ENROLLMENT PARTNERSHIPS
INTO THE STATE OF PENNSYLVANIA**

WHEREAS, the College Credit Plus program is housed within the Metro Credit Education Outreach Office and reports to the Office of the Provost; and

WHEREAS, Youngstown State University wishes to increase the numbers of students able to take advantage of dual enrollment opportunities; and

WHEREAS, it is the mission of Youngstown State University to attract the best and brightest students; and

WHEREAS, the expansion of the College Credit Plus program is recommended by the Interim Provost and Vice President for Academic Affairs and has the approval of the President; and

WHEREAS, expansion of the College Credit Plus program into Pennsylvania will fulfill the mission of the university and help advance the strategic plan.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the expansion of College Credit Plus programming into the state of Pennsylvania, as recommended by the President and the Interim Provost of Youngstown State University.

DIVIDER

**Institutional Engagement
Committee**



**RESOLUTION TO APPROVE
GIFTS FOR THE BENEFIT OF THE UNIVERSITY POLICY, 3356-5-07**

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 Resolution to Approve Gifts for the Benefit of the University, Policy 3356-5-07 of the *University Guidebook*, shown as Exhibit C attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-5-07 Gifts for the Benefit of the University

NEW POLICY

Responsible Division/Office:	Office of the President
Responsible Officer:	President
Revision History:	June xx, 2015
Board Committee:	Institutional Engagement
EFFECTIVE DATE:	June XX, 2015
Next Review:	2020

(A) Policy Statement. Gifts for the benefit of Youngstown State University (“University”) help the University fulfill its mission of education, scholarship, research and service. The Youngstown State University Foundation (“Foundation”) exists to secure gifts for the benefit of the University. In order to provide long term, managed financial support for the University, the Foundation and University have mutually agreed that gifts to the University shall be made through the Foundation in accordance with the *Youngstown State University Development Transfer and Service Agreement* and this policy.

(B) Purpose. To provide guidance to the University community, the YSU Foundation, and the general public regarding the solicitation, acceptance, and management of gifts for the benefit of the University.

(C) Scope. This policy applies to all fund-raising efforts to benefit the University and the management of such funds. This policy does not apply to the fundraising efforts of the University’s public radio station (WYSU), the Rich Center for Autism, and the Penguin Club which may continue to raise, bill and acknowledge their own gifts and/or funds.

(D) Definitions.

(1) Gift - the voluntary irrevocable transfer of an item of value from an individual, corporation or organization for the benefit of the University with no expectation of a return of goods or services. Gifts may consist of real or personal property, both tangible and intangible, and may be restricted, unrestricted, for permanent endowment, pledged, deferred or made outright.

(2) Conditional Gift - a gift which is subject to or dependent on a particular event or occurrence.

(E) Parameters.

1. The University and the Foundation shall work cooperatively to implement donor intent and to fulfill the stated and/or written strategic fund-raising goals and priorities of the University.

2. Gifts to the University shall only be accepted in accordance with all applicable Federal or State laws, University policies and written agreements between the University and Foundation.

3356-5-07 Gifts for the Benefit of the University

3. The University and Foundation reserve the right to refuse any gift which is too restrictive in purpose, requires an unreasonable expenditure of University or Foundation resources, is contrary to law, compromises the mission of the University, or is based on a vague or uncertain condition.
4. When conducting fundraising activities, a University division, department, or college must coordinate with the Foundation to ensure that such activity does not conflict with any on-going or planned Foundation fundraising activity or prospects.

A copy of the Youngstown State University Development Transfer and Service Agreement is available in the University's Office of the General Counsel.



**RESOLUTION TO MODIFY
UNIVERSITY POLICE POLICY, 3356-4-08
(PREVIOUS POLICY NUMBER 4008.01)**

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 University Police Policy number 3356-4-08 (Previous Policy Number 4008.01) of the *University Guidebook*, shown as Exhibit **D** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-4-08 University Police
(Previous Policy Number 4008.01)

NUMBER
4008.01

PAGE 1 of 2

UNIVERSITY GUIDEBOOK

Title of Policy:	University Police
Responsible Office/Division:	<u>University Relations</u> YSU Police
Approving <u>Responsible</u> Officer:	<u>Associate</u> Vice President <u>of University Relations</u> for Student Affairs
Revision History:	June 1999; June 2010; <u>June 2015</u>
Resolution Number(s):	YR 1999-94; YR 2010-71
Board Committee:	<u>Institutional Engagement</u> Academic and Student Affairs
EFFECTIVE DATE:	June 17, <u>2015</u> 1, 2010
Next Review:	2013 (Changed to 2015 Per Guidebook Policy 0001.00)

(A) Policy Statement.: The President of the University shall have the authority to take the necessary action to regulate the use of University facilities and the conduct of students, staff, faculty, and visitors so that law and order are maintained.

(B) Parameters.:

- (1) The University Police shall have as its primary mission the protection and safety on campus of the person and property of students, faculty, staff, and visitors and the protection of University property.
- (2) The University Police shall enforce the laws of the State of Ohio and the ordinances of the City of Youngstown.
- (3) The University Police shall assist the Associate Vice President of University Relations~~for Student Affairs~~ with the enforcement of rules and regulations governing student behavior and shall assist the other Executive Officers with the enforcement of all other University rules and regulations.

3356-4-08 University Police
(Previous Policy Number 4008.01)

NUMBER
4008.01

PAGE 2 of 2

- (4) The University Police shall cooperate with the Youngstown Police Department, the Mahoning Valley Law Enforcement Task Force (Mahoning and Trumbull Counties), and the ~~12~~ State Universities of Ohio in compliance with the terms of mutual aid agreements between the University and the appropriate law enforcement agencies.

(C) Procedures:

1. (1) All University Police are required to take an oath of office, wear the badge of office, and wear an approved uniform while on duty.
2. (2) All sworn officers shall be armed with a weapon and ammunition approved and issued by the ~~YSU~~Youngstown state university ~~C~~chief of ~~P~~police ("chief"), and they shall carry only such additional equipment as approved and issued by the ~~C~~chief.
3. (3) Each officer is required to meet and maintain minimum standards of proficiency and fitness for the office. At the time of appointment, each sworn peace officer shall be certified by the Ohio Peace Officers Training Council and shall annually demonstrate proficiency with firearms, physical fitness, and mental stability.
4. (4) Departmental operating procedures and regulations for the conduct of officers shall be published, and amended as necessary, by the Chief of the ~~YSU~~Youngstown state university ~~P~~police ~~D~~department.
5. ~~All full-time officers are members of the Fraternal Order of Police Ohio Labor Council, Inc.~~

3356-4-08 University police.
(Previous Policy Number 4008.01)

Responsible Division/Office: University Relations
Responsible Officer: Associate Vice President of University Relations
Revision History: June, 1999; June 2010; June 2015
Board Committee: Institutional Engagement
EFFECTIVE DATE: June 17, 2015
Next Review: 2020

- (A) Policy statement. The president of the university shall have the authority to take the necessary action to regulate the use of university facilities and the conduct of students, staff, faculty, and visitors so that law and order are maintained.
- (B) Parameters.
- (1) The university police shall have as its primary mission the protection and safety on campus of the person and property of students, faculty, staff, and visitors and the protection of university property.
 - (2) The university police shall enforce the laws of the state of Ohio and the ordinances of the city of Youngstown.
 - (3) The university police shall assist the associate vice president of university relations with the enforcement of rules and regulations governing student behavior and shall assist the other executive officers with the enforcement of all other university rules and regulations.
 - (4) The university police shall cooperate with the Youngstown police department, the Mahoning Valley law enforcement task force (Mahoning and Trumbull counties), and the state universities of Ohio in compliance with the terms of mutual aid agreements between the university and the appropriate law enforcement agencies.
- (C) Procedures.

- (1) All university police are required to take an oath of office, wear the badge of office, and wear an approved uniform while on duty.
- (2) All sworn officers shall be armed with a weapon and ammunition approved and issued by the Youngstown state university chief of police, and they shall carry only such additional equipment as approved and issued by the chief.
- (3) Each officer is required to meet and maintain minimum standards of proficiency and fitness for the office. At the time of appointment, each sworn peace officer shall be certified by the Ohio peace officers training council and shall annually demonstrate proficiency with firearms, physical fitness, and mental stability.
- (4) Departmental operating procedures and regulations for the conduct of officers shall be published, and amended as necessary, by the chief of the Youngstown state university police department.



**RESOLUTION TO MODIFY
ADVERTISING PROCEDURES POLICY, 3356-5-02
(PREVIOUS POLICY NUMBER 5002.01)**

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 Advertising Procedures Policy number 3356-5-02 (Previous Policy Number 5002.01) of the *University Guidebook*, shown as Exhibit E attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Advertising Procedures
Responsible Division/Office:	University Relations Marketing and Communications
Approving Responsible Officer:	Associate Vice President of University Relations for University Advancement
Revision History:	September 1997; June 2010; <u>June 2015</u>
Resolution Number(s):	YR 1998-27; YR 2010-80
Board Committee:	Institutional Engagement External Relations
EFFECTIVE DATE:	June 17, 2015 1, 2010
Next Review:	2020 13 (Changed to 2015 Per Guidebook Policy 0001.00)

(A) Policy Statement.: Institutional publications, statements, and advertisements must represent the highest professional standards for design and content, shall be truthful, informative, and constructive and avoid misleading or exaggerated impressions with respect to the University.

(B) Scope. This policy applies to all advertising done by the University. Adherence to the highest professional content, design and production standards is required to ensure that core institutional messaging, imaging and branding is accurately and effectively expressed and presented to the public in all media.

(C) Purpose. To maintain the consistency of the University's public image and ensure appropriate use of the University's name and brand.

(D) Guideline. Purpose: The success and public acceptance of effective advertising is dependent on a strategy built upon research, credibility and consistency, and it must be based on a well-planned and executed program. The Office of Marketing and Communications is responsible for assuring that these standards are met. ~~(NOTE: The following procedures do not apply to advertisements for employment, nor to marketing and advertising activities conducted by the Department of Intercollegiate Athletics or the College of Fine and Performing Arts. However, adherence to the highest professional content, design and production standards is required to~~

3356-5-02 Advertising Procedures

(Previous Policy Number 5002.01)

~~ensure that core institutional messaging, imaging and branding is accurately and effectively expressed and presented to the public in all media.)~~

(C) Procedures.:

1. (1) University departments and offices wishing to use University resources to advertise, in any medium (e.g., internet websites, print publications, outdoor media, radio, television), must do so in consultation with the Office of Marketing ~~and~~ Communications.
2. (2) A written request for advertising planning, design and/or placement services must be submitted to the Office of Marketing ~~and~~ Communications prior to the commitment of any University funds for advertising at least three weeks in advance of the advertisement deadline. At that time the Office of Marketing ~~and~~ Communications will provide the requester with final production and placement cost estimates before proceeding.
3. (3) Once a final design and budget are agreed upon, the Office of Marketing ~~and~~ Communications will be responsible for quality control in the design, content and timely placement of the final advertisement.
- (4) With respect to the department of intercollegiate athletics, the college of creative arts and communication, and employment advertising by the department of human resources, written requests for advertising are not required to be submitted to the office of marketing communications. However, the marketing and/or advertising of these units must adhere to the guidelines and intent of this policy. The office of marketing and communications will monitor practices to ensure appropriate professional standards.

3356-5-02 Advertising procedures.
(Previous Policy Number 5002.01)

Responsible Division/Office: University Relations
Responsible Officer: Associate Vice President of University Relations
Revision History: September 1997; June 2010; June 2015
Board Committee: Institutional Engagement
EFFECTIVE DATE: June 17, 2015
Next Review: 2020

- (A) Policy statement. Institutional publications, statements, and advertisements must represent the highest professional standards for design and content, shall be truthful, informative, and constructive and avoid misleading or exaggerated impressions with respect to the university.
- (B) Scope. This policy applies to all advertising done by the university. Adherence to the highest professional content, design and production standards is required to ensure that core institutional messaging, imaging and branding is accurately and effectively expressed and presented to the public in all media.
- (C) Purpose. To maintain the consistency of the university's public image and ensure appropriate use of the university's name and brand.
- (D) Guidelines. The success and public acceptance of effective advertising is dependent on a strategy built upon research, credibility and consistency, and it must be based on a well-planned and executed program. The Office of Marketing Communications is responsible for assuring that these standards are met.
- (E) Procedures.
 - (1) University departments and offices wishing to use university resources to advertise, in any medium (e.g., internet websites, print publications, outdoor media, radio, television), must do so in consultation with the office of marketing communications.

- (2) A written request for advertising planning, design and/or placement services must be submitted to the office of marketing communications prior to the commitment of any university funds for advertising at least three weeks in advance of the advertisement deadline. At that time, the office of marketing communications will provide the requester with final production and placement cost estimates before proceeding.
- (3) Once a final design and budget are agreed upon, the office of marketing communications will be responsible for quality control in the design, content and timely placement of the final advertisement.
- (4) With respect to the department of intercollegiate athletics, the college of creative arts and communication, and employment advertising by the department of human resources, written requests for advertising are not required to be submitted to the office of marketing communications. However, the marketing and/or advertising of these units must adhere to the guidelines and intent of this policy. The office of marketing and communications will monitor practices to ensure appropriate professional standards.

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 **F** 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.

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

Gifts Received	Number of Gifts	Amount
University Development	4,465	\$ 3,560,696
Total University Gifts	4,465	\$ 3,560,696
Alumni Relations	503	\$ 26,270
WYSU-FM	1,319	\$ 156,322

**YOUNGSTOWN STATE UNIVERSITY
DEVELOPMENT REPORT
Cash and Pledges
FY2015 YTD
July 1, 2014– March 31, 2015**

	Cash/Property	Pledges	Total
Unrestricted	\$ 376,132	\$ 8,152	\$ 384,284
Restricted	\$ 3,236,540	\$ 7,936	\$ 3,244,476
Endowment	\$ 59,442	\$ 867	\$ 60,309
Total	<u>\$ 3,672,114*</u>	<u>\$ 16,955</u>	<u>\$ 3,689,069</u>

* Includes payments of \$1,321,743 on pledges from previous years.

These figures do not include \$750,000 in planned gifts, \$748,879 in designations to the YSU Foundation, \$122,630 in gifts in-kind, \$23,100 for Alumni Relations and \$206,159 for WYSU.

Pledge write-offs and adjustments for the period above totaled \$28,052 of prior year pledges and \$70 of current year pledges.

Total \$3,689,069 minus \$1,321,743 in prior year pledge payments plus \$750,000 in planned gifts and \$748,879 in contributions to the YSU Foundation equals a grand total of \$3,866,205.

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

July 1, 2013 – March 31, 2014

	Cash/Property	Pledges	Total
Unrestricted	\$ 316,179	\$ 11,874	\$ 328,053
Restricted	\$ 2,862,578	\$ 250,596	\$ 3,113,174
Endowment	\$ 98,692	\$ 20,777	\$ 119,469
Total	<u>\$ 3,277,449*</u>	<u>\$ 283,247</u>	<u>\$ 3,560,696</u>

* Includes payments of \$2,185,942 on pledges from previous years.

These figures do not include \$869,185 in planned gifts, \$148,000 in assets held by others, \$1,018,736 in designations to the YSU Foundation, \$74,052 in gifts in-kind, \$26,270 for Alumni Relations and \$156,322 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 \$3,560,696 minus \$2,185,942 in prior year pledge payments plus \$869,185 in planned gifts, plus \$148,000 in assets held by others, plus \$1,018,736 in contributions to the YSU Foundation equals grand total of \$3,410,675.

Fundraising Progress by Capital Project

Through March 31, 2015

- **Construction of the Veterans Resource Center**
 - **\$1,000,000 Total Project Budget (\$1M Bond Financed)**
 - **\$855,675 Cash + \$174,562 Pledges = \$1,030,237 Total Raised**

- **Construction of the Athletic Fields (West of Fifth Avenue)**
 - **\$4,350,000 Project Budget (100% Bond Financed)**
 - **\$150,000 Cash + \$350,000 Pledges = \$500,000 Total Raised**

**RESOLUTION TO NAME
DRS. THOMAS AND MARIA M.L. FOK HALL**

WHEREAS, Youngstown State University was founded in 1908 and has a long history of providing a nurturing living and learning environment for students; and

WHEREAS, in 1958, Drs. Thomas and Maria M.L. Fok relocated to Youngstown, Ohio, where they both enjoyed highly successful careers; and

WHEREAS, Dr. Thomas Fok held a doctorate in civil engineering and was an associate professor at Youngstown University from 1958 to 1967; and

WHEREAS, in 1967, Dr. Thomas Fok established his own engineering firm, Thomas Fok and Associates, which continues to thrive to this day; and

WHEREAS, Dr. Maria M.L. Fok was a general practitioner medical doctor who practiced for more than 48 years; and

WHEREAS, Drs. Thomas and Maria M.L. Fok were very active civically and left a legacy of volunteerism and service to numerous Mahoning Valley nonprofit organizations; and

WHEREAS, Dr. Thomas Fok was a past member of both the Youngstown State University Board of Trustees, serving as chair from 1981 to 1983, and the YSU Foundation Board of Trustees; and

WHEREAS, the University and its Board of Trustees wish to provide appropriate recognition to Drs. Thomas and Maria M.L. Fok for their significant contribution and commitment to the students of Youngstown State University; and

WHEREAS, this recommendation is being brought in accordance with Board of Trustees Policy, No. 3356-4-04, Naming of University Facilities, Colleges and Programs;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University designates the campus building located at 606 Wick Avenue, **Drs. Thomas and Maria M.L. Fok Hall**.



**RESOLUTION TO AUTHORIZE THE EXECUTION OF
A MUTUAL AID AGREEMENT BETWEEN
YOUNGSTOWN STATE UNIVERSITY POLICE
AND OTHER LAW ENFORCEMENT AGENCIES
WITHIN MAHONING AND TRUMBULL COUNTIES**

WHEREAS, a Mahoning/Trumbull County Local Government Mutual Aid Agreement for Law Enforcement is in the process of being executed by local governments and law enforcement agencies within Mahoning and Trumbull Counties, attached hereto as Exhibit G; and

WHEREAS, state law, as set forth in Section 3345.041 of the Ohio Revised Code, authorizes public universities to participate in such Mutual Aid Agreements; and

WHEREAS, the University has benefitted from its past Mutual Aid Agreements for Law Enforcement with other local governments and law enforcement agencies; and

WHEREAS, the Mutual Aid Agreement attached hereto as Exhibit G with law enforcement agencies throughout Mahoning and Trumbull Counties offers benefits to the University and would enable the University to offer appropriate and timely assistance to other jurisdictions;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the participation of the Youngstown State University Police Department in the Mahoning/Trumbull County Local Government Mutual Aid Agreement for Law Enforcement and authorizes the Administration to execute a four-year agreement with same for such purpose; and

BE IT FURTHER RESOLVED, that the President or Vice President for Finance and Administration, is authorized to renew the Mutual Aid Agreement on substantially the same terms as the current agreement, as may be necessary in the future.

**MAHONING/TRUMBULL COUNTY LOCAL GOVERNMENT
MUTUAL AID AGREEMENT FOR LAW ENFORCEMENT**

THE UNDERSIGNED local governments and law enforcement agencies (hereinafter the Agency or Agencies) in Mahoning and Trumbull Counties, Ohio, have entered this mutual aid agreement pursuant to Sections 505.431, 737.041, and 3345.041 of the Revised Code and pursuant to any other applicable local government authority including home-rule. This agreement has been executed for the purpose of providing reciprocal police services across jurisdictional lines to enhance the capabilities of law enforcement to protect citizens and property throughout Mahoning and Trumbull Counties. Each undersigned local government Agency acknowledges the adoption of and shall provide a certified copy of a resolution by the appropriate legislative authority authorizing the terms of this agreement, authorizing the provision of police services to any other Agency pursuant to the terms of Section 505.431, 737.041 and 3345.041 of the Ohio Revised Code and authorizing those police department members acting outside of their jurisdiction to exercise full police authority within the jurisdiction of any other Agency who is participating in this Agreement.

The undersigned Agencies shall provide and exchange the full array of police services to and from any of the other Agencies without limitation but generally in accord with the following guidelines.

I. COOPERATIVE ENFORCEMENT WITHOUT REQUEST

The Agencies recognize related criminal activities routinely occur across jurisdictional lines and that cooperation between Agencies can increase the effectiveness of law enforcement throughout Mahoning and Trumbull County. Any Agency may proceed without request from a cooperating Agency generally according to the following guidelines:

A. In-Progress Crime Assistance Without Request

Whenever an on-duty law enforcement officer from one jurisdiction views or otherwise has probable cause to believe a criminal offense has occurred outside the

officer's home jurisdiction but within the jurisdiction of a cooperating Agency, the officer may make arrests according to law and take any measures necessary to preserve the crime scene. Control of any arrested person, evidence and the crime scene shall be relinquished to the first available officer from the jurisdiction within which the crime took place. The arresting officer may immediately transport or relocate any arrested persons or evidence if the officer determines that remaining at the crime scene could endanger himself or others or threaten the preservation of any evidence.

II. INVESTIGATION OUTSIDE ORIGINAL JURISDICTION

On-duty officers from one Agency may, without request or prior notice, continue to conduct investigations that originate within their home jurisdiction into the jurisdiction of any cooperating Agency. If enforcement action is anticipated, the location and nature of the investigation will be reported to the appropriate cooperating Agency. Subsequent arrests, search warrant service or similar police actions will be coordinated with the affected Agency.

III. INDEPENDENT POLICE ACTION

The police department of any cooperating Agency may provide police protection service to any other cooperating Agency. Each cooperating Agency that is a party to this contract shall provide a certified copy of a resolution adopted by the appropriate legislative authority that authorized both the provision and receipt of such services by each cooperating Agency. Such certified copies shall be kept on file with the original of this contract in a location to be agreed upon by the Agencies.

IV. OPERATION ASSISTANCE UPON REQUEST

The Agencies recognize that special public safety incidents occasionally occur that require the services of additional law enforcement personnel. Such additional services may be provided by or to any cooperating Agency, generally according to the following guidelines:

A. Dangerous Criminal Activity

Whenever one Agency reports criminal activity and that Agency is unable to provide the immediate response necessary to prevent death, serious physical harm or substantial property loss as a result of said criminal activity, that Agency may request police assistance services of any nature from any other Agency.

B. Searches for Fugitive or Wanted Persons

When one Agency is conducting a search for a fugitive person whose presence is reasonably believed to be within the Agency jurisdiction and immediate police assistance is reasonably necessary to apprehend or prevent the escape of the fugitive or to protect the safety of persons and property from imminent danger related to said fugitive, that Agency may request police assistance services from any other Agency.

C. Traffic Control Assistance

Where an incident occurs on or near a roadway creating the imminent danger of a traffic accident, assistance from a cooperating Agency may be provided upon request of the affected jurisdiction.

V. GENERAL POLICE SERVICE

A. Any incident may form the basis for the request of police protection services from one or more cooperating Agencies to another when police assistance is reasonably necessary to protect the safety of persons and property.

B. Police services assistance including routine patrol services may be requested and supplied by cooperating Agencies for special events or other circumstances over extended periods.

VI. GENERAL TERMS AND PROCEDURES

A. A request for police services assistance will be made by the commander of the law enforcement Agency, or his designee. The designee must be of a supervisory rank, or the senior shift officer, when no supervisor is present.

B. A cooperating Agency will provide police services assistance only to the extent that the personnel and equipment are not required for the adequate protection of that Agency's jurisdiction. The commander of the law enforcement Agency, or his designee, will have the sole authority to determine the amount of personnel and

equipment, if any, available for assistance. There shall be no liability, responsibility or cause of action between or among the parties if assistance is denied, delayed, inadequate, or subsequently recalled, or if furnished assistance is not needed upon arrival.

C. Whenever the law enforcement employees of one cooperating Agency are providing police services in or to another cooperating agency pursuant to the authority contained in this agreement, other legislative authority or state law, such employees will have the same power, duties, rights and immunities as if taking action within the territory of their employing Agency, subject to the terms of this agreement.

D. Whenever the law enforcement employees of one cooperating Agency are providing police services upon request to another cooperating Agency, they will be under the lawful direction and authority of the commanding law enforcement officer of the Agency to which they are rendering assistance. Officers shall be subject to the code of ethics, policies and rules and regulations of their employing Agency at all times.

E. Police services assistance can be initiated by any on-duty officer who has probable cause to believe a crime is in progress. Such police services assistance can also be initiated by any on-duty officer who becomes aware of a traffic accident, the need for traffic control, a suspected DUI, a serious traffic violation or other circumstance requiring law enforcement intervention in another cooperating Agency jurisdiction. The officer must contact his immediate supervisor to enable that supervisor to authorize and direct actions taken by the officer.

F. An on-duty officer initiating police services assistance will notify a law enforcement officer from the affected cooperating Agency as soon as possible. The assisted cooperating Agency will relieve the officer as soon as possible when appropriate.

G. All wage and disability payments, pension, worker's compensation claims, medical expenses or other employment benefits will be the responsibility of the employing Agency, unless the requesting Agency is reimbursed for such costs from any other source. Each Agency shall be responsible for the negligence of its employees to the extent specified by law. The local law enforcement Agencies which are parties to this Agreement will not indemnify and hold harmless any Agency participating in this Agreement for any damages awarded by the Court of Claims in any civil action arising

from any action or omission of any officer of any Agency participating in this Agreement pursuant to this Agreement.

H. Each cooperating Agency shall be responsible for any costs arising from the loss of or damage to the Agency's equipment or property while providing police assistance services within any other cooperating Agency.

I. The terms of this agreement shall be in effect for four (4) years from and after the date of execution for each cooperating Agency. Any Agency may revoke its future obligations hereunder only upon sixty (60) days written notice to each of the other cooperating Agencies by registered mail.

J. Personnel of the Agency acting under this agreement outside of the Agency's jurisdiction may participate in any pension or indemnity fund established by their Agency to the same extent as if they were acting within their jurisdiction, and are entitled to all rights and benefits under ORC4123.01 to O RC4123.94 the same as if they were performing police services within their jurisdiction.

VII. LIST OF COOPERATING AGENCIES

AGENCY: _____

AUTHORIZED OFFICIAL: _____

signature/date

PRINT NAME AND TITLE: _____
