

# BOARD OF TRUSTEES



## AGENDA

Wednesday, March 13, 2013

**BOARD OF TRUSTEES' MEETING**

**Wednesday, March 13, 2013  
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. Joint Staff Report
    - b. Resolution to Modify Requests for Student Directory Information from External Organizations Policy
    - c. Resolution to Modify Sabbatical Leave for Department Chairpersons Policy
    - d. Resolution to Authorize Conferral of Honorary Degree – Mr. Ed O’Neill
    - e. Resolution to Authorize Conferral of Honorary Degree – Dr. Cynthia E. Anderson
  - 2. Institutional Engagement Committee
    - a. Resolution to Accept Development Gifts
    - b. Resolution to Name the Farmers National Bank Field at Youngstown State University
  - 3. Finance and Facilities Committee
    - a. Resolution to Modify Budget Transfers Policy
    - b. Resolution to Modify Debt Management Policy
    - c. Resolution to Approve Changes to Rental Rates at the University Courtyard Apartments Effective Fall Term 2013
    - d. Resolution to Approve Changes to Tuition and Establish Distance Education Fee Rates Effective Fall Term 2013
    - e. Resolution to Approve Changes to Tuition and Establish Regional Delivery Fee Rates Effective Summer Term 2013
    - f. Resolution to Approve Interfund Transfers
    - g. Report of the Audit Subcommittee, John R. Jakubek, Chair
    - h. Report of the Investment Subcommittee, Scott R. Schulick, Chair
  - 4. University Affairs Committee
    - a. Resolution to Modify Search Waivers for Strategic Hiring Policy
    - b. Resolution to Approve Emergency Sick Leave Bank – Excluded Professional/Administrative and Classified Employees Policy
    - c. Resolution to Modify Civic Leave with Pay, Excluded Professional/Administrative and Excluded Classified Staff Policy
    - d. Resolution to Modify Employment of Students Policy
    - e. Resolution to Modify Employment of Students – Federal Work-Study Program Policy
    - f. Resolution to Modify Selection and Evaluation of Executive Officers of the University Policy
    - g. Resolution to Modify Selection and Annual Evaluation of Administrative Officers of the University
    - h. Resolution to Ratify Faculty/Staff Appointments

- i. Report of the Collective Bargaining and Negotiations Subcommittee, Scott R. Schulick, Chair
- j. Report of the Intercollegiate Athletics Subcommittee, Delores E. Crawford, Chair
- 5. Trusteeship Committee
  - a. Nomination of 2013-2014 Board Officers
- F. Communications and Memorials
  - 1. Resolution of Appreciation – Scott R. Schulick
  - 2. Resolution of Appreciation – Joshua M. Prest
- G. Unfinished Business
- H. New Business
- I. Report of the Presidential Search Advisory Committee
- J. Chairperson's Remarks
- K. Dates and Times of Upcoming Regular Meetings of the Board
  - Tentative Meeting Dates: 3 p.m., Wednesday, June 12, 2013
  - 3 p.m., Wednesday, September 25, 2013
  - 3 p.m., Wednesday, December 18, 2013
- L. Adjournment

# **DIVIDER**

## **Academic Quality and Student Success Committee**



**RESOLUTION TO MODIFY REQUESTS FOR STUDENT DIRECTORY  
INFORMATION FROM EXTERNAL  
ORGANIZATIONS POLICY**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of an Institutional Policy governing Requests for Student Directory Information from External Organizations, policy number 5014.01 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**

**Title of Policy:**       **Requests for Student Directory Information from  
External Organizations**

**Responsible Division:** Student Affairs

**Approving Officer:** Vice President for Student Affairs

**Revision History:** November 2010;

**Resolution Number:** YR 2011-29; YR 2013-

**Board Committee:** Academic Quality & Student Success

**EFFECTIVE DATE:**

**Next Review:** 2018

**Policy:** Requests for student directory information from external organizations are approved and provided by the Division of the Vice President for Student Affairs. Directory information is defined by the Family Education Rights and Privacy Act (FERPA).

**Definitions:**

In accordance with the Family Education Rights and Privacy Act (FERPA), Youngstown State University has designated the following information about students as directory information:

1. Name
2. Address (local, home and e-mail)
3. Telephone (local and home)
4. Program of study (including college of enrollment, major and campus)
5. Enrollment status (e.g., full-time, part-time, withdrawn)
6. Dates of attendance and graduation
7. Degrees, honors, and awards received
8. Previous educational agencies or institutions attended
9. Participation in officially recognized activities and sports
10. Weight and height of members of intercollegiate athletic teams

**Parameters:**

1. Requests for directory information for currently registered students will be evaluated and cleared by the Division of the Vice President for Student Affairs ("Division"). The Division will review each request to ensure that it adheres to FERPA guidelines, state law and University policy.
2. In accordance with ORC Section 3319.321, the Division may require that the requestor disclose their identity and/or the intended use of the information concerning the students in attendance in order to ascertain whether the information is for use in a profit-making plan or activity. If so, the request may be denied.
3. Also, the Division may deny any request for directory information if the information is also personally identifiable and the purpose is for one other than one listed in ORC Section 3319.321 or for a legitimate educational purpose.
4. Any information will only be released upon the condition that the information not be further disclosed.
5. Students may request that their directory information not be released to external organizations by completing and signing the request form. All forms are available in the Office of the Registrar.

**Procedures:**

1. Requests for directory information from external organizations must be submitted in writing via memo or e-mail, with appropriate contact information included.
2. A three-week lead time is recommended. Complex list requests may require a longer lead time.
3. In cases in which the information cannot be provided within the standard timeframe, the requester will be notified.
4. Copying charges will be the same as for a public records request, i.e., five cents per page and one dollar per compact disk.

*REDLINE VERSION*  
**UNIVERSITY GUIDEBOOK**

**Title of Policy: Requests for Student Directory Information from External Organizations**

Responsible Division: Student Affairs

Approving Officer: Vice President for Student Affairs

*Revision History:* November 2010;

Resolution Number: YR 2011-29; YR 2013-

Board Committee: Academic Quality & Student Success

**EFFECTIVE DATE:**

Next Review: 2018

**Policy:** Requests for student directory information from external organizations are approved and provided by the ~~Office~~ **Division** of the Vice President for Student Affairs. Directory information is defined by the Family Education Rights and Privacy Act (FERPA).

**Definitions:**

- ~~• Youngstown State University defines directory information as name; address (campus and home); telephone listing (campus and home); e-mail address (campus and home); date and place of birth; academic major; participation in officially recognized activities and intercollegiate athletics; weight and height of members of intercollegiate athletic teams; dates of attendance; degrees and awards received; most recent educational institution attended; class rank; and photographic, electronic, or video images of the individual.~~

In accordance with the Family Education Rights and Privacy Act (FERPA), Youngstown State University has designated the following information about students as directory information:

1. Name
2. Address (local, home and e-mail)
3. Telephone (local and home)
4. Program of study (including college of enrollment, major and campus)
5. Enrollment status (e.g., full-time, part-time, withdrawn)

6. Dates of attendance and graduation
7. Degrees, honors, and awards received
8. Previous educational agencies or institutions attended
9. Participation in officially recognized activities and sports
10. Weight and height of members of intercollegiate athletic teams

**Parameters:**

1. Requests for directory information for currently registered students will be evaluated and cleared by the ~~Office~~ Division of the Vice President for Student Affairs (“Division”). The ~~Office Division of the Vice President for Student Affairs~~ will review each request to ensure that it adheres to FERPA guidelines, state law and the University policy.
2. In accordance with ORC Section 3319.321, the Division may require that the requestor disclose their identity and/or the intended use of the information concerning the students in attendance in order to ascertain whether the information is for use in a profit-making plan or activity. If so, the request may be denied.
3. Also, the Division may deny any request for directory information if the information is also personally identifiable and the purpose is for one other than one listed in ORC Section 3319.321 or for a legitimate educational purpose.
4. Any information will only be released upon the condition that the information not be further disclosed.
5. Students may request that their directory information not be released to external organizations by completing and signing the request form. All forms are available in the Office of the Registrar.

**Procedures:**

1. Requests for directory information from external organizations must be submitted in writing via memo or e-mail, with appropriate contact information included.
2. A three-week lead time is recommended. Complex list requests may require a longer lead time.
3. In cases in which the information cannot be provided within the standard timeframe, the requester will be notified.
4. Copying charges will be the same as for a public records request, i.e., five cents per page and one dollar per compact disk.

**RESOLUTION TO MODIFY  
SABBATICAL LEAVE FOR DEPARTMENT CHAIRPERSONS POLICY**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of an Institutional Policy governing Sabbatical Leave for Department Chairpersons, policy number 1008.01 of the *University Guidebook*, shown as Exhibit B attached hereto.



**UNIVERSITY GUIDEBOOK**

**Title of Policy: Sabbatical Leave for Department Chairpersons**

Responsible Division/Office: Academic Affairs  
Approving Officer: Provost & Vice President for Academic Affairs  
*Revision History:* Sept 1998; March 2007; February 2011; October 2012  
Resolution Number(s): YR 1999-1; YR 2007-27; YR 2011-72; YR 2013-  
Board Committee: Academic & Student Affairs  
**EFFECTIVE DATE:**  
Next Review: 2017

**Policy:** Academic chairpersons may be granted sabbatical leaves to pursue substantial scholarly or professional development activities.

**Parameters:**

- Up to three sabbaticals are provided each year for academic chairpersons.
- A chairperson who has served as a full-time faculty member and/or chairperson for the past seven years without a sabbatical is eligible for a sabbatical after having served at least two years as a chairperson.
- The sabbatical can be awarded for a twelve-month period. Sabbatical leave recipients will receive 90% of their twelve-month salary for the period of their leave.
- Fringe benefits, including State Teachers Retirement System (STRS) provisions, will continue during the sabbatical period.

**Procedures:**

1. The Office of the Provost/Vice President for Academic Affairs distributes applications and deadline dates during the fall term.
2. A completed application should be submitted to the dean of the chairperson's college. The dean will submit the application with a recommendation to a committee appointed by the Provost/Vice President for Academic Affairs, consisting of five individuals holding faculty rank. The committee will submit prioritized recommendations to the Provost/Vice President for Academic Affairs, who awards sabbaticals.
3. Along with the application, applicants are required to provide a statement detailing substitute administrative arrangements during the sabbatical. The statement will not be used to evaluate the merits of the proposal and will be detached from the proposal. The ultimate funding of a particular proposal may, however, depend upon the suitability of substitute arrangements.
4. Upon completion of the leave, recipients are required to submit a written report of the results of their work to the dean of their college. The report and the dean's written review are submitted to the Provost/Vice President for Academic Affairs for inclusion in the chairperson's personnel file in the Office of Human Resources.
5. Recipients of these sabbaticals must return to the University for a minimum of two years of full-time service following the leave (or reimburse the University, within a two-year period, for the full amount of the salary provided during the leave).



*UNIVERSITY GUIDEBOOK*

**Title of Policy: Sabbatical Leave for Department Chairpersons**

Responsible Division/Office: Academic Affairs

Approving Officer: Provost & Vice President for Academic Affairs

*Revision History:* Sept 1998; March 2007; February 2011; October 2012

Resolution Number(s): YR 1999-1; YR 2007-27; YR 2011-72; YR 2013-

Board Committee: Academic & Student Affairs

**EFFECTIVE DATE:**

Next Review: 2017

**Policy:** Academic chairpersons may be granted sabbatical leaves to pursue substantial scholarly or professional development activities.

**Parameters:**

- Up to three sabbaticals are provided each year for academic chairpersons.
- A chairperson who has served as a full-time faculty member and/or chairperson for the past seven years without a sabbatical is eligible for a sabbatical after having served at least two years as a chairperson.
- The sabbatical can be awarded for a twelve-month period. Sabbatical leave recipients will receive ~~100%~~ 90% of their ~~nine-month-budgeted~~ twelve-month salary for the period of their leave.
- Fringe benefits, including State Teachers Retirement System (STRS) provisions, will continue during the sabbatical period.

**Procedures:**

1. The Office of the Provost/Vice President for Academic Affairs distributes applications and deadline dates during the fall term.
2. A completed application should be submitted to the dean of the chairperson's college. The dean will submit the application with a recommendation to a committee appointed by the Provost/Vice President for Academic Affairs, consisting of ~~one dean, one chairperson, and three full-service faculty~~ five individuals holding faculty rank. The committee will submit prioritized recommendations to the Provost/Vice President for Academic Affairs, who awards sabbaticals.
3. Along with the application, applicants are required to provide a statement detailing substitute administrative arrangements during the sabbatical. The statement will not be used to evaluate the merits of the proposal and will be detached from the proposal. The ultimate funding of a particular proposal may, however, depend upon the suitability of substitute arrangements.
4. Upon completion of the leave, recipients are required to submit a written report of the results of their work to the dean of their college. The report and the dean's written review are submitted to the Provost/Vice President for Academic Affairs for inclusion in the chairperson's personnel file in the Office of Human Resources.
5. Recipients of these sabbaticals must return to the University for a minimum of two years of full-time service following the leave (or reimburse the University, within a two-year period, for the full amount of the salary provided during the leave).



**RESOLUTION TO AUTHORIZE CONFERRAL  
OF HONORARY DEGREE**

**BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Arts (Art.D.) degree, honoris causa, upon Ed O'Neill, with all the rights and privileges attendant thereto.

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

**Agenda Item E.1.d**

## BIOGRAPHY

### ED O'NEILL

Ed O'Neill's starring role as the patriarch on *Modern Family* has garnered him an Emmy nomination for Outstanding Supporting Actor in a Comedy Series. He has also received nominations for the Golden Globe Award for Best Actor and the Screen Actors Guild Award for Best Supporting Actor.

Born and raised in Youngstown, Ohio, O'Neill attended Ursuline High School, Ohio University, and Youngstown State University. While a student at YSU, he earned many accolades for his outstanding performances in productions sponsored by the YSU Theater Department and various community theaters. Some of his more memorable local performances include *Rosencrantz and Guildenstern are Dead*, *The Rose Tattoo*, and *Six Characters in Search of an Author*. He was a linebacker for the Penguins under YSU's first football coach, Dike Beede. In 1996, O'Neill was recognized as the Penguin of the Year.

Signed by the Pittsburgh Steelers, he was cut in training camp and worked as a social studies teacher at Hayes Middle School before becoming an actor. He has appeared in a number of movies, including *The Bone Collector*, *Little Giants*, *Dutch*, the *Wayne's World* series, and several films for Pulitzer Prize-winning screenwriter David Mamet: *The Spanish Prisoner*, *Spartan*, and the indie film, *Redbelt*.

Best known for his role as the main character, Al Bundy, on the FOX Network's long running sitcom, *Married...with Children*, O'Neill's other television credits include the reincarnation of Sgt. Joe Friday on Dick Wolf's remake of *Dragnet*, the recurring role of Baker, an undercover FBI agent on *Miami Vice*, a potential Vice Presidential candidate on the NBC drama *The West Wing*, the role of Detective Michael Mooney on David Milch's CBS series, *Big Apple*, and most recently that of a retired cop on HBO's *John from Cincinnati*, from the creator/producer of *NYPD Blue* and *Deadwood*. O'Neill also had stints on Broadway, starring in *Knockout* at the Helen Hayes Theatre, and the David Mamet productions *Lakeboat* and *Keep Your Pantheon* in Los Angeles.

O'Neill has a black belt in Brazilian Jiu-Jitsu. He has been married to actress Catherine Rusoff since 1986. They have two daughters, Claire and Sophia.

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



**RESOLUTION TO AUTHORIZE CONFERRAL  
OF HONORARY DEGREE**

**BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Humane Letters (L.H.D.) degree, honoris causa, upon Cynthia E. Anderson, with all the rights and privileges attendant thereto.

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

**Agenda Item E.1.e**

## BIOGRAPHY

### CYNTHIA E. ANDERSON

Cynthia E. Anderson is in her third year as president of her alma mater.

Anderson is the first Mahoning Valley resident, the first YSU graduate and the first woman to lead the university, and she served in a succession of faculty and administrative positions at the university for 31 years before moving into the president's office in July 2010.

In her first two years in office, Anderson has charted an aggressive course that emphasizes academic excellence and student success, including the development and implementation of *YSU 2020: The Strategic Plan of Youngstown State University*. The plan, which reflects the input of hundreds of individuals on campus and in the community, is helping align YSU's priorities, investments and initiatives over the course of the next decade.

Anderson earned a bachelor's degree in business education from YSU in 1973, a master's in business education from Ohio State University in 1976 and an Ed.D. in education administration (higher education) and student personnel services from the University of Akron in 1990.

After five years of teaching business education at Westerville South High School, she joined the YSU faculty in 1979 as an instructor of business education and technology. She was named assistant professor in 1985, associate professor in 1990, associate professor of marketing and public relations in 1994, and was promoted to professor of marketing and public relations in 2000, a post that she currently retains. She was assistant provost for academic planning from 1993 to 1995 and was named vice president for student affairs in 1995.

As vice president, she provided leadership for the development of the Enrollment Management and Student Recruitment plans, the first formal New Student Orientation program known as SOAR, the first New Student Convocation program, the Office of Veterans Affairs, the Center for Student Progress, the Office of the Student Ombudsman, the Office of Campus Recreation and Intramural Sports, the Presidential Mentors Program, the Emerging Leaders Program and campus safety programs such as the Student Threat Assessment Team and the YSU Alert emergency notification system.

Anderson's scholarly activities include dozens of journal articles, conference proceedings and presentations. She has been active in the community, serving on the board of directors for the Neil Kennedy Recovery Clinic, Leadership Mahoning Valley, the Rich Center for Autism and the United Methodist Community Center, among others. In 2004, she received the ATHENA Award, presented annually by the Youngstown–Warren Regional Chamber and *The Vindicator* to a woman who exhibits professional excellence, community service, and career support for other women. Other honors include the 2005–06 Rev. Dr. Martin Luther King Jr. Diversity Award for Distinguished Service and the 2004 Outstanding Community Involvement Award from Leadership Mahoning Valley.

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

**DIVIDER**

**Institutional Engagement  
Committee**



## **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 her recommendation for action by the Board; and

**WHEREAS**, the President has reported that the gifts as listed in Exhibit C attached hereto are being held pending acceptance and she 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.





**RESOLUTION TO NAME  
THE FARMERS NATIONAL BANK FIELD  
AT YOUNGSTOWN STATE UNIVERSITY**

**WHEREAS**, Youngstown State University initiated a project to construct a new Sports Complex on Fifth Avenue across from Stambaugh Stadium; and

**WHEREAS**, the Sports Complex will include a soccer field, a track, and a softball diamond that will be utilized for intramural and collegiate sports; and

**WHEREAS**, the Sports Complex will help enhance one of the major gateway entrances to the University; and

**WHEREAS**, the Sports Complex will serve thousands of students at YSU, our fans, and others across the community; and

**WHEREAS**, a significant component of the Sports Complex is dependent on private funding; and

**WHEREAS**, Farmers National Bank has made a \$500,000 gift to the Sports Complex project; and

**WHEREAS**, Farmers National Bank was established in 1887 with the mission to provide financial solutions that serve the Mahoning Valley with integrity, respect, and commitment to quality; and

**WHEREAS**, Farmers National Bank has been community-minded and committed to the Mahoning Valley for over 125 years; and

**WHEREAS**, Farmers National Bank has a longstanding history of philanthropic support for the University that includes the Williamson College of Business Administration, the Andrews Student Recreation and Wellness Center, and the Summer Festival of the Arts; and

**WHEREAS**, the University and the Board of Trustees wish to provide appropriate recognition to Farmers National Bank for its significant contribution and commitment to the students of Youngstown State University;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University designate the soccer field in the new Sports Complex as the Farmers National Bank Field; and

**BE IT FURTHER RESOLVED**, that a copy of this Resolution be presented to John S. Gulas, '80, president and chief executive officer of Farmers National Bank, for the bank's dedication to community investment that creates opportunities for YSU students and the citizens of the Mahoning Valley.

# **DIVIDER**

## **Finance & Facilities Committee**

**RESOLUTION TO MODIFY  
BUDGET TRANSFERS POLICY**

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

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

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

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

**UNIVERSITY GUIDEBOOK**

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

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

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

**Parameter:**

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

**Definitions:**

- **Auxiliary Funds** – funding for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises generate revenue from fees that are directly related to the cost of the goods or services. University auxiliaries include the Bookstore, Kilcawley Center, Housing Services, Parking Services, Intercollegiate Athletics, Andrews Wellness and Recreation Center, and the Museum of Labor & Industry.
- **Budget Transfers** – budget reallocations from one account to another account that will change the available balance of two (2) or more budgets.

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

#### **Procedures:**

##### **1. Budget Transfers within Operating Budget Accounts**

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

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

## **2. Inter-fund Transfers**

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

## **3. Operating Reserve Transfers**

The University shall maintain an operating reserve fund sourced from the general fund. Transfers into the general fund operating reserve will generally occur as part of the operating budget approval procedures outlined in *University Guidebook* policy number 3009.01.

It is a goal for the University's auxiliary enterprises to also maintain separate operating reserve funds with targeted balances comparable to the General Fund operating reserve in percentage terms.

Transfers out of the operating reserve funds must be approved by the Board of Trustees, regardless of the amount to be transferred.

*REDLINE VERSION*  
**UNIVERSITY GUIDEBOOK**

**Subject:** ~~Budget Transfers~~

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

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

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

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

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

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



**Parameter:**

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

**Definitions:**

- **Auxiliary Funds** – funding for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises generate revenue from fees that are directly related to the cost of the goods or services. University auxiliaries include the Bookstore, Kilcawley Center, Housing Services, Parking Services, Intercollegiate Athletics, ~~and~~ Andrews Wellness and Recreation Center, ~~and the Museum of Labor & Industry~~.
- **Budget Transfers** – budget reallocations ~~that do not increase or decrease the overall level of approved expenditures from one account to another account that will change the available balance of two (2) or more budgets.~~
- **Designated Funds** – unrestricted funds internally transferred ~~by the Board~~ from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.
- **General Funds** – current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, financial aid, etc.
- **Institution-wide Accounts** – University-wide accounts that are assigned to a unit or department for management that benefit the entire University.
- **Inter-fund Transfers** – budget transfers to and from accounts from different funds.
- **Operating Budget** – general and auxiliary funds representing the operating activities of the University for a given fiscal year. Excluded from the Operating Budget are Designated Funds, Plant and Capital Funds, Restricted Funds, Endowments and funds functioning as endowments.

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

#### Procedures:

##### 1. Budget Transfers within Operating Budget Accounts

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

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

##### 2. Inter-fund Transfers

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

- ~~A. From an operating budget account to a non-operating budget account.~~
- ~~B. From a non-operating budget account to an operating budget account.~~
- ~~C. From one designated fund to another designated fund.~~



- ~~D. From one restricted or plant fund to another restricted or plant fund.~~
- ~~E. All other transfers from one type of fund to another.~~

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

C. Inter-fund transfers for specific capital improvements or construction projects will be approved by the appropriate area division officer and by the Vice President for Finance and Administration. Inter-fund transfers for capital improvements or construction projects of \$500,000 or more will be approved by the Board of Trustees.

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

### **3. Operating Reserve Transfers**

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

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

Transfers out of the operating reserve funds must be approved by the Board of Trustees, regardless of the amount to be transferred.

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

**RESOLUTION TO MODIFY  
DEBT MANAGEMENT POLICY**

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

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

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

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

**UNIVERSITY GUIDEBOOK**

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

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

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

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

**Parameters:**

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

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

net present value savings will be considered when there are substantial benefits to the University, including eliminating restrictive bond covenants.

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

REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

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

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

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

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

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

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

**Parameters:**

- Debt **G**uidelines shall address the following objectives:

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



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

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

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

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

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

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

**University Courtyard - Youngstown**  
**Proposed Rental Rates**  
**Fiscal Year 2014**

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

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

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

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

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

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

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

**Youngstown State University  
Distance Education Fees**

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

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

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

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

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

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

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

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

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

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

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

**Agenda Item E.3.e  
Exhibit H**



**RESOLUTION TO APPROVE  
INTERFUND TRANSFERS**

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

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

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



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

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

**DIVIDER**

**University Affairs  
Committee**

**RESOLUTION TO MODIFY  
SEARCH WAIVERS FOR STRATEGIC HIRING POLICY**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Search Waivers for Strategic Hiring, policy number 2004.01 of the *University Guidebook*, shown as Exhibit J attached hereto. A copy of the policy indicating changes to be made is also attached.

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Search Waivers for Strategic Hiring</b>
Responsible Division/Office:	Equal Opportunity and Policy Compliance
Approving Officer:	President
<i>Revision History:</i>	June 2006; June 2011; March 2013
Resolution Number(s):	YR 2006-55; YR 2011-113
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	March 13, 2013
Next Review:	2018

**Policy:** To advance institutional strategic goals by recruiting faculty and staff members, a recommendation for employment may be made without a national search, provided a waiver of search procedures is approved by the Director of Equal Opportunity and Policy Compliance.

**Scope:** The recruitment of administrative and executive officers of the University is not included within the scope of this policy. See Policy 9001.01 and 9002.01, respectively, for the selection of administrative and executive officers.

**Purpose:** Youngstown State University recognizes the importance of faculty and staff recruiting as one mechanism to address and advance institutional strategic priorities and mission.

This policy is designed to allow the University to respond in a timely fashion to advance institutional strategic goals and to guarantee that consideration of excellence in faculty and staff recruitment is not jeopardized.

Strategic Hiring Programs provide a process for requesting a search waiver and/or single or multi-year financial support for fully qualified individuals who can make a unique contribution to the University and its strategic plan.

**Criteria:** The following criteria for granting waiver and funding requests will be considered:

- Qualifications of the individual being recruited, including likelihood of continued success (e.g., promotion and tenure, where applicable)
- Relevance of the hire to the University's strategic priorities
- Agreement of the hiring unit for the requested appointment
- Identification of funds to support the position over time
- Rationale for waiving the normal search requirement

**Procedures:**

Questions about search waivers should be directed to the Director of Equal Opportunity and Policy Compliance. Candidates for employment under the search waiver must be systematically reviewed by the hiring department or academic unit. If that unit believes the individual has appropriate credentials and has skills that are compatible with the department's needs and the mission of the department and university, the unit may recommend that individual for recruitment without a search.

When any unit inquires about employment opportunities for a potential faculty or staff recruit that is within the university's strategic interest, the Chair/Director of his or her unit will request a copy of the potential employee's curriculum vitae and other relevant materials. The Office of Equal Opportunity and Policy Compliance must also be contacted for information and assistance. In consultation with the relevant executive officer and the Director of Equal Opportunity and Policy Compliance, the President is authorized to grant a waiver from the requirement for a search.

The University will provide the Board of Trustees with a quarterly report on hiring activity under this policy.

Cross reference: [Policy 2001.02 Equal Opportunity and Affirmative Action Recruitment and Employment.](#)

**REDLINE**  
**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Search Waivers for Strategic Hiring</b>
Responsible Division/Office:	Equal Opportunity and <del>Diversity</del> Policy Compliance
Approving Officer:	President
<i>Revision History:</i>	June 2006; June 2011; <del>March 2013</del>
Resolution Number(s):	YR 2006-55; YR 2011-113
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	<del>June 17, 2011</del> <b>March 13, 2013</b>
Next Review:	<del>2016</del> <b>2018</b>

**Policy:** To advance institutional strategic goals by recruiting faculty and staff members, a recommendation for employment may be made without a national search, provided a waiver of search procedures is approved by the Director of Equal Opportunity and ~~Diversity~~. **Policy Compliance**

**Scope:** The recruitment of administrative and executive officers of the University is not included within the scope of this policy. See Policy 9001.01 and 9002.01, respectively, for the selection of administrative and executive officers.

**Purpose:** Youngstown State University recognizes the importance of faculty and staff recruiting as one mechanism to address and advance institutional strategic priorities and mission.

This policy is designed to allow the University to respond in a timely fashion to advance institutional strategic goals and to guarantee that consideration of excellence in faculty and staff recruitment is not jeopardized.

Strategic Hiring Programs provide a process for requesting a search waiver and/or single or multi-year financial support for fully qualified individuals who can make a unique contribution to the University and its strategic plan.

**Criteria:** The following criteria for granting waiver and funding requests will be considered:

- Qualifications of the individual being recruited, including likelihood of continued success (e.g., promotion and tenure, where applicable)



- Relevance of the hire to the University's strategic priorities
- Agreement of the hiring unit for the requested appointment
- Identification of funds to support the position over time
- Rationale for waiving the normal search requirement

**Procedures:**

Questions about search waivers should be directed to the Director of Equal Opportunity and ~~Policy Compliance Diversity~~. Candidates for employment under the search waiver must be systematically reviewed by the hiring department or academic unit. If that unit believes the individual has appropriate credentials and has skills that are compatible with the department's needs and the mission of the department and university, the unit may recommend that individual for recruitment without a search.

When any unit inquires about employment opportunities for a potential faculty or staff recruit that is within the university's strategic interest, the Chair/Director of his or her unit will request a copy of the potential employee's curriculum vitae and other relevant materials. The Office of Equal Opportunity and ~~Diversity Policy Compliance~~ must also be contacted for information and assistance. In consultation with the relevant ~~executive officer divisional Vice President or the President,~~ and the Director of Equal Opportunity and ~~Diversity Policy Compliance,~~ the President is authorized to grant a waiver from the requirement for a search.

The University will provide the Board of Trustees with an ~~an annual quarterly~~ report on hiring activity under this policy.

~~The recruitment of administrative and executive officers of the University is not included within the scope of this policy. See Policy 9001.01 and 9002.01, respectively, for the selection of administrative and executive officers.~~

Cross reference: [Policy 2001.02 Equal Opportunity and Affirmative Action Recruitment and Employment.](#)



**RESOLUTION TO APPROVE  
EMERGENCY SICK LEAVE BANK – EXCLUDED  
PROFESSIONAL/ADMINISTRATIVE AND  
CLASSIFIED EMPLOYEES POLICY**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Emergency Sick Leave Bank – Excluded Professional/Administrative and Classified Employees, policy number 7002.12 of the *University Guidebook*, shown as Exhibit K attached hereto.

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

**Agenda Item E.4.b**

**NEW POLICY**  
**UNIVERSITY GUIDEBOOK**

**Title of Policy:**           **Emergency Sick Leave Bank – Excluded  
Professional/Administrative and Classified Employees**

Responsible Division/Office:   Human Resources

Approving Officer:           Vice President for Finance and Administration

*Revision History:*

Resolution Number(s):       YR 2013-

Board Committee:           University Affairs

**EFFECTIVE DATE:**

Next Review:               2018

**Policy:** The University is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional and mental well-being; professional growth and development; and civic responsibility.

**Parameters:**

- For the purpose of this policy, the year is defined as the calendar year (January through December). Each full-time excluded employee who wishes to participate may donate the minimum amount of his/her accumulated sick leave required for participation to the Excluded Emergency Sick Leave Bank (EESLB) during the enrollment period. Enrollment periods will be from January 1 through January 31 of each year. New full-time excluded employees hired after the year has started will have four (4) weeks in which to enroll. Participation is strictly voluntary. Donated leave time is not returnable. The donation amount can be greater than the established minimum amount.
- The EESLB is operated on a voluntary basis consistent with state law. A committee has been formed to administer the EESLB and to provide the information whereby the Chief Human Resources Officer, or designee, is able to maintain the records. The committee is empowered to adopt rules and regulations consistent with this policy and to make

decisions required to administer the EESLB. The committee is titled the "YSU Excluded Emergency Sick Leave Bank Committee" (hereafter the EESLB Committee) and is composed of three (3) bank members appointed annually as follows:

- (i) One excluded Professional/Administrative member appointed by the Provost.
  - (ii) One excluded Classified Civil Service member appointed by the Vice President of Finance and Administration.
  - (iii) The Chief Human Resources Officer or his/her designee.
- During its annual meeting, the EESLB Committee chooses a chairperson from among its three members.
  - If a vacancy occurs on the EESLB Committee, a replacement for the vacant position is chosen by the authority responsible for making the appointment.
  - The EESLB Committee is responsible for developing any forms necessary to operate the EESLB.
  - The EESLB Committee annually reviews and amends (when necessary) the bank's rules and regulations. All members and potential members are notified of any changes before the beginning of the new enrollment period.

**Procedures:**

- Use of days from the EESLB is limited to those individuals who have donated (and, when necessary as determined by the EESLB Committee, continue to donate) to the bank. The EESLB Committee meets each year during the month of November to establish the amount of donation for the forthcoming year. This amount may be zero if the EESLB Committee determines there is sufficient balance in the bank for that year. During the year, the EESLB Committee may declare an emergency and ask bank members to donate additional non-returnable sick leave to keep the bank solvent. Such additional amounts will not count toward the following year's donation. Unused time from one year is advanced to the next.

- Use of days from the EESLB is limited to medical conditions of a non-routine nature. Use of days will not be considered in lieu of Child Care Leave, for instance, but could be granted in cases of the inability of the employee to return to work after completion of Child Care Leave due to medical complications after the birth of a child. Days from the EESLB may be requested for the use of the bank member and/or due to illness/injury of the member's spouse or dependent children, or any other person in the bank member's immediate family. Immediate family shall be defined as father, mother, sister, brother, spouse, children, step-children, step-parent, parents-in-law, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, grandparents, grandchildren, foster parents, foster children, legal guardian, any person who stands in place of a parent (loco parentis) or a domestic partner. A domestic partner is defined as a person of the same sex who, according to the employee's affidavit, has shared a committed, on-going domestic relationship with the employee for not less than the continuous preceding twelve (12) months. A physician's statement must accompany the application in order to be considered. The application form and physician's statement are to be forwarded to the Chief Human Resources Officer. Upon receipt of all information, the EESLB Committee will normally make a decision within ten (10) working days.
- Use of days from the EESLB will be considered only after the bank member has exhausted all of his/her paid leave days.
- The maximum number of days that a member may normally borrow is 30 days (240 hours). However, the EESLB committee may consider requests to borrow beyond this amount under extenuating circumstances as determined by unanimous vote of the committee.
- The decisions of the EESLB Committee shall be final and binding. In the event the EESLB is disbanded, any unused time will be divided and equally distributed among the active current participating members.

**RESOLUTION TO MODIFY  
CIVIC LEAVE WITH PAY, EXCLUDED  
PROFESSIONAL/ADMINISTRATIVE AND  
EXCLUDED CLASSIFIED STAFF POLICY**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Civic Leave, policy number 7002.07 of the *University Guidebook*, to be retitled as Civic Leave with Pay, Excluded Professional/Administrative and Excluded Classified Staff, shown as Exhibit L attached hereto. A copy of the policy indicating changes to be made is also attached.

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

**Agenda Item E.4.c**

**UNIVERSITY GUIDEBOOK**

**Title of Policy:**        **Civic Leave with Pay, Excluded Professional/  
Administrative and Excluded Classified Staff**

**Responsible Division/Office:**    Finance and Administration/Human Resources

**Approving Officer:**            Vice President for Finance and Administration

**Revision History:**                October 1998; March 1999;

**Resolution Number(s):**        YR 1998-16/1999-57; FY 2013-

**Board Committee:**                University Affairs

**EFFECTIVE DATE:**

**Next Review:**                      2018

**Policy:** The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

**Parameters:**

- As provided in Ohio Administrative Code Section 123:1-34-03 and Ohio Revised Code Section 124.135, employees shall be granted civic leave with full pay and benefits when: a) subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action; b) summoned for jury duty by any court of competent jurisdiction; or c) the University appoints or approves an appointment to serve in an unpaid position on an advisory board or commission, or to solicit for charities for which University payroll deductions are made. This policy does not apply to situations where employees are being compensated by a third party, i.e., expert witness testimony.
- Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.

**Agenda Item E.4.c  
Exhibit L**

- Employees who are appellants in any action before the State Personnel Board of Review (SPBR) and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.

**Procedures:**

1. Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave, e.g., a copy of the summons or subpoena, shall be attached to the notification.
2. Employees may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by subpoena.
3. Employees covered by collective bargaining should refer to their respective agreement.

REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

**Title of Policy:** **Civic Leave with Pay, Excluded Professional/  
Administrative and Excluded Classified Staff**

Responsible Division/Office: Finance and Administration/Human Resources

Approving Officer: Vice President for Finance and Administration

*Revision History:* October 1998; March 1999; January 2013

Resolution Number(s): YR 1998-16/1999-57; FY 2013-

Board Committee: University Affairs

**EFFECTIVE DATE:**

Next review: 2018

**Policy:** The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

**Parameters:**

- As provided in Ohio Administrative Code Section 123:1-34-03 and Ohio Revised Code Section 124.135, employees shall be granted civic leave with full pay and benefits when: a) subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action; b) summoned for jury duty by any court of competent jurisdiction; or c) ~~appointed~~ **the University appoints or approves an appointment** to serve in an unpaid position on an advisory board or commission, or to solicit for charities for which University payroll deductions are made. **This policy does not apply to situations where employees are being compensated by a third party, i.e., expert witness testimony.**
- Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.



- Employees who are appellants in any action before the State Personnel Board of Review (SPBR) and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.

**Procedures:**

1. Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave, e.g., a copy of the summons or subpoena, shall be attached to the notification.
- ~~2. Upon completion of the leave, all compensation or reimbursement received for jury duty or court attendance compelled by subpoena in excess of fifteen dollars per day, when such duty or attendance is performed during an employee's normal working hours, shall be deposited with the Office of the Bursar. Reimbursement is not required of employees on vacation status. Employees may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by subpoena.~~
- ~~3. The deposit slip (receipt for the compensation received) from the Office of the Bursar and a copy of the documentation of the employee's service will be forwarded to the Office of Human Resources in a timely manner.~~
4. Employees covered by collective bargaining should refer to their respective agreement.

**RESOLUTION TO MODIFY  
EMPLOYMENT OF STUDENTS POLICY**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Employment of Undergraduate Students (Other than Work Study), policy number 9003.02 of the *University Guidebook*, to be retitled as Employment of Students, shown as Exhibit M attached hereto. A copy of the policy indicating changes to be made is also attached.

## **UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Employment of Students</b>
Responsible Division/Office:	Student Life
Approving Officer:	Vice President for Student Affairs
<i>Revision History:</i>	June 1999; March 2007; December 2010;
Resolution Number(s):	YR 1999-117; YR 2007-27; YR 2011-64; YR 2013-
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	
Next Review:	2018

**Policy:** Students are eligible to be employed by the University according to federal and state laws and University policy.

**Purpose:** These procedures are designed to create a fair and equitable process for employment of students on campus. All procedures are in compliance with Federal and State of Ohio law including Ohio Public Employment Retirement System (OPERS) guidelines and University policy.

**Parameters:**

- The Executive Director of Student Life is responsible for the approval and coordination of the process of employing all student employees except for those employees participating in the employment programs administered by the Graduate School (Graduate Assistants, Teaching Assistants, Research Assistants, etc.).
- Students may be employed through hourly student wages or a task-based stipend. In both categories, students are subject to the same eligibility requirements.
- To be eligible for employment under hourly student wages or task-based stipend during the fall or spring semesters, the student must be enrolled for a minimum of one course and no less than three credits and be in good academic standing.
- To be employed during the summer semester, without summer enrollment, the student must have been enrolled during the previous spring, be currently registered for the upcoming fall semester and be in good academic standing.
- Student employees may elect whether to participate in OPERS or not. Students who are employed during the summer, but not enrolled for a course (minimum one credit), are required to participate in OPERS.

- Regulations regarding compliance with the Internal Revenue Service and OPERS are made available to students by the Office of Student Life.
- Appointments to all student employment positions and the effective appointment dates are made by the Office of Student Life.

**Procedures:**

1. All positions for student employment, including Federal work-study, are described in written position descriptions maintained and posted in the Office of Student Life.
2. Students interested in a posted position apply directly to the employing department or unit. That department or unit makes the offer of employment and submits the required documents for appointment to the position to the Office of Student Life.
3. Actual employment may begin only after the required documents have been processed and approved by the Office of Student Life. The student is required to complete one (1) OPERS election form during the term of their employment.
4. Status as a student employee is continuous from the date of initial appointment until the student is terminated by the University. For purposes of this policy, a student who has not been enrolled for two consecutive semesters will be considered terminated. Changing positions of employment or departments does not impact one's student employment status. Therefore, once a student employee makes their OPERS election, i.e., exempt or non-exempt, the student's OPERS status is maintained until terminated by the University as defined above or changes by operation of law.
5. Concerns of student employees or those of their supervisor that cannot be resolved at the department or unit level may be referred to the Office of Student Life.

REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Employment of <del>Undergraduate</del> Students (<del>Other than Work-Study</del>)</b>
Responsible Division/Office:	Student Life
Approving Officer:	Vice President for Student Affairs
<i>Revision History:</i>	June 1999; March 2007; December 2010;
Resolution Number(s):	YR 1999-117; YR 2007-27; YR 2011-64; YR 2013-
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	
Next review:	2018

**Policy:** ~~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.~~ Students are eligible to be employed by the University according to federal and state laws and University policy.

**Purpose:** These procedures are designed to create a fair and equitable process for employment of ~~undergraduate~~ students on campus. All procedures are in compliance with Federal and State of Ohio law ~~as well as including~~ Ohio Public Employment Retirement System (~~OPERS~~) guidelines and University policy.

**Parameters:**

- The Executive Director of Student Life is responsible for the ~~administration approval and coordination~~ of the process of employing all student employees except for those employees participating in the ~~federally funded work-study program and the~~ employment programs administered by the Graduate School (Graduate Assistants, Teaching Assistants, Research Assistants, etc.).
- Students ~~not may be~~ employed ~~under work-study may be employed~~ through hourly student wages or a task-based stipend. In both categories, students are subject to the same eligibility requirements.
- To be eligible for employment under hourly student wages or task-based stipend ~~during the fall or spring semesters,~~ the students must be ~~currently~~ enrolled for a minimum of one course and no less than three credits and be in good academic standing.



- To be employed during the summer semester, without summer enrollment, the student must have been enrolled during the previous spring, be currently registered for the upcoming fall semester and be in good academic standing.
- Student employees may elect whether to participate in OPERS or not. Students who are employed during the summer, but not enrolled for a course (minimum one credit), are required to participate in OPERS.
- Regulations regarding compliance with the Internal Revenue Service, and OPERS, ~~and starting and ending dates of employment periods~~ are made available to students ~~maintained in~~ by the Office of Student Life ~~and reviewed annually~~.
- Appointments to all student employment positions and the effective appointment dates are made by the Office of Student Life.

**Procedures:**

1. All positions for student employment, including Federal work-study, are described in written position descriptions maintained ~~and posted~~ in the Office of Student Life.
- ~~2. All available positions for student employment, including Federal work-study, are posted through the Office of Student Life.~~
3. Students interested in a posted position apply directly to the employing department or unit. That department or unit makes the offer of employment ~~and submits the~~ required documents for appointment to the position to the Office of Student Life.
4. ~~Appointment to a student employment position requires processing the necessary forms with the Office of Student Life.~~ Actual employment may begin only after these ~~forms~~ required documents have been processed and approved by the Office of Student Life. The student is required to complete one (1) OPERS election form during the term of their employment.
5. ~~Appointment to student employment is continuous through the academic year. Reappointment is necessary in accordance with regulations established by the Office of Student Life.~~ Status as a student employee is continuous from the date of initial appointment until the student is terminated by the University. For purposes of this policy, a student who has not been enrolled for two consecutive semesters will be considered terminated. Changing positions of employment or departments does not impact one's student employment status. Therefore, once a student employee makes their OPERS election, i.e., exempt or non-exempt, the student's OPERS status is maintained until terminated by the University as defined above or changes by operation of law.

**NUMBER**

**9003.02**

**PAGE 3 of 3**

6. Concerns of student employees or those of their supervisor that cannot be resolved at the department or unit level may be referred to the Office of Student Life.

**RESOLUTION TO MODIFY  
EMPLOYMENT OF STUDENTS – FEDERAL  
WORK-STUDY PROGRAM POLICY**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Employment of Students – Federal Work-Study Program, policy number 9003.04 of the *University Guidebook*, shown as Exhibit N attached hereto. A copy of the policy indicating changes to be made is also attached.



**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Employment of Students - Federal Work-Study Program</b>
Responsible Division/Office:	Financial Aid and Scholarships
Approving Officer:	Vice President for Student Affairs
<i>Revision History:</i>	June 1999; March 2007; March 2011
Resolution Number(s):	YR 1999-118; YR 2007-27; YR 2011-65; YR 2013-
Board Committee:	Academic & Student Affairs
<b>EFFECTIVE DATE:</b>	
Next Review:	2018

**Policy:** 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.

**Purpose:** The U.S. Department of Education provides a federal work-study allocation to Youngstown State University each fiscal year intended to encourage the part-time employment of undergraduate and graduate students with financial need. In addition to on-campus employment, community service opportunities, e.g., America Reads tutors, escort services, etc., are permitted and encouraged.

**Parameters:**

- The Office of Financial Aid and Scholarships administers federal work-study fund usage, compliance with federal regulations, determination of student eligibility, and fund awarding.
- The federal work-study match funds are budgeted in accordance with federal regulations.
- Fringe benefits are not paid from federal work-study funds.
- Federal work-study payments are administered by the Office of Payroll.

- Federal work-study awards are cancelled or reduced when students default on federal loans, become over-awarded due to changes in aid eligibility, or no longer maintain federal student aid satisfactory academic progress.

**Procedures:**

1. The U.S. Department of Education provides a federal work-study allocation to YSU each fiscal year.
2. Students must annually complete the Free Application for Federal Student Aid (FAFSA) after January 1 for the following aid year. They are encouraged to answer yes to the FAFSA question that asks if they are interested in the federal work-study program.
3. The Office of Financial Aid and Scholarships establishes packaging/awarding criteria for each fiscal year based upon the funding level received, federal regulations, and the number of students who demonstrate financial need and qualify and maintain good academic standing.
4. Students are awarded federal work-study by the Office of Financial Aid and Scholarships during financial aid packaging or through the student employment review process.
5. Students accept or decline federal work-study funding through the online Banner self-service functionality.
6. Students obtain employment on campus by applying for vacant positions posted on the Office of Student Life website.
7. The employing department completes the on-campus student appointment forms, attaches all other required documents, and sends them to the Office of Financial Aid and Scholarships. All appointment forms are reviewed by the Office of Financial Aid and Scholarships to verify federal work-study eligibility before approval by the Office of Student Life.
8. The Office of Financial Aid and Scholarships Director reviews the individual student's federal work-study eligibility and signs the on-campus appointment forms after federal work-study eligibility has been confirmed.
9. The appointment forms, with all necessary paperwork, are sent to the Office of Student Life for final approval.

10. The on-campus appointment forms for students with federal work-study eligibility are returned to the Office of Financial Aid and Scholarships for record keeping purposes once approved and signed by the Executive Director of Student Life.
11. The student begins working on his/her approved start date.
12. The Office of Payroll issues federal work-study payments bi-weekly in the form of a pay check or direct deposit.
13. Bi-weekly federal work-study earnings from the Banner Payroll system are loaded to the Banner Financial Aid system through a Banner delivered process used to track payments received.
14. Year-to-date earnings are monitored by the Office of Financial Aid and Scholarships with an ad hoc report that compares YTD earnings to the federal work-study allocation in order to prevent student over awards and to notify the employing department, the Office of Student Life and the Human Resources Processing Center when work-study funding has been exhausted.
15. Community Service is tracked throughout the year by the community service position identifications in Banner documented through the hiring process to monitor compliance with the percentage mandated by the U.S. Department of Education.
16. All Federal work-study earnings are reconciled between the Office of Financial Aid and Scholarships and the Office of General Accounting.
17. The Office of Financial Aid and Scholarships compiles and reports federal work-study information, including community services data, on the annual Fiscal Operations Report and Application to Participate (FISAP) due October 1 each year.

**REDLINE VERSION**  
**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Employment of Students - Federal Work-Study Program</b>
Responsible Division/Office:	Financial Aid and Scholarships
Approving Officer:	Vice President for Student Affairs
<i>Revision History:</i>	June 1999; March 2007; March 2011
Resolution Number(s):	YR 1999-118; YR 2007-27; YR 2011-65
Board Committee:	Academic & Student Affairs
<b>EFFECTIVE DATE:</b>	March 18, 2011
Next Review:	2013 (Changed to 2016 Per Guidebook Policy 0001.00)

**Policy:** 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.

**Purpose:** The U.S. Department of Education provides a federal work-study allocation to Youngstown State University each fiscal year intended to encourage the part-time employment of undergraduate and graduate students with financial need. In addition to on-campus employment, community service opportunities, e.g., America Reads tutors, escort services, etc., are permitted and encouraged.

**Parameters:**

- The Office of Financial Aid and Scholarships administers federal work-study fund usage, compliance with federal regulations, determination of student eligibility, and fund awarding.
- The federal work-study match funds are budgeted in accordance with federal regulations.
- Fringe benefits are not paid from federal work-study funds.
- Federal work-study payments are administered by the Office of Payroll.

- Federal work-study awards are cancelled or reduced when students default on federal loans, become over-awarded due to changes in aid eligibility, or no longer maintain federal student aid satisfactory academic progress.

**Procedures:**

1. The U.S. Department of Education provides a federal work-study allocation to YSU each fiscal year.
2. Students must annually complete the Free Application for Federal Student Aid (FAFSA) after January 1 for the following aid year. They are encouraged to answer yes to the FAFSA question that asks if they are interested in the federal work-study program.
3. The Office of Financial Aid and Scholarships establishes packaging/awarding criteria for each fiscal year based upon the funding level received, federal regulations, and the number of students who demonstrate financial need and qualify and maintain good academic standing.
4. Students are awarded federal work-study by the Office of Financial Aid and Scholarships during financial aid packaging or through the student employment review process.
5. Students accept or decline federal work-study funding through the online Banner self-service functionality.
6. Students obtain employment on campus by applying for vacant positions posted on the Office of Student Life website.
7. The employing department completes the on-campus student appointment forms, ~~and attaches all other required documents, i.e., I-9, state withholding, etc.,~~ and sends them to the Office of Financial Aid and Scholarships. All appointment forms are reviewed by the Office of Financial Aid and Scholarships to verify federal work-study eligibility before approval by the Office of Student Life.
8. The Office of Financial Aid and Scholarships Director reviews the individual student's federal work-study eligibility and signs the on-campus appointment forms after federal work-study eligibility has been confirmed.
9. The appointment forms, with all necessary paperwork, are sent to the Office of Student Life for final approval.



10. The on-campus appointment forms for students with federal work-study eligibility are returned to the Office of Financial Aid and Scholarships for record keeping purposes once approved and signed by the Executive Director of Student Life.
11. The student begins working on his/her approved start date.
12. The Office of Payroll issues federal work-study payments bi-weekly in the form of a pay check or direct deposit.
13. Bi-weekly federal work-study earnings from the Banner Payroll system are loaded to the Banner Financial Aid system through a Banner delivered process used to track payments received.
14. Year-to-date earnings are monitored by the Office of Financial Aid and Scholarships with an ad hoc report that compares YTD earnings to the federal work-study allocation in order to prevent student over awards and to notify the employing department, **the Office of Student Life** and the Human Resources Processing Center when work-study funding has been exhausted.
15. Community Service is tracked throughout the year by the community service position identifications in Banner documented through the hiring process to monitor compliance with the percentage mandated by the U.S. Department of Education.
16. All Federal work-study earnings are reconciled between the Office of Financial Aid and Scholarships and the Office of General Accounting.
17. The Office of Financial Aid and Scholarships compiles and reports federal work-study information, including community services data, on the annual Fiscal Operations Report and Application to Participate (FISAP) due October 1 each year.

**RESOLUTION TO MODIFY  
SELECTION AND EVALUATION OF  
EXECUTIVE OFFICERS OF THE UNIVERSITY POLICY**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Selection and Evaluation of Executive Officers of the University, policy number 9001.01 of the *University Guidebook*, shown as Exhibit O attached hereto. A copy of the policy indicating changes to be made is also attached.

## UNIVERSITY GUIDEBOOK

<b>Title of Policy:</b>	<b>Selection and Evaluation of Executive Officers of the University</b>
Responsible Division/ Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	June 2001; Sept. 2003; Feb. 2009; March 2013
Resolution Number(s):	YR 1998-33; YR 2001-51; YR 2004-16; YR 2009-30
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	March 13, 2013
Next Review:	2018

**Policy:** In the selection and evaluation of Executive Officers of the University, the Board of Trustees is committed to the principle of collegiality where, as appropriate, members of the University community—students, faculty, and staff—have opportunity to participate in the decision-making processes of the University. The Board of Trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of executive officers of the University. The Board also affirms the principle of merit-based rewards that are directly associated with positive evaluation of these officers.

### Principles:

- Advertising to fill executive officer positions of the University will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.
- An individual selected to serve as an executive officer will be identified from an applicant pool obtained as a result of a national search process. A national search firm shall be utilized in a search for an executive officer, unless expressly waived by the Board of Trustees. (Filling these positions on an interim basis may be done without initiating a formal process.)
- In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing executive officers.

**Agenda Item E.4.f  
Exhibit O**



- Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
- The evaluation may involve merit salary considerations as part of the year-end sessions

**Executive Officers of the University are the Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Administration, Vice President for University Advancement, and the University General Counsel, and such other positions as may from time to time be, with approval of the Board of Trustees, identified as executive level officers. As executive officers, each maintains overall leadership for a particular division or unit. As University officials, each has the responsibility to represent the University and provide leadership in the specified areas of responsibility. The executive officers serve as primary advisors and the members of the President's Cabinet. In addition, the President may designate other administrative officers to serve as members of the Cabinet.**

- **The Provost/Vice President for Academic Affairs** is the chief academic officer of the University. As the President's first delegate, the Provost/Vice President for Academic Affairs has primary responsibility for the overall administration of the academic programs of the University. The Provost/Vice President for Academic Affairs provides leadership in the academic division and serves as a primary interface between the academic and other divisions of the University. The Provost/Vice President for Academic Affairs also provides overall leadership and coordination for the academic departments, schools, and colleges and other units in the Academic Division.
- **The Vice President for Student Affairs** is the chief student personnel officer for the University and, in this capacity, provides leadership for the Division of Student Affairs and its major units, including Enrollment Services, Student Life, and Student Services. The Vice President works closely with the Provost/Vice President for Academic Affairs to provide a comprehensive and integrated university experience to a diverse student body. Major responsibilities of the Vice President include student discipline; divisional budget management; personnel supervision and planning; student life research; coordination of student enrollment and retention efforts; scholarship administration; administrative liaison with Student Government, student publications, and major student organizations; and primary responsibility for the campus environment and student welfare, including the health and safety of the student population.
- **The Vice President for Finance and Administration** is the chief fiscal and administrative officer of the University and provides leadership for the Division of Finance and Administration. The Vice President for Finance and Administration recommends fiscal policy to the President for consideration by the Board of Trustees and is responsible for implementation of these policies. Major responsibilities of the Vice President for Finance and Administration include oversight of funds from state appropriations; developing and

monitoring the financial transactions of the University, University payroll, and public accountability for University resources; providing administrative leadership for developing policies, plans, and allocation of resources; developing and monitoring non-academic

personnel compensation, procedures, and practices; developing and maintaining the physical plant of the University; and maintaining the physical environment of the University.

- **The Vice President for University Advancement** provides leadership for the Division of University Advancement. The Vice President for University Advancement leads University efforts in fund-raising, marketing, government, public and media relations, information services, including the university web site and WYSU, and alumni relations. The Vice President works with the Office of the President, the executive and administrative staff, and the Youngstown State University Foundation to accomplish institutional objectives in these areas. He or she also serves on community and foundation boards and represents the university at external events as appropriate.
- **The University General Counsel** is the Chief legal officer of the University. The General Counsel is appointed jointly by the Ohio Attorney General and the President, with approval of the Board of Trustees. The General Counsel serves as University legal counsel and serves as liaison between the Office of the President and the Office of the Ohio Attorney General including outside counsel. The University General Counsel provides advice on legal issues and represents the University in litigation, collective bargaining, and at grievance hearings and arbitration.

#### **Procedures for the Selection of an Executive Officer:**

The procedures that follow provide an overall structure for executive officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. When there is a need to identify a new executive officer, the President will appoint a Search Advisory Committee.
2. This Committee will include representatives of the affected University Division, and may include other members of the University community and other external members as appropriate.
3. This Committee will review all of the applications received, identify those that meet the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.

5. The on-campus interview process may include a broad representation of each of the Divisions of the University, students, appropriate community representatives, and others identified by the President.
6. The President will also host a meeting with each of the final candidates and members of the Board of Trustees.
7. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the University. A request for such an exception must be submitted in writing to the Human Resources and Labor Relations Department and the Office of Equal Opportunity and Policy Compliance for review and recommendation. The request initiated by the President, together with the recommendations of Human Resources and Equal Opportunity, will be submitted to the University Affairs Committee of the Board of Trustees, which shall recommend the final action to be taken on the request by the Board of Trustees.

#### **Procedures for the Evaluation of Executive Officers:**

The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process is conducted on an annual basis.
2. The process will be initiated with one-on-one session(s) between the executive officer and the President.
3. The initial phase of the process will be devoted to dialog whereby mutually accepted annual objectives are identified and finalized in writing, usually at the start of the fiscal/academic year.
4. Through the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. At year's end, during a one-on-one session between the executive officer and the president, the degree to which these objectives have been met will be determined and preliminary salary adjustment considerations will be discussed. The Board of Trustees considers it important to have the evaluation of Executive Officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates. The President shall consult with the Board of Trustees during the evaluation process as to the performance of executive officers and will inform the Board of Trustees about the results of his/her evaluation of each executive officer.

6. When considering salary adjustments for executive officers, the President shall submit proposed adjustments to the University Affairs Committee for its review and comment prior to implementing said adjustment(s).

## REDLINE

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Selection and Evaluation of Executive Officers of the University</b>
Responsible Division/ Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	June 2001; Sept. 2003; Feb. 2009; <b>March 2013</b>
Resolution Number(s):	YR 1998-33; YR 2001-51; YR 2004-16; YR 2009-30
Board Committee:	<del>Internal Affairs</del> University Affairs
<b>EFFECTIVE DATE:</b>	<del>February 6, 2009</del> <b>March 13, 2013</b>
Next Review:	<del>2012 (Changed to 2014 Per Guidebook Policy 0001.00)</del> <b>2018</b>

**Policy:** In the selection and evaluation of Executive Officers of the University, the Board of Trustees is committed to the principle of collegiality where, as appropriate, members of the University community—students, faculty, and staff—have opportunity to participate in the decision-making processes of the University. The Board of Trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of executive officers of the University. The Board also affirms the principle of merit-based rewards that are directly associated with positive evaluation of these officers.

**Principles:**

- Advertising to fill executive officer positions of the University will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.
- An individual selected to serve as an executive officer will be identified from an applicant pool obtained as a result of a national search process. ~~With the agreement of the President and the Board of Trustees, a national search firm may be utilized.~~ A national search firm shall be utilized in a search for an executive officer, unless expressly waived by the Board of Trustees. (Filling these positions on an interim basis may be done without initiating a formal process.)
- In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing executive officers.

- Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
- The evaluation may involve merit salary considerations as part of the year-end sessions

**Executive Officers of the University are the Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Administration, Vice President for University Advancement, and the University General Counsel, and such other positions as may from time to time be, with approval of the Board of Trustees, identified as executive level officers. As executive officers, each maintains overall leadership for a particular division or unit. As University officials, each has the responsibility to represent the University and provide leadership in the specified areas of responsibility. The executive officers serve as primary advisors and the members of the President's Cabinet. In addition, the President may designate other administrative officers to serve as members of the Cabinet.**

- **The Provost/Vice President for Academic Affairs** is the chief academic officer of the University. As the President's first delegate, the Provost/Vice President for Academic Affairs has primary responsibility for the overall administration of the academic programs of the University. The Provost/Vice President for Academic Affairs provides leadership in the academic division and serves as a primary interface between the academic and other divisions of the University. The Provost/Vice President for Academic Affairs also provides overall leadership and coordination for the academic departments, schools, and colleges and other units in the Academic Division.
- **The Vice President for Student Affairs** is the chief student personnel officer for the University and, in this capacity, provides leadership for the Division of Student Affairs and its major units, including Enrollment Services, Student Life, and Student Services. The Vice President works closely with the Provost/Vice President for Academic Affairs to provide a comprehensive and integrated university experience to a diverse student body. Major responsibilities of the Vice President include student discipline; divisional budget management; personnel supervision and planning; student life research; coordination of student enrollment and retention efforts; scholarship administration; administrative liaison with Student Government, student publications, and major student organizations; and primary responsibility for the campus environment and student welfare, including the health and safety of the student population.
- **The Vice President for Finance and Administration** is the chief fiscal and administrative officer of the University and provides leadership for the Division of Finance and Administration. The Vice President for Finance and Administration recommends fiscal policy to the President for consideration by the Board of Trustees and is responsible for implementation of these policies. Major responsibilities of the Vice President for Finance and Administration include oversight of funds from state appropriations; developing and



monitoring the financial transactions of the University, University payroll, and public accountability for University resources; providing administrative leadership for developing policies, plans, and allocation of resources; developing and monitoring non-academic

personnel compensation, procedures, and practices; developing and maintaining the physical plant of the University; and maintaining the physical environment of the University.

- The **Vice President for University Advancement** provides leadership for the Division of University Advancement. The Vice President for University Advancement leads University efforts in fund-raising, marketing, government, public and media relations, information services, including the university web site and WYSU, and alumni relations. The Vice President works with the Office of the President, the executive and administrative staff, and the Youngstown State University Foundation to accomplish institutional objectives in these areas. He or she also serves on community and foundation boards and represents the university at external events as appropriate.
- The **University General Counsel** is the Chief legal officer of the University. The General Counsel is appointed jointly by the Ohio Attorney General and the President, with approval of the Board of Trustees. The General Counsel serves as University legal counsel and serves as liaison between the Office of the President and the Office of the Ohio Attorney General including outside counsel. The University General Counsel provides advice on legal issues and represents the University in litigation, collective bargaining, and at grievance hearings and arbitration.

#### **Procedures for the Selection of an Executive Officer:**

The procedures that follow provide an overall structure for executive officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. When there is a need to identify a new executive officer, the President will appoint a Search Advisory Committee.
2. This Committee will include representatives of the affected University Division, and may include other members of the University community and other external members as appropriate.
3. This Committee will review all of the applications received, identify those that meet the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.

5. The on-campus interview process may include a broad representation of each of the Divisions of the University, students, appropriate community representatives, and others identified by the President.
6. The President will also host a meeting with each of the final candidates and members of the Board of Trustees.
7. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the University. A request for such an exception must be submitted in writing to the Human Resources and Labor Relations Department and the Office of Equal Opportunity and **Diversity Policy Compliance** for review and recommendation. The request initiated by the President, together with the recommendations of Human Resources and Equal Opportunity, will be submitted to the **Internal University** Affairs Committee of the Board of Trustees, which shall recommend the final action to be taken on the request by the Board of Trustees.

#### **Procedures for the Evaluation of Executive Officers:**

The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process is conducted on an annual basis.
2. The process will be initiated with one-on-one session(s) between the executive officer and the President.
3. The initial phase of the process will be devoted to dialog whereby mutually accepted annual objectives are identified and finalized in writing, usually at the start of the fiscal/academic year.
4. Through the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. At year's end, during a one-on-one session between the executive officer and the president, the degree to which these objectives have been met will be determined and preliminary salary adjustment considerations will be discussed. The Board of Trustees considers it important to have the evaluation of Executive Officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates. The President shall consult with the Board of Trustees during the evaluation process as to the performance of executive officers and will inform the Board of Trustees about the results of his/her evaluation of each executive officer.



6. When considering salary adjustments for executive officers, the President shall submit proposed adjustments to the ~~Internal~~ **University** Affairs Committee for its review and comment prior to implementing said adjustment(s).

**RESOLUTION TO MODIFY  
SELECTION AND ANNUAL EVALUATION OF  
ADMINISTRATIVE OFFICERS OF THE UNIVERSITY POLICY**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Selection and Annual Evaluation of Administrative Officers of the University, policy number 9002.01 of the *University Guidebook*, shown as Exhibit P attached hereto. A copy of the policy indicating changes to be made is also attached.

## **UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Selection and Annual Evaluation of Administrative Officers of the University</b>
<b>Responsible Division/Office:</b>	Office of the President
<b>Approving Officer:</b>	President
<b>Revision History:</b>	Feb. 1998; Feb. 2009; March 2013
<b>Resolution Number(s)</b>	YR 1998-33; YR 2009-31
<b>Board Committee:</b>	University Affairs
<b>EFFECTIVE DATE:</b>	March 13, 2013
<b>Next Review:</b>	2018

**Policy:** In the selection and annual evaluation of Administrative Officers of the University, the Board of Trustees is committed to the principle of collegiality where, as appropriate, members of the University community -- students, faculty, and staff -- have opportunity to participate in the decision-making processes of the University. The Board of Trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of the administrative officers of the University. The Board also affirms the principle of merit-based rewards that are directly associated with positive evaluation of these officers.

### **Principles:**

- Advertising to fill administrative officer positions of the University will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.
- An individual selected to serve as administrative officer will be identified from an applicant pool obtained as a result of a national search process. With the approval of or when deemed necessary by the President, a search firm may be utilized. (Filling these positions on an interim basis may be done without initiating a formal process.)
- In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing administrative officers.

**Agenda Item E.4.g  
Exhibit P**

- Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
- The evaluation process may involve merit salary considerations as part of the year-end session.

**Administrative Officers of the University** include the College Deans, Dean of Graduate Studies and Research, the Executive Directors, and the Director of Equal Opportunity and Policy Compliance. As administrative officers, these individuals maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the University's leadership team that is responsible for the overall direction of the institution. Each serves as primary advisor on the various divisional advisory committees and as members of the Executive and Administrative Advisory Council.

- Each **Dean** has responsibility for one of the six Colleges or the School of Graduate Studies and Research and reports directly to the Provost/Vice President for Academic Affairs.
- An **Executive Director** is responsible for a major administrative unit including the Office of Information and Technology, Intercollegiate Athletics or within the Division of Finance and Administration, Division of University Advancement, Division of Student Affairs, and each report directly to an executive officer or designee appointed by the President.

#### **Procedures for the Selection of Administrative Officers:**

The procedures that follow provide an overall structure for administrative officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. When there is a need to identify a new administrative officer, the Provost/Vice President for Academic Affairs or appropriate executive officer or designee appointed by the President will appoint a Search Advisory Committee.
2. This Committee will include representatives of the affected University Division, and may include other members of the University community and other external members as appropriate.
3. This Committee will review all of the applications received, identify those meeting the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.

4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.
5. The on-campus interview process may include a broad representation of the affected University Division, other members of the University community, including the Board of Trustees and others identified by the Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President.
6. Upon the conclusion of the interview process, the Search Advisory Committee will submit to the Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President an unranked list of three to five candidates, with an assessment of each, that are recommended to fill the vacant position.
7. The Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President, in consultation with the President, will review the list of recommended candidates to identify the person to be extended an offer.
8. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the University. A request for such an exception must be submitted in writing to the Human Resources and Labor Relations Department and the Office of Equal Opportunity and Policy Compliance for review and recommendation. A request initiated by a hiring department, together with the recommendations of Human Resources and Equal Opportunity, will be submitted to the President, who shall take final action on the request and report the recommendations and action taken to the University Affairs Committee of the Board of Trustees at or before its next meeting.

#### **Procedures for the Evaluation of Administrative Officers:**

The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process is conducted on an annual basis.
2. The process will be initiated with one-on-one session(s) between the Dean and the Provost or the Executive Director and the Divisional Vice President.
3. This initial phase of the process is devoted to dialog whereby mutually acceptable annual objectives are identified and finalized in writing; usually at the start of the fiscal/academic year.

4. Throughout the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. At year's end, during a one-on-one session between the Dean and the Provost or the Executive Director and the Vice President, the degree to which these objectives have been met is determined and preliminary salary adjustment considerations are discussed. The Board of Trustees considers it important to have the evaluation of administrative officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constitutes and subordinates.
6. All Administrative Officers' merit considerations are reviewed by the Executive Officers in a group setting to ensure consistent application from an institutional perspective.
7. When considering salary adjustments for administrative officers, the President shall submit proposed adjustments to the University Affairs Committee for its review and comment prior to implementing said adjustment(s).

**REDLINE**  
**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Selection and Annual Evaluation of Administrative Officers of the University</b>
Responsible Division/Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	Feb. 1998; Feb. 2009; <b>March 2013</b>
Resolution Number(s)	YR 1998-33; YR 2009-31
Board Committee:	<del>Internal Affairs</del> <b>University Affairs</b>
<b>EFFECTIVE DATE:</b>	<del>February 6, 2009</del> <b>March 13, 2013</b>
Next Review:	<del>2012 (Changed to 2014 Per Guidebook Policy 0001.00)</del> <b>2018</b>

**Policy:** In the selection and annual evaluation of Administrative Officers of the University, the Board of Trustees is committed to the principle of collegiality where, as appropriate, members of the University community -- students, faculty, and staff -- have opportunity to participate in the decision-making processes of the University. The Board of Trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of the administrative officers of the University. The Board also affirms the principle of merit-based rewards that are directly associated with positive evaluation of these officers.

**Principles:**

- Advertising to fill administrative officer positions of the University will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.
- An individual selected to serve as administrative officer will be identified from an applicant pool obtained as a result of a national search process. **With the approval of or when deemed necessary by the President, a search firm may be utilized.** (Filling these positions on an interim basis may be done without initiating a formal process.)
- In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing administrative officers.



- Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
- The evaluation process may involve merit salary considerations as part of the year-end session.

**Administrative Officers of the University** include the College Deans, Dean of Graduate Studies and Research, the Executive Directors, and the Director of Equal Opportunity and **Diversity Policy Compliance**. As administrative officers, these individuals maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the University's leadership team that is responsible for the overall direction of the institution. Each serves as primary advisor on the various divisional advisory committees and as members of the Executive and Administrative Advisory Council.

- Each **Dean** has responsibility for one of the six Colleges or the School of Graduate Studies and Research and reports directly to the Provost/Vice President for Academic Affairs.
- An **Executive Director** is responsible for a major administrative unit including the Office of Information and Technology, Intercollegiate Athletics or within the Division of Finance and Administration, Division of University Advancement, Division of Student Affairs, and each report directly to an executive officer or designee appointed by the President.

#### **Procedures for the Selection of Administrative Officers:**

The procedures that follow provide an overall structure for administrative officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. When there is a need to identify a new administrative officer, the Provost/Vice President for Academic Affairs or appropriate executive officer or designee appointed by the President will appoint a Search Advisory Committee.
2. This Committee will include representatives of the affected University Division, and may include other members of the University community and other external members as appropriate.
3. This Committee will review all of the applications received, identify those meeting the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.

4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.
5. The on-campus interview process may include a broad representation of the affected University Division, other members of the University community, including the Board of Trustees and others identified by the Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President.
6. Upon the conclusion of the interview process, the Search Advisory Committee will submit to the Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President an unranked list of three to five candidates, with an assessment of each, that are recommended to fill the vacant position.
7. The Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President, in consultation with the President, will review the list of recommended candidates to identify the person to be extended an offer.
8. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the University. A request for such an exception must be submitted in writing to the Human Resources and Labor Relations Department and the Office of Equal Opportunity and **Diversity Policy Compliance** for review and recommendation. A request initiated by a hiring department, together with the recommendations of Human Resources and Equal Opportunity, will be submitted to the President, who shall take final action on the request and report the recommendations and action taken to the **Internal University Affairs Committee** of the Board of Trustees at or before its next meeting.

#### **Procedures for the Evaluation of Administrative Officers:**

The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process is conducted on an annual basis.
2. The process will be initiated with one-on-one session(s) between the Dean and the Provost or the Executive Director and the Divisional Vice President.
3. This initial phase of the process is devoted to dialog whereby mutually acceptable annual objectives are identified and finalized in writing; usually at the start of the fiscal/academic year.

4. Throughout the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. At year's end, during a one-on-one session between the Dean and the Provost or the Executive Director and the Vice President, the degree to which these objectives have been met is determined and preliminary salary adjustment considerations are discussed. The Board of Trustees considers it important to have the evaluation of administrative officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constitutes and subordinates.
6. All Administrative Officers' merit considerations are reviewed by the Executive Officers in a group setting to ensure consistent application from an institutional perspective.
7. When considering salary adjustments for administrative officers, the President shall submit proposed adjustments to the ~~Internal~~ University Affairs Committee for its review and comment prior to implementing said adjustment(s).



**RESOLUTION TO RATIFY  
FACULTY/STAFF APPOINTMENTS**

**WHEREAS**, the *Policies of the Board of Trustees* direct the President to appoint such employees as are necessary to effectively carry out the operation of the University; and

**WHEREAS**, new appointments have been made subsequent to the December 12, 2012, meeting of the Board of Trustees; and

**WHEREAS**, such appointments are in accordance with the 2012-2013 Budget and with the University policy on Equal Employment Opportunity;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby ratify and confirm the appointments as listed in Exhibit Q attached hereto.

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

**Agenda Item E.4.h**

**SUMMARY OF PERSONNEL ACTIONS**  
**October 1, 2012 – December 31, 2012**

**Appointments – 10**

**New Positions – 7**

- Professional/Administrative – 4
  - Assistant Editor, News and Social Media, Marketing & Communications
  - Counselor, Student One Stop (2 positions)
  - Coordinator of Athletic Business Operations/ Facility Management, Athletics
- Classified Civil Service – 3
  - Police Officer 1 (3 positions)

**Replacement Positions – 3**

- Professional/Administrative – 2
- Classified Civil Service – 1

**Separations – 11**

**Resignations – 2**

- Professional/Administrative – 2

**Retirement – 8**

- Faculty – 2
- Professional/Administrative – 2
- Classified Civil Service – 4

**Termination – 1**

- Classified Civil Service – 1

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
OCTOBER 1, 2012 - DECEMBER 31, 2012**

<b>FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL</b>							
NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY	COMMENTS

**October 2012**

None.							
-------	--	--	--	--	--	--	--

**November 2012**

None.							
-------	--	--	--	--	--	--	--

**December 2012**

None.							
-------	--	--	--	--	--	--	--

<b>PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&amp;b) (9)</b>							
NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY	COMMENTS

**October 2012**

Ms. Andrea Armini	F/C	New	Assistant Editor, News and Social Media	Marketing and Communications	10/1/2012	\$37,515	\$37,515 increase
Mr. David Edwards	M/C	Replacement \$79,436	Senior Budget Analyst	Budget	10/1/2012	\$55,000	\$24,436 decrease
Mr. William Haas	M/C	Replacement \$87,777	Associate Director of Engineering	Facilities	10/29/2012	\$80,000	\$7,777 decrease

**November 2012**

Ms. Carrie Demarco	F/C	New	Counselor	Student One Stop	11/1/2012	\$31,196	\$31,196 increase
Ms. Jacqueline Robertson	F/B	New	Counselor	Student One Stop	11/1/2012	\$31,196	\$31,196 increase
Mr. Steven Pinciario	M/C	New	Coord.of Athletic Business Operations/Facility Management	Athletics	11/1/2012	\$32,153	\$32,153 increase

**December 2012**

None.							
-------	--	--	--	--	--	--	--

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
OCTOBER 1, 2012 - DECEMBER 31, 2012**

**CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY**

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY	COMMENTS
------	--------------	--	-------	------------	-----------------------------------	--------	----------

**October 2012**

Ms. Danica Burrows	F/C	New	Police Officer 1	YSU Police	10/21/2012	\$39,229	\$39,229 increase
Mr. Travis McDade	M/C	New	Police Officer 1	YSU Police	10/21/2012	\$39,229	\$39,229 increase
Mr. Joseph Schialdone	M/C	New	Police Officer 1	YSU Police	10/21/2012	\$39,229	\$39,229 increase

**November 2012**

Ms. Shannon Pope	F/C	Replacement \$39,312	Customer Service Assistant 2	Student Accounts & University Receivables	11/4/2012	\$33,862	\$5,450 decrease
------------------	-----	-------------------------	---------------------------------	--	-----------	----------	------------------

**December 2012**

None.							
-------	--	--	--	--	--	--	--

**SEPARATIONS**

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED	COMMENTS
------	--------------	---------------------------	-------	------------	--------------------	--------------------------------	----------

**RETIREMENTS:**

Dr. Elsa Parsegian	F/C	Faculty	Professor	Accounting & Finance	10/31/2012	\$128,537	
Mr. Joseph Donatelli	M/C	Classified	Painter 2	Facilities	12/31/2012	\$51,979	
Ms. Jeannette Engle	F/C	P/A	Assistant Director	Marketing and Communications	12/31/2012	\$72,579	
Ms. Rosemary Marsco	F/C	Classified	University Law Enforcement Super	Police	12/31/2012	\$68,578	
Mr. James Olive	M/C	P/A	Coordinator of Veterans Affairs	Student Affairs	12/31/2012	\$55,476	



**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
OCTOBER 1, 2012 - DECEMBER 31, 2012**

<b>SEPARATIONS</b>							
<b>NAME</b>	<b>GENDER/RACE*</b>	<b>CATEGORY OF EMPLOYMENT</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>SEPARATION DATE</b>	<b>VACANT POSITION BUDGETED</b>	<b>COMMENTS</b>
<b>RETIREMENTS:</b>							
Dr. John Russo	M/C	Faculty	Professor	Management	12/31/2012	\$111,901	
Ms. Brenda Scarborough	F/B	Classified	Librarian 2 (non-degree)	Maag Library	12/31/2012	\$50,794	
Ms. Mary Lynn Savage	F/C	Classified	Administrative Assistant 1	Physics and Astronomy	12/31/2012	\$49,878	
<b>SEPARATIONS:</b>							
Ms. Christine Thomas	F/C	Classified	Administrative Assistant 1	Financial Aid	10/1/2012	\$48,402	Terminated
Ms. Yulanda McCarty-Harris	F/B	P/A	Director	Equal Opportunity and Diversity	10/31/2012	\$96,563	Resignation
Mr. Richard Mahan	M/C	P/A	Police Academy Coordinator	Criminal Justice	12/31/2012	\$62,996	Resignation

A = Asian or Pacific Islander, origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent.

B = Black (not of Hispanic origin), origins in any of the black racial groups.

C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.

H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.

N = American Indian or Alaskan Native, origins in any of the original peoples of North America.