

**BOARD OF TRUSTEES  
UNIVERSITY AFFAIRS COMMITTEE**

**James E. "Ted" Roberts, Chair**

**David C. Deibel, Vice Chair**

**All Trustees are Members**

**James P. Tressel, *Ex-Officio***

**Wednesday, June 1, 2016  
1:30 p.m. or immediately following  
previous meeting**

**Tod Hall  
Board Meeting Room**

**AGENDA**

**A. Disposition of Minutes for Meetings Held March 15, 2016; April 19, 2016; and April 26, 2016**

**B. Old Business**

**C. Committee Items**

**1. Consent Agenda Items\***

**Tab C.1.a. \*a. Resolution to Modify Acceptance of Loaned Property/Courtesy Car Program Policy, 3356-3-09 (Previous Policy Number 3008.01)  
Holly Jacobs, Vice President and General Counsel, will report.**

**Tab C.1.b. \*b. Resolution to Modify Licensing of University Names and Marks Policy, 3356-5-12 (Previous Policy Number 5013.01)  
Holly Jacobs, Vice President and General Counsel, will report.**

**Tab C.1.c. \*c. Resolution to Modify Nepotism and Potential Conflicts in Employment Situations Policy, 3356-7-26 (Previous Policy Number 7013.01)  
Holly Jacobs, Vice President and General Counsel, will report.**

**Tab C.1.d. \*d. Resolution to Modify and Retitle Distinguished Service Awards, Exempt Professional/Administrative Staff Policy, 3356-7-27 (Previous Policy Number 7014.01)  
Holly Jacobs, Vice President and General Counsel, will report.**

**\*Items listed under the Consent Agenda require Board approval; however they may be presented without discussion as these items include only non-substantive changes.**

- Tab C.1.e.**        **\*e. Resolution to Rescind Classified Exempt Distinguished Service Award Policy, 3356-7-29 (Previous Policy Number 7014.03)**  
Holly Jacobs, Vice President and General Counsel, will report.

**2. University Affairs Action Items**

- Tab C.2.a.**        **a. Resolution to Modify Professional Conduct of Faculty, Department Chairpersons, and Professional/Administrative Employees Policy, 3356-9-06 (Previous Policy Number 9006.01)**  
Cynthia Kravitz, Director of Equal Opportunity and Policy Compliance, and Ken Learman, Professor of Physical Therapy, will report.

- Tab C.2.b.**        **b. Resolution to Approve the Selection of the Position of Dean of the College of Creative Arts and Communication**  
Martin Abraham, Provost and Vice President for Academic Affairs, will report.

- Tab C.2.c.**        **c. Resolution to Approve Multiple-Year Contracts**  
Kevin Reynolds, Chief Human Resources Officer, will report.

- Tab C.2.d.**        **d. Resolution to Ratify Personnel Actions**  
University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for faculty and professional/administrative staff, including intercollegiate athletics coaching positions, for January 16, 2016, through April 15, 2016. Personnel actions for faculty and professional/administrative staff are contingent upon approval of the Board of Trustees.  
Kevin Reynolds, Chief Human Resources Officer, will report.

- Tab C.2.e.**        **e. Resolution to Authorize Conferral of Emeritus Status**  
This resolution nominates six (6) recently-retired administrators for Administrator Emeritus Status in accordance with the University policy for Emeritus Status, Policy Number 3356-7-17 (Previous Policy Number 7003.01).  
Kevin Reynolds, Chief Human Resources Officer, will report.

**3. University Affairs Discussion Items**

- Tab C.3.a.**        **a. Multiple-Year Contracts Update**  
Kevin Reynolds, Chief Human Resources Officer, will report.
- b. Litigation Update**  
Holly Jacobs, Vice President and General Counsel, will provide a summary of litigation, personnel, and collective bargaining concerning YSU.

**D. New Business**

**E. Adjournment**

\*Items listed under the Consent Agenda require Board approval; however they may be presented without discussion as these items include only non-substantive changes.



**Explanation of Modifications to *University Policy*:**

**3356-3-09 Acceptance of Loaned Property/Courtesy Car Program  
(Previous Policy Number 3008.01)**

This policy was reviewed and has been modified to more clearly describe the program.

**Board of Trustees Meeting  
June 15, 2016  
YR 2016-**

**RESOLUTION TO MODIFY AND RETITLE  
ACCEPTANCE OF LOANED PROPERTY/COURTESY CAR  
PROGRAM POLICY, 3356-3-09  
(PREVIOUS POLICY NUMBER 3008.01)**

**WHEREAS**, University Policies are being reviewed and re-conceptualized 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;

**WHEREAS**, the Acceptance of Loaned Property/Courtesy Car Program policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Acceptance of Loaned Property/Courtesy Car Program, policy number 3356-3-09 (Previous Policy Number 3008.01), to be retitled as Courtesy Vehicle Program, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-3-09 ~~Acceptance of loaned property/e~~Courtesy car-vehicle program.

Previous Policy Number: 3008.01  
Responsible Division/Office: ~~Intercollegiate~~ Athletics  
Responsible Officer: Vice President for ~~Finance and Administration~~Legal Affairs and Human Resources  
Revision History: September 1999; March 2007; September 2011; June 2016  
Board Committee: ~~Finance and Facilities~~University Affairs  
**Effective Date:** ~~December 14, 2011~~June 15, 2016  
Next Review: 201621

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- (A) Policy statement. ~~The Youngstown state university (university) may accept loans~~ participate with area car dealerships to secure vehicles (courtesy vehicles) for the use of athletic department coaches and university staff in order to recruit student athletes, attend and engage in community programs, participate in fundraising for the university, and aid in the performance of university functions.~~of vehicles and other property to be used in support of its activities and programs.~~ In accepting ~~such loans~~the use of such vehicles, the university is authorized to make any appropriate expenditure for the protection and maintenance of ~~such property~~these vehicles. Specifically, the university has a program in place for the acceptance of courtesy vehicles to be used by university employees. The program is monitored by the executive director of athletics and the director of environmental and occupational health and safety.
- (B) Parameters.
- (1) The executive director of ~~intercollegiate~~ athletics, or designee, is responsible for assigning the vehicles to specific individuals. The vehicles may be used for both business and personal use. Drivers should consult the university's travel rules regarding business travel reimbursement.
  - (2) In order to comply with state and federal tax regulations, drivers must track personal mileage use.

- (23) The ~~executive director of intercollegiate athletics~~ vice president for finance and business operations, or designee, is responsible for signing the lease agreements for all of the courtesy vehicles. ~~in the courtesy car program.~~
- (34) The executive director of ~~intercollegiate~~ athletics has primary responsibility to notify the director of environmental and occupational health and safety ("EOHS") each time vehicle changes are made so that the insurance coverage can be modified accordingly. The director of EOHS is responsible for the insurance program that provides coverage for vehicles in the program and is responsible for ensuring that drivers have been certified to drive a courtesy vehicle and have been educated on the insurance program. Drivers may be responsible for a deductible for property damage while driving a courtesy vehicle.
- (45) Leases must be in the university's name so that ~~the~~ vehicles can be covered by the institution's insurance policy.
- (6) University staff are personally responsible for all traffic offense fines, citations, and violations, and for the care and upkeep of the courtesy vehicle including but not limited to vehicle registration, maintenance, parts, equipment, and repairs.
- (C) Procedures.
- (1) Upon picking up a courtesy ~~car~~ vehicle from the dealership, authorized ~~coaches and athletic~~ personnel must ~~complete the "Youngstown State University Agreement Concerning Automobile Insurance" form~~ comply with the EOHS insurance program including but not limited to defensive driving courses and annual driving record reviews. ~~This form is available in the intercollegiate athletics business office or the office of environmental and occupational health and safety.~~
- (2) ~~The completed form must be signed and forwarded to the office of environmental and occupational health and safety for approval.~~
- (3) ~~The office of environmental and occupational health and safety will fax the required information to the university's insurance carrier to secure insurance coverage.~~

~~(4) The university's insurance carrier will mail a proof of insurance card to the office of environmental and occupational health and safety. The card will be forwarded to the authorized driver of the vehicle. The card must be kept in the glove compartment of the vehicle at all times.~~

(52) The executive director of ~~intercollegiate~~ athletics must inform the office of environmental and occupational health and safety when the vehicle is returned to the dealership.

~~(6) Each authorized driver must have attended the defensive driving course offered through the office of environmental and occupational health and safety and received certification.~~

~~(7) A motor vehicle report ("MVR") must be filed annually with the office of environmental and occupational health and safety.~~

(3) Athletics staff member must immediately report any changes in his/her license status (restrictions, suspensions, revocations, expirations) and vehicle accidents or damage to the executive director of athletics. The executive director of athletics will inform the office of EOHS of these changes.





- (4) The executive director of athletics has primary responsibility to notify the director of environmental and occupational health and safety ("EOHS") each time vehicle changes are made so that the insurance coverage can be modified accordingly. The director of EOHS is responsible for the insurance program that provides coverage for vehicles in the program and is responsible for ensuring that drivers have been certified to drive a courtesy vehicle and have been educated on the insurance program. Drivers may be responsible for a deductible for property damage while driving a courtesy vehicle.
  - (5) Leases must be in the university's name so that vehicles can be covered by the institution's insurance policy.
  - (6) University staff are personally responsible for all traffic offense fines, citations, and violations, and for the care and upkeep of the courtesy vehicle including but not limited to vehicle registration, maintenance, parts, equipment, and repairs.
- (C) Procedures.
- (1) Upon picking up a courtesy vehicle from the dealership, authorized personnel must comply with the EOHS insurance program requirements including but not limited to defensive driving courses and annual driving record reviews.
  - (2) The executive director of athletics must inform the office of environmental and occupational health and safety when the vehicle is returned to the dealership.
  - (3) Athletics staff member must immediately report any changes in his/her license status (restrictions, suspensions, revocations, expirations) and vehicle accidents or damage to the executive director of athletics. The executive director of athletics will inform the office of EOHS of these changes.



**Explanation of Modifications to *University Policy*:**

**3356-5-12 Licensing of University Names and Marks**

**(Previous Policy Number 5013.01)**

This policy was reviewed and modified to reflect more clearly the roles served by the Athletics Department and the Office of Marketing and Communications.

**Board of Trustees Meeting**

**June 15, 2016**

**YR 2016-**



**RESOLUTION TO MODIFY  
LICENSING OF UNIVERSITY NAMES AND MARKS POLICY, 3356-5-12  
(PREVIOUS POLICY NUMBER 5013.01)**

**WHEREAS**, University Policies are 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; and

**WHEREAS**, the Licensing of University Names and Marks policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Licensing of University Names and Marks, policy number 3356-5-12 (Previous Policy Number 5013.01), shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting  
June 15, 2016  
YR 2016-**

**3356-5-12 Licensing of university names and marks.**

Previous Policy Number: 5013.01  
Responsible Division/Office: ~~Intercollegiate~~-Athletics  
Responsible Officer: ~~President~~Vice President for Legal Affairs and Human Resources  
Revision History: March 1999; October 2010; June 2016  
Board Committee: ~~Internal~~University Affairs  
**Effective Date:** ~~October 1, 2010~~June 15, 2016  
Next Review: ~~2015~~21

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- (A) Policy statement. Youngstown state university has registered or otherwise protected the names, logos, symbols, indicia, insignia, trade names, service marks, and trademarks (collectively identity marks) of the university and its programs. The department of ~~intercollegiate~~-athletics is responsible for licensing and monitoring of the ~~trade names, trademarks, and service~~identity marks of the university.
- (B) Purpose. To protect the university's identity marks, to promote the university in a consistent and positive manner, and to provide information and guidelines for the university's identity marks.
- (C) Scope. This policy applies to use of university identity marks whether for internal or external use, and whether for commercial or non-commercial purposes.
- (~~B~~D) ~~Parameters~~Guidelines.
- \_\_\_\_\_ (1) ~~Licensing applies to the university's name, nicknames, abbreviations, logos, seal, mascots, slogans, and anything that is similar to these marks.~~Commercial use of the university's identity marks must conform to the official university sanctioned identity marks.
- (2) ~~Royalties~~Net revenues received through the sale of licensed items will be ~~used for student scholarships~~distributed to the department of athletics.
- (3) The department of ~~intercollegiate~~-athletics is responsible for

monitoring the appropriate use of university identity marks~~names and marks~~ by external (non-university) users to ensure that the institution is promoted positively and that the products meet quality standards.

(4) Internal use of university identity marks by university departments, offices or units for the promotion of the university, such as stationary or business cards, catalogs, promotional publications, or other university publications must adhere to the official university identity marks as determined by the office of marketing communications.

(5) The university reserves the right to take appropriate action when confronted with unauthorized use of its identity marks. Such actions may include confiscation of the goods, financial penalties, cease and desist orders and other legal action.

(6) The university does not license the use of its name for the following purposes:

(a) Sexually suggestive, obscene, or disparaging products;

(b) Inherently dangerous products.

(E) Procedures.

(1) Any individual, business, or organization interested in using the university name, nicknames, abbreviations, logos, seal, mascots, slogans, etc., should contact the department of intercollegiate athletics.

(2) A copy of the intended design and the product on which it is to be displayed must be submitted to the department of intercollegiate athletics for review and approval.

(3) Anyone planning to purchase goods or services incorporating the university name or other symbols should confirm that the vendor is an authorized licensee.

- (4) If appropriate, a licensing agreement will be executed between the university licensing agent and the individual, business, or organization.
- (5) In special instances, such as a limited distribution of an item that will not be sold for profit, licensing requirements may be waived in writing and signed by the vice president for finance and business operations, or designee.
- (6) Licensing guidelines and authorized licensee lists may be obtained from the office of university relations.
- (7) Additional procedures for using university symbols (i.e., publications) and related information can be found on the website of the office of marketing ~~and~~ communications at <http://web.yosu.edu/marketcomm>.



offices or units for the promotion of the university, such as stationary or business cards, catalogs, promotional publications, or other university publications must adhere to the official university identity marks as determined by the office of marketing communications.

- (5) The university reserves the right to take appropriate action when confronted with unauthorized use of its identity marks. Such actions may include confiscation of the goods, financial penalties, cease and desist orders and other legal action.
- (6) The university does not license the use of its name for the following purposes:
  - (a) Sexually suggestive, obscene, or disparaging products;
  - (b) Inherently dangerous products.

(E) Procedures.

- (1) Any individual, business, or organization interested in using the university name, nicknames, abbreviations, logos, seal, mascots, slogans, etc., should contact the department of athletics.
- (2) A copy of the intended design and the product on which it is to be displayed must be submitted to the department of athletics for review and approval.
- (3) Anyone planning to purchase goods or services incorporating the university name or other symbols should confirm that the vendor is an authorized licensee.
- (4) If appropriate, a licensing agreement will be executed between the university licensing agent and the individual, business, or organization.
- (5) In special instances, such as a limited distribution of an item that will not be sold for profit, licensing requirements may be waived in writing and signed by the vice president for finance and business operations, or designee.



- (6) Licensing guidelines and authorized licensee lists may be obtained from the office of university relations.
- (7) Additional procedures for using university symbols (i.e., publications) and related information can be found on the website of the office of marketing communications at <http://web.yzu.edu/marketcomm>.



**Explanation of Modifications to *University Policy*:**

**3356-7-26 Nepotism and Potential Conflicts in Employment Situations  
(Previous Policy Number 7013.01)**

This policy was reviewed and modified to align the definition of “family member” with the definition set forth by the Ohio Ethics Commission.

**Board of Trustees Meeting  
June 15, 2016  
YR 2016-**

**RESOLUTION TO MODIFY  
NEPOTISM AND POTENTIAL CONFLICTS IN EMPLOYMENT  
SITUATIONS POLICY, 3356-7-26  
(PREVIOUS POLICY NUMBER 7013.01)**

**WHEREAS**, University Policies are 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; and

**WHEREAS**, the Nepotism and Potential Conflicts in Employment Situations policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Nepotism and Potential Conflicts in Employment Situations, policy number 3356-7-26 (Previous Policy Number 7013.01), shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting  
June 15, 2016  
YR 2016-**

**3356-7-26 Nepotism and potential conflicts in employment situations.**

Previous Policy Number: 7013.01  
Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for ~~Finance and Administration~~ Legal Affairs and Human Resources  
Revision History: December 1998; December 2010; June 2016  
Board Committee: ~~Internal~~ University Affairs  
**Effective Date:** ~~December 15, 2010~~ June 15, 2016  
Next Review: ~~2015~~ 21

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(A) Policy statement. The university fosters an environment in which all individuals are treated with mutual respect and trust. Employment practices are designed to ensure fair and equitable treatment for all employees, as well as creating confidence in the integrity of the hiring process. Employment practices that may provide unfair advantage, real or perceived, because of personal relationships or positions of influence are prohibited. Employees may not authorize, or use the authority or influence of their position to authorize, any of the employment practices as defined herein for the benefit of a ~~relative~~ family member or business associate.

(B) Definitions.

(1) Nepotism is the practice of applying favoritism, without regard to merit, through authority or influence by someone in a position of power or authority, toward family members or other for whom the employee has a relationship or is legally responsible. Favoritism is shown by giving preferential treatment in any employment practice to family members as defined in this policy.

~~(2)~~ Employment practices include: the ability or power to effectively hire, transfer, suspend, lay-off, recall, promote, discharge, assign or reassign duties, reward, discipline, or influence grievances/appeals.

~~(23) Relatives include~~ Family members are defined as: ~~spouse, child, parent, grandparent, brother, sister, stepparent, stepchild, stepbrother, stepsister, parent-in-law, brother-in-law, sister-in-law,~~

~~son-in-law, daughter-in-law, aunt, uncle, nephew, niece, and any individual residing in the same household.~~ : parents, grandparents, children of any age, grandchildren, spouse, or siblings (regardless of where these family members reside) and anyone to whom he or she is related by blood or marriage (aunts, uncles, nieces, nephews, cousins, and in-laws) and who is also residing in the same household with the employee. Family members include domestic partners and family members, as defined herein, of a domestic partner.

- (34) University officials include: members of the board of trustees, executive officers, administrative officers, and other employees in a position to in any way affect employment practices.
  - (45) Business associate includes: any individuals, companies, or organizations with which the official is acting together to pursue a common business purpose. Examples would be partners in a partnership, co-owners of a business, an outside employer, and co-members of an LLC.
- (C) Parameters.
- (1) Employment practices are fundamentally based on the fulfillment of appropriate qualifications and performance standards. Thus, while there is no prohibition of ~~relatives~~family members and business associates being employed simultaneously at the university, there are restrictions as to whether an employee may authorize employment practices that directly affect another ~~relative~~family member or business associate.
  - (2) Division (A)(1) of section 2921.42 of the Revised Code provides that no public (university) official shall knowingly authorize or employ the authority or influence of his/her office to secure authorization of any public contract in which he/she, a family member ~~of his/her family~~, or any business associates has an interest. Violation of this section may constitute a felony.
  - (3) University officials have the responsibility to exercise their control, influence, or authority in a manner that maintains confidence in the integrity of the university's administrative and personnel decision-making. This responsibility includes avoiding

the appearance of a conflict of interest between personal and university interests (see rule 3356-7-01 of the Administrative Code).

- (4) University officials shall not attempt to influence an employment practice that directly affects a ~~relative~~family member or business associate.
  - (5) Normally the university will not hire, transfer, promote, or employ ~~relatives~~family members in such capacity in which they would directly supervise or be in a position to initiate or participate in institutional decisions involving direct benefit to a ~~relative~~family member. However, should that occur, the conflict must be disclosed and the university should determine the action steps to be taken to manage the conflict. The employee should apprise the supervisor and in consultation with the appropriate dean/vice president and chief ~~of~~ human resources officer, resolve the situation and avoid the conflict.
  - (6) If a relationship develops during the course of employment that would create a conflict, the appropriate supervisor, in consultation with the appropriate dean/vice president and the ~~executive director~~ of chief human resources officer, will confer with the individuals involved to resolve the situation and avoid the conflict.
  - (7) In rare and unusual situations when it is determined to be in the best interest of the university, exceptions may be made. Such exceptions are to be made through the provost or appropriate vice president and with the approval of the president.
- (D) Procedures.
- (1) The university requires full disclosure of any relationship as defined above at the time of application or at any time that such a relationship might occur during the course of employment.
  - (2) Employees maintain an obligation to ensure that all employment practices are based on appropriate professional qualifications and performance standards.

- (3) If there is any indication, real or perceived, that employment practices may be contrary to these parameters or procedures, it is the responsibility of the employee to bring the situation to the attention of the immediate supervisor.
- (4) Upon receiving notification of such possible influence, the immediate supervisor and appropriate dean/vice president will consult with the chief human resources officer.
- (5) An employee who violates this policy may be subject to disciplinary action and the employment practice may be reversed.

**3356-7-26 Nepotism and potential conflicts in employment situations.**

Previous Policy Number: 7013.01  
Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: December 1998; December 2010; June 2016  
Board Committee: University Affairs  
**Effective Date: June 15, 2016**  
Next Review: 2021

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- (A) Policy statement. The university fosters an environment in which all individuals are treated with mutual respect and trust. Employment practices are designed to ensure fair and equitable treatment for all employees, as well as creating confidence in the integrity of the hiring process. Employment practices that may provide unfair advantage, real or perceived, because of personal relationships or positions of influence are prohibited. Employees may not authorize, or use the authority or influence of their position to authorize, any of the employment practices as defined herein for the benefit of a family member or business associate.
- (B) Definitions.
- (1) Nepotism is the practice of applying favoritism, without regard to merit, through authority or influence by someone in a position of power or authority, toward family members or other for whom the employee has a relationship or is legally responsible. Favoritism is shown by giving preferential treatment in any employment practice to family members as defined in this policy.
  - (2) Employment practices include: the ability or power to effectively hire, transfer, suspend, layoff, recall, promote, discharge, assign or reassign duties, reward, discipline, or influence grievances/appeals.
  - (3) Family members are defined as: parents, grandparents, children of any age, grandchildren, spouse, or siblings (regardless of where these family members reside) and anyone to whom he or she is related by blood or marriage (aunts, uncles, nieces, nephews, cousins, and in-laws) and who is also residing in the same



household with the employee. Family members include domestic partners and family members, as defined herein, of a domestic partner.

- (4) University officials include: members of the board of trustees, executive officers, administrative officers, and other employees in a position to in any way affect employment practices.
- (5) Business associate includes: any individuals, companies, or organizations with which the official is acting together to pursue a common business purpose. Examples would be partners in a partnership, co-owners of a business, an outside employer, and co-members of an LLC.

(C) Parameters.

- (1) Employment practices are fundamentally based on the fulfillment of appropriate qualifications and performance standards. Thus, while there is no prohibition of family members and business associates being employed simultaneously at the university, there are restrictions as to whether an employee may authorize employment practices that directly affect another family member or business associate.
- (2) Division (A)(1) of section 2921.42 of the Revised Code provides that no public (university) official shall knowingly authorize or employ the authority or influence of his/her office to secure authorization of any public contract in which he/she, a family member, or any business associates has an interest. Violation of this section may constitute a felony.
- (3) University officials have the responsibility to exercise their control, influence, or authority in a manner that maintains confidence in the integrity of the university's administrative and personnel decision-making. This responsibility includes avoiding the appearance of a conflict of interest between personal and university interests (see rule 3356-7-01 of the Administrative Code).

- (4) University officials shall not attempt to influence an employment practice that directly affects a family member or business associate.
  - (5) Normally the university will not hire, transfer, promote, or employ family members in such capacity in which they would directly supervise or be in a position to initiate or participate in institutional decisions involving direct benefit to a family member. However, should that occur, the conflict must be disclosed and the university should determine the action steps to be taken to manage the conflict. The employee should apprise the supervisor and in consultation with the appropriate dean/vice president and chief human resources officer, resolve the situation and avoid the conflict.
  - (6) If a relationship develops during the course of employment that would create a conflict, the appropriate supervisor, in consultation with the appropriate dean/vice president and the chief human resources officer, will confer with the individuals involved to resolve the situation and avoid the conflict.
  - (7) In rare and unusual situations when it is determined to be in the best interest of the university, exceptions may be made. Such exceptions are to be made through the provost or appropriate vice president and with the approval of the president.
- (D) Procedures.
- (1) The university requires full disclosure of any relationship as defined above at the time of application or at any time that such a relationship might occur during the course of employment.
  - (2) Employees maintain an obligation to ensure that all employment practices are based on appropriate professional qualifications and performance standards.
  - (3) If there is any indication, real or perceived, that employment practices may be contrary to these parameters or procedures, it is the responsibility of the employee to bring the situation to the attention of the immediate supervisor.

- (4) Upon receiving notification of such possible influence, the immediate supervisor and appropriate dean/vice president will consult with the chief human resources officer.
- (5) An employee who violates this policy may be subject to disciplinary action and the employment practice may be reversed.



**Explanation of Modifications to *University Policy*:**

**3356-7-27 Distinguished Service Awards, Exempt Professional/Administrative Staff  
(Previous Policy Number 7014.01)**

This policy was reviewed and modified to combine two board policies reflecting the distinguished service process for exempt professional and exempt classified employees. The processes were the same. No changes were made to the amounts approved for the awards.

**Board of Trustees Meeting  
June 15, 2016  
YR 2016-**

**RESOLUTION TO MODIFY AND RETITLE  
DISTINGUISHED SERVICE AWARDS, EXEMPT  
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-27  
(PREVIOUS POLICY NUMBER 7014.01)**

**WHEREAS**, University Policies are being reviewed and re-conceptualized 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;

**WHEREAS**, the Distinguished Service Awards, Exempt Professional/Administrative Staff policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Distinguished Service Awards, Exempt Professional/Administrative Staff, policy number 3356-7-27 (Previous Policy Number 7014.01), to be retitled as Distinguished Service Awards, Full-Time Exempt Professional/Administrative Staff and Full-Time Classified Exempt Staff, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-7-27 Distinguished service awards, full-time exempt professional/ administrative staff and full-time classified exempt staff.**

Previous Policy Numbers: 7014.01 and 7014.03  
Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for ~~Finance and Administration~~  
Legal Affairs and Human Resources  
Revision History: October 1998; October 2010; June 2016  
Board Committee: ~~Internal~~ University Affairs  
**Effective Date:** ~~October 1, 2010~~ June 15, 2016  
Next Review: 2021 ~~15~~

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- (A) Policy statement. ~~The~~ Youngstown state university (university) recognizes employees for outstanding performance of duties that contributes to the good of the university and grants awards for such achievement.
- (B) Parameters.
- (1) Up to four awards ~~are~~ may be granted annually to full-time exempt professional/ administrative staff whose performance at the university has been identified as outstanding.
  - (2) ~~Full-time~~ Full-time exempt professional/administrative staff award recipients shall receive two thousand dollars, a stipend of one thousand dollars, and one thousand dollars added to the individual's base salary in the following contract year.
  - (3) One award may be granted annually to a full-time exempt classified employee whose performance at the university has been identified as outstanding.
  - (4) A full-time classified exempt award recipient shall receive a cash award of one thousand four hundred dollars.
  - (~~3~~5) The president, provost, vice presidents, deans, and executive directors are not eligible for consideration for distinguished service awards.
- (C) Procedures.

- (1) To be eligible to receive a distinguished service award, an individual must be nominated during the “Call for Nominations” process, which is annually initiated in ~~February~~January.
- (2) Staff members, faculty, students, or alumni may make nominations.
- (3) The provost and each vice president will appoint a person from each division to serve as a committee to review nominations and recommend award recipients.
- (4) The committee will seek written input of the supervisors of all persons nominated for an award.
- (5) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (6) Announcement and presentation of the awards occurs at the annual ~~faculty~~/staff awards dinner.
- (7) Annually a list of all recipients of the distinguished service award will be presented to the ~~personnel relations~~university affairs committee of the board of trustees.

**3356-7-27 Distinguished service awards, full-time exempt professional/ administrative staff and full-time classified exempt staff.**

Previous Policy Numbers: 7014.01 and 7014.03  
Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: October 1998; October 2010; June 2016  
Board Committee: University Affairs  
**Effective Date: June 15, 2016**  
Next Review: 2021

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- (A) Policy statement. Youngstown state university (university) recognizes employees for outstanding performance of duties that contributes to the good of the university and grants awards for such achievement.
- (B) Parameters.
- (1) Up to four awards may be granted annually to full-time exempt professional/ administrative staff whose performance at the university has been identified as outstanding.
  - (2) Full-time exempt professional/administrative staff award recipients shall receive two thousand dollars, a stipend of one thousand dollars, and one thousand dollars added to the individual's base salary in the following contract year.
  - (3) One award may be granted annually to a full-time exempt classified employee whose performance at the university has been identified as outstanding.
  - (4) A full-time classified exempt award recipient shall receive a cash award of one thousand four hundred dollars.
  - (5) The president, provost, vice presidents, deans, and executive directors are not eligible for consideration for distinguished service awards.
- (C) Procedures.



- (1) To be eligible to receive a distinguished service award, an individual must be nominated during the “Call for Nominations” process, which is annually initiated in January.
- (2) Staff members, faculty, students, or alumni may make nominations.
- (3) The provost and each vice president will appoint a person from each division to serve as a committee to review nominations and recommend award recipients.
- (4) The committee will seek written input of the supervisors of all persons nominated for an award.
- (5) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (6) Announcement and presentation of the awards occurs at the annual staff awards dinner.
- (7) Annually a list of all recipients of the distinguished service award will be presented to the university affairs committee of the board of trustees.



**Explanation to Rescind *University Policy*:**

**3356-7-29 Classified Exempt Distinguished Service Award  
(Previous Policy Number 7014.03)**

This policy is being recommended for rescission because language from this policy will be incorporated with the language in policy 3356-7-27 Distinguished Service Awards, Exempt Professional/Administrative Staff. Policy 3356-7-27 will be retitled as Distinguished Service Awards, Full-Time Exempt Professional/Administrative Staff and Full-Time Classified Exempt Staff.

**Board of Trustees Meeting  
June 15, 2016  
YR 2016-**

**RESOLUTION TO RESCIND  
CLASSIFIED EXEMPT DISTINGUISHED SERVICE  
AWARD POLICY, 3356-7-29  
(PREVIOUS POLICY NUMBER 7014.03)**

**WHEREAS**, University 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 rescind the University Policy governing Classified Exempt Distinguished Service Award, policy number 3356-7-29 (Previous Policy Number 7014.03), shown as Exhibit \_\_, attached hereto.

## RESCINDED

### **3356-7-29 Classified exempt distinguished service award.**

Previous Policy Number: 7014.03 (new)  
Responsible Division/Office: Human Resources  
Responsible Officer: VP for Finance and Administration  
Revision History: October 1998; October 2010  
Board Committee: Internal Affairs  
**Effective Date: October 1, 2010**  
Next Review: 2015

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- (A) Policy statement. One award is granted annually to a full-time exempt classified employee whose performance at the university has been identified as outstanding. Recipient shall receive a cash award of fourteen hundred dollars.
- (B) Procedures.
- (1) To be eligible to receive a distinguished service award, an individual must be nominated during the “call for nominations” process, which is annually initiated in February.
  - (2) Staff members, faculty, students, or alumni may make nominations.
  - (3) The provost and each vice president will appoint a person from each division to serve as the committee to review nominations and recommend award recipients.
  - (4) The committee will seek written input from the supervisors of all persons nominated for an award.