

**BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE**

**Delores E. Crawford, Chair
James B. Greene, Vice Chair
All Trustees are Members
James P. Tressel, *Ex-Officio***

**Tuesday, February 24, 2015
3:00 p.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Disposition of Minutes for Meeting Held December 9, 2014**
- B. Old Business**
- C. Committee Items**
 - 1. Finance and Facilities Action Items**
 - a. Resolution to Modify Deposit of University Funds Policy, 3356:03-07 Tab 1**
(Previous Policy Number 3006.01)
Neal McNally, Interim Vice President for Finance and Administration, will report.
 - b. Resolution to Modify Business-Related and Entertainment Expenses Policy, Tab 2**
3356:03-13 (Previous Policy Number 3011.01)
Neal McNally, Interim Vice President for Finance and Administration, and Katrena Davidson, Controller, will report.
 - c. Resolution to Modify Surplus Property Policy, 3356:04-02 (Previous Policy Tab 3**
Number 4002.01)
Neal McNally, Interim Vice President for Finance and Administration, and John Hyden, Executive Director of Facilities and Support Services, will report.
 - d. Resolution to Modify University Parking and Transportation Fees Policy, Tab 4**
3356:04-06 (Previous Policy Number 4006.01)
Neal McNally, Interim Vice President for Finance and Administration, and John Hyden, Executive Director of Facilities and Support Services, will report.

- e. **Resolution to Approve Room Rental Rates for the University Courtyard Apartments, Effective Fall Semester 2015** **Tab 5**
Jack Fahey, Vice President for Student Success and Student Experience, will report.
- f. **Resolution to Approve a Fee Waiver for Summer 2015 Jump Start Enrollment Initiative** **Tab 6**
Millie J. Rodriguez, Director of Distance Education, Karla Krodel, Director of Metropolitan College, will report.
- g. **Resolution to Approve Interfund Transfers** **Tab 7**
Katrena Davidson, Controller, will report.

2. Finance and Facilities Discussion Items

- a. **Quarterly Update on FY 2015 Operating Budget** **Tab 8**
Neal McNally, Interim Vice President for Finance and Administration, will report.
- b. **Update on Energy Efficiency Project**
John Hyden, Executive Director of Facilities and Support Services, and Bill Haas, Associate Director of Engineering, will report.
- c. **Planning and Construction Projects Update** **Tab 9**
Neal McNally, Interim Vice President for Finance and Administration, and Rich White, Associate Director of Planning and Construction, will report.
- d. **Report of Audit Subcommittee**
A verbal report of the Audit Subcommittee will be presented. Delores E. Crawford will report.
- e. **Report of Investment Subcommittee**
A verbal report of the Investment Subcommittee will be presented. James B. Greene will report.

D. New Business

E. Adjournment

AGENDA ITEM: C.1.a.

AGENDA TOPIC: Resolution to Modify Deposit of University Funds Policy, 3356:03-07
(Previous Policy Number 3006.01)

STAFF CONTACT(S): Neal McNally, Interim Vice President for Finance and Administration

BACKGROUND: This policy exists to ensure that a qualified local financial institution is used as the University's depository. Ohio Revised Code section 1101.01 defines such institutions. Youngstown State University uses JP Morgan Chase as its depository. YSU is in the midst of a 5-year contract with JP Morgan Chase that runs through September 2015.

SUMMARY AND ANALYSIS: In its present form, the Deposit of University Funds policy requires no modifications, other than reformatting and updating the next year for review.

RESOLUTION:

**RESOLUTION TO MODIFY
DEPOSIT OF UNIVERSITY FUNDS POLICY, 3356:03-07
(PREVIOUS POLICY NUMBER 3006.01)**

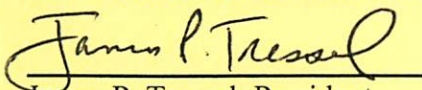
WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Deposit of University Funds, policy number 3356:03-07 (Previous Policy Number 3006.01) of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

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

UNIVERSITY GUIDEBOOK

Title of Policy:	Deposit of University Funds
Responsible Division/Office:	Finance and Administration ial Services
Approving/Responsible Officer:	Vice President for Finance & Administration
Revision History:	Sept 1998; March 2007; June 2010; <u>March 2015</u>
Resolution Number(s):	YR 1999-3; YR 2007-27; YR 2010-85
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	<u>March 11, 2015</u> June 11, 2010
Next Review:	2020 <u>13</u> (Changed to 2015 per Guidebook Policy 0001.00)

(A) Policy Statement: The Board of Trustees shall designate a local banking institution as the official depository for University funds, and all monies due and payable to the University shall be deposited with this designated institution in compliance with provisions of the *Ohio Revised Code* and all other applicable laws and regulations.

(B) Purpose: To establish criteria for the selection and requirements of the University's banking institution.

(C) Definition: Local banking institutions include any state or national bank as defined in Section 1101.01 of the *Ohio Revised Code* that has offices in the Youngstown metropolitan area.

(D) Parameters:

- (1) The official depository will be awarded a five-year contract with options to renew for an additional five years in one year increments, with a competitive selection process conducted every ten years or earlier.
- (2) The Vice President for Finance and Administration or designee will report to the Investment Subcommittee at least quarterly on the status of cash balances; non-endowment and endowment portfolios.

Responsible Division/Office:	Finance and Administration
Responsible Officer:	Vice President for Finance & Administration
<i>Revision History:</i>	Sept 1998; March 2007; June 2010; March 2015
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	March 11, 2015
Next Review:	2020

(A) Policy Statement. The Board of Trustees shall designate a local banking institution as the official depository for University funds, and all monies due and payable to the University shall be deposited with this designated institution in compliance with provisions of the Ohio Revised Code and all other applicable laws and regulations.

(B) Purpose. To establish criteria for the selection and requirements of the University's banking institution.

(C) Definition. Local banking institutions include any state or national bank as defined in Section 1101.01 of the *Ohio Revised Code* that has offices in the Youngstown metropolitan area.

(D) Parameters.

(1) The official depository will be awarded a five-year contract with options to renew for an additional five years in one year increments, with a competitive selection process conducted every ten years or earlier.

(2) The Vice President for Finance and Administration or designee will report to the Investment Subcommittee at least quarterly on the status of cash balances; non-endowment and endowment portfolios.

AGENDA ITEM: C.1.b.

AGENDA TOPIC: Resolution to Modify Business-Related and Entertainment Expenses Policy, 3356:03-13 (Previous Policy Number 3011.01)

STAFF CONTACT(S): Neal McNally, Interim Vice President for Finance and Administration, and Katrena Davidson, Controller

BACKGROUND: Policy 3356:03-13 allows for the use of University funds for business-related and entertainment expenses. This policy establishes guidelines that outline allowable expenditures, which generally occur in the course of official University business. The guidelines also identify the types of University funds that may and may not be used for such expenditures. For example, these guidelines stipulate that general funds, which are mainly comprised of tuition dollars and state appropriations, cannot be used for the purchase of alcoholic beverages. However, unrestricted gifts and other discretionary funds may be used for such purchases.

SUMMARY AND ANALYSIS: In its present form, policy 3356:03-13 requires no modifications, other than reformatting and updating the next year for review. The detailed guidelines referenced in the policy are attached for reference. These guidelines are published on the University's website and updated as needed.

RESOLUTION:

RESOLUTION TO MODIFY BUSINESS-RELATED AND ENTERTAINMENT EXPENSES POLICY, 3356:03-13 (PREVIOUS POLICY NUMBER 3011.01)

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

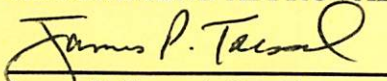
WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

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;

WHEREAS, the Business-Related and Entertainment Expense policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356:01-09, 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 Institutional Policy governing Business-Related and Entertainment Expenses, policy number 3356:03-13 (Previous Policy Number 3011.01) of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:



James P. Tressel, President

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

YOUNGSTOWN STATE UNIVERSITY
Business-Related and Entertainment Expense Guidelines
(Effective 10/1/2012)

Introduction

Business-related and entertainment (BRE) expenses (account code 701330) are defined as reasonable food, beverage, and entertainment costs associated with the conduct of business. As a public institution, the University must ensure that all expense decisions are consistent with the University's mission, applicable laws, and ethical practices. **It is the responsibility of Financial Managers to ensure compliance with these guidelines.** All BRE expenses are subject to further review and non-compliance reporting. The University assumes no obligation for any expense incurred without following these guidelines. Employees who fail to follow these guidelines may be subject to personal financial liability and may be required to reimburse the University with personal funds.

These guidelines are intended to provide direction to employees with regard to the manner and extent to which the University may expend funds for the purposes of entertainment and hospitality. They are not intended to address every possible scenario. Exceptions may be granted if a clear benefit to the University is demonstrated. All exceptions must be pre-approved by the Vice President for Finance and Administration, or designee, at least two weeks in advance of the expense. A completed [BRE Exception Form](#) must accompany the document that is reimbursing the employee or paying the expense. Previously granted exceptions will not establish precedents.

Limitations

- **IRS Regulations** – Under IRS regulations, certain employee business-related and entertainment expenses MAY be considered taxable income to the employee. The University will not pay or reimburse for amounts that could be considered a taxable benefit to the employee. An employer's reimbursement or payment of these expenses will *not* be considered taxable income to the employee IF:
 - there is a clear business, rather than a personal or social, purpose
 - directly related to the employee's position
 - substantiated with supporting documentation
 - not lavish or extravagant under the circumstances
- **Spouses** – Meal and entertainment expenses of a spouse, partner, or guest of an employee, will not be paid or reimbursed unless the spouse, partner, or guest is an integral part of the event with a clearly demonstrated business purpose, not social purpose.
- **Alcoholic Beverages** – Under no circumstances may alcoholic beverages be charged to General or Auxiliary funds.
- **Food Service** – The University uses a contracted supplier for all food, beverage, and catering services within the campus core. All food, beverage, and catering purchased or reimbursed with University funds is required to use this supplier, except for functions held in the Stadium Club and Loges. Sodexo is the exclusive provider for food, beverage, and catering on campus; however, the Executive Director of Student Services may authorize exceptions, in advance of the expense. No payments or reimbursements will be made for purchases outside this program.
- **Catered Meal Costs** – Meal costs are limited to \$10 for breakfast, \$15, for lunch and \$30 for dinner. Exceptions would be events of a development & fundraising nature or food subsidized by conference fees.
- **Non-Catered Meal Costs** – Restaurant meal costs are limited to federally established per diems, including tax and tips. For example, current per diem rates for Youngstown are \$8 for breakfast, \$12 for lunch and \$26 for dinner. Exceptions would be development & fundraising meals. See [Federal Per Diem Rates](#).
- **Tips** – Tips are limited to 20% of the total bill, excluding taxes.
- **Development & Fundraising and Conference Events** – Meal and entertainment costs greater than \$5,000 per event require documented pre-approval from the appropriate area division officer.
- **Gift Cards** – Gift cards are equivalent to cash. For internal control purposes, special instructions and pre-approval are required. Please call the Controller at x1712 before purchasing gift cards.
- **Personal Benefit** – If an employee receives a personal benefit greater than the business benefit received for the University, the employee is required to reimburse the University for the value of that personal benefit.

Important Notes

- All expenses must be documented using the [BRE Form](#). Documentation requirements can be found on the form.
- All expense documentation must be submitted timely, in order to ensure payment or reimbursement, and compliance with the Ohio Revised Code (payment must be made within 30 days of invoice date).
- Documentation must be sufficient so that a reviewer can clearly identify the benefit to the University.
- Past practice **does not** define or justify current or future practice.
- Entertaining may include the cost of tickets to a performance or event, as well as food and beverages.
- Other incidental costs directly related to an event may be charged to the BRE expense account code 701330, except for rentals, see below.
- For purposes of these guidelines the following are *not* considered BRE expenses:
 - Recruiting Job Candidates – use account code 701325 (See Human Resources [Hiring Procedures](#))
 - Student Recruitment (Athletics) – use account code 701315
 - Rental of Facilities – use account code 701510
 - Rentals Non Facilities – use account code 701941
 - Sponsorship Expense – use account code 701948
 - Awards – use account code 701916

YOUNGSTOWN STATE UNIVERSITY
Business-Related and Entertainment Expense Guidelines
(Effective 10/1/2012)

Types of Funds

- **General and Auxiliary Operating Funds** – funds provided to the University primarily through student tuition and fees, and taxpayer supported State Share of Instruction (11XXXX and 3XXXXX funds).
- **Unrestricted Discretionary Funds** – funds provided to the University through unrestricted gifts (123001 and 123003 funds).
- **Restricted Discretionary Funds** – funds provided to the University through gifts and contributions where restrictions for use may vary. If the donor has established restrictions, in addition to these guidelines, it is the responsibility of the financial manager to ensure that the donor's restrictions are followed (2XXXXX funds).
- **Grant and Contract Funds** – funds provided by federal, state, or local governments or foundations for specific purposes. Restrictions vary on use of these funds, but are typically more restrictive in regard to business-related and entertainment expenses (21XXXX and 22XXXX funds). Financial managers should refer to grant and contract agreements for specific restrictions.
- **Plant Funds** – funds restricted or designated for capital purposes (9XXXXX funds). These funds shall not be used for business-related and entertainment expenses.

Allowable/Unallowable Expenses by Types of Funds

Words in *italics* are defined in the Glossary below this table. Pre-approval required Purchase restricted

TYPE OF EXPENSE	General and Auxiliary Operating Funds (11xxxx or 3xxxxx)	Unrestricted Discretionary Funds (123001 or 123003)	Restricted Discretionary Funds (2xxxxx)
1. Alcoholic Beverages			
a. <i>University Sponsored Events</i> (Vice President for Finance and Administration pre-approval required. See Guidebook Policy 5011.01)	No	Yes	Yes
b. Entertaining <i>Official Presenters</i> and <i>Official Guests</i>	No	Yes	Yes
c. Development & Fundraising dinners and events (hosting or attending)	No	Yes	Yes
d. <i>Business Meeting Meals</i> (must include at least one external person essential to the business purpose)	No	Yes	Yes
UNALLOWABLE: ▪ All other			
2. Food and Non-Alcoholic Beverages			
a. Sponsored meetings of professional organizations	Yes	Yes	Yes
b. <i>Lectures, Workshops, Conferences, and Retreats</i>	Yes	Yes	Yes
c. Recruitment of students	Yes	Yes	Yes
d. Development & Fundraising dinners and events (hosting or attending)	Yes	Yes	Yes
e. <i>Business Meeting Meals and Refreshments</i> Must either 1. include at least one external person essential to the business purpose, or 2. expand the workday by using employees personal time to assist in business operations, or 3. be held at odd times due to scheduling difficulties of the participants.	Yes	Yes	Yes
f. Beverages for <i>External Constituents</i> (Area Division Officer blanket pre-approval required)	Yes	Yes	Yes
g. Faculty orientation	Yes	Yes	Yes

YOUNGSTOWN STATE UNIVERSITY
Business-Related and Entertainment Expense Guidelines

(Effective 10/1/2012)

TYPE OF EXPENSE	General and Auxiliary Operating Funds (11xxxx or 3xxxxx)	Unrestricted Discretionary Funds (123001 or 123003)	Restricted Discretionary Funds (2xxxxx)
h. Mandated training extending over break and/or meals times	Yes	Yes	Yes
i. Social gatherings to meet faculty and staff newly hired to the University	No	Yes	Yes
j. <i>University Sponsored Events</i>	Yes	Yes	Yes
k. Entertaining <i>Official Presenters</i> and <i>Official Guests</i> of the University.	Yes	Yes	Yes
l. Student functions	Yes	Yes	Yes
m. Employee retirement – internal event – no <i>External Constituents</i>	No	Yes	No
n. Employee retirement – <i>External Constituents</i>	No	Yes	Yes
o. University-wide employee recognition	Yes	Yes	Yes
p. <i>Community Functions</i>	Yes	Yes	Yes
q. Departmental/Divisional employee recognition, unless unallowable below. (<i>Area Division Officer</i> pre-approval required)	No	Yes	Yes
UNALLOWABLE: <ul style="list-style-type: none"> ▪ Social gatherings to celebrate: <ul style="list-style-type: none"> ▪ employee intra-university transfer ▪ employee resignation ▪ holidays ▪ annual holiday breakfast ▪ special occasions/personal events ▪ Tailgating for social purposes ▪ Snacks on hand ▪ All other 			
3. Flowers for Decorative Purposes			
a. Development & Fundraising events	Yes	Yes	Yes
b. University-wide employee recognition	Yes	Yes	Yes
c. <i>University Sponsored Events</i>	Yes	Yes	Yes
UNALLOWABLE: <ul style="list-style-type: none"> ▪ Celebrations ▪ Department/office usage ▪ Holidays ▪ Special occasions/personal events ▪ All other 			
4. Flowers/Gifts for Illness or Bereavement			
a. Due to illness/death of a member of the <i>University Community</i> , or a member of their <i>Immediate Family</i> . (Purchase restricted to <i>Area Division Officers</i>)	No	Yes	Yes

YOUNGSTOWN STATE UNIVERSITY
Business-Related and Entertainment Expense Guidelines

(Effective 10/1/2012)

TYPE OF EXPENSE	General and Auxiliary Operating Funds (11xxxx or 3xxxxx)	Unrestricted Discretionary Funds (123001 or 123003)	Restricted Discretionary Funds (2xxxxx)
UNALLOWABLE: <ul style="list-style-type: none"> ▪ Due to illness/death outside of <i>Immediate Family</i> ▪ Donations in lieu of flowers ▪ All other 			
5. Greeting Cards			
a. To members of the <i>University Community</i> (Purchase restricted to <i>Area Division Officers</i>)	Yes	Yes	Yes
UNALLOWABLE: <ul style="list-style-type: none"> ▪ All other 			
6. Gifts and Prizes (excluding gift cards)			
a. To donors for appreciation. (Purchase restricted to <i>Area Division Officers</i>)	No	Yes	Yes
b. To donors for appreciation. (Purchase restricted to Development Area)	Yes	Yes	Yes
c. To give to graduating students as keepsakes. (Cost < \$25)	No	Yes	Yes
d. To give at <i>University Sponsored Events</i> as prizes, incentives, or promotional items. (IRS guidelines apply: Cost < \$600)	Yes	Yes	Yes
UNALLOWABLE: <ul style="list-style-type: none"> ▪ To employees for work related or non-work related occasions ▪ To reward students in the classroom ▪ All other 			
7. Gift Cards			
a. To give at <i>University Sponsored Events</i> as prizes, incentives, or promotional items. (Controller pre-approval required) (IRS guidelines apply: Cost < \$600)	Yes	Yes	Yes
UNALLOWABLE: <ul style="list-style-type: none"> ▪ To employees for work related or non-work related occasions ▪ To reward students in the classroom ▪ All other 			
8. Decorations			
a. Event decorations in public areas	Yes	Yes	Yes
UNALLOWABLE: <ul style="list-style-type: none"> ▪ Department/office usage ▪ All other 			

YOUNGSTOWN STATE UNIVERSITY
Business-Related and Entertainment Expense Guidelines
(Effective 10/1/2012)

Glossary (The following definitions apply to the Business-Related and Entertainment (BRE) expense guidelines.)

Area Division Officers: President, Provost, Vice Presidents.

Business Meeting Meals and Refreshments: The primary purpose must be to have a meeting at which University business is conducted; not a social gathering at which food is provided. This includes all types of meetings, such as committees, taskforces, and workgroups. A *Business Meeting Breakfast* is held before or during a normal workday. A *Business Meeting Lunch* is held during the normal workday. A *Business Meeting Dinner* is held after a normal workday.

Campus Community: Includes YSU students, YSU employees, and the YSU Board of Trustees.

Community Friends of the University: Leaders from the surrounding community who are actively involved with the University.

Community Functions: University Sponsored Events that are open to the public. Not to be confused with Sponsorship expense (account code 701948), which is defined as monetary support given to another University department or external entity in return for the commercial potential associated with that University department or external entity.

Conferences: Groups of external persons meeting for consultations, exchanges of information, or discussions, with formal agendas, (usually associated with fees).

External Constituents: Individuals, organizations, and businesses outside of the *Campus Community*, who have an active interest in the University, (includes donors).

Immediate Family: Spouses, children, parents, and siblings of the employee.

Lectures: Discourses on particular subjects given to audiences by *Official Presenters*.

Official Guests: Visitors from other universities, *Community Friends of the University*, or *External Constituents* invited by a department, college, or the University, and supported by the Administration.

Official Presenters: Consultants, speakers, or lecturers invited by a department, college, or the University, and supported by the Administration.

Retreats: Meetings with specific agendas or purposes that are held away from the normal work environment, generally longer in duration and infrequent in nature.

University Community: Includes the *Campus Community*, *Community Friends of the University*, and *External Constituents*.

University Sponsored Events: Events that are held at the department, college, or University level, are supported by the Administration, and open to the *Campus Community* or *University Community*.

Workshops: Educational seminars or series of meetings emphasizing interactions and exchanges of information among a usually small number of participants, including *External Constituents*.

UNIVERSITY GUIDEBOOK

~~Title of Policy: Business-Related and Entertainment Expense~~

Responsible Division/Office: Finance and Administration

~~Approving~~Responsible Officer: Vice President for Finance and Administration

Revision History: December 2004; March 2010; March 2015

~~Resolution Number(s):~~ ~~YR 2005-28; YR 2010-57~~

Board Committee: Finance and Facilities

EFFECTIVE DATE: March 11, 2015~~0~~

Next Review: 2020~~13~~ (~~Changed to 2015 per Guidebook Policy 0001.00~~)

(A) Policy Statement: The Board of Trustees authorizes the establishment of Business-Related and Entertainment Expense Guidelines for reasonable food, beverage, and incidental costs associated with the conduct of University business.

(B) Purpose: ~~The Guidelines~~To establish the manner and extent to which University funds may be expended for business-related activities, entertainment, and hospitality.

(C) Scope. This policy applies ~~and apply~~ to all University employees.

(C) Procedures: The University's Business-Related and Entertainment Expense Guidelines may be accessed at the following web-site:

http://web.yosu.edu/gen/ysu/Forms_and_Resources_m773.html

Policy 3356:03-13 Business-Related and Entertainment Expenses
(Previous Policy Number 3011.01)

Responsible Division/Office:	Finance and Administration
Responsible Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	December 2004; March 2010; March 2015
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	March 11, 2015
Next Review:	2020

A) Policy Statement. The Board of Trustees authorizes the establishment of Business-Related and Entertainment Expense Guidelines for reasonable food, beverage, and incidental costs associated with the conduct of University business.

(B) Purpose. To establish the manner and extent to which University funds may be expended for business-related activities, entertainment, and hospitality.

(C) Scope. This policy applies to all University employees.

(D) Procedures. The University's Business-Related and Entertainment Expense Guidelines may be accessed at the following web-site:

http://web.yosu.edu/gen/ysu/Forms_and_Resources_m773.html

AGENDA ITEM: C.1.c.

AGENDA TOPIC: Resolution to Modify Surplus Property Policy, 3356:04-02 (Previous Policy Number 4002.01)

STAFF CONTACT(S): Neal McNally, Interim Vice President for Finance & Administration, John Hyden, Executive Director of Facilities & Support Services, and Danny O'Connell, Director of Parking Services

BACKGROUND: This policy exists to ensure University property that is no longer needed or otherwise deemed obsolete is properly accounted for and disposed of. In the context of this policy, "property" refers to equipment and furnishings, as opposed to land or buildings.

SUMMARY AND ANALYSIS: The Surplus Property Policy is up for routine review as part of the five-year cycle. The proposed revisions largely center on procedures related to technology-based equipment, such as personal computers and similar devices. These revisions are intended to clarify the role of the University's IT Services, which has the requisite expertise to handle and evaluate such equipment.

RESOLUTION:

**RESOLUTION TO MODIFY
SURPLUS PROPERTY POLICY, 3356:04-02
(PREVIOUS POLICY NUMBER 4002.01)**

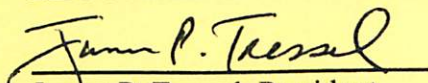
WHEREAS, Institutional Policies are reviewed and reconceptualized on an ongoing basis; and

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;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the Institutional Policy governing Surplus Property, policy number 3356:04-02 (Previous Policy Number 4002.01) of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

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

3356:04-02 Surplus Property
 (Previous Policy Number 4002.01)

~~NUMBER~~
4002.01

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UNIVERSITY GUIDEBOOK

Title of Policy:	Surplus Property
Responsible Division/Office:	Office of Support Services
Approving Officer:	Vice President for Finance and Administration
Revision History:	August 1997; June 2010; <u>March 2015</u>
Resolution Number(s):	YR 1998-16; YR 2010-85
Board Committee:	<u>Finance and Facilities</u>
EFFECTIVE DATE:	<u>March 11, 2015</u> June 11, 2010
Next review:	2020 13 (Changed to 2015 Per Guidebook Policy
0001.00)	

A. Policy Statement: Property, such as equipment or furnishings, which is no longer needed may be declared surplus and disposed of in the best interest of the University.

B. Purpose: To establish procedures for the responsible disposal of surplus property.

C. Scope: This policy is applicable to University owned assets.

D. Parameters ~~This policy permits p~~Proper repurposing or disposal of University owned assets is permitted -in accordance with the following parameters:

- (1) The Office of Support Services has the responsibility of controlling surplus University property and facilitating its disposition.
- (2) All dispositions must be in conformance with federal, state, and local laws and regulations, including applicable grant and/or contract guidelines.
- (3) Only the Office of Support Services is authorized to sell, gift, or dispose of surplus University property, including scrap materials.

NUMBER
4002.01

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(D) Procedures:

1. (1) When it is determined that departmental property is no longer needed, the chairperson/director shall release it to the Office of Support Services by completing the appropriate section of the "Inventory Control" form. (These forms may be obtained from the Office of Support Services.)
2. ~~(2) The Office of Support Services is responsible to determine if any such property contains, or may contain, technology-based components, such as a Central Processing Unit (CPU) contained within computers, magnetic or electronic memory (digital cameras, external hard drives, etc.), and/or the ability to perform electronic data storage (printers, scanners, and copiers). Such property must be processed and certified "cleansed" by the Information Technology Services division prior to any repurposing and/or being categorized as surplus property. Information Technology Services shall be the sole authority for determining and communicating to Office of Support Services the permissible disposition of technology equipment. Note that disposable media for data storage that are not solid-state (paper, floppy drives, zip drives, CDs, DVDs and future such media) are not considered equipment for the purpose of this policy. Any technology-based component or equipment which is determined to be surplus, such as a Central Processing Unit (CPU) contained within a computer, equipment with magnetic or electronic memory (digital cameras, external hard drives, etc.) and/or equipment with components which can perform electronic data storage (printers, scanners, and copies), shall be turned over to the Information Technology Services division.~~
(3) Technology Services shall either maintain an inventory of the technology based components or equipment for redeployment within the university or prepare the component or equipment as surplus property for transfer to the Office of Support Services. Prior to the transfer as surplus property, the Information Technology division shall process the property and certify it as "cleansed". Information Technology Services shall be the sole authority for determining and communicating to Office of Support Services the permissible disposition of technology equipment.
- (4) Disposable media for data storage that are not solid-state (paper, floppy drives, zip drives, CDs, DVDs and future such media) are not considered technology based equipment or components for the purpose of this policy.

3356:04-02 Surplus Property
(Previous Policy Number 4002.01)

3. (5) To facilitate the intra-university transfer of surplus property, the Office of Support Services is responsible for maintaining an inventory of such property and periodically notifying the campus community of its availability.
4. (6) Requests for surplus property are made through the Office of Support Services.
5. (7) When it is determined to be in the best interest of the University, the Office of Support Services may dispose of such property by: (a) selling by sealed bid, at auction, or at predetermined price; (b) gifting to other educational, governmental, or 501(c)(3) agency; or (c) discarding. Proceeds from sales shall be deposited into the appropriate account.

3356:04-02 Surplus Property
(Previous Policy Number 4002.01)

Responsible Division/Office:	Office of Support Services
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	August 1997; June 2010; March 2015
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	March 11, 2015
Next review:	2020

(A) Policy Statement. Property, such as equipment or furnishings, which is no longer needed may be declared surplus and disposed of in the best interest of the University.

(B) Purpose. To establish procedures for the responsible disposal of surplus property.

(C) Scope. This policy is applicable to University owned assets.

(D) Parameters. Proper repurposing or disposal of University owned assets is permitted in accordance with the following parameters:

(1) The Office of Support Services has the responsibility of controlling surplus University property and facilitating its disposition.

(2) All dispositions must be in conformance with federal, state, and local laws and regulations, including applicable grant and/or contract guidelines.

(3) Only the Office of Support Services is authorized to sell, gift, or dispose of surplus University property, including scrap materials.

(E) Procedures.

(1) When it is determined that departmental property is no longer needed, the chairperson/director shall release it to the Office of Support Services by completing the appropriate section of the "Inventory Control" form. (These forms may be obtained from the Office of Support Services.)

(2) Any technology-based component or equipment which is determined to be surplus, such as a Central Processing Unit (CPU) contained within a computer, equipment with magnetic or electronic memory (digital cameras, external hard drives, etc.) and/or equipment with components which can perform electronic data storage (printers, scanners, and copies), shall be turned over to the Information Technology Services division.

3356:04-02 Surplus Property
(Previous Policy Number 4002.01)

- (3) Technology Services shall either maintain an inventory of the technology based components or equipment for redeployment within the university or prepare the component or equipment as surplus property for transfer to the Office of Support Services. Prior to the transfer as surplus property, the Information Technology division shall process the property and certify it as “cleansed”. Information Technology Services shall be the sole authority for determining and communicating to Office of Support Services the permissible disposition of technology equipment.
- (4) Disposable media for data storage that are not solid-state (paper, floppy drives, zip drives, CDs, DVDs and future such media) are not considered technology based equipment or components for the purpose of this policy.
- (5) To facilitate the intra-university transfer of surplus property, the Office of Support Services is responsible for maintaining an inventory of such property and periodically notifying the campus community of its availability.
- (6) Requests for surplus property are made through the Office of Support Services.
- (7) When it is determined to be in the best interest of the University, the Office of Support Services may dispose of such property by: (a) selling by sealed bid, at auction, or at predetermined price; (b) gifting to other educational, governmental, or 501(c)(3) agency; or (c) discarding. Proceeds from sales shall be deposited into the appropriate account.

AGENDA ITEM: C.1.d.

AGENDA TOPIC: Resolution to Modify University Parking and Transportation Fees Policy, 3356:04-06 (Previous Policy Number 4006.01)

STAFF CONTACT(S): Neal McNally, Interim Vice President for Finance & Administration, John Hyden, Executive Director of Facilities & Support Services, and Danny O'Connell, Director of Parking Services

BACKGROUND: This policy exists to clarify the intended use of revenues generated from parking, transportation and other related fees. In general, these fees support the operation and maintenance of the University's parking facilities. Additionally, this policy establishes procedures and identifies the type of organizations and individuals that may be subject to or exempt from these fees.

SUMMARY AND ANALYSIS: The Parking and Transportation Fees Policy is up for review as part of the regular five-year cycle. While the policy remains largely unmodified, an additional procedure has been added to clarify how parking and transportation fees are charged to students.

Since its inception two years ago, future rate increases to the student transportation fee have been part of the University's long-term plan to service existing debt and to defray costs associated with the eventual replacement of the M2 Parking Deck. The next scheduled rate increase would occur in FY 2018. The University has prepared a pro forma analysis detailing future rate increases and the planned use of revenues from those rate increases. This analysis is attached for informational purposes.

RESOLUTION:

**RESOLUTION TO MODIFY
UNIVERSITY PARKING AND TRANSPORTATION FEES POLICY, 3356:04-06
(PREVIOUS POLICY NUMBER 4006.01)**

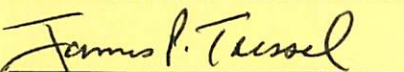
WHEREAS, Institutional Policies are reviewed and reconceptualized on an ongoing basis; and

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;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the Institutional Policy governing University Parking and Transportation Fees, policy number 3356:04-06 (Previous Policy Number 4006.01) of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

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

YSU Transportation Fee Pro Forma Analysis*

27-Jan-15

Use of Additional Revenues						
Fee Rate	Fiscal Year	Replacement Reserves	Pay Current Bond	Replacement Reserves	Replacement Reserves	
\$115.00	2014	\$400,000				
	2015	\$400,000				
	2016	\$400,000				
	2017	\$400,000				
			<u>\$10 for bond increase</u>	<u>\$15 for M-2 replacement</u>		
\$140.00	2018	\$400,000	\$210,000	\$315,000		
	2019	\$400,000	\$210,000	\$315,000		
	2020	\$400,000	\$210,000	\$315,000		
	2021	\$400,000	\$210,000	\$315,000		
					<u>\$15 for M-2 Replacement</u>	
\$155.00	2022	\$400,000	\$210,000	\$315,000	\$315,000	
	2023	\$400,000	\$210,000	\$315,000	\$315,000	
	2024	\$400,000	\$210,000	\$315,000	\$315,000	
	2025	\$400,000	\$210,000	\$315,000	\$315,000	
						<u>\$10 for M-2 Replacement</u>
\$165.00	2026	\$400,000	\$210,000	\$315,000	\$315,000	\$210,000
	2027	\$400,000	\$210,000	\$315,000	\$315,000	\$210,000
Replace M2 Deck		<u><u>\$5,600,000</u></u>		<u><u>\$3,150,000</u></u>	<u><u>\$1,890,000</u></u>	<u><u>\$420,000</u></u>
						<u><u>\$11,060,000</u></u>
			<u>Funds Available for existing and new debt service</u>			
	2028	\$400,000	\$210,000	\$315,000	\$315,000	\$210,000
	2029	\$400,000	\$210,000	\$315,000	\$315,000	\$210,000
	2030	\$400,000	\$210,000	\$315,000	\$315,000	\$210,000
	2031	\$400,000	\$210,000	\$315,000	\$315,000	\$210,000
	2032	\$400,000	\$210,000	\$315,000	\$315,000	\$210,000
	2033	\$400,000	\$210,000	\$315,000	\$315,000	\$210,000
	2034	\$400,000	\$210,000	\$315,000	\$315,000	\$210,000

* Analysis based on 21,000 annual transportation fees purchased.

3356:04-06 University Parking and Transportation Fees
(Previous Policy Number 4006.01)

NUMBER
4006.01

PAGE 1 of 2

UNIVERSITY GUIDEBOOK

~~Title of Policy: University Parking and Transportation Fees~~

Responsible Division/Office: Facilities Maintenance and Support Services

Approving Officer: Vice President for Finance and Administration

Revision History: June 1998; March 2010; March 2015

~~Resolution Number(s): YR 1999-19; YR 2010-59~~

Board Committee: Finance and Facilities

EFFECTIVE DATE: March 11, 2015~~2, 2010~~

Next review: 2020~~12~~ (~~Changed to 2015 Per Guidebook Policy~~

~~0001.01)~~

(A) Policy Statement: The University will fund the provision of parking and related transportation services from a variety of sources and permits the use of these services in accordance with established law and University requirements and regulations.

(B) Purpose. To provide guidelines and procedures on the use and management of university parking facilities, fees, and related transportation services.

(C) Scope. This policy applies to all individuals operating vehicles on University property and to University parking facilities and related transportation services.

(D) Parameter:

Costs for the provision, construction, and maintenance of parking facilities and related transportation services are funded by income from sources such as fees, parking permits, parking meters, daily and special events parking, fines imposed for violation of parking regulations, and debt secured by bonds. Users of parking and related services must comply with the requirements established pursuant to this policy.

(E) Procedures:

3356:04-06 University Parking and Transportation Fees
(Previous Policy Number 4006.01)

- ~~1. Businesses or other organizations which lease space on campus or which contract with the University for the provision of services may purchase parking permits for their employees.~~
 - ~~2. Trustees of the University, Trustees of YSU affiliated organizations, government officials, outside counsel, and officers of other universities are permitted to park in designated Visitor's Areas without cost while on business at the University.~~
 - ~~3. Parking services personnel and University police officers are authorized to issue citations to vehicles parked in violation of parking regulations.~~
 - ~~4. Collective bargaining contracts may contain specific parking procedures and fee information.~~
 - ~~5. The Board of Trustees approves parking fees and fines, upon the recommendation of the Finance and Facilities Committee.~~
- ~~1. Parking fees and regulations may be found in the Parking Services brochure, the *University Bulletins*, other University publications, and the University web site.~~
- (1) Valid parking permits are required at all times when parking on the YSU campus.
 - (2) Student parking permits are available through the transportation fee. Students taking six (6) or more credit hours will be assessed a transportation fee and may order a parking permit at no additional charge. Students taking five (5) or less credit hours may opt into the transportation fee and order a semester parking permit at no additional charge or purchase a daily parking permit as needed.
 - (3) Collective bargaining contracts may contain specific parking procedures and fee information.
 - (4) Businesses or other organizations which lease space on campus or which contract with the University for the provision of services may purchase parking permits for their employees. Employees of such companies may purchase parking permits if their employer does not provide them.
 - (5) Trustees of the University, Trustees of YSU affiliated organizations, government officials, outside counsel, and officers of other universities are permitted to park in designated Visitor's Areas without cost while on Business at the University.
 - (6) Individuals on campus for YSU prearranged recruiting events or visits are permitted to park in designated areas without cost while on campus for the scheduled event or visit.
 - (7) Visitors to the university will be charged the current approved rate for parking on campus. Departments may purchase a visitor permit for their guest through parking services.

3356:04-06 University Parking and Transportation Fees
(Previous Policy Number 4006.01)

(8) Event parking will be charged the current approved rate for parking on campus. Event sponsors may purchase the parking in advance for their attendees.

(9) The Board of Trustees approves parking fees and fines, upon the recommendation of the Finance and Facilities Committee.

(10) Parking services personnel and University police officers are authorized to issue citations to vehicles parking in violation of parking regulations.

(11) Parking fees, fines and regulations may be found in the Parking Services brochure, the University Bulletins, other University publications, and the University web site.

3356:04-06 University Parking and Transportation Fees
(Previous Policy Number 4006.01)

Responsible Division/Office:	Facilities Maintenance and Support Services
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	June 1998; March 2010; March 2015
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	March 11, 2015
Next review:	2020

(A) Policy Statement. The University will fund the provision of parking and related transportation services from a variety of sources and permits the use of these services in accordance with established law and University requirements and regulations.

(B) Purpose: To provide guidelines and procedures on the use and management of university parking facilities, fees, and related transportation services.

(C) Scope: This policy applies to all individuals operating vehicles on University property and to University parking facilities and related transportation services.

(D) Parameter. Costs for the provision, construction, and maintenance of parking facilities and related transportation services are funded by income from sources such as fees, parking permits, parking meters, daily and special events parking, fines imposed for violation of parking regulations, and debt secured by bonds. Users of parking and related services must comply with the requirements established pursuant to this policy.

(E) Procedures.

(1) Valid parking permits are required at all times when parking on the YSU campus.

(2) Student parking permits are available through the transportation fee. Students taking six (6) or more credit hours will be assessed a transportation fee and may order a parking permit at no additional charge. Students taking five (5) or less credit hours may opt into the transportation fee and order a semester parking permit at no additional charge or purchase a daily parking permit as needed.

(3) Collective bargaining contracts may contain specific parking procedures and fee information.

(4) Businesses or other organizations which lease space on campus or which contract with the University for the provision of services may purchase parking permits for their employees. Employees of such companies may purchase parking permits if their employer does not provide them.

3356:04-06 University Parking and Transportation Fees
(Previous Policy Number 4006.01)

(5) Trustees of the University, Trustees of YSU affiliated organizations, government officials, outside counsel, and officers of other universities are permitted to park in designated Visitor's Areas without cost while on Business at the University.

(6) Individuals on campus for YSU prearranged recruiting events or visits are permitted to park in designated areas without cost while on campus for the scheduled event or visit.

(7) Visitors to the university will be charged the current approved rate for parking on campus. Departments may purchase a visitor permit for their guest through parking services.

(8) Event parking will be charged the current approved rate for parking on campus. Event sponsors may purchase the parking in advance for their attendees.

(9) The Board of Trustees approves parking fees and fines, upon the recommendation of the Finance and Facilities Committee.

(10) Parking services personnel and University police officers are authorized to issue citations to vehicles parking in violation of parking regulations.

(11) Parking fees, fines and regulations may be found in the Parking Services brochure, the University Bulletins, other University publications, and the University web site.

AGENDA ITEM: C.1.e.

AGENDA TOPIC: Resolution to Approve Room Rental Rates for the University Courtyard Apartments, Effective Fall Semester 2015

STAFF CONTACT(S): Jack Fahey, Vice President for Student Success and Student Experience, and Matt Novotny, Executive Director of Student Services

BACKGROUND: Each year, University Housing Services evaluates the merits of adjusting room rental rates for student housing facilities. Early approval is sought to permit sufficient time needed to advertise next year's rates.

SUMMARY AND ANALYSIS: Effective fall semester 2015, Housing Services proposes to raise the rental rates for the University Courtyard Apartments by 3.0% - 3.4%, which will provide additional revenue needed to maintain these facilities and fund auxiliary overhead charge increase. Additionally, Housing Services will offer a renewal program that will enable current residents to lock into the current year's rates for the 2015-2016 academic year. For purposes of budget planning, an occupancy rate of 93% is assumed.

RESOLUTION:

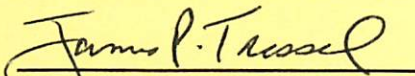
**RESOLUTION TO APPROVE ROOM RENTAL RATES
FOR THE UNIVERSITY COURTYARD APARTMENTS,
EFFECTIVE FALL SEMESTER 2015**

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the room rental rates for the University Courtyard Apartments, as shown in exhibit __, effective fall semester 2015.

RECOMMEND APPROVAL:


James P. Tressel, President

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

Exhibit ____

**University Courtyard Apartments
Monthly Room Rental Rates**

<u>Unit Type</u>	<u>Proposed FY 2016</u>	<u>Actual FY 2015</u>	<u>Percent Increase</u>	<u>Dollar Increase</u>
1 Bed / 1 Bath	\$780.00	\$757.00	3.0%	\$23.00
2 Bed / 2 Bath	\$660.00	\$639.00	3.3%	\$21.00
4 Bed / 2 Bath	\$570.00	\$551.00	3.4%	\$19.00

Additional Requested Information Supporting Resolution on Courtyard Rate Increase

The case for the increase is:

1. FY 2015 Rates are comparatively low:

Courtyard rates are and will continue to be comparatively very low.

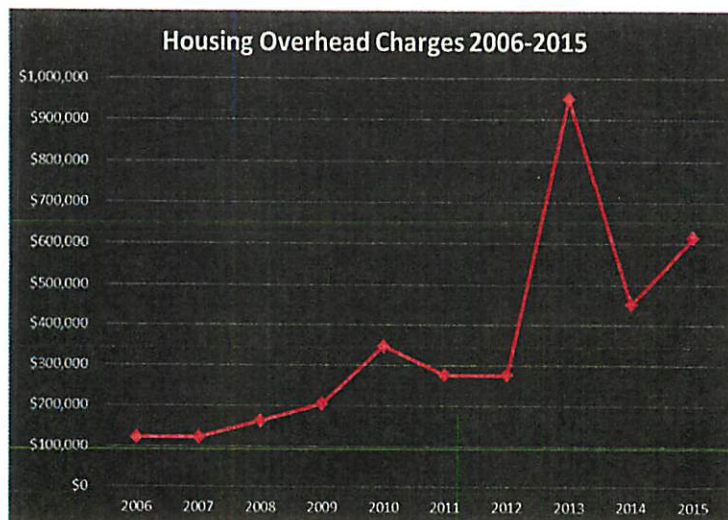
University Courtyard	\$6,840/yr. 4 person
Flats at Wick	\$7,613/yr. 4 person
Erie Terminal	\$8,112/yr. 3 person
Kent St. Engleman Apts.	\$9,320/yr. 4 person (2014 rate)
Cleve. St. Euclid Commons	\$9,654/yr. 4 person (2014 rate)
Akron U. Exchange St.	\$9,866/yr. 4 person (2014 rate)

2. Protection of Investment

Students are increasingly particular about the level of comfort and amenities in their housing environment. The University needs to generate sufficient income to ensure that the University Courtyard is attractive to students until 2034 when the debt on the facilities is paid. See attached Bond Debt Service Schedule, Repairs and Improvements 10-year Projection, Housing Services Plant Reserve 2011-2015 History, and the University Courtyard original proforma indicating assumption of 3% increase throughout life of project.

3. University Dependence on Repurposing Auxiliary Incomes

The University has increasingly needed to repurpose revenues from auxiliary budgets to balance the overall University budget. Housing budgets have been especially impacted. Every \$100,000 that is transferred from Housing to the General Fund costs each student resident \$80. Our rates have not been able to keep pace with the increasing University reliance on room fees to help mitigate our overall budget situation.



BOND DEBT SERVICE

Youngstown State University
General Receipts Bonds, Series 2011
• Acquisition of UHC Project •
** Final Schedules **

Dated Date 07/20/2011
Delivery Date 07/20/2011

Period Ending	Principal	Coupon	Interest	Debt Service
06/30/2012	-	-	775,960.08	775,960.08
06/30/2013	525,000	2.000%	854,275.00	1,379,275.00
06/30/2014	535,000	3.000%	841,000.00	1,376,000.00
06/30/2015	555,000	3.000%	824,650.00	1,379,650.00
06/30/2016	575,000	4.000%	804,825.00	1,379,825.00
06/30/2017	595,000	4.000%	781,425.00	1,376,425.00
06/30/2018	625,000	5.000%	753,900.00	1,378,900.00
06/30/2019	655,000	5.000%	721,900.00	1,376,900.00
06/30/2020	690,000	5.000%	688,275.00	1,378,275.00
06/30/2021	720,000	3.500%	658,425.00	1,378,425.00
06/30/2022	750,000	**	629,887.50	1,379,887.50
06/30/2023	780,000	4.000%	598,350.00	1,378,350.00
06/30/2024	815,000	5.000%	562,375.00	1,377,375.00
06/30/2025	855,000	5.000%	520,625.00	1,375,625.00
06/30/2026	900,000	5.000%	476,750.00	1,376,750.00
06/30/2027	950,000	5.000%	430,500.00	1,380,500.00
06/30/2028	995,000	5.000%	381,875.00	1,376,875.00
06/30/2029	1,045,000	5.000%	330,875.00	1,375,875.00
06/30/2030	1,100,000	5.000%	277,250.00	1,377,250.00
06/30/2031	1,155,000	5.000%	220,875.00	1,375,875.00
06/30/2032	1,215,000	5.000%	161,625.00	1,376,625.00
06/30/2033	1,280,000	5.000%	99,250.00	1,379,250.00
06/30/2034	1,345,000	5.000%	33,625.00	1,378,625.00
	18,660,000		12,428,497.58	31,088,497.58

University Courtyard - Repairs and Improvements 10-year projection

Description	Estimated	Estimated Fiscal	Comment
	Total Cost	Years	
Entry/exit doors to the building	\$ 53,000	FY15	Replace 13 doors with heavy grade steel, new locks and new hardware.
Landscape upgrades	\$ 9,000	FY15	Removal/ replacement of trees/shrubs, install annual flower beds and spring cleanup.
Drainage improvements	\$ 40,000	FY15	Will include gutter/downspout changes repairs on the buildings.
Plumbing repairs/replacement	\$ 10,000	FY15	Replacement of toilets, hot water tanks, expansion tanks, backflow preventer (5)
HVAC units	\$ 15,000	FY15	Replacement entire unit and compressor. Ongoing annual replacement as needed
Concrete sidewalk repair or replacement	\$ 25,000	FY15	Settlement and spaulding of concrete causing trip hazards.
Parking Lot and Basketball court	\$ 6,000	FY15	Sealcoat and restripe all parking lots and make minor repairs (complete every 3 years).
Sprinkler pipe vandalism and water damage	\$ 72,000	FY15	Resident damaged property due to vandalism. University is seeking Court order restitution
Unit alarm and panic button system	\$ 10,000	FY16	Upgrade system to allow YSU PD to directly monitor system of 408 panic buttons.
Stairwells (6) resurface	\$ 55,000	FY16	Resurface original concrete steps and landings with rubberized flooring.
Paint exterior of buildings	\$ 60,000	FY16	Paint exterior trim and replace rotted trim as needed on both buildings.
Community Signage	\$ 10,000	FY16	Upgrade of community signage due to deterioration.
HVAC units	\$ 15,000	FY16	Replacement entire unit and compressor. Ongoing annual replacement as needed
Light Poles in parking lot and security Lighting	\$ 55,000	FY16	Phase 1: replace 50% light poles and exterior lighting LED conversion for energy savings.
Generator for both buildings	\$ 125,000	FY16	Install back up generator for both buildings
Lightning/surge protection	\$ 68,000	FY16	Install protection to protect the buildings from lightning and potential electrical surge.
Light Poles in parking lot	\$ 55,000	FY17	Phase 2: replace 50% light poles and exterior lighting LED conversion for energy savings.
Main fire alarm panel with batteries	\$ 30,000	FY17	Upgrade the fire alarm panel in each building to maintain proper function.
Install exterior stairs for building 100	\$ 150,000	FY17	Install exterior stairs on the south & north ends of building 100.
Office equipment	\$ 12,000	FY17	Replacement of four office computers, printers and copier/fax/scan
Office Furnishings	\$ 10,000	FY17	Replacement upgrade of desk, chairs, credenza and file cabinets for three offices.
Computer labs	\$ 12,000	FY17	Replace 8 computers, 2 printers in the two computer labs and furniture.
Apartment carpet replacement	\$ 52,000	FY17	Replace 25% of apartment carpet flooring.
CCTV Security camera Hardware and software upgrade	\$ 55,000	FY18	Replace and upgrade current camera system to IP Cameras and software.
Appliance replacement	\$ 70,000	FY18	Phase1: Upgrade apartment kitchen appliances (stove, microwave, garbage disposals, etc)
Cabinetry replacement	\$ 145,000	FY18	Phase 1: Replace cabinets, counter tops and floors with appliance upgrade 43 units
Flooring and fixture replacement bathrooms	\$ 175,000	FY18	Phase 1: Replace tile floor and fixtures 84 bathrooms
Apartment carpet replacement	\$ 55,000	FY18	Replace 25% of apartment carpet flooring.
Appliance replacement	\$ 70,000	FY19	Phase2: Upgrade apartment kitchen appliances (stove,microwave,garbage disposals,etc)
Cabinetry replacement	\$ 145,000	FY19	Phase 2: Replace cabinets, counter tops and floors with appliance upgrade. 43 units
Flooring and Fixture replacement bathrooms	\$ 175,000	FY19	Phase 2: Replace tile floor and fixtures 84 bathrooms
Fitness and Activity Center upgrade	\$ 10,000	FY19	Upgrade fitness equipment with new equipment.
Apartment carpet replacement	\$ 55,000	FY19	Replace 25% of apartment carpet flooring.
Appliance replacement	\$ 70,000	FY20	Phase3: Upgrade apartment kitchen appliances (stove,microwave,garbage disposals,etc)
Cabinetry replacement	\$ 145,000	FY20	Phase 3: Replace cabinets, counter tops and floors with appliance upgrade. 43 units
Flooring replacement bathrooms	\$ 175,000	FY20	Phase 3: Replace tile floor and fixtures 84 bathrooms
Apartment carpet replacement	\$ 55,000	FY20	Replace 25% of apartment carpet flooring.
Flooring - common areas	\$ 130,000	FY21	Bldg. 100: Resurface hallway floors and replace carpet in amenity areas.
Unit entrance access swipe entry hardware and software.	\$ 135,000	FY21	Upgrade unit swipe door lock technology and software.
Computer labs	\$ 90,000	FY22	Replace 8 computers, 2 printers in the two computer labs.
Flooring - common areas	\$ 80,000	FY22	Bldg200: Resurface hallway floors and replace carpet in amenity areas.
Furniture inside the units	\$ 250,000	FY22	Phase 1: Upgrade couch, chair, bar stools, bed, dresser, desk, desk chairs, end tables
Furniture inside the units	\$ 250,000	FY23	Phase 2: Upgrade couch, chair, bar stools, bed, dresser, desk, desk chairs, end tables
Window replacement	\$ 275,000	FY23	Replacement of 546 windows
Roof replacement	\$ 175,000	FY24	Bldg. 100: Full replacement (original from 2003).
Fitness and Activity Center upgrade	\$ 18,000	FY25	Upgrade fitness equipment with new equipment and activity center furniture.
Roof replacement	\$ 275,000	FY 25	Bldg. 200 : Full replacement (original from 2003).
Total of projected improvements	\$ 4,027,000		



YOUNGSTOWN STATE UNIVERSITY
Housing Services Plant Reserve Fund
FY 2011 - FY 2015 Transfer Activity
Through January 27, 2015

<u>FUND DESCRIPTION</u>	<u>AMOUNT</u>	<u>REASON</u>
Balance at 6/30/10	<u>\$ 950,143</u>	
Lyden House Room Refurbish	71,746	Transfer to close out residual in project fund
Residence Hall Improvements	1,665	Transfer to close out residual in project fund
StarRez Housing Mgmt Software	(75,000)	Transfer to purchase StarRez Systems housing management software package
Kilcawley House Renov - PH1	(400,000)	Transfer to fund phase one of three phase project to renovate Kilcawley House
Kilcawley Center Renovations Fund	(250,000)	Transfer to provide additional funding for Kilcawley Center Project
Housing Services	549,425	Transfer year end excess
Summer 2010 Residence Hall Improv	19,305	Transfer to close out residual in project fund
Balance at 6/30/11	<u>\$ 867,283</u>	
Kilcawley Center Renovations Fund	250,000	Transfer funds back to source fund due to postponement of Kilcawley Project
Housing Services	400,000	Board approved transfer as part of FY 2012 Operating Budget
Kilcawley House Renov - PH2	(600,000)	Transfer to fund phase two of three phase project to renovate Kilcawley House
Housing Services	846,046	Transfer year end excess
Housing Services	220,131	Transfer year end excess
Kilcawley House Renov - PH1	49	Transfer to close out residual in project fund
Bank Fund - Cash Depository	768,141	Payment from University Housing Corporation relating to University's purchase of University Courtyard apartments
Balance at 6/30/12	<u>\$ 2,751,651</u>	
Housing Services	400,000	Board approved transfer as part of FY 2013 Operating Budget
Kilcawley House Renov - PH3	(700,000)	Transfer to fund third and final phase of Kilcawley House renovation project
StarRez Housing Mgmt Software	4,223	Transfer to close out residual in project fund
Kilcawley House Renov - PH2	38,539	Transfer to close out residual in project fund
Housing Services	312,239	Transfer portion of year end excess
Balance at 6/30/13	<u>\$ 2,806,652</u>	
Housing Services	400,000	Board approved transfer as part of FY 2014 Operating Budget
Cafaro House HVAC	(175,000)	Transfer for Cafaro House HVAC replacement
Wick & Weller House HVAC	(60,000)	Transfer for Wick & Weller House HVAC replacement
Wick & Weller House HVAC	(1,280)	Transfer of additional funds for Wick & Weller House HVAC replacement
Cafaro House HVAC	(25,000)	Transfer of additional funds for Cafaro House HVAC replacement
Housing Services	133,852	Transfer portion of year end excess
Balance at 6/30/14	<u>\$ 3,079,223</u>	
Housing Services	400,000	Board approved transfer as part of FY 2015 Operating Budget
Housing Services	(400,000)	Reverse transfer approved as part of the FY 2015 Operating Budget due to decreased occupancy in University Housing
General Fund Operating Carryforward	(100,000)	Transfer to cover FY 2015 General Fund deficit
Balance at 1/27/15	<u>\$ 2,979,223</u>	

\$19,550,000

UNIVERSITY HOUSING CORPORATION AT YOUNGSTOWN STATE
 Variable Rate Student Housing Revenue Bonds, Series 2001
 (University Courtyards Project) - BASIC CASE
 ProForma Financial Operating Statement

Assumptions:		Management Fee:	3.00%
Revenue Growth:	3.00%	Total Units	125
Expense Growth:	3.00%	Reserve per Unit:	\$500
Vacancy Rate:	7.00%	# Months Rev. 1st FY:	7
		# Months Exp. 1st FY:	7

FY Ending June 30

REVENUES	Per Unit 2003	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Residential Rental Income	\$ 17,518	\$0	\$2,189,760	\$2,255,453	\$2,323,116	\$2,392,810	\$2,464,594	\$2,538,532	\$2,614,688	\$2,693,129	\$2,773,922	\$2,857,140
Less Vacancy	(1,226)	-	(153,283)	(157,882)	(162,618)	(167,497)	(172,522)	(177,697)	(183,028)	(188,519)	(194,175)	(200,000)
Net Rental Income	16,292	-	2,036,477	2,097,571	2,160,498	2,225,313	2,292,073	2,360,835	2,431,660	2,504,610	2,579,748	2,657,140
Other Income	485	-	60,620	62,439	64,312	66,241	68,228	70,275	72,383	74,555	76,792	79,095
Reinvestment Income	589	42,920	73,577	73,577	73,577	73,577	73,577	73,577	73,577	73,577	73,577	73,577
Subsequent Equity Pay-Ins	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	\$ 17,365	\$ 42,920	\$ 2,170,674	\$ 2,233,587	\$ 2,298,387	\$ 2,365,131	\$ 2,433,878	\$ 2,504,687	\$ 2,577,620	\$ 2,652,742	\$ 2,730,116	\$ 2,809,813
OPERATING EXPENSES												
Payroll / Benefits	\$ 1,420	\$ -	\$ 177,509	\$ 182,834	\$ 188,319	\$ 193,969	\$ 199,788	\$ 205,782	\$ 211,955	\$ 218,314	\$ 224,863	\$ 231,609
Utilities	2,671	-	333,934	343,952	354,271	364,899	375,846	387,121	398,735	410,697	423,018	435,708
Repairs & Maintenance	161	-	20,144	20,748	21,371	22,012	22,672	23,352	24,053	24,775	25,518	26,283
Insurance	240	-	30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,896	38,003	39,143
Contract Services	579	-	72,400	74,572	76,809	79,113	81,487	83,931	86,449	89,043	91,714	94,466
Marketing	255	-	31,912	32,869	33,855	34,871	35,917	36,995	38,105	39,248	40,425	41,638
Administration	255	-	31,863	32,819	33,803	34,817	35,862	36,938	38,046	39,187	40,363	41,574
Mgmt. Fee (based upon net rental inc.)	489	-	61,094	62,927	64,815	66,759	68,762	70,825	72,950	75,138	77,392	79,714
Total Operating Expenses	\$ 5,582	\$ -	\$ 758,856	\$ 781,622	\$ 805,070	\$ 829,222	\$ 854,099	\$ 879,722	\$ 906,114	\$ 933,297	\$ 961,296	\$ 990,135
NOI		\$ 42,920	\$ 1,411,818	\$ 1,451,965	\$ 1,493,317	\$ 1,535,909	\$ 1,579,779	\$ 1,624,965	\$ 1,671,506	\$ 1,719,444	\$ 1,768,820	\$ 1,819,678
NET BONDED DEBT SERVICE EXPENSE												
Principal		\$0	\$0	\$125,000	\$175,000	\$200,000	\$250,000	\$275,000	\$335,000	\$375,000	\$450,000	\$505,000
Interest		439,875	879,750	876,938	870,188	861,750	851,625	839,813	826,088	810,113	791,550	770,063
Enhancement		185,725	185,725	184,538	182,875	180,975	178,600	175,988	172,805	169,243	164,968	160,170
Less Capitalized Interest		(638,965)	(439,875)	-	-	-	-	-	-	-	-	-
Less Accrued Interest		-	-	-	-	-	-	-	-	-	-	-
Total Debt Service Expense		\$0	\$638,965	\$1,186,475	\$1,228,063	\$1,242,725	\$1,280,225	\$1,290,800	\$1,333,893	\$1,354,355	\$1,406,518	\$1,435,233
Net Cash Flow		\$ 42,920	\$ 772,853	\$ 265,490	\$ 265,254	\$ 293,184	\$ 299,554	\$ 334,165	\$ 337,614	\$ 365,089	\$ 362,303	\$ 384,445
Debt Service Coverage Before Expenses		- NA -	2.2095	1.2238	1.2160	1.2359	1.2340	1.2589	1.2531	1.2696	1.2576	1.2679
CASHFLOW EXPENSES												
Rating Fee	\$ 7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Trustee Fee	\$ 5,865	5,865	5,828	5,775	5,715	5,640	5,558	5,457	5,345	5,210	5,058	4,895
Debt Service Coverage After Expenses		- NA -	2.1643	1.2102	1.2030	1.2229	1.2214	1.2463	1.2410	1.2576	1.2463	1.2569
Surplus Cashflow		\$ 42,920	\$ 772,853	\$ 252,162	\$ 251,979	\$ 279,969	\$ 286,414	\$ 321,107	\$ 324,657	\$ 352,245	\$ 349,593	\$ 371,887
Reserve & Replacement Fund		\$ -	\$ (62,500)	\$ (62,500)	\$ (62,500)	\$ (62,500)	\$ (62,500)	\$ (62,500)	\$ (62,500)	\$ (62,500)	\$ (62,500)	\$ (62,500)
Operating Reserve	429,428	-	(429,428)	-	-	-	-	-	-	-	-	-
Deferred Management Fees			(61,094)	(62,927)	(64,815)	(66,759)	(68,762)	(70,825)	(72,950)	(75,138)	(77,392)	(79,714)
Surplus Cashflow after all Subordinate Obligations		\$ 42,920	\$ 219,830	\$ 126,735	\$ 124,664	\$ 150,709	\$ 155,152	\$ 187,782	\$ 189,207	\$ 214,607	\$ 209,701	\$ 229,673

Prepared by First Union National Bank

AGENDA ITEM: C.1.f.

AGENDA TOPIC: Resolution to Approve a Fee Waiver for Summer 2015 Jump Start Enrollment Initiative

STAFF CONTACT(S): Millie J. Rodriguez, Director of Distance Education, and Karla Krodel, Director, Metro Credit Education Outreach

BACKGROUND: Jump Start is a proposed early summer enrollment initiative for undergraduate freshmen (including adult freshmen) scheduled to begin studies in fall 2015 to promote: student success, retention, on time graduation, and debt reduction. Students may select up to a maximum of 6 credits, over the eight week summer term, from a menu of courses to complete on-campus, hybrid, or asynchronous online. Early fall YSU engagement will begin with Jump Start students including advising and campus activities.

SUMMARY AND ANALYSIS: Youngtown State University's Distance Education Department and Metro Credit Education Outreach Department is proposing an early Jump Start program for the summer term 2015.

We are seeking, for the academic years 2015-16 and 2016-17, to charge the same flat rate \$500 for one course or \$1,000 for two courses from a select menu of General Education courses taken the term prior to matriculation to all applicants admitted as undergraduate freshmen student (including adult freshmen) and waive the general fee \$56.97 per credit hour and other University imposed fees. If a student enrolls in 2 courses in the 8-week period they would be permitted to use financial aid.

Current tuition for one 3-credit class	
including general fee and information services fee	\$1,010.91
Proposed flat fee for one 3-credit Jumpstart class	\$500.00
Amount Waived	\$510.91

Number of Students Anticipated to be served:

The initial projection is 100-150 students annually.

Roll Out

Proposed roll-out is early spring 2015 semester. In order for the initiative to launch successfully, we need to be able to market it to the incoming freshman at SOAR in February, March, and May so registration can occur. Courses will begin on June 15 and end on August 7. Students must satisfy course pre-requisites in order to enroll and also attend a special proposed Jump Start Orientation. (June 11).

This initiative aligns with the University's goal is to improve enrollment, retention, expedite pathway to graduation, and help reduce debt.

RESOLUTION:

**RESOLUTION TO APPROVE SUMMER 2015
JUMP START ENROLLMENT INITIATIVE**

WHEREAS, section 363.230 of House Bill 59 of the 130th General Assembly requires any waiver of fees for a student or class of students not otherwise permitted by law at a state-assisted institution of higher education be approved by the Ohio Board of Regents; and

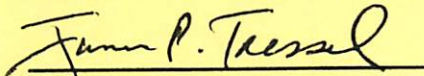
WHEREAS, the Ohio Board of Regents' established process for approving waivers requires that the Board of Trustees also approve proposals to waive fees; and

WHEREAS, Youngstown State University wishes to increase admitted student yield rate, enrollment, retention and four year graduation rates; and

WHEREAS, an ongoing effort to reduce student/parent debt by providing a flat \$500 rate for one 3-credit course or \$1,000 for two 3-credit courses (includes tuition and fees) for Resident and Non-Residents; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the formation of the Jump Start Summer Enrollment Initiative for newly admitted freshman students providing a flat \$500 rate for one 3-credit course or \$1,000 for two 3-credit courses (includes tuition and fees) for Resident and Non-Residents, as recommended by the President and Interim Provost of Youngstown State University

RECOMMEND APPROVAL:


James P. Tressel, President

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

AGENDA ITEM: C.1.g.

AGENDA TOPIC: Resolution to Approve Interfund Transfers

STAFF CONTACT(S): Katrena Davidson, Controller

BACKGROUND: The Board of Trustees authorizes interfund transfers greater than \$100,000 or more for operating purposes or for any purpose other than a specific capital improvement and for capital improvements or construction projects of \$500,000 or more. In addition, transfers out of operating reserves require approval regardless of amount.

SUMMARY AND ANALYSIS: Upon further consideration, the WYSU Radio Station has been added as a future occupant of Melnick Hall. Consequently, WYSU will be relocated from Cushwa Hall, increasing the estimated cost of the Melnick Hall renovation project by \$558,000. This additional cost will be completely funded by external sources restricted to WYSU. To facilitate project completion, two transfers totaling \$558,000 are presented for approval.

RESOLUTION:

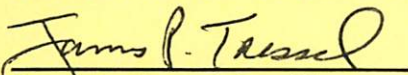
**RESOLUTION TO APPROVE
INTERFUND TRANSFERS**

WHEREAS, Policy Number 3356:03-11.1 (Previous Policy Number 3010.01), Budget Transfers, of the *University Guidebook*, requires Board of Trustees approval for interfund transfers of \$100,000 or more for operating purposes or for any purpose other than a specific capital improvement project, for capital improvements or construction projects of \$500,000 or more and for transfers out of operating reserves regardless of amount;

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 __.

REVIEWED AS TO FORM AND CONTENT:


James P. Tressel, President

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



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Third Quarter 2015

FROM	TO	AMOUNT	REASON
WYSU-FM Facilities - Gift Fund (Restricted Plant Fund)	Melnick Hall Project (Restricted Plant Fund)	\$436,000	Transfer to fund a portion of the Melnick Hall renovations project related to WYSU-FM. Total estimated cost of project related to WYSU-FM is \$558,000.
WYSU-FM Membership Account (Restricted Fund)	Melnick Hall Project (Restricted Plant Fund)	\$122,000	Transfer to fund remaining portion of the \$558,000 estimated cost of Melnick Hall renovations project related to WYSU-FM.

AGENDA ITEM: C.2.a.

AGENDA TOPIC: Quarterly Update on the FY 2015 Operating Budget

STAFF CONTACT(S): Neal McNally, Interim Vice President for Finance and Administration

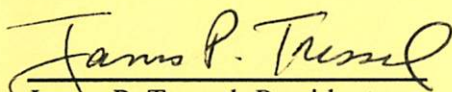
BACKGROUND: Each quarter, University management reports to the Trustees on the status of the University's operating budget. In addition, the Board is provided with a quarterly comparison of the budgeted revenues and expenses vs. actual revenues and expenses.

SUMMARY AND ANALYSIS: The budget to actual comparative analysis is in a "dashboard" format, which uses color-coded business indicators to identify revenues and expenses that are on-target versus those that may be of concern. This report is as of December 31, 2014. As expected, a red warning indicator was assigned to tuition and fee revenues, which are \$3.6 million below the prior year's levels. This variance is attributable to the decline in enrolled students relative to the prior year. However, all other revenue categories are on-target. All expenditures are on-target as indicated by the green-colored business indicators assigned to each expense category. Taken altogether, this report suggests that the University continues to manage and reduce expenses at a pace that is consistent with the reduction in revenues.

Additionally, efforts to reduce the structural deficit in the University's general fund budget have largely been successful. The first phase of the two-phase plan that was presented to the Committee in December has been executed, reducing the deficit by approximately \$5 million. Additionally, the University's Budget Development Council continues to convene regularly to formulate recommendations for the second phase of the deficit-reduction plan.

RESOLUTION: N/A DISCUSSION ONLY

REVIEW AS TO FORM AND CONTENT:


James P. Tressel, President

YOUNGSTOWN STATE UNIVERSITY
Budget to Actual
For the 6-month period of 7/1/14 - 12/31/14

FY2015 Revenue 2nd Quarter, 12/31/14	Fiscal Year 2015		Actual as a % of Budget	Business Indicator	FY15 actual compared to FY14 actual
	Budget	Actual			
Tuition and mandatory fees	\$97,506,214	\$86,906,346	89.1%	●	↓
Other tuition and fees	\$8,837,567	\$8,318,127	94.1%	●	↑
Student charges	\$1,278,000	\$788,986	61.7%	●	↓
State appropriations	\$38,220,094	\$19,138,554	50.1%	●	↑
Recovery of indirect costs	\$2,177,079	\$895,830	41.1%	●	↑
Investment income	\$933,694	\$792,177	84.8%	●	↓
Other income	\$847,352	\$527,533	62.3%	●	↓
Total	\$149,800,000	\$117,367,553	78.3%	●	↓

● On/Above target

● Caution

● Warning

FY2015 Expenses 2nd Quarter, 12/31/14	Fiscal Year 2015		Actual as a % of Budget	Business Indicator	FY15 actual compared to FY14 actual
	Budget	Actual			
Wages	\$78,569,950	\$37,667,877	47.9%	●	↓
Benefits	\$25,922,842	\$14,113,549	54.4%	●	↓
Scholarships	\$5,339,331	\$710,011	13.3%	●	↑
Operations	\$12,049,574	\$5,628,810	46.7%	●	↑
Plant & maintenance	\$9,901,401	\$4,468,680	45.1%	●	↑
Fixed asset purchases	\$468,115	\$81,584	17.4%	●	↓
Transfers	\$17,722,028	\$17,686,227	99.8%	●	↓
Total	\$149,973,241	\$80,356,738	53.6%	●	↓

● On/Below target

● Caution

● Warning

AGENDA ITEM: C.2.c.

AGENDA TOPIC: Planning and Construction Projects Update

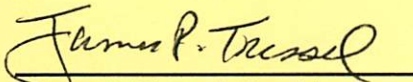
STAFF CONTACT(S): John Hyden, Executive Director of Facilities and Support Services, and Richard White, Director of Planning and Construction

BACKGROUND: This is a regular report presented to the BOT to keep them informed of what major projects are currently ongoing, what projects are bidding, and which projects are currently in development.

SUMMARY AND ANALYSIS: Summary of projects currently underway including Elevator Safety Repairs and Replacements, Roof Renovations, and the Wind Turbine project. Also briefly discuss upcoming summer projects which include Restroom Renovations, Utility Distribution Upgrades, Moser Hall Advanced Manufacturing Lab, Instructional Space Upgrades, and other projects found on the Capital Projects Summary.

RESOLUTION: N/A – DISCUSSION ITEM ONLY

REVIEWED AS TO FORM AND CONTENT:


James P. Tressel, President

YSU Capital Projects Summary:

1/26/2015

Capital Projects Currently Underway:

Elevator Safety Repairs and Replacements

\$1.6M (Capital) Murphy Contracting, Contractor

Elevator cars and equipment in DeBartolo Hall, Tod Hall, Ward Beecher, and Maag Library will be replaced. Modifications to the freight elevators in Moser Hall and Bliss Hall will also be completed.

Campus Roof Renovations Phase II (EJSC)

\$255k (Capital) Building Technicians Corp., Contractor

Sections of the roof on the Edmund J. Salata Complex are being replaced.

Wind Turbines

\$156K (Grant) Zenith Electric, Contractor

Wind Turbines will be installed at the corner of Wick Avenue and the E.B. Service Road for STEM research.

Demolition

\$80k (Local Funds)

Demolition of vacant houses on Watt Street in Smoky Hollow and the Carpenter's Hall on Rayen Avenue.

Projects in Development:

Restroom Renovations

Advertised for bids on 1/24/15

\$900k (Capital Funds) YSU Staff

Renovations to the restrooms in Bliss Hall 1st floor, Tod Hall 1st and 2nd floor (floor 3 is an alternate), Ward Beecher 1st floor, and Sweeny Hall main level.

Utility Distribution Upgrades and Expansion

Advertising for bids on 1/31/15

\$2.1M (Capital Funds) C.L. Firestone, Engineer

Upgrades and expansion of our electrical substation.

Moser Hall Advanced Manufacturing Lab

Advertising for bids on 2/14/15

\$700k (Capital Funds) YSU Staff

Renovation of space in Moser Hall for lab space and for the relocation of associated faculty offices.

Instructional Space Upgrades

Advertising for bids on 2/14/15

\$350k (Capital Funds) YSU Staff

Renovation to the auditorium in the lower level of Beeghly Center.

Campus Core Exterior Lighting Upgrades

Advertising for bids TBD

\$800k (Capital Funds) YSU Staff

Phase 2 of the upgrade and replacement of lighting throughout the campus core.

Concrete Replacement

Advertising for bids on 2/14/15

\$225k (Capital Funds) YSU Staff

Replacement of damaged concrete drives, walkways, and steps.

Building Exterior Repairs

Advertising for bids on 2/14/15

\$1.1M (Capital Funds) GPD Group

Repairs to the masonry exteriors on Bliss Hall, Moser Hall, and Stambaugh Stadium.

Roof Repairs and Replacements

Advertising for bids on 1/31/15

\$1.2M (Capital Funds) BSHM Architects

Sections of roofs on Tod Hall, Moser Hall, Fedor Hall, and the Salata Complex will be replaced.

Melnick Hall Renovations

Advertising for bids TBD

\$4.71 (Capital, Local) Strollo Architects

Renovations to Melnick Hall for the relocation of the YSU Foundation and WYSU.

Parking Deck Repairs

Advertising for bids on 3/21/15

\$400k (Local Funds) Walker Parking

Summer repairs and preventative maintenance to the M1 and M2 parking decks.

Steamline/Tunnel Renovations

Advertising for bids TBD

\$275k (Capital Funds) CJL Engineering

Repairs to sections of steamline between McDonough Museum and Meshel Hall.

Projects at Controlling Board for Release of Funds:

- None at this time.

Additional Projects in Development:

- Career Services Renovation
- Meshel Hall Renovations
- Kilcawley Center Roof
- Lyden House Windows
- Campus Wide Building System Upgrades
- Instructional Space Upgrades
- Ward Beecher Renovations