



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE**

**Michael A. Peterson, Chair
Capri S. Cafaro, Vice Chair
All Trustees are Members**

**Wednesday, September 1, 2021
11:00 a.m. or immediately following
previous meeting**

**Kilcawley Center
Presidents' Suites**

AGENDA

- A. Disposition of Minutes for Meeting Held June 2, 2021**
- B. Old Business**
- C. Committee Items**

1. Finance and Facilities Consent Item*

C.1.a. = Tab 1 a. Resolution to Modify Cellular Equipment Usage Policy, 3356-4-12

2. Finance and Facilities Action Items

C.2.a. = Tab 2 a. Resolution to Approve Proposed Housing and Courtyard Room Rates and Other Charges

Joy Polkabila-Byers, Associate Vice President of Student Experience, will report.

C.2.b. = Tab 3 b. FY 2021 Operating Performance and Year-End

Neal McNally, Vice President for Finance and Business Operations, will report.

C.2.c. = Tab 4 c. Resolution to Approve Interfund Transfers

Katrena Davidson, Associate Vice President for Finance and Controller, will report.

3. Finance and Facilities Discussion Items

C.3.a. = Tab 5 a. Planning and Construction Projects Update

John Hyden, Associate Vice President, University Facilities, and Rich White, Director of Planning and Construction, 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.

C.3.b. = Tab 6

b. IT Update

Jim Yukech, Associate Vice President and Chief Information Officer, will report.

c. Report of Audit Subcommittee

A verbal report of the Audit Subcommittee will be presented.

Michael A. Peterson will report.

d. Report of Investment Subcommittee

A verbal report of the Investment Subcommittee will be presented.

Capri S. Cafaro will report.

D. New Business

E. Adjournment



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
CELLULAR EQUIPMENT USAGE POLICY,
3356-4-12**

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 Cellular Equipment Usage 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 Cellular Equipment Usage, policy number 3356-4-12, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 2, 2021
YR 2022-**

3356-4-12 Cellular equipment usage.

~~Previous Policy Number: 4011.01~~

Responsible Division/Office: Information Technology Services

Responsible Officer: VP for Finance and Business Operations

Revision History: January 2005; June 2011; March 2016; [September 2021](#)

Board Committee: Finance and Facilities

Effective Date: ~~March 16, 2016~~ [September 2, 2021](#)

Next Review: ~~2024~~ [2026](#)

- (A) Policy statement. Youngstown state university (“YSU”) provides cellular capable equipment to employees who, by the nature of their work, are approved to use cellular phones and other devices to conduct university business. Technical support will only be provided for designated university-issued cellular equipment.
- (B) Purpose. This policy establishes guidelines to satisfy the need for university-owned cellular capable equipment. The provisions of this policy apply to all employees of YSU, including those who acquire cellular equipment and services through grants or contracts. This policy also allows the university to meet internal revenue services (“IRS”) regulations and its fiduciary responsibility to the taxpayers of the state of Ohio.
- (C) Procedures.
- (1) The university shall leverage strategic sourcing opportunities by maintaining a single carrier cellular solution in the delivery of its university-issued cellular equipment and services. University-issued cellular equipment shall be limited to standard offerings: a standard voice phone, a standard smartphone, and a standard cellular mobile data accessory (i.e., USB modem). The current standard offering in each category shall be based on the availability of current commercial models and all standard offerings will be provided technical support through [the](#) YSU tech desk.

- (2) Cellular equipment not conforming to the standard offerings, university-owned or otherwise, does not qualify for technical support for device operation or connectivity to university systems.
- (3) Requests for a cellular-capable device may be made any time during the fiscal year and must be procured centrally through the university's office of information technology services ("ITS"). Cellular capable devices acquired with university funds may not be purchased with a departmental purchasing card or through any other means.
 - (a) Requests for nonstandard devices, as determined by ITS, should be accompanied by written justification and the signature approval of the requestor's supervisor and appropriate executive level officer, ~~as defined by rule 3356-7-35 of the Administrative Code~~. Any additional costs associated with nonstandard devices will be borne by the requesting department.
 - (b) Additional accessories for university-issued equipment should be procured locally through the originating department.
 - (c) University-issued cellular equipment and services may be used for incidental personal cellular purposes as defined by IRS tax law and in accordance with rule 3356-4-09 of the Administrative Code. Employees must reimburse the university for any liability incurred through the personal use of the issued cellular equipment. Amounts, if any, to be reported on an employee's W-2 form for non-incidental personal use will comply with IRS guidelines.
 - (d) University-issued cellular equipment and services shall be billed to the assigned department through a monthly chargeback process. The financial manager of the assigned budget must approve the initial requests for university-issued cellular equipment and/or services and for changes in equipment and/or services.
 - (e) Use of the cellular devices in any manner contrary to local, state, or federal laws will constitute misuse and may result

in the loss of use of university cellular equipment and/or other actions according to rule 3356-4-09 of the Administrative Code.

- (f) Use of the university-issued cellular equipment must comply with rule 3356-4-13 of the Administrative Code with regard to the transmission and storage of sensitive information on the cellular equipment.
- (g) Note that university-issued cellular devices are owned by the university. Business-related activity on a cellular-capable device is subject to public records and other applicable laws, regulations, policies, and procedures. Employees should refrain from the use of university-provided cellular equipment while driving.

3356-4-12 Cellular equipment usage.

Responsible Division/Office: Information Technology Services
Responsible Officer: VP for Finance and Business Operations
Revision History: January 2005; June 2011; March 2016; September 2021
Board Committee: Finance and Facilities
Effective Date: September 2, 2021
Next Review: 2026

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**RESOLUTION TO APPROVE PROPOSED HOUSING AND
COURTYARD ROOM RATES AND OTHER CHANGES**

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, University Housing is seeking to adjust certain housing rates and charges;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the proposed adjustments to rates, as shown in exhibit __, attached hereto.

**Board of Trustees Meeting
September 2, 2021
YR 2022-**

Courtyard Apartments Rates and Fees Effective FY22

Previous years, residents in Courtyard Apartments were required to maintain a renter or liability policy during their lease term, which provided limits of liability to third parties in an amount not less than \$100,000 per lease term. Residents were required to provide Courtyard management with a written proof of compliance. For fall 2021, RISE is now requiring a Resident Shield fee (\$120) of which covers damage protection and liability protection beyond the normal wear and tear within the apartment. This is required to be paid prior to moving in.

Courtyard Apartments Rates and Fees Effective FY23

Rates have not increased since fall 2019 for Courtyard Apartments. A proposed increase of no more than 2.4% for 1 bed and 1 bath is being requested for the 2022-2023 school year.

- a. FY 2020-2021
 - i. \$835 1 Bed and 1 Bath
 - ii. \$710 2 Bed and 2 Bath
 - iii. \$620 4 bed and 2 Bath
- b. FY 2021-2021
 - i. \$835 1 Bed and 1 Bath
 - ii. \$710 2 bed and 2 Bath
 - iii. \$620 4 Bed and 2 Bath
- c. Proposed FY 2022-2023
 - i. \$855 1 Bed and 1 Bath (2.4%)
 - ii. \$725 2 bed and 2 Bath (2.1%)
 - iii. \$630 4 Bed and 2 Bath (1.6%)

Housing & Residence Life Proposed Rate Changes for FY23

In looking ahead, Housing & Residence Life proposes the following changes for consideration:

- 1) Continuation of increase to the room & board rate for the incoming Penguin Tuition Promise cohort (\$5,008/semester and \$10,016/academic year). While the \$10,016 charge will remain the same for students in the Fall 2022 cohort for all 4 years (should they choose to continue living on campus), per the Chartwells contract, board charges are expected to continue to increase annually by 3% (\$121). This \$10,016 cohort price includes a 4% (\$241) increase to the room portion of 'room & board' to assist in absorbing the offset over the span of the 4-year PTP as room revenue is reduced each year to accommodate for the increase in board. Example below:
 - FY 23- Fall 2022 Cohort pricing of \$10,016 (room = \$5,850 and board = \$4,166)
 - FY 24- Fall 2022 Cohort pricing remains \$10,016 (room = \$5,725 and board = \$4,291)
 - FY 25- Fall 2022 Cohort pricing remains \$10,016 (room = \$5,596 and board = \$4,420)
 - FY 26- Fall 2022 Cohort pricing remains \$10,016 (room = \$5,463, and board = \$4,553)
- 2) Summer rates increase of 1.5% (\$36) to account for the CPI increase we see annually from Chartwells Dining for meals
- 3) The temporary reduced single room COVID rate (\$500 compared to the previous \$1,440) will be eliminated as access to the COVID vaccine continues, restrictions lift and the pandemic ultimately eases. The

temporary reduced rate was received very well by our residential population and did prompt consideration for a permanent reduction of some degree. Moving forward, Housing proposes the new single room upcharge of \$750/semester in order to make single room accommodations more financially accessible for more YSU students to consider.

4) A change to the tiered housing cancellation fee structure is also proposed:

- Currently, there is a detailed timeline that lists four different cancellation scenarios and costs. In order to streamline this structure, the cancel fee will be one amount (\$250) that matches the pre-payment amount (also \$250)
- This \$250 cancel fee would be charged in any instance where a student cancels their housing contract beyond May 13 (academic year contracts) or December 16 (spring only housing contracts). Before these dates, cancellation would result in no charge to the student
- In instances where a student cancels and is no longer a registered YSU student, a cancellation fee would not be charged. This enrollment-friendly strategy attempts to leave the door open for future transfer opportunities should the student ultimately reconsider YSU down the road

Courtyard Apartments Rates and Fees – Effective Fall 2021

DAMAGE AND CLEANING CHARGES

Following is a non-exclusive list of common damages/cleaning issues and the associated dollar amount that will be charged to the tenant. It is not a complete list because some incidents must be handled on a case-by-case basis. All amounts for charges assessed to tenants are due with the following months' rent payment. If charges are assessed at move-out, fees will be deducted from the security deposit. No charges will be assessed without fully considering "reasonable wear and tear".

ALL PRICES SUBJECT TO CHANGE AT ANYTIME WITHOUT NOTIFICATION-Major repairs will be handled on a case-by-case basis.

Apartment swipe card	\$55.00
Mail box/Bedroom key replacement	\$55.00 each key
Laundry key	\$55.00
Screen replacement	\$33.00
Fire extinguisher replacement	\$65.00 approx.
Smoke alarm tampering	\$100.00 (plus replacement cost, if applicable)
Door repair only (minor niches-fill and paint)	\$45.00
Interior door replacement (door jamb replacement may be extra)	\$120.00 approx.
Exterior (unit) Door Repair (replacement)	\$350.00 approx.
Window glass replacement	\$50.00
Blind bracket replacement-large blind	\$20.00
Blind bracket replacement-small blind	\$10.00
Carpet stains, tears or burns needing a replacement section	\$75.00-\$2,000.00 depending on damage
Carpet deodorize	\$40.00-\$200.00 depending on damage
Carpet cleaned (bedroom only)	\$40.00
Carpet cleaned in entire apartment	\$130.00-\$150.00 (depending on unit type)
Vinyl flooring (kitchen/bath)	Vendor replacement costs
Removal of sticky of double-sided tape	\$10.00 per room
Pin holes (quantity or 8 pin holes)	\$10.00 per room
Cleaning (this fee will be charged for the following if they are not cleaned upon move-out: appliances (inside/outside), cabinets (inside/outside), counter tops, sinks, toilets, tub, floors swept/mopped, carpets vacuumed, blinds dusted/wiped down, ceiling fan blades, windows, bedroom and closets.	\$25.00 each room
Garbage disposal replacement due to resident neglect/damage	\$85.00 approx.
Drain cleaning (due to resident neglect or failure to comply with maintenance instruction)	\$45.00

Garbage removal	\$30.00 per bag
Replace door knob (interior)	\$20.00
Replace/rekey dead bolt (bedroom door)	\$35.00
Replace door stop	\$10.00
Clean furniture	\$75.00
Furniture Replacement Cost	
TV stand	\$250.00 or vendor replacement costs
Cocktail table-large	\$260.00 or vendor replacement costs
Cocktail table-small	\$160.00 or vendor replacement costs
End table	\$140.00 or vendor replacement costs
Sofa	\$650.00 or vendor replacement costs
Living room chair	\$450.00 or vendor replacement costs
Mattress	\$250.00 or vendor replacement costs
Bed frame	\$150.00 or vendor replacement costs
4-drawer chest	\$300.00 or vendor replacement costs
Desk chair	\$100.00 or vendor replacement costs
Bar stools	\$90.00 or vendor replacement costs
Computer desk	\$250.00 or vendor replacement costs
Nightstand	\$140.00 or vendor replacement costs
Ceiling fan	\$100.00 or vendor replacement costs
All light fixtures/towel bars/toilet paper holder/toilet/faucets/shower head	\$25/hr. plus manufacturer replacement costs
2021-2022 Rates	2021-2022 Rates 2022-2023 Rates
1 Bed and 1 bath	\$835 \$855
2 Bed and 2 Bath	\$710 \$725
4 Bed and 2 Bath	\$620 \$630
RISE Resident Shield	
Damage Protection & Liability Protection	\$120.00 Damage Protection covers you for damages that go beyond the normal wear and tear of apartment living. For \$120 per lease term, any damage costing up to one month's rent is covered on move-out. Stains, broken furniture, and similar issues won't be a worry. Liability Protection shields you from liability of up to \$100K. For \$120.00 per lease term, you are protected in the case of a major incident. Avoid out-of-pocket expenses should damages require flooring replacement, water extraction, and similar big-budget repairs.

YOUNGSTOWN STATE UNIVERSITY
Housing Charges - Effective FY23

Fee Description	AY 21-22	AY 22-23		
	FY 2022 Actual	FY 2023 Proposed	FY 2023 \$ Change	FY 2023 % Change
Room & Board (per academic year) (2021 Cohort)		\$10,016.00	N/W	N/W
Room		\$5,850.00	N/W	N/W
Board (12 meals/plate)		\$4,166.00	N/W	N/W
Room & Board (per academic year) (2021 Cohort)	\$9,775.00	\$9,775.00	\$0.00	0.00%
Room	\$5,730.00	\$5,669.00	(\$61.00)	-1.1%
Board (12 meals/plate)	\$4,045.00	\$4,166.00	\$121.00	3.0%
Room & Board (per academic year) (2021 Cohort)	\$9,700.00	\$9,700.00	\$0.00	0.00%
Room	\$5,155.00	\$5,511.00	(\$356.00)	-7.1%
Board (12 meals/plate)	\$4,045.00	\$4,166.00	\$121.00	3.0%
Room & Board (per academic year) (2019 Cohort)	\$9,700.00	\$9,700.00	\$0.00	0.00%
Room	\$5,155.00	\$5,511.00	(\$356.00)	-7.1%
Board (12 meals/plate)	\$4,045.00	\$4,166.00	\$121.00	3.0%
Room & Board (per academic year) (2018 Cohort & Continuing Students)	\$9,400.00	\$9,400.00	\$0.00	0.00%
Room	\$5,155.00	\$5,211.00	(\$56.00)	-1.1%
Board (12 meals/plate)	\$4,045.00	\$4,166.00	\$121.00	3.0%
Residence Hall Application Fee (academic year and/or summer)	\$35	\$35	\$0.00	0.00%
Residence Hall Pre-Payment (must be paid before room selection/assignment occurs and is ultimately deducted from bill)	\$250	\$250	\$0.00	0.00%
Single Room Upcharge (per semester)	\$1,440	\$750	(\$690.00)	-48.0%
*Reduced COVID Rate continues into AY 21-22	\$500	N/A	\$0.00	0%
Weller House One-Bedroom Apartment (small) (academic year, room only)	\$150/week, \$600/month	\$150/week, \$600/month	\$0.00	0.00%
Weller House One-Bedroom Apartment (large) (academic year, room only)	\$165/week, \$660/month	\$165/week, \$660/month	\$0.00	0.00%
Weller House Two-Bedroom Apartment (small) (academic year, room only)	\$190/week, \$760/month	\$190/week, \$760/month	\$0.00	0.00%
Weller House Two-Bedroom Apartment (large) (academic year, room only)	\$200/week, \$800/month	\$200/week, \$800/month	\$0.00	0.00%
Weller House Three-Bedroom Apartment (academic year, room only)	\$225/week, \$900/month	\$225/week, \$900/month	\$0.00	0.00%
*Weller House remains offline for use as dedicated isolation housing into AY 21-22				
Expanded Housing Rate (oversubscribed rooms)	\$4,100	\$4,100	\$0.00	0.00%
Student Housing Outside of Contracted Period				
Nightly room rate (no meals)	\$27	\$27	\$0.00	0.00%
Flat fee room rate for winter break (no meals)	\$250	\$250	\$0.00	0.00%
Cancellation Fee				
Before April 1 (academic year) or December 15 (spring only)	\$0	N/A (we propose the below cancellation fee structure moving forward)	\$0.00	0.00%
After April 1 and before June 15 (academic year)	\$250	N/A (we propose the below cancellation fee structure moving forward)	\$0.00	0.00%
After June 15 and before August 1 (academic year) or after December 15 and before January move-in day (spring only)	\$300	N/A (we propose the below cancellation fee structure moving forward)	\$0.00	0.00%
After August 1 and before August move-in day (academic year/fall only)	\$350	N/A (we propose the below cancellation fee structure moving forward)	\$0.00	0.00%
Before May 13 (academic year) or December 16 (spring only)	N/A (we are currently using the above tiered structure)	\$0	\$0.00	0.00%
After May 13 (academic year) or December 16 (spring only)	N/A (we are currently using the above tiered structure)	\$250	\$0.00	0.00%
Summer				
Room and Board (meals included)	Summer 2021 \$2,380 per 7-week term	Summer 2022 \$2,416 per 7-week term	\$36.00	1.50%
Weller House (quoted for current tenants - monthly, no meals)	See monthly Weller rates above	See monthly Weller rates above	\$0.00	0.00%
Summer Event Rates				
Rooms with community bathrooms (Lyden, Cafaro, Kalcavlev)	\$40/night, per room	\$40/night, per room	\$0.00	0%
Rooms with private or semi-private bathrooms (Cafaro, Wick)	\$60/night, per room	\$60/night, per room	\$0.00	0%
Apartment-style housing (Weller - as available)	see attached	see attached	\$0.00	0%
Linens (for rental by summer event groups only)	\$25.00	\$25.00	\$0.00	0%

Bed Adjustment Fee	\$10.00	\$10.00	\$0.00	0%
Additional Staffing Fee (for groups with minors, or at request of group)	\$120/night/desk	\$120/night/desk	\$0.00	0%
Late Check-In or Check-Out Fee (price per hour beyond pre-arranged check-in or check-out time)	\$50/hour	\$50/hour	\$0.00	0%

H&RL Damage Billing Charge List

Effective FY23	
Beds	
Bed (replacement cost)	240
Loft kits (replacement cost)	\$180.00
Rebunk beds	10.00/person
Mattress (replacement cost)	180
Carpet	
Clean Stain (Cleaning contractor)	35
Room clean (Steam Action)	75
Ceiling	
Plastic light cover	20
2'x2' tile	20
4'x2' tile	20
1'x1' tile	10
Paint ceiling (Lyden/Cafaro House 4th floor rooms)	\$65.00
Closets/Wardrobes	
Door Repair (chips)	20
Door Replacement	50
Shelf Replacement	20
Closet handle	10
Mirror	15
Towel rack	20
Desks	
Recover desk chair	90
Desk chair (replacement cost)	150
Desk top	35
Walls	
Baseboard damage	5.00 per foot
Small hole (ie nail hole, tack hole)	3.00 per hole
Paint 1 wall	50
Paint room	200
Patch Hole	65
Cable jack	10
Utility Cover	10
Doors	
Adhesive Removal	2.00 per sticker
Door stop	20
Lost keys	55
Number plate (replacement cost)	30
Refinish	50.00/side
Peep holes	10
Door knob (replacement cost)	20
Door Frame (paint)	35
Door (replacement cost)	250
Windows	
Broken window	75
Broken lock (replacement cost)	10
Repair Screen	15
Replace Screen	40
Replace Security Screen	125
Repair blinds (Lyden House)	25
Replace blinds (Lyden House)	65
Replace blind slat (Lyden House)	5
Restrooms	
Faucet aerators	5
Intentional clogging(includes cleaning fee)	60
Mirror	100
Paper towel dispenser (replacement cost)	50

Shower curtains	10
Soap Dispenser	25
Toilet tissue dispenser	25
Wastebasket	30
Stall doors	100
Emergency Equipment	
Fire alarm indicator	100
Refill/Replace 5lb CO2 Extinguisher	130
Refill/Replace Water pressure	80
Refill/Replace 10lb Dry Extinguisher	60
Smoke Sensor Damage (replacement cost)	180
Smoke Detector	100
Fire bubble	50
Heater/Air Conditioning Units	
Unit Switch	60
Radiator Cover Damage	40
Common Areas	
Wall lights	100
Round lights	100
Chrome defusers	85
Broken window	200
Large bulletin board	100
Ceiling light (2'x2')	125
Coffee Table (replacement cost)	260
Lobby Chair (replacement cost)	400
Lobby Chair (recover)	300
Lobby Couch (replacement cost)	800
Lobby Couch (recover)	600
Tables (repair)	35
Exit Sign (replacement cost)	100
Recover pool table	250
Trash can (replacement cost)	100
Miscellaneous	
Room Clean	50
Improper Checkout	35
Packing up room (includes Improper checkout)	60
Clean up vomit	65
Room waste basket	10
Mailbox key replacement	5
Replace vacuum	100
Toilet seat	25
Water fountain (replacement cost)	360
Pool Stick	15
Ping pong paddle	5
Motion sensors	75
Labor rate	20.00 per hour



**RESOLUTION TO APPROVE
INTERFUND TRANSFERS RELATED TO
FY 2021 YEAR-END OPERATING PERFORMANCE**

WHEREAS, University Policy Number 3356-3-11.1, Budget Transfers, requires Board of Trustees approval for inter-fund transfers of \$100,000 or more for operating purposes; and

WHEREAS, certain accounting and budget adjustments and transfers outside the operating budget are necessary during the course of a fiscal year and at the end of a fiscal year; and

WHEREAS, the University strategically utilized federal COVID-19 relief funds during the course of FY 2021, resulting in year-end fund balances in the general and auxiliary funds, which have been transferred to the Operating Carry-Forward Fund in accordance with the University's year-end accounting procedures.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the transfer of funds from the Operating Carry-Forward Fund, as detailed in Exhibit __.

EXHIBIT ____

YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Related to Year-End FY 2021 Operating Performance

	From	To
Operating Carry-forward fund	\$13,732,794	
FY 2022 General Fund Budget (already approved as part of FY22 budget)		\$4,295,904
COVID-19 Projects designated fund		4,972,066
Academic Funds:		
Tech./Lab Material Fee Carry-forward		1,276,928
College Fees Carry-forward		1,103,180
Program Fees Carry-forward		148,446
Subtotal		2,528,554
Auxiliary Plant Funds:		
Housing Services Plant Reserve		989,450
Andrews Rec Center Plant Reserve		321,311
Parking Services Plant Reserve		316,414
Kilcawley Center Plant Reserve		309,095
Subtotal		1,936,270
 Total	 \$13,732,794	 \$13,732,794



FY 2021* and FY 2020 Operating Performance General & Auxiliary Funds

8/30/21 (subject to accounting & audit adjustments)

	<u>FY2021*</u>	<u>FY2020</u>	<u>Difference</u>	<u>% Change</u>
Revenue	\$171,113,437	\$173,139,192	(\$2,025,755)	-1.2%
Expenses	145,425,820	165,658,661	(20,232,841)	-12.2%
Transfers Out (In)	<u>11,954,823</u>	<u>4,936,291</u>	<u>7,018,532</u>	142.2%
Total Expenses & Transfers	<u>157,380,643</u>	<u>170,594,952</u>	<u>(13,214,309)</u>	-7.7%
Ending Balance	<u><u>\$13,732,794</u></u> *	<u><u>\$2,544,240</u></u>	<u><u>\$11,188,554</u></u>	439.8%

*The FY 2021 ending balance was directly impacted by one-time federal COVID-19 relief funding authorized by the Coronavirus Aid, Relief & Economic Security Act, the Coronavirus Relief & Recovery & Supplemental Appropriations Act, and the American Rescue Plan Act. To date, YSU's institutional funding from these federal COVID relief funds totals \$38.7 million, of which \$27.9 million were expensed, encumbered and transferred by the University during FY 2021 in accordance with restricted uses prescribed by the U.S. Treasury Department and the U.S. Department of Education.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO APPROVE
INTERFUND TRANSFERS**

WHEREAS, University Policy Number 3356-3-11.1, Budget Transfers, requires Board of Trustees approval for inter-fund 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; and

WHEREAS, certain accounting and budget adjustments and transfers outside the operating budget are necessary during the course of a fiscal year and at the end of a fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the transfer of funds, as detailed in Exhibit __.

**Board of Trustees Meeting
September 2, 2021
YR 2022-**



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Fourth Quarter 2021 & First Quarter 2022

FROM	TO	AMOUNT	REASON
Fourth Quarter 2021			
Higher Education Emergency Relief Fund - Institutional Portion (Restricted Fund)	Stabilization Reserve (Designated Fund)	\$1,068,498	Transfer for reimbursement of estimated FY20 faculty costs associated with the transition to remote learning.
Higher Education Emergency Relief Fund - Institutional Portion (Restricted Fund)	Stabilization Reserve (Designated Fund)	\$7,976,830	Transfer for reimbursement of estimated lost revenue for FY20 and FY21.
First Quarter 2021			
<i>Debt Service Reserve Funds</i>	<i>Debt Service Funds</i>		<i>Transfers totaling \$2,536,287 to fund portion of FY22 Debt Service.</i>
General Fund Debt Service Reserve (Unrestricted Plant Fund)	Bond Fund - Series 2016	\$1,975,536	Portion supported by General Fund
General Fund Debt Service Reserve (Unrestricted Plant Fund)	Bond Fund - Series 2021	\$328,768	Portion supported by General Fund
WCBA Gifts (Restricted Plant Fund)	Bond Fund - Series 2016	\$231,983	Portion attributed to the WCBA
<i>Debt Service Funds</i>	<i>Debt Service and Reserve Funds</i>		<i>Transfers to close out refunded debt service funds to new debt service and reserve funds and a transfer to move excess funds in note payable debt service fund to reserve fund.</i>
Bond Fund - Series 2011	Bond Fund Series 2021	\$426,311	Portion supported by Housing.
Bond Fund - Series 2010	Bond Fund Series 2021	\$110,521	Portion supported by Parking.
Bond Fund - Series 2011	Housing Debt Service Reserve (Unrestricted Plant Fund)	\$953,577	Residual to Debt Service Reserve.
Bond Fund - Series 2010	Parking Debt Service Reserve (Unrestricted Plant Fund)	\$284,682	Residual to Debt Service Reserve.
Equipment Note Payable	General Fund Debt Service Reserve (Unrestricted Plant Fund)	\$342,006	Residual resulted from close out of project escrow fund.

FROM	TO	AMOUNT	REASON
<i>Other</i>			
Stabilization Reserve (Designated Fund)	COVID-19 Projects Fund (Designated Fund)	\$2,815,070	Transfer to fund projects.
Sick Leave Conversion Fund (Designated Fund)	Beeghly Center Training Room (Restricted Plant Fund)	\$550,000	Interfund Loan to provide bridge financing for project.

YSU Capital Projects Summary:

Board Projects Update 7/27/2021

Projects in Progress:

Edmund J. Salata Complex Renovations
YSU 2021-1

\$360k (Capital Funds) YSU Staff. United Contractors

The Salata Complex is home to Facilities, Grounds, Planning and Construction, Central Receiving and the Mail Room. This project will replace inefficient windows, renovate the restrooms, replace stairs, upgrade some finishes and also will include minor HVAC upgrades. This project was successfully bid and United Contractors was the low bidder. This project is underway and will be complete by October 2021.

Cushwa Hall Physical Therapy Renovations 3
YSU 2021-2

\$327k (Capital Funds) YSU Staff. Murphy Contracting

This project will use the remaining funds in the Cushwa Hall Physical Therapy capital line to continue work in restrooms, stairwells and other support areas. This project was successfully bid and Murphy Contracting is the low bidder. This project will be complete for Fall 2021.

Parking Deck Renovations
YSU 2021-4

\$600k (Local Funds) Walker Consultants. Ram Construction

This project will be the maintenance and upgrades to the M30 and M60 parking decks. This project was successfully bid and Ram Construction was the low bidder. This project is underway and will be complete for the start of Fall semester.

Ward Beecher Science Hall Renovations 3
YSU 2021-5

\$290k (Capital Funds) YSU Staff. B&B Contractors

This project will use remaining capital funds to continue upgrades in Ward Beecher. Work on the entryways, stairwells and minor HVAC upgrades will be completed. This project was successfully bid and B&B Contractors had the low bid. This project has begun and will be complete by late September/early October.

Campus Development
YSU 2122-10

\$750k (Capital Funds) YSU Staff. Daniel Terreri and Son

This project will be the upgrade and/or replacement of concrete walks, brick walks, drive entrances, retaining walls, accessibility ramps and exterior stairs and railings across campus. This project was successfully bid and Daniel Terreri and Son are the low bidders. This project is underway and will be complete before the start of Fall classes.

Kilcawley Restroom Renovations
YSU 2021-13

\$285k (Local Funds) YSU Staff. Murphy Contracting

This project will be the renovation of several restrooms within Kilcawley Center. Successfully bid, this project is underway and will be complete by late August/early September.

Projects Currently at Controlling Board:

- Utility Distribution Upgrades and Expansion A/E – *GPD Group*
- Property Acquisition – *Lacivita Property (Flower Shop)*
- Workforce Development – *ETC Equipment*

RFQ's Posted to OFCC Website for Design Services:

- None at this time.

Projects Currently Advertised for Bids:

- Stambaugh Stadium Classroom and Beeghly Physical Therapy Room

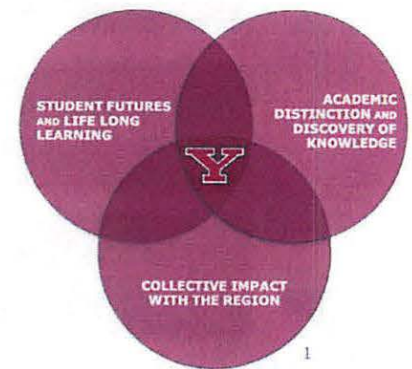
Projects in Development for 2021/2022:

- | | |
|--|-------------|
| • Building Envelope Renovations | \$2,100,000 |
| • Utility Distribution Upgrades/Expansion | \$2,250,000 |
| • Moser Hall Renovations Phase 1 | \$1,300,000 |
| • Elevator Safety Repairs and Replacements | \$1,500,000 |
| • IT Infrastructure Upgrades | \$1,000,000 |
| • Greenhouse Renovations | \$460,000 |
| • Early Head Start Classroom Renovation BCOE | \$50,000 |

YSU IT Strategic Technology Plan

Technological Innovation for Strategic Transformation

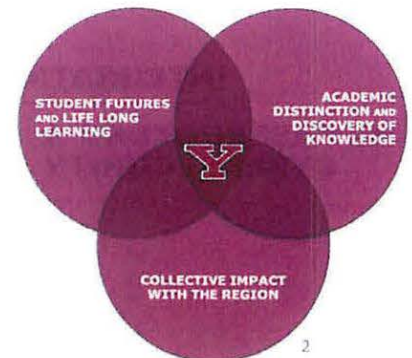
Board of Trustees Meeting
September 1, 2021



Take Charge of Our Future Resolution

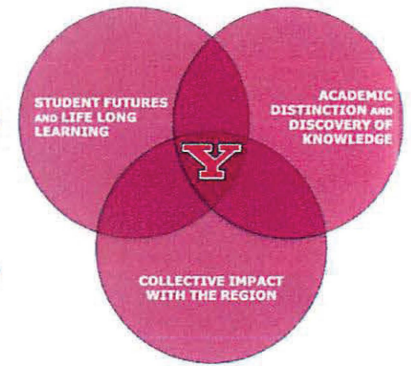
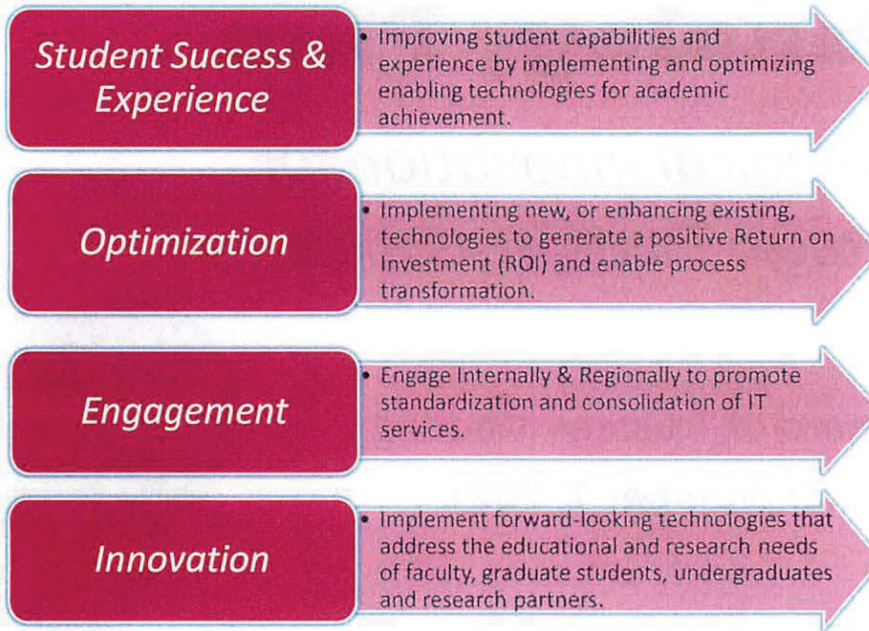
Technology-related statements:

- Attain a level of technological capacity and competency
- Integrated systems in order to achieve strategic objectives including:
 - Program optimization and prioritization
 - Student success strategies - including degree maps and auditing
 - Teaching and learning outcomes assessment
 - Student portfolios
 - Accreditation, and other quality and effectiveness enhancement technologies
- Use reliable data created through a governance structure to generate and analyze information to create insights for well-informed decision-making

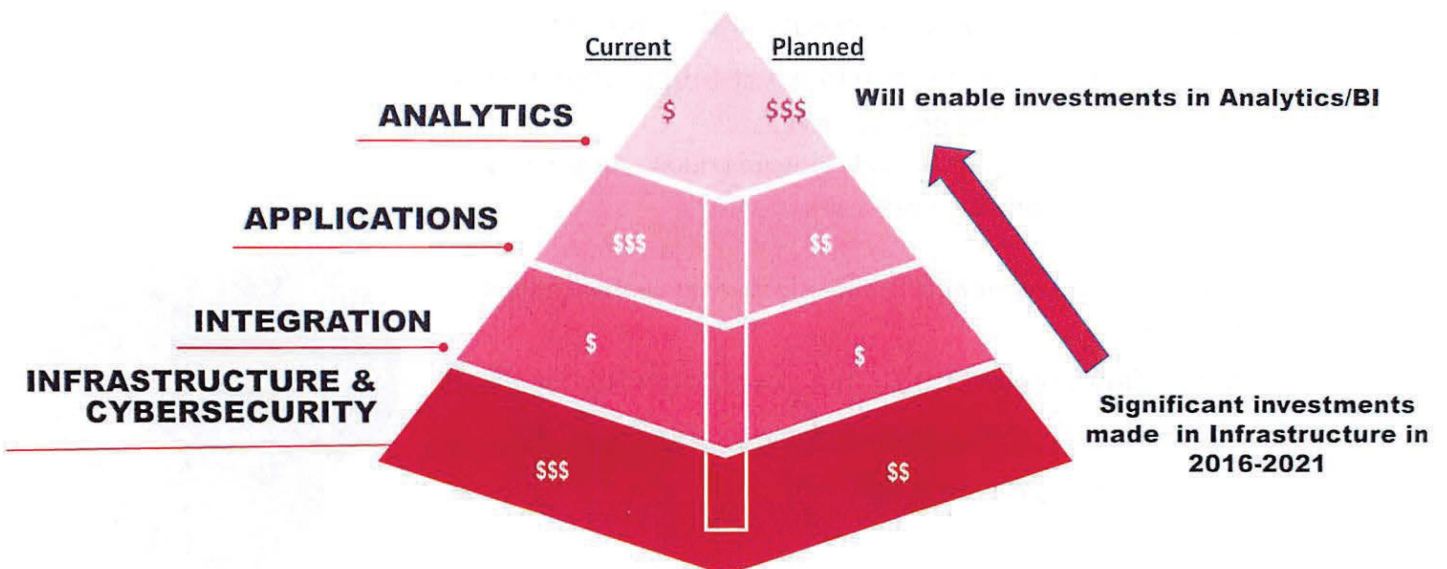


IT Guiding Principles:

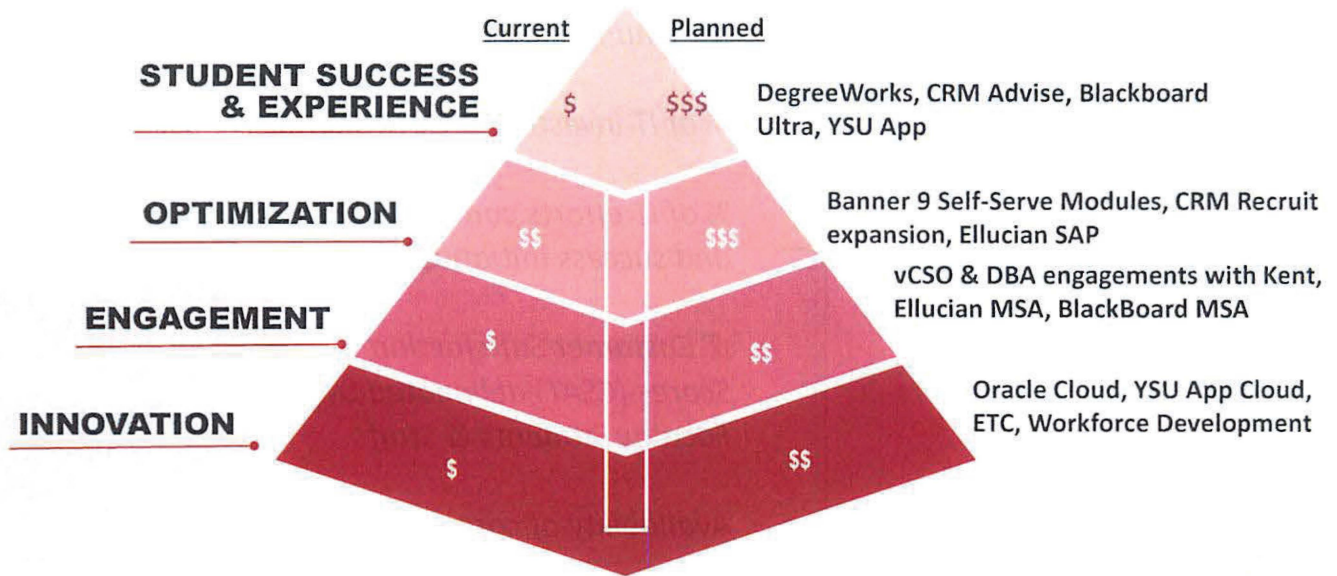
FY21-FY23



Traditional Technology Investment Pyramid



Technology Investment IT Guiding Principles



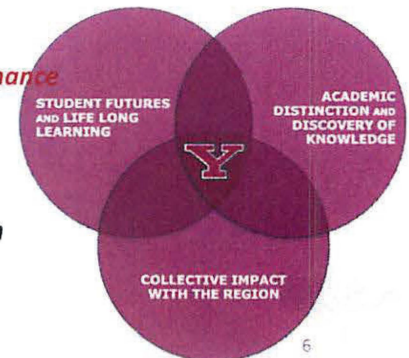
5

Higher Education Technology Key Challenges



1. Data Security => vCSO, MFA, Ransomware Plan
2. Student Success Support => CRM Recruit/Advise/Advance & Banner 9 Self-serve
3. IT Staffing => ITS Career Ladder, Flexible Work Policy
4. Data-enabled Culture Creation => Take Charge of our Future Resolution
5. Digital Integration => Core "First" approach, Ellucian Ethos
6. Data Governance => Addressing Integrity through IT Governance
7. Adapting to Change => Leadership as "Change Agents"

All of these "Key Challenges" are addressed in the IT Strategic Plan



6



Information Technology Services Key Performance Indicators (KPI's)

- How has IT supported the academic mission of YSU?
- How has IT helped advance academic excellence?
- How has IT impacted the teaching-learning process?

How do we quantify these metrics?

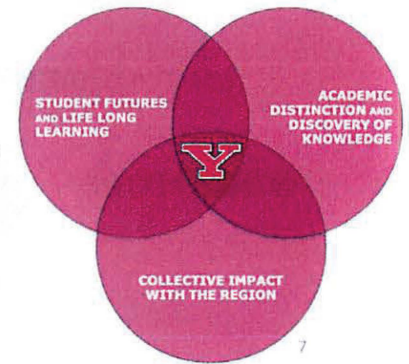
Total number of training programs offered and the total number of participants

% of IT investment by academic & business initiatives

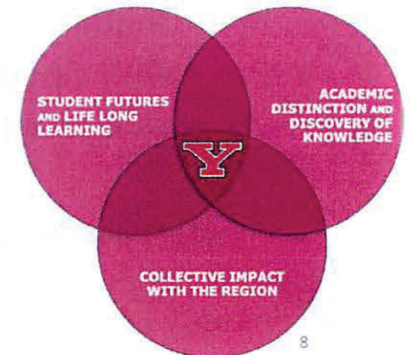
% of IT efforts committed towards student experience and success initiatives

IT Customer Satisfaction Scores (CSAT) delineated by Faculty, Students & Staff

Availability of core systems

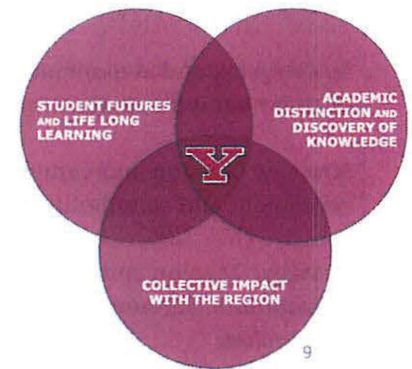


Questions ?



Appendix

- Mapping YSU ITS Tactics to Take Charge of Our Future Resolution (not presented at Board of Trustees Meeting)



PENULTIMATE Plan for Strategic Actions to Take Charge of Our Future Resolution



GOAL: IMPLEMENT BEST PRACTICES THAT ADDRESS STUDENT NEEDS THROUGHOUT THE STUDENT LIFE CYCLE TO INCREASE PERSISTENCE, COMPLETION AND POSTGRADUATE SUCCESS

BUSINESS STRATEGIES:

Strategy: Ensure all students benefit from holistic, relational and developmental academic advising

Strategy: Develop and deploy comprehensive, integrated and proactive student intervention strategies

Strategy: Enhance student experiences through implementation of specific initiatives designed to actively engage them in co-curricular and extra-curricular

Strategy: Improve support and resources for students facing non-academic challenges

Strategy: Focus on post-graduation planning across the student life cycle to reinforce the value of completion

SUPPORTING IT TACTICS:

- CRM Advise implementation (In-process)
- Banner Self-Service Advisement module (Planned)
- DegreeWorks implementation (In-process)
- Assess Blackboard Analytics capabilities (Planned)
- TeleHealth Counseling Solution (Complete)
- eSports Initiative Start-up (In-process)
- Develop IT student internships (Planned)
- Student Laptop Loaner Program (Complete)
- CRM Advance implementation (Planned)
- IT Support of Mercy Health Clinic (Complete)

GOAL: DEVELOP A RECRUITMENT AND ENROLLMENT STRATEGY THAT ALIGNS WITH A COMPLETION STRATEGY

BUSINESS STRATEGIES:

Strategy: Develop an integrated and comprehensive market and brand communication strategy to distinguish the value of the YSU degree.

Strategy: Develop an enrollment cultivation strategy linked to the value proposition of earning a YSU degree for each program of study

Strategy: Expand and enhance outreach and engagement with students prior to enrollment

Strategy: Develop innovative approaches to increase enrollment and completion of under-represented

Strategy: Develop and enhance partnerships and collaboration agreements with international Universities

SUPPORTING IT TACTICS:

- CRM Recruit Implementation (In-process)
- ZeeMee System implementation (Complete)

GOAL: CREATE FRAMEWORKS TO OPTIMIZE STUDENT AND POSTGRADUATE SUCCESS

BUSINESS STRATEGIES:

Strategy: Institute specific initiatives to help guide student success objectives and strategies: create the working group to implement the strategy

Strategy: Establish consultation and timely reporting expectations to inform the campus community about institutional progress related to student

Strategy: Create timely reports and dashboards related to student

Strategy: Create a structure of feedback to assess the impact and influence of student success objectives and strategies

SUPPORTING IT TACTICS:

- CRM Advise Reporting (In-process)
- Degreeworks Implementation (In-process)
- Banner HEI Reporting (Complete)
- Videoconferencing and Learning Management System tools provide student engagement metrics (Complete)
- Banner Faculty Load and Compensation for Program Costing (Planned)
- WebFOCUS Dashboarding (In-process)

PENULTIMATE Plan for Strategic Actions to Take Charge of Our Future Resolution



GOAL: BRING INNOVATIVE, STUDENT-CENTERED TEACHING TO SCALE IN ORDER TO PROMOTE LIFE-LONG LEARNING AND INCREASE RETENTION

BUSINESS STRATEGIES:

Strategy: Define expectations and provide training opportunities for faculty to learn and apply best pedagogical practices

Strategy: Enhance the quality and capacity of technological support that promotes learning. Provide faculty and students with the support and infrastructure needed to excel in technology-based learning

Strategy: Coordinate with the Institute for Teaching and Learning to develop tools for the improvement, evaluation and assessment of teaching

Strategy: Implement a faculty development and mentoring plan

SUPPORTING IT TACTICS:

- Explore Universal Design for Learning in college based Professional Learning Communities (Planned)
- Develop Educational Technologies and Student-centered knowledge base content (In-process)
- Develop short video based instructional guides (In-process)
- Coordinate assessment of training programs with ACT (Planned)
- Redesign full and part-time faculty orientations (Planned)
- Develop Faculty Certification/Badges program (Planned)

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PENULTIMATE Plan for Strategic Actions to Take Charge of Our Future Resolution



GOAL: DEVELOP A CULTURE OF ASSESSMENT THAT ENSURES THE QUALITY OF ACADEMIC PROGRAM MAJORS, MINORS, AND OTHER CREDENTIALS

BUSINESS STRATEGIES:

Strategy: Complete program effectiveness and enhancement review including rubrics for recommendations regarding actionable outcomes

Strategy: Develop a mechanism to continually identify, assess, and implement new academic programs, badges, credentials, certifications or coursework integration

SUPPORTING IT TACTICS:

- Annual WebFOCUS reporting for Student Success (Complete)
- SmartEvals automation and optimization (Complete)
- Genius SIS with Blackboard LMS integration to track Workforce Development Program participation (Planned)
- NeoEd Talent Management System implementation (Planned)
- Banner data provided for Gray Associates Program Assessment (Complete)

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PENULTIMATE Plan for Strategic Actions to Take Charge of Our Future Resolution



GOAL: ESTABLISH UNIVERSAL LEARNING OUTCOMES TO ENHANCE THE VALUE OF A YSU DEGREE

BUSINESS STRATEGIES:

Strategy: Develop a plan to integrate diversity, equity, and inclusion throughout the university, including in purchasing, hiring, and in the curriculum

Strategy: Revise General Education Requirements to reflect the learning outcomes approved by Academic Senate

SUPPORTING IT TACTICS:

- Assess and remediate internal and public-facing documents for EIT compliance (In Process)
- ACT Program initiatives to address DEI in the classroom (Planned)

PENULTIMATE Plan for Strategic Actions to Take Charge of Our Future Resolution



GOAL: CONDUCT AND SUPPORT RESEARCH THAT PROVIDES RELEVANT AND MEANINGFUL EDUCATIONAL EXPERIENCES FOR STUDENTS AND FACULTY THAT ADDS VALUE TO AREA CITIZENS AND REGIONAL PARTNERS.

BUSINESS STRATEGIES:

Strategy: Identify areas of research, service, and scholarship, in alignment with the Mahoning Valley Innovation and Commercialization Consortium, that focus on teaching and life-long learning and mutually beneficial community engagement

Strategy: Establish definitions and evaluation criteria for the designation and continuance of university centers and institutes. Inventory, document, and periodically evaluate all campus Centers, Institutes for outcomes, impact, and continued relevance

Strategy: Update University policies and guidelines, including promotion and tenure documents, to reflect the importance of the scholarship of teaching, life-long learning and community-based research

SUPPORTING IT TACTICS:

- Facilitate installation of all technology components in the ETC (Complete)
- IT Services continued support of all academic research initiatives (Ongoing)

PENULTIMATE Plan for Strategic Actions to Take Charge of Our Future Resolution



GOAL: YSU WILL BE RECOGNIZED AS A COMMUNITY-ENGAGED CAMPUS BY THE CARNEGIE FOUNDATION IN EDUCATION; HEALTH; PROSPERITY AND EQUITY; AND ARTS AND CULTURE.

BUSINESS STRATEGIES:

Strategy: Aggressively pursue and secure regional, state, national, and foundation funding in support of university and community priorities

Strategy: Inventory, communicate, and coordinate all community engagement activities

Strategy: Develop a framework to optimize, coordinate, and manage community engagement

Strategy: Establish community engagement and experiential learning as key components of the YSU educational experience through an enhanced new student experience, and enhanced coordination of community and business engagement initiatives

Strategy: Update University policies and guidelines for tenure, advancement, and promotion across departments and divisions to reflect the importance of community engagement initiatives and activities

Strategy: Broadly incorporate community engagement and experiential learning into curriculum

SUPPORTING IT TACTICS:

- Established Guest WiFi campus-wide to enable community engagement for campus visitors (In process)
- Activate guest accounts for limited access to YSU computing resources (Ongoing)
- IT Engagement with Workforce Development Program (In-process)
- IT Engagement with Excellence Training Center (ETC) (In-process)
- IT Support of numerous community outreach initiatives (On-going)