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 JOHN H. RANZ
 HUGH W. MANCHESTER
 RICHARD B. WILLS
 JOHN F. ELSAESSER
 PAUL J. FLEMING
 JAMES E. BENNETT, JR.
 JOHN WEED POWERS
 FRANKLIN S. BENNETT
 DON E. TUCKER
 CHARLES H. OWSLEY
 JOHN D. LIBER
 W. STEPHEN MELOY
 ROBERT N. DINEEN

LAW OFFICES

MANCHESTER, BENNETT, POWERS & ULLMAN

UNION NATIONAL BANK BUILDING

YOUNGSTOWN, OHIO 44503

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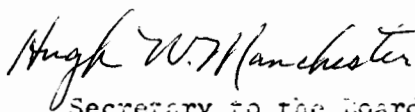
June 17, 1968

TO THE TRUSTEES OF
 YOUNGSTOWN STATE UNIVERSITY

The sixth meeting of the Board of Trustees of Youngstown State University will be held on Tuesday, July 2, 1968, commencing at 10:30 o'clock a.m. at the Pollock House.

An agenda for such meeting will be sent to each trustee prior to the meeting.

Yours very truly,



Secretary to the Board of Trustees

HWM MM

Copies of the above notice were mailed on June 17, 1968, to:

William J. Brown
 The Youngstown Vindicator
 Vindicator Square
 Youngstown, Ohio 44503

Robert E. Williams
 Youngstown Sheet & Tube Company
 Youngstown, Ohio 44501

Dr. Albert L. Pugsley, Pres.
 Youngstown State University
 410 Wick Avenue
 Youngstown, Ohio 44503

Dr. B. B. Burrowes
 529 North Avenue
 Youngstown, Ohio 44502

Raymond J. Wean, Jr.
 Wean United, Inc.
 North River Drive, N.E.
 Warren, Ohio 44480

Dr. Wm. H. Coffield, Vice Pres.
 Youngstown State University

John N. McCann, M.D.
 2722 Mahoning Avenue
 Youngstown, Ohio 44509

Mrs. Ethel Fisher
 166 Mill Creek Drive
 Youngstown, Ohio 44512

Dr. Earl Edgar
 Dean of Graduate School
 Youngstown State University

Clarence J. Strouss
 Northwestern Mutual Life Ins. Co.
 Dollar Bank Building
 Youngstown, Ohio 44503

John A. Saunders
 General Fireproofing Company
 East Dennick Avenue
 Youngstown, Ohio 44504

Mr. Joseph S. Rook, Business
 Manager
 Youngstown State University

Carl W. Ullman, President
 Dollar Savings and Trust Company
 Youngstown, Ohio 44503

Mr. Hershel Rickard
 University State Examiner
 Youngstown State University



CERTIFICATION

June 27, 1968

Copies of the letter of the Secretary dated June 27, 1968, together with the Agenda for the meeting of July 2, 1968 and supporting data re Agenda Items d 1, 2, 3, 4, 5, 6 (with 3 page Personnel Procedure Memo and 4 page copy of Attorney General's Opinion No. 67-003), 7 and 8 attached thereto, were mailed on June 27, 1968 to the following nine trustees at the addresses given below:

William J. Brown
The Youngstown Vindicator
Vindicator Square
Youngstown, Ohio 44503

Dr. B. B. Burrowes
529 North Avenue
Youngstown, Ohio 44502

John N. McCann, M.D.
2722 Mahoning Avenue
Youngstown, Ohio 44509

Clarence J. Strouss
Northwestern Mutual Life Ins. Co.
Dollar Bank Building
Youngstown, Ohio 44503

Carl W. Ullman
Dollar Savings & Trust Co.
Youngstown, Ohio 44503

Robert E. Williams
Youngstown Sheet & Tube Co.
Youngstown, Ohio 44501

Raymond J. Wean, Jr.
Wean-United, Inc.
North River Drive, N.E.
Warren, Ohio 44480

Mrs. Ethel Fisher
166 Mill Creek Drive
Youngstown, Ohio 44512

John A. Saunders
General Fireproofing Company
East Dennick Avenue
Youngstown, Ohio 44504

Also to Doctor Albert L. Pugsley, President, Doctor William H. Coffield, Vice President, Doctor Earl Edgar, Dean Graduate School, and Mr. Joseph S. Rook, Business Manager, at Youngstown State University.

Hugh W. Manchester
Secretary

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

June 27, 1968

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

Enclosed is copy of Agenda and supporting
documents for the meeting of trustees to be held on Tuesday,
July 2, at 10:30 a.m. at the Pollock House,

Hugh W. Manchester
Secretary

HWM MM

Encls.

YOUNGSTOWN STATE UNIVERSITY

Board of Trustees Meeting

Pollock House, 10:30 a.m.

Tuesday, July 2, 1968

AGENDA

- a) Roll Call
- b) Proof of Notice of Meeting
- c) Disposition of the Minutes of Meeting of April 10, 1968
- d) Recommendations of President of the University
 1. Revision of Regulations of the Board of Trustees
 2. Disposition of Year End Balances
 3. Budget Corrections
 4. Proposed Resolution Re Valley Park Motor Lodge
 5. Confirmation of approval given by Trustees to confer
Honorary Degree, Doctor of Laws, to Robert F. Doolittle
 6. Statement of Policy on Employee Organizations
 7. Adoption of Ohio Board of Regents Out-of-State and In State
Residency Requirements
 8. Technical Programs
- e) Report of the President of the University
 1. Report on Project 2, Urban Renewal
 2. Cold Type for the Student Newspaper
 3. Report from Business Manager
 4. Report from Vice President of Academic Affairs
- f) Report of Committees of the Board
 1. Community College Committee
 2. Building Committee
- g) Communications, Petitions, and Memorials
- h) Unfinished Business
- i) New Business
 1. Report of Nominating Committee
- j) Time of Next Meeting: Proposed Friday, November 1, 1968, at 10:30 a.m.
at Pollock House

July 2, 1968, Agenda Item d) 1.

CORRECTION OF REGULATIONS OF BOARD OF TRUSTEES

In the typing of YR 1968-8 an omission occurred in the first sentence of Section 2, of Article I, Vice President for Academic Affairs. The sentence reading "The Vice President for Academic Affairs shall be appointed by the Board upon recommendation of the President and the Board" should have read "The Vice President for Academic Affairs shall be appointed by the Board upon recommendation of the President and shall hold office at the discretion of the President and the Board".

BE IT RESOLVED, that the first sentence in Section 2 of Article I of the Regulations (as adopted by Resolution YR 1968-8), be corrected and amended to state as follows: YR 1969-1

"The Vice President for Academic Affairs shall be appointed by the Board upon recommendation of the President and shall hold office at the discretion of the President and the Board."

July 2, 1968, Agenda Item d) 2.

DISPOSITION OF YEAR END BALANCES

There are always some unspent funds at the close of each fiscal year. Prudent management requires that this be so. Such unspent funds revert to the State Treasury unless they have been set apart by authority of the Board for future use. The following resolution is recommended:

BE IT RESOLVED, that at the close of each fiscal year funds from operating accounts shall, unless otherwise designated by this Board, be placed in the appropriate Reserve Accounts authorized by the Board under YR 1968-9 through 13 in amounts as deemed proper by the Business Manager with the approval of the President; or, if in an Auxiliary Enterprise Account, the unused funds shall be retained in such Auxiliary Account for future use for the purposes of such Auxiliary Account. Any bills properly chargeable to such funds and received after such transfers have been made may be paid from the appropriate account in which the funds are then held. YR 1969-2

July 2, 1968 Agenda Item d) 3.

BUDGET CORRECTIONS

"BE IT RESOLVED, that the following changes in the Annual Budget approved under YR 1968-4 be hereby made: YR 1969-3

College of Arts and Sciences - Department of English

Pfau, Margaret I. Change Salary from \$15,000
to \$16,000 (typographical error)

School of Engineering - Department of Electrical Engineering

Kramer, Raymond E. Change "Sabbatical leave full
year at $\frac{1}{2}$ pay" to read "Sabbatical
leave at $\frac{1}{2}$ pay September 1, 1968
to July 1, 1969"

Change Salary from \$8,750 to \$10,208.33

University Library

Slan-lin Fu, Shirley Change salary from \$6,600 to \$6,800
(typographical error)"

JULY 2, 1968 Agenda Item d) 4.

PROPOSED RESOLUTION RE VALLEY PARK MOTOR LODGE

"WHEREAS the University has great need for additional facilities in which it may provide a center and office facilities for members of its faculty; and certain premises located at 521 Wick Avenue, known as Valley Park Motor Lodge, are adjacent to the present campus and would be suitable and useful for such University purposes; and YR 1969-4

"WHEREAS YOUNGSTOWN EDUCATIONAL FOUNDATION is willing to acquire such facilities (including furnishings and equipment therefor), and to lease the same to the trustees of YOUNGSTOWN STATE UNIVERSITY for a term of seven years, commencing September 1, 1968, at an annual rental of One Hundred Thousand Dollars (\$100,000) per year, pursuant to the terms and conditions of a certain lease which was executed on or about June 12, 1968, by the Chairman acting for and on behalf of the trustees of YOUNGSTOWN STATE UNIVERSITY (acting pursuant to Resolution 1967-18) and such action has been reported at this meeting.

"NOW, THEREFORE, BE IT RESOLVED that the execution, delivery, terms and conditions of such lease, a copy of which is attached to these minutes, be and are hereby approved, ratified and confirmed as being in the best interests of the University in that it will provide a faculty center and offices which are necessary for the proper and successful continuous operations of the University."

NOTE: (1) Lease or purchase of faculty center-authorized by
RC Sec. 3345.11

(2) Anything necessary for

Successful continuous operations - authorized
by RC Sec. 3356.03.

July 2, 1968 Agenda Item d) 5.

CONFIRMATION OF APPROVAL TO CONFER
THE HONORARY DEGREE, LL.D. on
ROBERT F. DOOLITTLE

"With great appreciation for outstanding service to the University, the community and the state, the Board of Trustees hereby records its previous unanimous approval of the recommendation of the Faculty and President that the honorary degree, Doctor of Laws, be conferred upon Robert F. Doolittle at the Commencement Exercises on June 12, 1968."

YR 1969-5

Statement of Policy to Employee Organizations

Since early last fall Youngstown State University has been in conversations with Mr. Mike Pochiro, Business Agent, Local 47, Building Service and Maintenance Service and Maintenance Union, Local 47, Cleveland, Ohio pertaining to relationships with that union. These gentlemen would like some memorandum of understanding such as has been provided by some other universities in the state. We are advised by the Attorney General's Office against Joint Statements. I am enclosing a copy of Opinion No. 67-003 dated August 14, 1967 from the Attorney General to Ohio State University and a copy of Personnel Procedure Memo #16 dated January 5, 1968 from the State of Ohio, Department of State Personnel. A call to Mr. Lopeman of the Attorney General's Office and with whom I have previously discussed these matters resulted in reference to Mr. Cubbison, our local representative of the Attorney General. Both approve this statement. It is, therefore, recommended that the following resolution be adopted by the Board as a policy statement of the University.

"BE IT RESOLVED THAT the following statement be approved:"

YR 1969-6

Policy Statement

Youngstown State University, Youngstown, Ohio recognizes and respects the rights of its employees to belong to, and be represented by, a labor union or other employee organization of their choice, in order to achieve a continuing and harmonious relationship.

It will be the policy of Youngstown State University to work in cooperation with labor unions and other employee organizations in the development of work procedures and understandings which will provide for maximum efficiency and harmony.

Under provisions of Section 9.41 of the Ohio Revised Code Youngstown State University will permit monthly payroll deduction of Union Dues and will recognize individual written authorizations for such deductions on the accepted state payroll form for deductions (State of Ohio, Department of Finance, Form DF-325 and as covered in Personnel Procedures Memo #16, Department of State Personnel, State of Ohio dated 1-5-68) as authorization for deductions when presented. All Union dues or employee organization dues will be transmitted to the Treasurer of the appropriate Union or organization according to provisions of state law.

It is the intention of Youngstown State University to be governed by the provisions contained herein to the extent that they are not inconsistent with the Statutes of the State of Ohio.

RECEIVED

374

MAY 24 1968

STATE OF OHIO
DEPARTMENT OF STATE PERSONNEL

PRESIDENT'S
OFFICE

Memo No. 16
Page No. 1 of 3
Date 1-5-68

PERSONNEL PROCEDURE MEMO

CHECKOFF OF MEMBERSHIP DUES

1. Under Section 9.41 of the Ohio Revised Code, the state and its political subdivisions are permitted to make deductions from employee's payrolls for membership dues in labor or other employee organizations. According to the Ohio Attorney General, the decision of whether or not to make a deduction in any given case is the responsibility of the individual appointing authority. It is the purpose of this memo to define certain procedures to be followed if and when such deductions are made.
2. An organization of public employees desiring to have deductions made from the pay of state employees should apply to the Department of Finance for assignment of a payroll deduction code. If a code has been assigned, this step need not be repeated.
3. After assignment of a payroll deduction code, the organization desiring dues deductions should submit a letter to the appointing authority of the employees, requesting the approval of such deduction by the appointing authority. Approval or denial will be in written form.
4. A signed and dated authorization card Form DF-325 must be submitted for each employee desiring deductions. This authorization should be in the hands of the payroll officer of the employee prior to the first of the month in which the deduction should start.
5. The payroll officer will enter the deduction in the proper column on the payroll and will sign and forward the authorization cards to the Data Processing Center. Only monthly dues will be processed. Annual, quarterly, or other dues cannot be handled.
6. Membership dues deductions will be made by the Data Processing Center on the payroll for the second pay period ending in the month. A warrant for all such dues deducted and a list of employees having such deduction will be forwarded to the organization by the 15th day of the following month.

STATE OF OHIO
DEPARTMENT OF STATE PERSONNEL**PERSONNEL PROCEDURE MEMO**

7. An organization of public employees receiving such checkoff of dues will be required by the State of Ohio to defray the actual cost of making such deductions; the costs for said checkoff on payrolls prepared under jurisdiction of the Department of Finance is hereby determined as one cent per month for every name on a payroll if, on that payroll, any deductions are made for the organization being charged. Organizations will be billed monthly by the Department of Finance for such charges. Thirty days advance notice will be given of any change in costs to be charged.

8. Should the employee organization increase its dues, it will be the responsibility of said organization to notify each fiscal-payroll section not later than (15) days before it is to become effective. The notice shall state the amount of the new dues and shall state that all members have been notified of the increase. The dues shall then be deducted at the new rate unless the employee signs a withdrawal card.

9. The amount deducted will not be increased to make up deductions, which for any reason were not made; nor will any initiation fee or special assessment be deducted.

10. The employee may withdraw this authorization for payroll deduction upon submission of a new DF-325 authorization on which "Cancellation" is checked, to the fiscal-payroll section of the employee's department. The notice will be signed and dated.

11. Should an employee transfer to another department, a new authorization card must be prepared.

12. No deduction for dues will be made unless, after all other deductions are made, there remains a sufficient amount due the employee to cover the entire deduction. The State of Ohio or its instrumentalities has no responsibility to make up omitted deductions on any future payroll period.

13. Upon separation from service, this checkoff authorization shall be automatically cancelled. If the employee is later reemployed, a new authorization card must be signed and dated.

STATE OF OHIO
DEPARTMENT OF STATE PERSONNEL

Memo No. 16
Page No. 3 of 3
Date 1-5-68

PERSONNEL PROCEDURE MEMO

14. The State of Ohio or its instrumentalities shall not be obligated to furnish individual receipts for dues deducted. The employee's earnings statement is considered as evidence of such deduction to the employee. The list furnished with the monthly check serves as notice to the organization.

15. No deduction will be made for a period when the employee is temporarily off the payroll by reason of unpaid leave of absence, military leave, or temporary layoff. Upon return to active pay status, it will not be necessary to sign a new authorization card. The deduction of organization dues will be resumed in the same manner that characterizes the making of other deductions, unless notice to the contrary is given by the employee as provided by Paragraph 10.

16. The authorization card to be used for this purpose is illustrated below. A supply of such cards may be obtained from payroll officers or from the Data Processing Center.

State of Ohio Department of Finance DF-325		AUTHORIZATION FOR PAYROLL DEDUCTION	
Employee Name _____		Social Security Number _____	
Last	First	Middle	
I hereby authorize the State of Ohio to make this change to the Voluntary Deductions from my earnings:			
<input type="checkbox"/> New Authorization		<input type="checkbox"/> Change <input type="checkbox"/> Cancellation	
A.	<input type="checkbox"/> Hospitalization	<input type="checkbox"/> Single	<input type="checkbox"/> Family Group No. _____
B.	<input type="checkbox"/> Insurance		
C.	<input type="checkbox"/> Charity Pledge		
D.	<input type="checkbox"/> Membership Dues		
E.	<input type="checkbox"/> Employee Credit Union		
F.	<input type="checkbox"/> City Income Tax		
G.	<input type="checkbox"/> United State Savings Bonds		
DEDUCT: % or Amount _____ Effective Date _____			
PAYABLE TO: _____		Payroll Code _____	
Employee Signature _____			
HACKETT 0-700325-0		PAYROLL OFFICER	
		AGENCY NAME _____	
		INSTITUTION OR WORK LOCATION _____	
		DATE _____	
		PAYROLL OFFICER SIGNATURE _____	

Columbus, Ohio
August 14, 1967

OPINION NO. 67-003

Honorable Gordon B. Carson
Vice President, Business and Finance
The Ohio State University
190 North Oval Drive
Columbus, Ohio 43210

Dear Sir:

I have before me your request for my opinion wherein you pose the following questions:

1. What authority does The Ohio State University have to establish a grievance procedure for its employees?
2. What authority does The Ohio State University have to enter into a contract with a union, which contract would provide for wages, hours, working conditions and other conditions of employment for university employees?
3. What authority does The Ohio State University have to negotiate with a union representative on wages, hours, working conditions and other conditions of employment for university employees?
4. What authority does The Ohio State University have to grant "recognition" to a labor union?

It is firmly established in the jurisprudence of our system of state government that the various governmental boards have only such powers as are expressly conferred upon them by statute and those which may necessarily be implied therefrom. Davis, et al. v. State, ex rel., Kennedy, 127 Ohio St. 261, 263, 264.

The government of The Ohio State University is vested in the Board of Trustees of the University by Chapter 3335., Revised Code. Section 3335.09, Revised Code, authorizes the Board of Trustees of The Ohio State University to hire and terminate the employment of teachers and other employees for the University. That Section provides in part as follows:

"The board of trustees of the Ohio State University shall elect, fix the compensation of, and remove, the president and such number of professors, teachers, and other employees as are necessary;* * *"

Section 3335.08, Revised Code, in granting rule-making power to the Board of Trustees, provides as follows:

"The board of trustees of the Ohio State University may adopt bylaws, rules, and regulations for the government of the university."

These Sections authorize the Board of Trustees to direct the conditions of employment of University personnel, and in such direction, to promulgate rules. In the exercise of this authority the Board may establish a system by which it could apprise itself of complaints or grievances which might reasonably produce dissatisfaction in its employees which could impede the efficient operation of the University. However, for reasons which will be set out below, such procedures cannot be the subject of a contract between the Board of Trustees and any labor union.

The equal protection clauses of the Ohio Constitution and the U. S. Constitution would require that any grievance procedure established by the University be available to all employees of the University on equal terms.

The constitutional mandates are clear that the University may not establish a grievance procedure which would be available exclusively to a certain class, and the University cannot establish a grievance procedure available only to union members or by which union members would be given special or preferential treatment. Conversely, for the same reasons, a union may not be placed under any restriction or disqualification because of its nature as a union and a union member may not be restricted or disqualified because of his union membership. Union members must be entitled to use the procedures equally with non-union members and employees may not be prohibited from being represented by union officials if other employees are given the right of representation.

You further inquire as to the authority of The Ohio State University to enter into a contract with a labor union. There is no authority for the University to enter a contract with a union which would provide for wages and hours of its employees for the reason that Sections 143.10 and 143.11, Revised Code, mandatorily provide, respectively, for wages and hours of University employees. Chapter 143., Revised Code, sets out what are the rights, privileges, duties, and obligations of Civil Service employees. These provisions embody the contract between all public employees and employers. Nowhere in this Chapter of the Code is there any authority for the University to change or alter these statutory provisions by contract with a labor union. Rather, the intent of the Legislature was to allow the Civil Service laws to be exclusive. My opinion on this question is consistent with The Ohio Supreme Court's decision in Hagerman v. Dayton, 147 Ohio St. 313 (1947), and the Eighth District Court of Appeals' decision in Cleveland v. Association, 84 Ohio App., 43 (1945).

In addition to your inquiry as to the authority of the University to enter into a contract with a union, you inquire whether the University may negotiate with the union representative on wages, hours, working conditions and other conditions of employment of University employees. If the term negotiate is used to describe an inherent part of any contracting procedure, it is my opinion, consistent with and for the same reasons set forth above, that the University may not negotiate with a representative of a labor union. However, if the term negotiate is used to mean an informal discussion and presentation of positions for the purpose of establishing harmonious employment relationships, the University has authority to so negotiate. The University may discuss and listen to a presentation of the position of a labor union on working conditions and other conditions of employment (for example, parking for employees) which are not subject to the requirements of the Ohio Civil Service Law.

You also pose the question as to what authority The Ohio State University has to grant union recognition. Before this question can be answered, a determination must be made to what is meant by the term recognition. In the area of labor relations, "union recognition" is generally construed to mean acknowledgment of an employee's organization as bargaining agent to establish contract terms for a group of employees. For the reason that The Ohio State University may not enter into a contract with a labor union, it may not acknowledge a labor union as a bargaining agent for establishing contract terms. However, if by the term recognition, it is meant the right of a Civil Service employee to join a labor union, then clearly The Ohio State University has authority to so recognize a labor union. This authority must necessarily be implied from the terms of Section 9.41, Revised Code, which vests in the various appointing authorities the discretion to provide for the check-off of union dues. In enacting this provision, the Ohio General Assembly obviously recognized the right of Civil Service employees to join a labor union. Such grant of authority to an instrumentality of a state to check-off dues of a labor organization necessarily presupposes the membership of its employees in such organization. Section 143.27, Revised Code, sets forth the only absolute limitation on membership in organizations found in the Civil Service Chapter and nowhere in that statutory provision is membership in a labor union prohibited.

It is, therefore, my opinion:

1. The Ohio State University may establish a grievance procedure for its employees which would be available to all employees on equal terms.

-3-

2. The Ohio State University may not negotiate or enter into a contract with a labor union providing for wages, hours, working conditions or other conditions of employment for University employees.
3. The Ohio State University may discuss and listen to the position of a labor union on working conditions and other conditions of employment which are not subject to the requirements of the Ohio Civil Service laws.
4. The Ohio State University may not recognize any labor union as a bargaining agent of its University employees for the purpose of establishing contract terms for such employees.
5. The Ohio State University may recognize a labor union for the purpose of the check-off of union dues as authorized by Section 9.41, Revised Code.

Respectfully,

WILLIAM B. SAXBE
Attorney General

reproduced by:
Ohio Public Employees Council 8
Columbus 15, Ohio

8/16/67
v
oelw 333

July 2, 1968, Agenda Item d)7

Revision of Ohio State Board of Regents Rules on Ohio Residency.

The Ohio Board of Regents at its June 20, 1968 meeting in Cleveland revised Rule 2 which includes definitions of Ohio residency requirements. Rule 2 governs institutional state subsidy and it is desirable that institutional residency requirements conform to these changed rules in order to avoid confusion. It is therefore recommended that the following Resolution be adopted:

"BE IT RESOLVED THAT University residency requirements be identical with Ohio residency requirements as set out by Rule 2 adopted on June 20, 1968 by The Ohio Board of Regents and as they may be later modified by that Board."

YR 1969-7

July 2, 1968, Agenda Item d)8

Technical Programs

The University has now developed a proposed expansion of its programs for the recently established Technical and Community College as set forth in the accompanying document. These programs have been approved by the faculty and are herewith recommended to you for approval. The following recommendation is submitted for your consideration.

"BE IT RESOLVED THAT this Board hereby approves the two year programs of study leading to the degrees Associate in Arts in Food Technology; Associate in Applied Business in Accounting, Advertising, General Business and Merchandising; and Associate in Applied Science in Civil Engineering Technology, Computer Technology, Electrical Engineering Technology, Mechanical Engineering Technology, and Metallurgical Engineering Technology, this approval to be effective with the fall quarter, 1968." YR 1969-8

MYRON E. ULLMAN
 WILLIAM T. SWANTON
 JOHN H. RANZ
 HUGH W. MANCHESTER
 RICHARD B. WILLS
 JOHN F. ELSAESSER
 PAUL J. FLEMING
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 ROBERT N. DINEEN

LAW OFFICES

MANCHESTER, BENNETT, POWERS & ULLMAN

UNION NATIONAL BANK BUILDING

YOUNGSTOWN, OHIO 44503

TELEPHONE 743-1171 AREA CODE 216

CURTIS A. MANCHESTER
 1902-1951
 JAMES E. BENNETT
 1917-1964
 FRANKLIN B. POWERS
 1914-1960

July 16, 1968

RECEIVED

JUL 17 1968

PRESIDENT'S
OFFICE

Dr. Albert L. Pugsley, President
 Youngstown State University
 410 Wick Avenue
 Youngstown, Ohio 44503

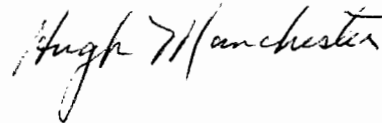
Dear Doctor Pugsley:

I am enclosing herewith the six pages (typed on both sides), of the minutes of the July 2 meeting, together with the attachments to such minutes and my certification as to the mailing of the minutes to trustees and others on July 15.

These are for insertion in the book containing the original minutes and the original should be signed by either Mrs. Fisher or by John McCann, as you may wish. Both were present at the meeting and there was a little confusion as to who put the motion to thank Doctor McCann and to adjourn at the end.

Following my telephone call with Mrs. Clark I have had this ribbon copy corrected in the following respects: on page 1, changed William Snyder to Philip Snyder; under Item 12 on page 8, near the end, corrected the spelling of community, and under Item 13, corrected the spelling of retirement.

Yours very truly,



HWM MM
 Encls.

MINUTES OF MEETING

of

BOARD OF TRUSTEESYOUNGSTOWN STATE UNIVERSITY

Pollock House, 10:30 a.m. Tuesday, July 2, 1968

The sixth meeting of the Board of Trustees of Youngstown State University convened at 10:30 o'clock on Tuesday morning, July 2, 1968 at the Pollock House.

Members present were Doctor McCann, in the chair, Mrs. Fisher, and Messrs Brown, Burrowes, Strouss, Wean and Williams. Mr. Saunders and Mr. Ullman were absent.

Officers present included Doctor Pugsley, President, Mr. Manchester, Secretary, Doctor Coffield, Vice President, Joseph S. Rook, Business Manager; also Philip Snyder of Public Relations Department, and Mrs. Marian Clark, Doctor Pugsley's Secretary.

ITEM 1 - PROOF OF NOTICE OF MEETING

Evidence was presented that due notice of the meeting was mailed to all Trustees by the Secretary on June 17, 1968.

ITEM 2 - MINUTES OF MEETING OF APRIL 10, 1968

Copies of minutes of the fifth meeting of Trustees held on April 10, 1968 having been furnished to all Trustees, and there being no suggested additions or corrections, the same were approved upon motion made by Mr. Williams, seconded by Mr. Wean and unanimously carried.

ITEM 3 - CORRECTION OF REGULATION ARTICLE I, SECTION 2

Doctor Pugsley reported that in the original typing of YR 1968-8 an omission of the phrase "and shall hold office at the discretion of the president" had occurred after the word "president" and that such omission should be corrected.

Mr. Wean moved for adoption the following resolution:

"BE IT RESOLVED, that the first sentence in Section 2 of Article I of the Regulations (as adopted by Resolution YR 1968-8), be corrected and amended to state as follows: YR 1969-1

The Vice President for Academic Affairs shall be appointed by the Board upon recommendation of the President and shall hold office at the discretion of the President and the Board."

The motion was seconded by Mr. Strauss and was carried by unanimous vote of all Trustees present.

ITEM 4 - DISPOSITION OF YEAR END BALANCES

Doctor Pugsley stated that there are always some unspent funds as of the close of each fiscal year and that prudent management requires that this be so. He stated that such unspent funds would revert to the State Treasury unless set apart by authority of the Board for future use and suggested an appropriate resolution to cover such matter.

Mrs. Fisher then moved for adoption the following resolution:

"BE IT RESOLVED, that at the close of each fiscal year funds from operating accounts shall, unless otherwise designated by this Board, be placed in the appropriate Reserve Accounts authorized by the Board under YR 1968-9 through 13 in amounts as deemed proper by the Business Manager with the approval of the President; or, if in an Auxiliary Enterprise Account, the unused funds shall be retained in such Auxiliary Account for future use for the purposes of such Auxiliary Account. Any bills properly chargeable to such funds and received after such transfers have been made may be paid from the appropriate account in which the funds are then held." YR 1969-2

The motion was seconded by Mr. Brown and was carried by unanimous vote of all Trustees present.

ITEM 5 - CORRECTION OF BUDGET

Doctor Pugsley stated that there were two typographical errors and one change to meet the special needs of a teacher which required a correction in the budget for the current year.

Mr. Brown then moved for adoption the following resolution:

"BE IT RESOLVED, that the following changes in the Annual Budget approved under YR 1968-4 be hereby made: YR 1969-3

College of Arts and Sciences - Department of English

Pfau, Margaret I. Change Salary from \$15,000
to \$16,000 (typographical error)

School of Engineering - Department of Electrical Engineering

Kramer, Raymond E. Change "Sabbatical leave full year at 1/2 pay" to read "Sabbatical leave at 1/2 pay September 1, 1968 to July 1, 1969"

Change salary from \$8,750 to \$10,208.33

University Library

Slan-lin, Shirley Change salary from \$6,600 to \$6,800 (typographical error)"

The motion was seconded by Mr. Strouss and was carried by unanimous vote of all Trustees present.

ITEM 6 - RESOLUTION RE VALLEY PARK MOTOR LODGE

It was reported that in order to meet urgent needs for a faculty center and offices, the YOUNGSTOWN EDUCATIONAL FOUNDATION had agreed to purchase premises located at 521 Wick Avenue, known as Valley Park Motor Lodge, and to lease such premises to the Trustees of the University for a seven year term; that all Trustees had un-animously approved the entering into of a lease of such premises by the Trustees of Youngstown State University, and that the lease had been executed by the Chairman of the Board. Copies of the lease were available for examination.

Mr. Williams then moved for adoption the following resolution:

"WHEREAS YOUNGSTOWN EDUCATIONAL FOUNDATION is willing to acquire such facilities (including furnishings and equipment therefor), and to lease the same to the Trustees of YOUNGSTOWN STATE UNIVERSITY for a term of seven years, commencing September 1, 1968, at an annual rental of One Hundred Thousand Dollars (\$100,000) per year, pursuant to the terms and conditions of a certain lease which was executed on or about June 12, 1968, by the Chairman acting for and on behalf of the Trustees of YOUNGSTOWN STATE UNIVERSITY (acting pursuant to Resolution 1967-18) and such action has been reported at this meeting. YR 1969-4

"NOW, THEREFORE, BE IT RESOLVED that the execution, delivery, terms and conditions of such lease, a copy of which is attached to these minutes, be and are hereby approved, ratified and confirmed as being in the best

interests of the University in that it will provide a faculty center and offices which are necessary for the proper and successful continuous operations of the University."

The motion was seconded by Mr. Strauss and was carried by unanimous vote of all Trustees present.

Mr. Brown then moved for adoption the following resolution:

"RESOLVED that the Trustees of YOUNGSTOWN STATE UNIVERSITY express to YOUNGSTOWN EDUCATIONAL FOUNDATION, its President and Trustees, its appreciation for the assistance and support furnished to the students and faculty of Youngstown State University during the past year, and particularly its assistance in making available the use of greatly needed facilities to serve as a faculty center and office." YR 1969-4 (a)

The motion was seconded by Mrs. Fisher and carried by unanimous vote of all Trustees present.

ITEM 7 - CONFIRMATION OF APPROVAL GIVEN BY TRUSTEES TO
CONFER HONORARY DEGREE, DOCTOR OF LAWS, ON
ROBERT F. DOOLITTLE

Mr. Wean moved for adoption the following resolution:

"With great appreciation for outstanding service to the University, the community and the state, the Board of Trustees hereby records its previous unanimous approval of the recommendation of the Faculty and President that the honorary degree, Doctor of Laws, be conferred upon Robert F. Doolittle at the Commencement Exercises on June 12, 1968." YR 1969-5

The motion was seconded by Mr. Williams and carried by unanimous vote of all Trustees present.

ITEM 8 - DETERMINATION OF POLICY RE EMPLOYEE ORGANIZATIONS

Doctor Pugsley reported that since early last fall Youngstown State University has been in conversations with Mr. Mike Pochiro, Business Agent, Local 47, Building Service and Maintenance Service and Maintenance Union, Local 47, Cleveland, Ohio pertaining to relationships with that union. These gentlemen would like some memorandum of understanding such as has been provided by some other universities in the state. We are advised by the Attorney General's Office against Joint Statements. He submitted a copy of Opinion No. 67-003

dated August 14, 1967 from the Attorney General to Ohio State University and a copy of Personnel Procedure Memo #16 dated January 5, 1968 from the State of Ohio, Department of State Personnel. A call to Mr. Lopeman of the Attorney General's Office and with whom he had previously discussed these matters resulted in reference to Mr. Cubbison, our local representative of the Attorney General. Both approve this statement. It is, therefore, recommended that the proposed resolution submitted with the Agenda for this meeting, which was mailed to all Trustees on June 27, 1968, be adopted by the Board as a policy statement of the University.

After discussion in which some changes in the form of the proposed policy statement were made by various members of the Board, Mr. Wean moved for adoption the following resolution:

"BE IT RESOLVED that the following statement be approved:

YR 1969-6

Policy Statement

Youngstown State University, Youngstown, Ohio respects the rights of its employees to belong to, and be represented by an employee organization of their choice, in order to achieve a continuing and harmonious relationship.

It will be the policy of Youngstown State University to work in cooperation with employee organizations in the development of work procedures and understandings which will provide for maximum efficiency and harmony.

Under provisions of Section 9.41 of the Ohio Revised Code Youngstown State University will permit monthly payroll deduction of dues and will recognize individual written authorizations for such deductions on the accepted state payroll form for deductions (State of Ohio, Department of Finance, Form DF-325 and as covered in Personnel Procedures Memo #16, Department of State Personnel, State of Ohio dated 1-5-68) as authorization for deductions when presented. Employee organization dues will be transmitted to the Treasurer of the appropriate organization according to provisions of state law.

It is the intention of Youngstown State University to be governed by the provisions contained herein to the extent that they are not inconsistent with the Statutes of the State of Ohio."

Mrs. Fisher seconded the motion and the same was carried by unanimous vote of all Trustees present.

ITEM 9 - REVISION OF RULES RE OHIO RESIDENCY

Doctor Pugsley reported that the Ohio Board of Regents, at its June 20, 1968 meeting in Cleveland, revised its Rule 2, which includes definitions of Ohio residency requirements. He stated that Rule 2 governs institutional state subsidy and that it is desirable that institutional residency requirements conform to such changed rules so as to avoid confusion. He recommended a resolution which would make the University's rules consistent with Rule 2 adopted by the Ohio Board of Regents on such subject.

Mr. Wean then moved for adoption the following resolution:

"BE IT RESOLVED that University residency requirements be identical with Ohio residency requirements as set out by Rule 2 adopted on June 20, 1968 by The Ohio Board of Regents and as they may be later modified by that Board."

YR 1969-7

The motion was seconded by Mr. Strauss and carried by unanimous vote of all Trustees present.

ITEM 10 - TECHNICAL PROGRAMS

Doctor Pugsley reported that the University faculty had now developed a proposed expansion of its programs for the recently established Technical and Community College. Such programs were as set forth in a document entitled "A proposal for Associate Degree Programs leading to Associate in Arts Degree, Associate in Applied Business Degree, Associate in Applied Science Degree, by Youngstown State University". He reported that such programs have been approved by the faculty and were recommended to the Board of Trustees for approval by such Board.

Mr. Williams then moved for adoption the following resolution:

"BE IT RESOLVED that this Board hereby approves the two year programs of study leading to the degrees Associate in Arts in Food Technology; Associate in Applied Business in Accounting, Advertising, General Business and Merchandising; and Associate in Applied Science in Civil Engineering Technology, Computer Technology, Electrical Engineering Technology, Mechanical Engineering Technology, and Metallurgical Engineering Technology, this approval to be effective with the fall quarter, 1968."

YR 1969-8

The motion was seconded by Mrs. Fisher and was carried by unanimous vote of all Trustees present.

ITEM 11 - REPORT OF THE PRESIDENT OF THE UNIVERSITY

(1) Doctor Pugsley reported with reference to the status of Project 2 of the Urban Renewal Program; that the City is now in the process of acquiring titles to the parcels of land involved in Project 2; that there had been some delay in the funding by the United States of funds for the City in this connection; that it had now been agreed upon between the President of the University and the Urban Renewal officials that the price of lands in such Project 2 to the University would be 31-1/2¢ per square foot and that it was hoped that titles would be acquired and the lands cleared by the City and ownership transferred to The Youngstown University in sufficient time that would permit commencing construction of the proposed L. A. Beeghly & Family Health and Physical Education Building in the fall of 1968.

(2) Doctor Pugsley reported that the acquisition of the so-called cold type and equipment for using such type at a cost of about \$20,000 was being arranged and that the use of such type and equipment would permit a publication of two issues of the student newspaper, the Jambar, per week, instead of one issue per week as heretofore published.

(3) Doctor Pugsley called upon Joseph S. Rook, Business Manager, to make the reports required by By-Law Article IV concerning annual report of gifts, the insurance report, the inventory of real property, and the annual financial reports.

Mr. Rook reported that since the fiscal year had just closed on June 30, it would not be possible to present complete reports for the fiscal year until a subsequent meeting. He did, however, submit the following four reports, copies of which are attached to the minutes of this meeting:

- (i) Statement of Income and Expenditures.
- (ii) Current General Fund showing excess of current income over current expenditures and appropriation in the amount of \$3,736,122. Such report indicated actual income to May 31, 1968 in the amount of \$11,171,444, estimated income of \$11,821,663, and a probable unappropriated fund balance of \$70,735.
- (iii) Schedule of Investments and Savings Accounts as of May 31, 1968, and Report of Distribution of Investments and Savings Accounts as of May 31, 1968.

- (iv) Report as to Grants, Gifts and Donations in the aggregate amount of \$301,397.47 received by Youngstown State University, and additional financial assistance to students of the University in the aggregate amount of \$1,740,319.

(4) Doctor Pugsley called upon Doctor Coffield, Vice President of Academic Affairs to report concerning academic affairs at the University.

Doctor Coffield submitted a report as to new appointments in key positions, the numbers of faculty employees now having doctoral appointments, and the names of the institutions which had conferred doctorates upon new appointees, a copy of which is attached to these minutes. Doctor Coffield also reported that at this time approximately 33% of the full time faculty have already received their terminal degrees and that it was hoped that by the fall of 1969 50% of such faculty employees would have received their earned doctorates. He also reported that the programs conducted in the Philosophy Department had been completely revised and that the number of courses in such Department had been reduced from 56 to 23 courses offered, and that a number of governmental or "extra-mural" grants had been made to the University for various purposes. He also reported that a University wide review of all of the teaching programs offered by the University is being made by the faculty; that a proposed "Center for Urban Affairs" is under study by the faculty, and that the services being offered to students, especially in connection with counselling and advising students is being expanded.

Doctor Pugsley suggested that it would soon be advisable to activate a goals committee, for which provision was made in Article III, Section 9 A 3 of the By-Laws.

ITEM 12 - COMMITTEE REPORTS

(1) COMMUNITY COLLEGE COMMITTEE

Doctor McCann reported on behalf of the Community College Committee (it included Doctor McCann, Mrs. Fisher and Mr. Strouss); that such committee had met with a committee of the Mahoning County Community College (which included Mr. Griffin, Mr. Lynn, Mr. Higgins and Mr. Itts), to discuss the possibilities of cooperation between the Mahoning County Community College and Youngstown State University in the future providing of

opportunities for technical training in this community. The report indicated that such cooperation may possibly lead to a joint program of some type. The chief obstacle at present appears to be that the Mahoning County Community College Committee believes that the site of the former Old Peoples Home in Canfield should be used to provide for facilities for such program, and that the Youngstown State University Committee believes that efficiency of operations would require that the programs all be conducted from the present State University campus, or facilities close to such campus.

After discussion it was indicated by several members of the Board that further discussions should be had between the two committees involved.

(2) BUILDING COMMITTEE

Mr. Strouss reported for the Building Committee that the architectural firm of Caudill, Rowlett & Scott of Houston, Texas, is a well known architectural firm especially qualified in university planning; that such firm has already been retained for master planning by the Mahoning County Community College and that in the event Youngstown State University should affiliate at sometime in the future with Mahoning County Community College, it might be obligated to employ such architectural firm. Doctor Pugsley pointed out that the completion of any master plan must necessarily await the decision of where any buildings for the Community College will be located.

Mr. Strouss moved that the architectural firm of Caudill, Rowlett & Scott be employed to provide services in connection with the development of a master plan for future development of the University buildings, on terms and conditions deemed proper by the President. YR 1969-9

The motion was seconded by Mr. Williams and carried by unanimous vote of all Trustees present.

ITEM 13 - COMMUNICATIONS, PETITIONS AND MEMORIALS

Mrs. Fisher stated that in view of the retirement of Clarence L. Robinson from the Board, his services should be properly recognized.

She thereupon moved for adoption the following resolution:

"WHEREAS CLARENCE L. ROBINSON has served as an original member of this Board of Trustees since its organization, and the Board wishes to record and express its appreciation for his helpful assistance and the services rendered

YR 1969-10

by him during the organization and beginning of the operations of the Youngstown State University as a part of the university system of the State of Ohio, as well as its wishes for his happy retirement,

NOW, THEREFORE, BE IT RESOLVED that this resolution of appreciation be recorded on the minutes of this meeting and that a copy of this resolution be sent to him."

The motion was seconded by Mr. Wean and was carried by unanimous vote of all Trustees present.

ITEM 14 - UNFINISHED BUSINESS

Doctor Pugsley reported that the proper policy with respect to payment of certain insurance benefit premiums on behalf of full service employees who are on sick leave without pay and which was discussed under Item 6 at the April 10 meeting of the Board, was still under study and that definite recommendations with respect thereto would be made at a subsequent meeting of the Trustees.

ITEM 15 - REPORT OF NOMINATING COMMITTEE

Mr. Brown reported on behalf of the Nominating Committee, which included Messrs Brown and Wean; that such Committee recommended the election of Ethel Fisher (Mrs. James L.), as Chairman, and Mr. Robert E. Williams as Vice Chairman of the Board of Trustees for the ensuing year. There being no further nominations, Mr. Brown moved,

"that the nominations be closed and that Mrs. Fisher be elected as Chairman of the Board of Trustees, and Mr. Robert E. Williams as Vice Chairman of the Board of Trustees for the ensuing year and until their successors are elected and qualified."

YR 1969-11

Doctor Burrowes seconded the motion, which was carried by unanimous vote of all Trustees present.

Mr. Williams then moved for adoption the following resolution:

"RESOLVED that the Trustees of Youngstown State University express to Doctor John N. McCann at this meeting, and record in their permanent records, their recognition and deep appreciation for the leadership, wise counsel, courage, and dedication to the best interests of the University, its students and faculty,

YR 1969-12


which he has supplied in serving as the first Chairman of this Board of Trustees during the difficult period of commencing operations as a State University."

The motion was seconded by Mr. Strouss and was carried by the unanimous vote of all Trustees present.

ITEM 16 - TIME FOR NEXT MEETING


Upon proper motion duly made, seconded and carried, it was determined that the next meeting of the Board of Trustees would be held on Friday, November 1, 1968 at 10:30 o'clock a.m. at Pollock House.

There being no further business to come before the meeting the same was duly adjourned at 12:30 p.m.



Chairman

Attest:



Secretary

LEASE

THIS INSTRUMENT OF LEASE WITNESSETH, that YOUNGSTOWN EDUCATIONAL FOUNDATION, a non-profit corporation of Youngstown, Ohio, Lessor, in consideration of the rents and covenants hereinafter stipulated, paid and performed by THE TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY, Lessee, does hereby grant, demise, let and lease unto the said Lessee the real estate and personal property which is described in Exhibit A hereto attached and made a part hereof.

TO HAVE AND TO HOLD the same with the appurtenances thereunto belonging unto the said Lessee for and during the full term of seven (7) years from the first day of September, 1968 until the 31st day of August, 1975.

Such premises shall be used exclusively by the Lessee in the conduct of any activity in which it may lawfully engage in furtherance of its corporate purposes.

The Lessee covenants and agrees to pay to the Lessor at the office of the Lessor in Youngstown, Ohio, as rental for said premises the annual sum of One Hundred Thousand Dollars (\$100,000.00), which annual sum shall be payable in advance on September 1, 1968 and on September 1 of each year thereafter during the term of this lease.

The Lessee hereby further covenants and agrees with the Lessor as follows:

1. The Lessee will pay said rent at the times and place and in the manner aforesaid.

2. The Lessee will pay all charges and bills for water, gas, electricity, steam and all other utilities which may be assessed or charged against the occupant of such premises during the term hereof or any extension thereof.
3. The Lessee will not use, or suffer, or permit any person, firm or corporation to use the demised premises, or any buildings or improvements at any time erected or placed thereon, or any portion thereof for other than its lawful purposes, or in violation of the laws of the United States, the State of Ohio, the ordinances or other regulations of the City of Youngstown or of any department thereof, or of any other municipality or of any other lawful authorities.
4. During the demised term the demised premises, and every part thereof, and the buildings and improvements if any situated thereon, or connected therewith, and every part thereof, and all appurtenances thereto and equipment thereof shall be kept by the Lessee at its own expense in good repair and in a clean, safe, wholesome, insurable and tenantable condition and in conformity with the requirements of the United States and the State of Ohio and the City of Youngstown and of all other governmental authorities; that all health and police and fire and other regulations, including those of the Board of Fire Underwriters or of its recognized successor or successors shall in all respects and at all times be fully complied with by the Lessee; that the buildings and improvements at any time situated on the demised premises, and all the sidewalks, areas, vaults, steps and excavations upon or adjoining the demised premises, or used in connection therewith, and all streets and alleys adjoining the demised premises and all excavations under such streets and alleys or any part thereof shall be made and kept by the Lessee at its own expense, safe, clean, secure and conformable to the requirements of all public authorities having jurisdiction thereof; that the Lessee will not at any time remove or permit to be removed any building or improvement from the demised land except as in this lease provided.
5. The Lessee will save and keep the Lessor harmless and indemnified at all times against any loss, damage, penalties, costs and expenses, judgments and decrees by reason of any violation of any of the laws or ordinances or regulations above referred to, or by reason of any accident, loss, wrong, injury or damage to person, life or property in or about the said demised premises

or the streets, sidewalks and alleys adjoining the same, or by reason of any of the laws or ordinances or regulations above referred to, or by reason of any accident, loss, wrong, injury or damage to person, life or property in or about said demised premises or any buildings and improvements thereon or by reason of anything happening in connection with or upon the demised premises, or in any building at any time situated thereon or improvement in connection therewith, or by reason of the failure of the Lessee in any respect fully to carry out and perform any of the covenants, agreements, provisions or undertakings in this lease on its part to be performed.

6. The Lessee shall keep in force such insurance policies covering liability as will fully protect the Lessor as a named insured against claims of any and all persons for personal injury, death or property damage occurring in or about the demised premises or in or about any adjoining streets, sidewalks and passageways, such insurance to afford protection to the limit of not less than \$ 500,000 in respect to injury or death to a single person, and to the limit of not less than \$ in respect to any one accident. The Lessee shall furnish to the Lessor, upon request, evidence reasonably satisfactory to the Lessor that such insurance policies are in effect. In the event that the Lessee shall fail to provide such insurance coverage, the Lessor may (but shall not be obligated to) effect such insurance coverage in the name of the Lessee and the policy or policies shall also be in the name of, and fully protect the Lessor with respect to such claims. The Lessee shall pay on demand the amount properly paid by the Lessor for such purpose, and in case of the failure of the Lessee to so pay, such amount shall be added to and become part of the next installment of rent and shall become and thereafter for all purposes be additional rent and the Lessor shall have the same remedies for the collection thereof or otherwise as in the case of default of payment of the annual rent hereby reserved.
7. The Lessee will during the term of this lease keep the buildings and improvements now standing on or which may hereafter be erected upon the demised premises together with all personal property located therein and thereon which is the subject of this lease insured against loss by fire, windstorm or other hazard in solvent insurance companies authorized and licensed to issue such policies in the State of Ohio and will maintain such insurance

at all times during the term of this lease in an amount not less than \$600,000.00. Such policy or policies shall be taken out by the Lessee and shall be issued in the name of the Lessee with the loss payable to Lessor. The policies shall remain at all times in possession of the Lessor. Lessee shall pay the premiums as they accrue and if not so paid Lessor may at its option pay such premiums and such accrued premiums whether or not paid by Lessor shall be deemed additional rent. Payment of such premiums by Lessor shall not be deemed a waiver of the default in payment by the Lessee and the Lessor whether or not it shall have paid such premiums shall have recourse to all remedies hereinbefore provided in the event of default by the Lessee in the performance of the terms and conditions of this lease.

8. The Lessee will not assign this lease nor underlet the premises nor any part thereof without the written consent of the Lessor.
9. The Lessee will make no additions or alterations (except those of a minor nature) in or to said premises or any of the buildings located thereon without the prior written consent of the Lessor and all such alterations and additions shall be at the sole cost and expense of Lessee.
10. The Lessee will permit Lessor, through its agents, to enter upon such premises at all reasonable times to examine the condition of the same.
11. Lessee will surrender and deliver up the premises at the end of the term in as good order and condition as the same now are, or may be put by said Lessor, reasonable use and natural wear and tear thereof and damage by fire or other unavoidable casualty excepted.
12. The Lessee has examined and knows the condition of the above described premises, has received the same in good order and condition and no representation or warranty as to the condition thereof or the fitness thereof for any use or purpose has been made by or on behalf of the Lessor.

The Lessor hereby covenants and agrees with the Lessee as follows:

1. The Lessee paying the rents and observing and performing all the obligations on the part of the Lessee to be observed and performed hereunder,

the Lessee shall quietly and peaceably hold, occupy and enjoy such premises during such term without any let, hindrance or molestation by said Lessor or any person or persons claiming under it.

It is mutually agreed by and between the Lessor and Lessee as follows:

1. Every demand for rent made after the same falls due shall have the same effect in law as if made on the day and at the time it falls due, any laws to the contrary notwithstanding.
2. The real estate taxes and assessments of every kind assessed against the leased premises for the year 1969 and subsequent years during the term of this lease shall be the obligation of the Lessee. Lessor may submit the tax bill to Lessee for payment by it semi-annually as and when received or Lessor may pay such tax bill as and when received and submit such receipted tax bill to Lessee and demand and receive reimbursement from Lessee in such amount. Upon the expiration of the demised term the Lessee shall be liable for only such proportion of the real estate taxes, assessments and other charges which are payable with respect to the demised premises or any part thereof for the tax year in which the demised term ends and any prior years of such lease term as are then unpaid.
3. The property which is the subject of this lease, including both the real estate and the personal property, is presently titled in the name of 525 Wick Avenue, Inc., which corporation is in possession thereof, and the Lessor is presently in the process of negotiating an agreement with the owner for the purchase of such property which it hopes to conclude promptly. However, in the event for any reason Lessor herein is unable to complete the contract for the purchase of such property and acquire the title thereto this lease shall be null and void.

In the event the contract for the purchase of the property is completed but possession of such property is unable to be obtained by the Lessor until some time after September 1, 1968 this lease shall not terminate but the first annual rental installment shall be adjusted to allow for the period for which possession was denied and payment of such first annual rental installment so adjusted shall be payable on the day on which possession is delivered.

4. In case of damage by fire or other cause to the building located on the leased premises, if the damage is so extensive or of such a nature that in the judgment of Lessor it would be unwise or undesirable to repair or rebuild, then upon such determination by Lessor and notice to Lessee thereof this lease shall thereupon terminate and the rent shall be apportioned to the time of the damage. In the event Lessor elects to repair or to rebuild, such action shall be taken with reasonable dispatch after notice of such damage, and if the damage has rendered the premises untenable in whole or in part there shall be an apportionment of the rent until the damage has been repaired. In determining what constitutes reasonable dispatch, consideration shall be given to delays caused by strikes, adjustment of insurance and other causes beyond the Lessor's control.

5. In the event the rent or any part thereof shall at any time be in arrear and unpaid and without any demand being made therefor, or if the Lessee or its assigns shall fail to keep and perform any of the covenants, agreements or conditions of this lease on its part to be performed, or if Lessee shall abandon or vacate the demised premises during the term hereof, the Lessor may enter in and upon said premises and again have, repossess and enjoy the same as if this lease had not been made and thereupon this lease and everything herein contained on the part of the Lessor to be kept and performed shall cease, determine and be utterly void without prejudice, however, to Lessor's right of action to arrears of rent and breach of covenant. The commencement of a proceedings or suit in forcible entry or detainer or in ejectment or otherwise in the event of any default by the Lessee shall be equivalent in every respect to actual entry by Lessor. In case of any such default and entry by Lessor, Lessor may relet such premises for the remainder of the term for the highest rent obtainable and may recover from Lessee any deficiency between the amount so obtained and the amount of rent hereinbefore reserved.

Upon the expiration of the term herein granted Lessor hereby grants unto Lessee the option to renew this lease for such term and upon such provisions and conditions as may be agreed

upon between the parties at such time.

Notice of the exercise of such option shall be given by Lessee to Lessor at least one hundred eighty (180) days prior to the expiration of the term of this lease if such option is to be exercised. Such option may be exercised only in the event all covenants, agreements, provisions, terms and conditions of this lease on the part of the Lessee to be performed, kept and observed have been fully performed, kept and observed.

This lease and all of the agreements, terms, provisions and conditions herein contained shall inure to the benefit of and be binding upon the parties hereto, their successors and assigns, provided, however, that no assignment by, from, through or under the Lessee without the prior written consent of the Lessor as heretofore provided herein shall vest in the assignee any right, title or interest whatsoever.

IN WITNESS WHEREOF, the Lessor and the Lessee each has caused its corporate name to be subscribed and its corporate seal to be affixed to duplicates hereof by its duly authorized officers this 12th day of June, 1968.

IN THE PRESENCE OF:

John M. Newman
Eda Haggerty

YOUNGSTOWN EDUCATIONAL FOUNDATION

By Sidney J. Collins
Sidney J. Collins
Chairman of the Board

By Howard W. Jones
Howard W. Jones, President

THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

By _____
John N. McCann, Chairman of the
Board

STATE OF OHIO, COUNTY OF MAHONING, ss:

Before me, a notary public in and for said county and state, personally appeared the above named YOUNGSTOWN EDUCATIONAL FOUNDATION by Sidney J. Collins, Chairman of the Board, and Howard W. Jones, President, who acknowledged that they did sign the foregoing instrument and that the same is the free act and deed of said corporation, and the free act and deed of each of them personally and as such officers.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal at Youngstown, Ohio, this 12th day of January, 1968.

[Handwritten Signature]

Notary Public

RONALD M. NEWMAN, Attorney at Law
Notary Public - State of Ohio
My Commission Expires on _____
My Office is located at _____

STATE OF OHIO, COUNTY OF MAHONING, ss:

Before me, a notary public in and for said county and state, personally appeared the above named THE TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY by John N. McCann, Chairman of the Board, who acknowledged that he did sign the foregoing instrument and that the same is the free act and deed of said corporation and his free act and deed personally and as such officer.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal at Youngstown, Ohio, this _____ day of _____, 1968.

Notary Public

EXHIBIT A

1. Real Estate. Situated in the City of Youngstown, County of Mahoning and State of Ohio and known as being all of the land now owned by 525 Wick Avenue, Inc. in the City of Youngstown, Ohio, and used by it in its motel operation known as Valley Park Motor Lodge, 521 Wick Avenue, Youngstown, Ohio, and generally consisting of the following parcels of land:
 - (a) The southerly seven (7) feet of Youngstown City Lot 4776;
 - (b) All of Youngstown City Lot 4777;
 - (c) All of Youngstown City Lot 4778;
 - (d) All of Youngstown City Lot 4779;
 - (e) The easterly part of Youngstown City Lot 4780, being approximately 100 feet x 102.5 feet.
 - (f) All of Youngstown City Lot 9014;
 - (g) The westerly portion of Youngstown City Lot 14617 and Out Lot 32, which taken together form a strip of land approximately 25 feet in width along and contiguous to the easterly boundary lines of Youngstown City Lots 4776, 4777, 4778 and 4779 referred to above.

2. Personal Property

The following items of personal property now located in or on the parcels of real estate above described, which personal property was formerly owned and used by 525 Wick Avenue, Inc. in its operation of Valley Park Motor Lodge:

 - (a) All carpets and draperies now in place throughout all of the buildings located on the premises;
 - (b) All furniture and furnishings in the lobby;
 - (c) All furniture, furnishings and equipment in the manager's apartment located off the lobby excepting any property therein which may belong to the manager personally.
 - (d) All of the furniture and equipment now in place in the restaurant and kitchen connected therewith.
 - (e) All outdoor or patio chairs and tables now located on the premises which are used in connection with the swimming pool.

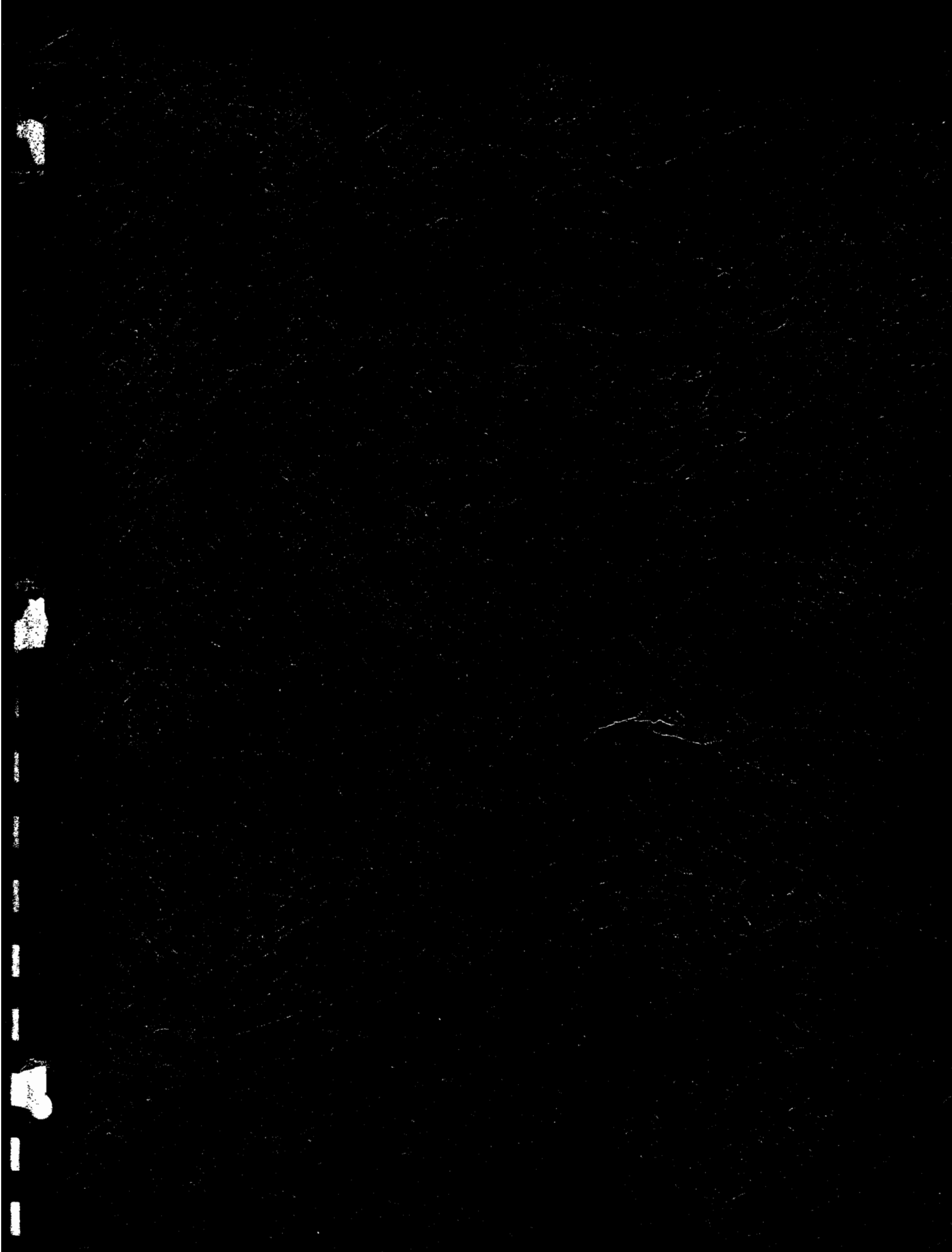


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I. Designation of Degrees and Purpose.

Youngstown State University respectfully requests approval by the Ohio Board of Regents of two-year programs of study leading to the degrees of Associate in Arts in Food Service Technology; Associate in Applied Business in Accounting, Advertising, General Business, and Merchandising; and Associate in Applied Science in Civil Engineering Technology, Computer Technology, Electrical Engineering Technology, Mechanical Engineering Technology and Metallurgical Engineering Technology beginning in the Fall Quarter, 1968.

The purpose of the new associate degree programs is to provide:

- a) An opportunity for all high school graduates to have access to higher education;
- b) Technical training to qualify individuals for employment as technicians;
- c) A source of trained technicians to meet the needs of local business and industry; and
- d) Adult and continuing education for the community.

The Technical and Community College.

Youngstown State University (and its antecedent institutions) has been offering two-year programs of study in Secretarial Studies since 1920, Associate in Arts since 1966, Police Science since 1967 and Nursing since 1967. At their January 10th meeting, the Board of Trustees of Youngstown

State University authorized the organization of the Technical and Community College as a major subdivision of the University for the purpose of bringing all the two-year programs into a unified administrative set-up. Planning for new programs has proceeded apace and these added educational opportunities will be available this fall.

11. Description of the Proposed Curricula

Admission Requirements. Applicants to any of the two-year programs must have graduated from high school. Applicants who have not graduated from high school, will be considered for admission if they have passed the General Education Development test at the high school level. Out-of-state applicants will be accepted if they rank in the upper two thirds of their high school class. The recommended minimum of secondary school units for admission into these programs is:

<u>Subject</u>	<u>General Studies & Business</u>	<u>Engineering Technologies</u>
English	3	3
History & Civics	1	1
Math	1	1 algebra & 1 geometry
Science		1 chemistry or physics
Others	11	9

Where performance in high school or on admission tests indicates inadequate preparation applicants will be individually counselled and guided into preparatory courses as appropriate.

Transfer Students. Applicants who are residents of Ohio and have an accumulated point average of 2.0 or better (on a 4.0 system) on all

academic work taken at other colleges or universities are usually admitted without restriction. Those with less than a 2.0 or on probation may be considered for transfer on probation if their overall academic achievements, including high school grades and test scores, indicate potential success. Applicants dismissed from other institutions are not eligible to apply until one calendar year following the term in which the suspension occurred. Applicants who are non-residents of Ohio must have a 2.0 (on a 4.0 system) to be admitted as transfer students.

Academic Standards. Students will be governed by the University academic standards. A cumulative point average of 2.0 (on a 4.0 system) will be required for the satisfactory completion of each program and the award of the appropriate Associate Degree.

Programs of Study. The two-year programs of study (including on-going programs that are marked by asterisks) will be grouped as follows and will lead to the Associate Degrees shown:

<u>Program</u>	<u>Degree</u>
<u>Division of General Studies</u>	
*Associate in Arts	Associate in Arts
Food Service Technology	Associate in Arts
*Nursing	Associate in Applied Science
*Police Science Technology	Associate in Arts
<u>Division of Business Technology</u>	
*Secretarial Studies	Associate in Applied Business

Accounting Technology	Associate in Applied Business
Advertising Technology	Associate in Applied Business
General Business Technology	Associate in Applied Business
Merchandising Technology	Associate in Applied Business

Division of Engineering Technology

Civil Engineering Technology	Associate in Applied Science
Computer Technology	Associate in Applied Science
Electrical Engineering Technology	Associate in Applied Science
Mechanical Engineering Technology	Associate in Applied Science
Metallurgical Engineering Technology	Associate in Applied Science

The curricula and new course descriptions of the new two-year programs are attached as Appendix A. All require satisfactory completion of at least ninety (90) quarter hours of course work, exclusive of physical education, divided as follows:

- a) One-half of all the work is in technical courses appropriate to the field of study;
- b) One-fourth of the course work is in non-technical subjects including communication and humanistic social studies; and
- c) One-fourth of the course work is in carefully selected studies which are basic to the field of study in the technology, such as courses in mathematics and physics.

III. Administration

The two-year programs of study, for which authorization is being requested herein, will be administered by the Technical and Community College. To insure that the programs are fully responsive to the needs of the community and the industries being served, advisory committees consisting of representatives of industries, professions, and community service organizations will be established for the programs.

IV. Need for the Programs

Youngstown State University is situated in the heavily industrialized Youngstown-Warren Metropolitan Area with a population of 509,006. The needs for additional educational opportunities at the Technical and Community College level were studied in 1965 and published in February 1966 in the "Official Plan for Mahoning County Community College". A subsequent survey by the Manpower Development Section of the Ohio Bureau of Unemployment Compensation was made in 1967 and is titled "Occupational Survey 1968-69 Youngstown-Warren Area". Both studies show real need for training and education at the two-year technician level.

V. Prospective Enrollment

Based on the 1966 survey of the Mahoning County Community College and the inquiries received since the announcement of the establishment of the Technical and Community College as a major subdivision of Youngstown

State University, it is anticipated that each new program will enroll at least 15 students. This is a low figure based on past experience in the two-year programs now in operation. Enrollment will materially increase with acceptance of the programs by the residents of the area and employers of graduates.

VI. Faculty and Facilities Available

The full service faculty of the University will teach the courses common to these curricula and the baccalaureate programs. Some of the technology courses will be taught by selected present full service faculty members of the Engineering School in anticipation of subsequent transfer to the Technical and Community College faculty.

The new two-year programs will be tentatively conducted in existing facilities of the University. The engineering technology programs will utilize the facilities in the new engineering building.

Engineering Science Building. The new Engineering Science Building was completed in 1967 at a cost of about 3.7 million dollars and houses 1.3 million dollars worth of new equipment. The new building is a five-story structure having a total floor space of about 170,000 square feet of usable space. A listing of some of the major facilities is as follows:

1. 30 Class rooms
2. 3 Drawing rooms

3. 36 offices for faculty members.
4. A closed-circuit TV Recording Room, and a TV Library Room.
5. A 250 seat auditorium.
6. 9 Research and Development Rooms
7. A Machine Shop
8. 6 Civil Engineering Laboratories
9. 4 Chemical Engineering Laboratories (plus 5 laboratories in the Science Building)
10. 9 Electrical Engineering Laboratories
11. 8 Mechanical Engineering Laboratories
12. 15 Metallurgical Engineering Laboratories

Computer Center. A University Computer Center has been established, headed by a Director who will be responsible to the Dean of the University for all phases of operation and budget. The machines will be an IBM 360-20 and an IBM 360-40, with suitable auxiliary equipment. Located in the Engineering Building, the Computer Center is regarded as an all-University resource. A faculty advisory committee has been established to assist the Director of the Center in planning, budgeting, and policy making.

Library. The University Library is a centralized facility, serving all departments. Its collection of 165,000 titles contains over 7,000 titles classified specifically for engineering, including biographies, guides, journals, technical handbooks, tables, references, standards and

statistical reports. Additional books and periodicals are also available in the main branch of the Youngstown Public Library, adjacent to the campus.

VII. Needs for Additional Facilities and Staff

The high priority assigned to the initiation of these new programs assures their adequate functioning within the limited physical plant of the University. The full needs for new facilities are being reviewed in anticipation of the early availability of funds for the construction of a new building.

Additional needs in faculty will be met by hiring limited service or full service faculty with the following qualifications:

1. Master's degree in the field of specialization.
2. Recent experience in industrial or professional practice.

VIII. Projected Financial Needs

The financial needs of the new programs are incorporated in the budget for the coming year. Support of the technology programs at the professional rate will assure adequate funding of the programs.

IX. Use of Consultants and Advisory Committees

No formal consulting services were utilized but informal discussions have been held with individuals interested in the various areas. Advisory committees will be organized to assist in the future development of these programs.

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TECHNICAL & COMMUNITY COLLEGE
FOOD SERVICE TECHNOLOGY CURRICULUM

<u>First Year</u>		<u>Second Year</u>	
<u>First Quarter</u>	<u>Hrs.</u>	<u>Fourth Quarter</u>	<u>Hrs.</u>
Comm. 505 Basic Course I	3	Soc. Sci. 501 Introduction to Social Science	3
Home Ec. 501 Food and Nutrition	3	FST 605 Organization & Management	5
Home Ec. 501L Food and Nutrition Laboratory	1	FST 606 Quantity Foods	5
Nat. Sci. 518 Chemical Science	3	H&PE Activity Course	1
H&PE 509 Health Education	3	Acctg. 601 Elementary Accounting I	3
	<u>13</u>		<u>17</u>
<u>Second Quarter</u>	<u>Hrs.</u>	<u>Fifth Quarter</u>	<u>Hrs.</u>
Comm. 506 Basic Course II	3	Soc. Sci. 502 Introduction to Economics	3
FST 502 Nutrition	5	FST 607 Food Service Internship	9
FST 504 Food Purchasing and Storage	5		<u>12</u>
Nat. Sci. 519 Chemical Science	3		
H&PE Activity Course	1	<u>Sixth Quarter</u>	<u>Hrs.</u>
	<u>17</u>	Soc. Sci. 503 Introduction to Political Science	3
<u>Third Quarter</u>	<u>Hrs.</u>	Acctg. 602 Elementary Accounting II	3
Comm. 507 Basic Course III	3	FST 650 Food Service Seminar	2
Home Ec. 601 Principles of Food Preparation	5	FST 608 Planning Food Service Systems	5
Nat. Sci. 622 Structure & Function of Man	5	Electives	3
H&PE Activity Course	1		<u>16</u>
Math. 531 Mathematics of Business	5		
	<u>19</u>		

Total Credit Hours 94

TECHNICAL & COMMUNITY COLLEGEFOOD SERVICE TECHNOLOGYCOURSE DESCRIPTION

502. Nutrition. The purpose of diet therapy and the policies and procedures for diet modification as it is delegated to a food service supervisor. Modified diet patterns in various types of group care institutions are considered. Three hours of lecture and four hours of laboratory per week. 5 h.c.

504. Food Purchasing and Storage. The study of quantity food purchasing policies and procedures; receiving and storage requirements, procedures and controls. Two hours of lecture and six hours of laboratory per week. 5 h.c.

605. Organization, Management and Supervisory Techniques. Organizational structure of various types of food service programs. Administration and tools of management; budget and cost analysis emphasized. Basic principles in selecting, training and supervising personnel. Four hours of lecture and two hours of laboratory per week. 5 h.c.

606. Quantity Foods. Quantity food procedures and techniques with emphasis on retention of nutritive value of foods. Kitchen organization and planning of quantity production, use of large and small food preparation equipment; food controls, quality food standards and cost levels. Three hours of lecture and four hours of laboratory per week. 5 h.c.

607. Food Service Internship. Experience in food production and service. Continuity in planning, preparing food and supervising units will be stressed. Group and individual conference periods will be conducted. 9 h.c.

608. Planning Food Service Systems. Study and practice of efficient work methods; activity analysis; planning, space and equipment arrangements for functional flow of work in food service department. Three hours of lecture and four hours of laboratory per week. 5 h.c.

650. Food Service Seminar. Trends and job opportunities in food service, community and other sources of information relating to nutrition and food service supervision. Two hours of lecture per week. 2 h.c.

TECHNICAL & COMMUNITY COLLEGE
ACCOUNTING TECHNOLOGY CURRICULUM

<u>First Year</u>		<u>Second Year</u>	
<u>First Quarter</u>	<u>Hrs.</u>	<u>Fifth Quarter</u>	<u>Hrs.</u>
Comm. 505 Basic Course I	3	Acctg. 603 Elementary Accounting III	3
Geog. 519 Economic Geography	5	Bus. Org. 701 Law I	3
H&PE Activity Course	1	Econ. 601 Principles of Economics I	3
*Orientation 501 Study Skills	<u>3</u>	Mdsg. 624 Marketing	4
	12	Electives (Bus. Org.)	<u>3</u>
			16
<u>Second Quarter</u>	<u>Hrs.</u>	<u>Sixth Quarter</u>	<u>Hrs.</u>
Comm. 506 Basic Course II	3	Acctg. 703 Cost Accounting I	3
Soc. Sci. 501 Introduction to Social Science	3	Acctg. 710 Basic Concepts of Data Processing	3
Psych. 501 Introduction to Psychology	3	Econ. 602 Principles of Economics II	3
H&PE Activity Course	1	Mdsg. 625 Salesmanship	3
*Orientation 502 Study Skills	<u>3</u>	Electives (Bus. Org.)	<u>3</u>
	13		15
<u>Third Quarter</u>	<u>Hrs.</u>	<u>Seventh Quarter</u>	<u>Hrs.</u>
Comm. 507 Basic Course III	3	Econ. 603 Principles of Economics III	3
Soc. Sci. 502 Introduction to Economics	3	Acctg. 810 Statement Analysis	3
Bus. Org. 511 Introduction to Business	3	Acctg. 704 Cost Accounting II	3
H&PE Activity Course	1	Bus. Org. 712 Business Letters	3
Acctg. 601 Elementary Accounting I	<u>3</u>	Electives (Bus. Adm.)	<u>3</u>
	13		15
<u>Fourth Quarter</u>	<u>Hrs.</u>	Total Credit Hours 98	
H&PE 509 Health Education	3		
Soc. Sci. 503 Introduction to Political Science	3		
Acctg. 602 Elementary Accounting II	3		
Math. 531 Mathematics of Business	<u>5</u>		
	14		

*If Orientation 501 & 502 are waived, add 6 hrs. Bus. Adm. electives.

TECHNICAL & COMMUNITY COLLEGE
ADVERTISING TECHNOLOGY CURRICULUM

<u>First Year</u>		<u>Second Year</u>	
<u>First Quarter</u>	<u>Hrs.</u>	<u>Fifth Quarter</u>	<u>Hrs.</u>
Comm. 505 Basic Course I	3	Acctg. 601 Elementary Accounting I	3
Geog. 519 Economic Geography	5	Adv. 629 Advertising Procedures	3
H&PE Activity Course	1	Econ. 601 Principles of	
*Orientation 501 Study Skills	3	Economics I	3
	12	Mdsg. 624 Marketing	4
			13
<u>Second Quarter</u>	<u>Hrs.</u>	<u>Sixth Quarter</u>	<u>Hrs.</u>
Comm. 506 Basic Course II	3	Acctg. 602 Elementary Accounting II	3
H&PE Activity Course	1	Adv. 729 Advertising Copywriting	3
*Orientation 502 Study Skills	3	Econ. 602 Principles of	
Psych. 501 Introduction to		Economics II	3
Psychology	3	Mdsg. 625 Salesmanship	3
Soc. Sci. 501 Introduction to		Electives (Bus. Adm.)	3
Social Science	3		15
	13		
<u>Third Quarter</u>	<u>Hrs.</u>	<u>Seventh Quarter</u>	<u>Hrs.</u>
Adv. 627 Advertising Principles I	3	Adv. 730 Advertising Copy-Layout I	3
Bus. Org. 511 Introduction to		Adv. P.R. 710 Basic Public	
Business	3	Relations	3
Comm. 507 Basic Course III	3	Econ. 603 Principles of	
H&PE Activity Course	1	Economics III	3
H&PE 509 Health Education	3	Bus. Org. 712 Business Letters	3
Soc. Sci. 502 Introduction to		Electives (Bus. Adm.)	3
Economics	3		15
	16		
<u>Fourth Quarter</u>	<u>Hrs.</u>		
Adv. 628 Advertising Principles II	3		
Art 510 Color & Design	3		
Math. 531 Mathematics of Business	5	Total Credit Hours 98	
Soc. Sci. 503 Introduction to			
Political Science	3		
	14		

*If Orientation 501 & 502 are waived, add 6 hrs. Bus. Adm. electives.

TECHNICAL & COMMUNITY COLLEGE

GENERAL BUSINESS TECHNOLOGY CURRICULUM

<u>First Year</u>		<u>Second Year</u>	
<u>First Quarter</u>	<u>Hrs.</u>	<u>Fifth Quarter</u>	<u>Hrs.</u>
Comm. 505 Basic Course I	3	Acctg. 602 Elementary	
Geog. 519 Economic Geography	5	Accounting II	3
*Orientation 501 Study Skills	3	Econ. 601 Principles of Economics I	3
H&PE Activity Course	<u>1</u>	Mdsg. 624 Marketing	4
	12	Mdsg. 625 Salesmanship	3
		Bus. Org. 722 Insurance	
		Fundamentals	<u>3</u>
			16
<u>Second Quarter</u>	<u>Hrs.</u>	<u>Sixth Quarter</u>	<u>Hrs.</u>
Comm. 506 Basic Course II	3	Acctg. 603 Elementary	
Psych. 501 Introduction to		Accounting III	3
Psychology	3	Bus. Org. 701 Law I	3
Soc. Sci. 501 Introduction to		Bus. Org. 712 Business Letters	3
Social Science	3	Econ. 602 Principles of	
H&PE Activity Course	1	Economics II	3
*Orientation 502 Study Skills	<u>3</u>	Electives (Bus. Adm.)	<u>3</u>
	13		15
<u>Third Quarter</u>	<u>Hrs.</u>	<u>Seventh Quarter</u>	<u>Hrs.</u>
Bus. Org. 511 Introduction to		Bus. Org. 720 Business Finance	3
Business	3	Bus. Org. 740 Office Management	
Comm. 507 Basic Course III	3	and Methods	3
Soc. Sci. 502 Introduction to		Econ. 603 Principles of	
Economics	3	Economics III	3
H&PE 509 Health Education	3	Bus. Org. 713 Report Writing	3
H&PE Activity Course	<u>1</u>	Electives (Bus. Adm.)	<u>3</u>
	13		15
<u>Fourth Quarter</u>	<u>Hrs.</u>	Total Credit Hours 100	
Acctg. 601 Elementary Accounting I	3		
Bus. Org. 725 Fundamentals of			
Management	5		
Math. 531 Mathematics of Business or			
Bus. Org. 542 Business Applied			
Mathematics	5		
Soc. Sci. 503 Introduction to			
Social Science	<u>3</u>		
	16		

*If Orientation 501 & 502 are waived, add 6 hrs. Bus. Adm. electives.

TECHNICAL & COMMUNITY COLLEGE

MERCHANDISING TECHNOLOGY CURRICULUM

<u>First Year</u>		<u>Second Year</u>	
<u>First Quarter</u>	<u>Hrs.</u>	<u>Fifth Quarter</u>	<u>Hrs.</u>
Comm. 505 Basic Course I	3	Econ. 601 Principles of Economics I	3
H&PE Activity Course	1	Mdsg. 625 Salesmanship	3
Geog. 519 Economic Geography	5	Acctg. 602 Elementary Accounting II	3
*Orientation 501 Study Skills	3	Adv. 627 Advertising Principles I	3
	12	Mdsg. 737 Textile Fabrics I	3
			15
<u>Second Quarter</u>	<u>Hrs.</u>	<u>Sixth Quarter</u>	<u>Hrs.</u>
Comm. 506 Basic Course II	3	Econ. 602 Principles of Economics II	3
H&PE Activity Course	1	Adv. 628 Advertising Principles II	3
*Orientation 502 Study Skills	3	Mdsg. 735 Visual Merchandise Presentation	3
Soc. Sci. 501 Introduction to Social Science	3	Mdsg. 738 Textile Fabrics II	3
Psych. 501 Introduction to Psychology	3	Mdsg. 740 Merchandising of Women's Fashions	3
	13		15
<u>Third Quarter</u>	<u>Hrs.</u>	<u>Seventh Quarter</u>	<u>Hrs.</u>
Comm. 507 Basic Course III	3	Econ. 603 Principles of Economics III	3
H&PE Activity Course	1	Mdsg. 711 Management of Retail Buying	3
Soc. Sci. 502 Introduction to Economics	3	Mdsg. 831 Executive Protocol	3
H&PE 509 Health Education	3	Mdsg. 731 Non-Textiles or	
Bus. Org. 511 Introduction to Business	3	Mdsg. 720 Industrial Marketing	3
	13	Electives (Mdsg.)	3
<u>Fourth Quarter</u>	<u>Hrs.</u>		15
Soc. Sci. 503 Introduction to Political Science	3		
Acctg. 601 Elementary Accounting I	3		
Mdsg. 624 Marketing	4		
Mdsg. 630 Introduction to Merchandising Techniques	5		
	15		

Total Credit Hours 98

*If Orientation 501 & 502 are waived, add 6 hrs. of Mdsg. electives.

TECHNICAL & COMMUNITY COLLEGE

CIVIL ENGINEERING TECHNOLOGY CURRICULUM

<u>First Year</u>		<u>Second Year</u>	
<u>First Quarter</u>	<u>Hrs.</u>	<u>Fourth Quarter</u>	<u>Hrs.</u>
Math. 502 Algebra II	5	MET 520 Mechanics	5
Comm. 505 Basic Course I	3	CE 721 Surveying II	3
ME 500 Engineering Drawing	3	CE 721L Surveying IILaboratory	1
H&PE Activity Course	1	Soc. Sci. 501 Introduction to Social Science	3
Nat. Sci. 518 Chemical Science or		CET 603 Structural Drafting	2
Nat. Sci. 520 Physical Science	3		14
	15		
<u>Second Quarter</u>	<u>Hrs.</u>	<u>Fifth Quarter</u>	<u>Hrs.</u>
Physics 501 Fundamentals of Physics	3	CET 615 Soil Mechanics	3
Math. 503 Trigonometry	3	CET 615L Soil Mechanics Laboratory	1
Comm. 506 Basic Course II	3	Soc. Sci. 502 Introduction to Economics	3
ME 501 Engineering Drawing	3	CET 620 Construction Management	3
H&PE Activity Course	1	CET 605 Strength of Materials	3
H&PE 509 Health Education	3	CET 605L Strength of Materials Laboratory	1
	16	ME 502 Descriptive Geometry	3
			17
<u>Third Quarter</u>	<u>Hrs.</u>	<u>Sixth Quarter</u>	<u>Hrs.</u>
Math. 550 Introduction to Calculus	5	CET 622 Advanced Surveying	3
Comm. 507 Basic Course III	3	CET 622L Advanced Surveying Laboratory	1
CE 720 Surveying I	3	Soc. Sci. 503 Introduction to Political Science	3
CE 720L Surveying I Laboratory	1	CET 610 Elementary Structures	3
H&PE Activity Course	1	CET 606 Construction Materials	3
Physics 502 Fundamentals of Physics	3	CET 606L Construction Materials Laboratory	1
	16	Electives	3
			17
<u>Summer Quarter</u>	<u>Hrs.</u>		
Physics 503 Fundamentals of Physics	3		
Physics 503L Fundamentals of Physics Laboratory	1		
	4		
		Total Credit Hours 99	

TECHNICAL & COMMUNITY COLLEGECIVIL ENGINEERING TECHNOLOGYCOURSE DESCRIPTION

603. Structural Drafting. Instruction in drafting room procedures and methods used in map drawing and in the graphical presentation of wood, steel, and concrete structures. Emphasis is placed on working drawing and on detailing structural steel and reinforced concrete members. One hour of lecture and three hours laboratory per week. Prereq: ME 502. 2 h.c.

605. Strength of Materials. Elementary theory in relationships between load, stress, strain in tension, compression, direct and torsional shear, and stresses in simple beams. Prereq: MET 520. 3 h.c.

605L. Strength of Materials Laboratory. Instruction in use and care of testing machines and equipment and experimental verification of theories of strength of materials. Three hours of laboratory per week. Taken concurrently with CET 605. 1 h.c.

606. Construction Materials. A study of aggregates, portland and asphalt cement, concrete, lumber, and steel and their roles in construction. 3 h.c.

606L. Construction Materials Laboratory. Testing of construction materials as usually encountered in control of construction with emphasis on ASTM & AASHTO standard tests. Three hours of laboratory per week. Taken concurrently with CET 606. 1 h.c.

610. Elementary Structures. An introduction to structural analysis and determination of reactions, shears, moments, and stresses in structural members. 3 h.c.

615. Soil Mechanics. A study of properties of soils, soil classification, strength and bearing capacity, compressibility, seepage, and frost action. 3 h.c.

615L. Soil Mechanics Laboratory. Practice in soil identification and classification and determination of seepage, compressibility, and bearing capacity through laboratory testing of soils. Three hours of laboratory per week. Taken concurrently with CET 615. 1 h.c.

620. Construction Management. A study of construction planning; determination of materials, equipment, and labor; construction scheduling and supervision of construction. 3 h.c.

622. Advanced Surveying. Precise surveying instruments and practice. Land and city surveying. Plane coordinate systems in cadastral surveying. Topographic mapping. 3 h.c.

622L. Advanced Surveying Laboratory. Practice in use of precise instruments in surveying and mapping. Three hours of laboratory per week. Taken concurrently with CET 622. 1 h.c.

TECHNICAL & COMMUNITY COLLEGE
COMPUTER TECHNOLOGY CURRICULUM

<u>First Year</u>		<u>Second Year</u>	
<u>First Quarter</u>	<u>Hrs.</u>	<u>Fourth Quarter</u>	<u>Hrs.</u>
Math. 502 Algebra II	5	Soc. Sci. 501 Introduction to Social Science	3
Comm. 505 Basic Course I	3	CPT 601 Scientific Programming I	4
Nat. Sci. 520 Physical Science	3	CPT 611 Programming-S/360 Assembler	4
CPT 501 Data Processing Concepts	4	H&PE 509 Health Education	3
H&PE Activity Course	<u>1</u>	H&PE Activity Course	<u>1</u>
	16		15
<u>Second Quarter</u>	<u>Hrs.</u>	<u>Fifth Quarter</u>	<u>Hrs.</u>
Math. 503 Trigonometry	3	Soc. Sci. 502 Introduction to Economics	3
Comm. 506 Basic Course II	3	CPT 602 Scientific Programming II	4
Nat. Sci. 521 Physical Science	3	CPT 612 Programming-PL/1	4
CPT 502 Computer Concepts	3	CPT 614 Business Systems and Procedures	3
Acctg. 601 Elementary Accounting I	3	Electives (Liberal Arts)	<u>3</u>
H&PE Activity Course	<u>1</u>		17
	16		
<u>Third Quarter</u>	<u>Hrs.</u>	<u>Sixth Quarter</u>	<u>Hrs.</u>
Math. 550 Introduction to Calculus	5	Soc. Sci. 503 Introduction to Political Science	3
Comm. 507 Basic Course III	3	CPT 603 Scientific Programming III	4
CPT 610 Fundamentals of Programming	5	CPT 618 Data Processing Applications	4
Acctg. 602 Elementary Accounting II	3	CPT 616 Operating Systems	3
	<u>3</u>	CPT 620 Data Processing Supervision	<u>4</u>
	16		18

Total Credit Hours 98

TECHNICAL & COMMUNITY COLLEGECOMPUTER TECHNOLOGYCOURSE DESCRIPTIONS

501. Data Processing Concepts. Evolution of Data processing; introduction to business structures and Data processing; the unit record; principles of operation of unit record equipment; laboratory exercises will be executed involving planning and wiring a range of unit record equipment. Three hours of lecture and three hours of laboratory per week. 4 h.c.

502. Computer Concepts. Basic data representation, Hollerith, binary, binary coded decimal systems; development of computer systems, description of basic component operations, arithmetic units, storage media. Input-output devices; methods of flow charting, use of decision tables. Prereq: CPT 501. 3 h.c.

601, 602, 603. Scientific Programming I, II, and III. Introduction to the use of computers by engineers and scientists; study of the high level scientific programming language known as FORTRAN; application of FORTRAN to engineering and scientific problems, scaling, floating point arithmetic and an introduction to numerical analysis. Three hours of lecture and three hours of laboratory per week. Prereq: Math. 550, Nat. Sci. 521 or Equivalents. 4 + 4 + 4 h.c.

610. Fundamentals of Programming. History of languages, fundamental concepts for the understanding of stored programming; flow charting, input and output data conversion; assembly programs, subroutines and macro routines and use of utility programs. The high level business oriented language known as COBOL will be used as the instrument of this study. The writing and testing of problems in COBOL language. Four hours of lecture and three hours of laboratory per week. Prereq: CPT 502. 5 h.c.

611. Programming-S/360 Assembler. Detailed study of the assembler language of IBM 360. This course includes the use of the assembler language developed for this computer and the writing, testing and running of programs on this computer. Three hours lecture and three hours of laboratory per week. Prereq: CPT 610. 4 h.c.

612. Programming-PL/1. Detailed study of the PL/1 language; analysis of its facilities will be made to demonstrate specific applicability to engineering, mathematical, and commercial problems. Several class problems will be coded to reinforce efficient coding techniques. Three hours lecture and three hours laboratory per week. Prereq: CPT 601, CPT 611. 4 h.c.

614. Business Systems and Procedures. Study of methods of analysis and evaluation of information flow, development of operating systems including forms design, use of equipment and employee training. Prereq: Acctg. 602, CPT 611. 3 h.c.

616. Operating Systems. Study of advanced programming; operating systems including translators, compilers, high level language processing, batch processing, real time processing and multiprogramming. Prereq: CPT 611. 3 h.c.

618. Data Processing Application. This course is designed to acquaint the student with business data processing applications. Practical case studies include payroll, accounts payable, budget control, inventory control, production control, etc. Three hours of lecture and three hours of laboratory per week. Prereq: CPT 614. 4 h.c.

620. Data Processing Supervision. Study of the organization of a computer center operation, machine selection and layout, scheduling; training and supervision of personnel; development of program descriptions and establishment of program standards. Three hours lecture and three hours laboratory per week. Prereq: CPT 614. 4 h.c.

TECHNICAL & COMMUNITY COLLEGE

ELECTRICAL ENGINEERING TECHNOLOGY CURRICULUM

<u>First Year</u>		<u>Second Year</u>	
<u>First Quarter</u>	<u>Hrs.</u>	<u>Fourth Quarter</u>	<u>Hrs.</u>
Math. 502 Algebra II	5	Soc. Sci. 501 Introduction to Social Science	3
Nat. Sci. 518 Chemical Science or		H&PE Activity Course	1
Nat. Sci. 520 Physical Science	3	EET 503 Circuit Theory III	3
Comm. 505 Basic Course I	3	EET 503L Circuit Theory III Laboratory	1
ME 500 Drawing Fundamentals	3	EET 600 Measurements	3
H&PE 509 Health Education	<u>3</u>	EET 600L Measurements Laboratory	1
	17	EET 605 Electronics I	3
		EET 605L Electronics I Laboratory	<u>1</u>
			16
<u>Second Quarter</u>	<u>Hrs.</u>	<u>Fifth Quarter</u>	<u>Hrs.</u>
Math. 503 Trigonometry	3	Soc. Sci. 502 Introduction to Economics	3
Physics 501 Fundamentals of Physics	3	EET 606 Electronics II	3
Comm. 506 Basic Course II	3	EET 606L Electronics II Laboratory	1
EET 500 Electrical Drafting	2	EET 610 Direct Current Machines	3
EET 501 Circuit Theory I	3	EET 610L Direct Current Machines Laboratory	1
EET 501L Circuit Theory I Laboratory	1	CPT 601 Scientific Programming I	4
H&PE Activity Course	<u>1</u>	EET 609 Analog Computer	<u>2</u>
	16		17
<u>Third Quarter</u>	<u>Hrs.</u>	<u>Sixth Quarter</u>	<u>Hrs.</u>
Math. 550 Introduction to Calculus	5	Soc. Sci. 503 Introduction to Political Science	3
Physics 502 Fundamentals of Physics	3	EET 607 Electronics III	3
Comm. 507 Basic Course III	3	EET 607L Electronics III Laboratory	1
EET 502 Circuit Theory II	3	EET 611 Alternating Current Machines	3
EET 502L Circuit Theory II Laboratory	1	EET 611L Alternating Current Machines Laboratory	1
H&PE Activity Course	<u>1</u>	EET 612 Electrical Power Systems or	
	16	EET 614 Industrial Controls	3
		Electives (Liberal Arts)	<u>3</u>
			17

Total Credit Hours 99

TECHNICAL & COMMUNITY COLLEGE
ELECTRICAL ENGINEERING TECHNOLOGY
COURSE DESCRIPTIONS

500. Electrical Drafting. Standard electrical symbols; types of electrical diagrams, elementary wiring diagrams for industrial buildings, power plants, industrial controls, and communication circuits; lineless diagrams, wiring lists; layouts for chassis, panels, switchboards, laboratories; multiview drawings, pictorial drawings, sections, details of electrical equipment. Prereq: ME 500. 2 h.c.

501. Circuit Theory I. Fundamental electrical definitions and units; electrical energy sources, Ohms Law, Kirchhoff's Laws; analysis of D.C. circuits; network theorems; magnetic circuits and permanent magnets. Prereq: Math. 502, Nat. Sci. 518 or 520. Concurrent: Math. 503. 3 h.c.

501L. Circuit Theory I Laboratory. Experiments on the use of instruments; measurement of resistance, effect of length cross section, and material on resistance, measurement of voltage, current and power in D.C. series and parallel circuits; network theorems. Three hours of laboratory per week. Taken concurrently with EET. 501. 1 h.c.

502. Circuit Theory II. Inductance, capacitance; analysis of simple transient circuits; alternating current and voltage; Phasor algebra, solution of steady state A.C. circuits; network theorems; Phasor diagrams; power, power factor; resonant circuits. Prereq: EET 501. Concurrent: Math. 550. 3 h.c.

502L. Circuit Theory II Laboratory. Experiments on the measurements of inductance and capacitance; simple transient circuits; measurement of voltage, current, and power in A.C. single phase series and parallel circuits; resonant circuits. Three hours of laboratory per week. Taken concurrently with EET 502. 1 h.c.

503. Circuit Theory III. Graphical analysis of circuits, locus plots; mutually coupled circuits; two port networks; non-sinusoidal analysis; electric wave filters, polyphase circuits. Prereq: EET 502, Math. 550. 3 h.c.

503L. Circuit Theory III Laboratory. Experiments on the measurement of mutual inductance; mutually coupled circuits; two port parameters; non-sinusoidal waves; filters; three phase circuits. Three hours of laboratory per week. Taken concurrently with EET 503. 1 h.c.

600. Measurements. Error analysis; Basic meter in D.C. measurement; basic meter in A.C. measurement; comparison methods; A.C. bridge methods; transducers; instrument transformers, test equipment; cathode ray oscilloscope; magnetic measurements; audio and radio frequency test methods; counting and digital display instruments. Prereq: EET 502. Concurrent: EET 503. 3 h.c.

600L. Measurements Laboratory. Experiments involving the use of basic and specialized equipment to obtain accurate measurements. Precision workmanship and techniques are emphasized. Three hours of laboratory per week. Taken concurrently with EET 600. 1 h.c.

605. Electronics I. Semiconductor principles and the semiconductor diode; thermionic emission and the vacuum diode; rectifiers, power supplies, and filters; vacuum tubes, triode, tetrode, pentode; transistor characteristics and applications. Prereq: EET 502. Concurrent: EET 503, EET 600. 3 h.c.

605L. Electronics I Laboratory. Experiments on vacuum tube characteristics; diode, triode, tetrode, pentode; transistor characteristics; half-wave, full-wave rectifiers. Three hours of laboratory per week. Taken concurrently with EET 605. 1 h.c.

606. Electronics II. Analysis of vacuum tube and transistor amplifiers; transformer coupling; R-C coupled amplifiers; power amplifiers; special purpose amplifiers, phase inverters. Prereq: EET 503, EET 600, EET 605. 3 h.c.

606L. Electronics II Laboratory. Experiments on vacuum tube amplifiers; transistor amplifiers; R-C coupled amplifiers; power amplifiers; magnetic amplifiers. Three hours of laboratory per week. Taken concurrently with EET 606. 1 h.c.

607. Electronics III. Analysis of feedback amplifiers; audio and radio frequency oscillators; amplitude and frequency modulation, demodulation; cathode ray oscilloscope; glow and arc discharge tubes; electronic power conversion; photoelectric devices. Prereq: EET 606. 3 h.c.

607L. Electronics III Laboratory. Experiments on feedback amplifiers; oscillators; basic amplitude and frequency modulated transmitter; photoelectric devices, associated circuit devices. Three hours of laboratory per week. Taken concurrently with EET 607. 1 h.c.

609. Analog Computers. Theory and operation of the analog computer. Emphasis is placed on circuit operation and usage rather than design. One hour of lecture and three hours of laboratory per week. Concurrent: EET 606. 2 h.c.

610. Direct Current Machines. Construction and principles of operation of D.C. motors and generators; characteristics, efficiency, control and associated equipment; specialized D.C. machines. Prereq: EET 503, EET 600. 3 h.c.

610L. Direct Current Machines Laboratory. Experiments on direct current machinery; characteristics, operation, efficiency, control. Three hours of laboratory per week. Taken concurrently with EET 610. 1 h.c.

611. Alternating Current Machines. Transformer construction design, standards, operational characteristics; three phase transformers; special transformers; alternators, induction motors; synchronous motors; single phase motors. Prereq: EET 610. 3 h.c.

611L. Alternating Current Machines Laboratory. Experiments on transformers; alternators; induction and synchronous motors. Three hours of laboratory per week. Taken concurrently with EET 611. 1 h.c.

612. Electrical Power Systems. Power systems; transmission line parameters; transmission line calculations; steady state power system representation and calculations; power system economy. Prereq: EET 610. Concurrent: EET 611. 3 h.c.

614. Industrial Controls. Analysis of electronic control circuits in industry; feedback circuits; electronic timers; photoelectric devices; electronic power conversion; motor control; heating system control; servo-mechanisms. Concurrent: EET 611, EET 607. 3 h.c.

TECHNICAL & COMMUNITY COLLEGE

MECHANICAL ENGINEERING TECHNOLOGY CURRICULUM

<u>First Year</u>		<u>Second Year</u>	
<u>First Quarter</u>	<u>Hrs.</u>	<u>Fourth Quarter</u>	<u>Hrs.</u>
Math. 502 Algebra II	5	Physics 503 Fundamentals of Physics	3
ME 500 Drawing Fundamentals	3	Physics 503L Fundamentals of Physics Laboratory	1
H&PE Activity Course	1	Soc. Sci. 501 Introduction to Social Science	3
Comm. 505 Basic Course I	3	CET 605 Strength of Materials	3
Nat. Sci. 518 Chemical Science or Nat. Sci. 520 Physical Science	<u>3</u>	CET 605L Strength of Materials Laboratory	1
	15	MET 605 Thermodynamics	4
		ME 502 Descriptive Geometry	<u>3</u>
			18
<u>Second Quarter</u>	<u>Hrs.</u>	<u>Fifth Quarter</u>	<u>Hrs.</u>
Math. 503 Trigonometry	3	Soc. Sci. 502 Introduction to Economics	3
ME 501 Engineering Drawing	3	MET 606 Machine Design I	4
H&PE Activity Course	1	MET 600 Advanced Drawing	3
Physics 501 Fundamentals of Physics	3	CPT 601 Scientific Programming I	3
Comm. 506 Basic Course II	3	MET 610 Mechanical Equipment	3
MET 510 Manufacturing Procedures	<u>3</u>	MET 610L Mechanical Equipment Laboratory	<u>1</u>
	16		17
<u>Third Quarter</u>	<u>Hrs.</u>	<u>Sixth Quarter</u>	<u>Hrs.</u>
Math. 550 Introduction to Calculus	5	Soc. Sci. 503 Introduction to Political Science	3
H&PE Activity Course	1	MET 607 Machine Design II	4
MET 520 Mechanics	5	MET 620 Tool Design	3
Comm. 507 Basic Course III	3	MET 621 Machine Tools	4
Physics 502 Fundamentals of Physics	<u>3</u>	H&PE 509 Health Education	<u>3</u>
	17		17

Total Credit Hours 100

TECHNICAL & COMMUNITY COLLEGEMECHANICAL ENGINEERING TECHNOLOGYCOURSE DESCRIPTION

510. Manufacturing Processes. A course in the study of manufacturing materials, methods, processes, tooling and equipment. Topics include welding, forging, casting, molding, hot and cold working and production machining. 3 h.c.

520. Mechanics. The study of forces, couples and resultants; equilibrium of force systems; motion of particles and rigid bodies; work and energy. Prereq: Physics 501. 5 h.c.

600. Advanced Drawing. The detail, assembly and specifications of a complete machine. One hour lecture and five hours laboratory per week. Prereq: CET 605, ME 501. 3 h.c.

605. Thermodynamics. The study of the first and second laws of thermodynamics involving gases, vapors and mixtures and their application to thermodynamics cycles such as compressors, steam plants, I.C. engines and refrigeration. Prereq: Physics 502, Math. 550. 4 h.c.

606. Machine Design I. Study and design of machine elements, such as bolts, screws, shafting and welded connections. Prereq: CET 605. 3 h.c.

607. Machine Design II. Continuation of 606 with the study of gears, cams, clutches, flywheels and the application of standard machine components. Prereq: 606. 3 h.c.

610. Mechanical Equipment. The study of common mechanical equipment such as refrigerators, pumps, internal combustion engines and vibration equipment. Prereq: CET 605, MET 605. 3 h.c.

610L. Mechanical Equipment Laboratory. Laboratory tests and application of equipment covered in MET 610. Three hours laboratory per week. Concurrent with MET 610. 1 h.c.

620. Tool Design. Practice and procedure in design and selection of tools such as cutting tools, jigs, fixtures and dies used in industry. Prereq: CET 605. 3 h.c.

621. Machine Tools. Study and practice in the use of machine shop tools such as drill presses, shapers, milling machines and grinders. One hour lecture and five hours laboratory per week. Concurrent: MET 620. 3 h.c.

TECHNICAL & COMMUNITY COLLEGE

METALLURGICAL ENGINEERING TECHNOLOGY CURRICULUM

<u>First Year</u>		<u>Second Year</u>	
<u>First Quarter</u>	<u>Hrs.</u>	<u>Fourth Quarter</u>	<u>Hrs.</u>
Math. 502 Algebra II	5	Physics 503 Fundamentals of Physics	3
Chem. 505 Fundamentals of Chemistry	4	Physics 503L Fundamentals of Physics Laboratory	1
Comm. 505 Basic Course I	3	CET 605 Strength of Materials	3
Nat. Sci. 520 Physical Science	3	CET 605L Strength of Materials Laboratory	1
H&PE Activity Course	<u>1</u>	MTT 600 Spectroscopy	3
	16	MTT 600L Spectroscopy Laboratory	1
<u>Second Quarter</u>	<u>Hrs.</u>	MTT 604 Physical Metallurgy (Adaptive I)	3
Math. 503 Trigonometry	3	MTT 604L Physical Metallurgy (Adaptive I) Laboratory	<u>1</u>
Chem. 506 Fundamentals of Chemistry	4		16
Comm. 506 Basic Course II	3	<u>Fifth Quarter</u>	<u>Hrs.</u>
Physics 501 Fundamentals of Physics	3	Soc. Sci. 502 Introduction to Economics	3
Soc. Sci. 501 Introduction to Social Science	3	EET 600 Measurements	3
H&PE Activity Course	<u>1</u>	EET 600L Measurements Laboratory	1
	17	MTT 602 Non-Destructive Inspection	3
<u>Third Quarter</u>	<u>Hrs.</u>	MTT 602 L Non-Destructive Inspection Laboratory	1
Math. 550 Introduction to Calculus	5	MTT 606 Physical Metallurgy (Adaptive II)	4
Physics 502 Fundamentals of Physics	3	MTT 606L Physical Metallurgy (Adaptive II) Laboratory	<u>2</u>
Comm. 507 Basic Course III	3		17
MTT 500 Introduction to Metallurgy (Extractive)	3	<u>Sixth Quarter</u>	<u>Hrs.</u>
MTT 501 Foundry and Metal Casting	2	Soc. Sci. 503 Introduction to Political Science	3
MTT 501L Foundry and Metal Casting Laboratory	1	MTT 608 Physical Metallurgy (Adaptive III)	4
H&PE Activity Course	<u>1</u>	MTT 608L Physical Metallurgy (Adaptive III) Laboratory	2
	18	ME 500 Drawing Fundamental	3
		H&PE 509 Health Education	<u>3</u>
			15
Total Credit Hours	99		

TECHNICAL & COMMUNITY COLLEGEMETALLURGICAL ENGINEERING TECHNOLOGYCOURSE DESCRIPTION

500. Introduction to Metallurgy (Extractive). Principles of mineral beneficiation, pyrometallurgical process for smelting ores and refining crude metal. The functions of fluxes, slags and refractories in these processes. Prereq: Chem. 506. 3 h.c.

501. Foundry and Metal Casting. Mechanism and solidification of metals, stress-strain relations in castings mold materials; reaction at refractory metal interface mold design, optimization of casting design and processing method, mold production and pattern construction. Prereq: Chem. 506. 2 h.c.

501L. Foundry and Metal Casting Laboratory. Elementary foundry practice; molding simple aluminum, copper and titanium castings; crucible furnace and induction furnace melting, selection and control of melting process. Three hours of laboratory per week. Taken concurrently with MTT 501. 1 h.c.

600. Spectroscopy. The nature of light, the atom and the electromagnetic spectrum as related to the study of spectrographic emission equipment. Theory and practice of photography of the spectrum and film, calibration, qualitative and quantitative analysis of alloys. Use of carbon analysis. Prereq: Physics 502, Chem. 506. 3 h.c.

600L. Spectroscopy Laboratory. Analysis of metallic specimens (alloys of various composition). Calibration of equipment, standardized spectrum film. Identification of the alloys spectrum range. Correlation of spectra and alloy composition and construction of table. Three hours of laboratory per week. Taken concurrently with MTT 600. 1 h.c.

602. Non-Destructive Inspection. A study of principles and techniques of non-destructive testing with liquid penetrant, ultrasonic, eddy current, magnetic particle for the detection of structural defects in ferrous and non-ferrous and non-metallic materials in cast, weld, and in mechanically deformed conditions. Prereq: MTT 600, Physics 503. 3 h.c.

602L. Non-Destructive Inspection Laboratory. Develop techniques of operating tester (magna-glow, portable sonic, spark testing) on metallic specimen with and without structural and internal defects, classification of surface and internal defects on various processed non-ferrous metals. Utilization of spark testing for identification of carbon analysis in ferrous metals including simple alloys. Three hours of laboratory per week. Taken concurrently with MTT. 602. 1 h.c.

604. Physical Metallurgy (Mechanical Adaptive I). Study of crystalline nature of metals (iron and steel); the crystalline nature of mechanical phenomena. Mechanical concepts in deformation ie. elastic vs plastic deformation, strain, yield; failure vs fracture and hot-working vs cold-working. Prereq: MIT 500. 3 h.c.

604L. Physical Metallurgy (Mechanical Adaptive I) Laboratory. Preparation of test specimens for tension testing, hardness testing in the cast, hot rolled, cold rolled and the annealed and normalized conditions. Three hours of laboratory per week. Taken concurrently with MIT. 604. 1 h.c.

606. Physical Metallurgy (Adaptive II). Polycrystalline pure metals, freezing of pure metals, nucleation and growth of crystals, grains and grain boundaries, grain size and grain growth. Solid metallic recrystallization after plastic deformation. Introduction to the iron - iron carbide system. Prereq: MIT 604. 4 h.c.

606L. Physical Metallurgy (Adaptive II) Laboratory. The micro-examinations of prepared metallographic, specimens of ferrous metals and alloys; sketches made of micro-structures, written interpretations and correlations made with the known history of each specimen. Six hours of laboratory per week. Taken concurrently with MIT 606. 2 h.c..

608. Physical Metallurgy (Adaptive III). Continuation of MIT 606, non-equilibrium transformation in iron - iron carbide system; isothermal transformation curves; heat treatment and theory; applications of heat treatment of common ferrous metals and alloys and non-ferrous metals and alloys. Prereq: MIT 606. 4 h.c.

608L. Physical Metallurgy (Adaptive III) Laboratory. Micro-examination of prepared specimens of non-ferrous metals and their alloys of known compositions and prior physical treatments. Sketches made of each with interpretations and correlation to the known history of each specimen. Six hours of laboratory per week. Taken concurrently with MIT. 608. 2 h.c.





YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

June 27, 1968

In compliance with Board of Trustees By-Laws, Article IV, the following annual reports are to be submitted following the close of each fiscal year:

- (1) Annual Report of Gifts
- (2) Insurance Report
- (3) Inventory of Real Property
- (4) Annual Financial Report

These reports will cover the ten month period, September 1 1967 through June 30, 1968. Since the fiscal year just closed on June 30, it is not possible to present these reports at this meeting.

YOUNGSTOWN STATE UNIVERSITY
STATEMENT OF INCOME AND EXPENDITURES
SCHEDULE OF INVESTMENTS AND SAVING ACCOUNTS
DISTRIBUTION OF INVESTMENTS AND SAVING ACCOUNTS
MAY 31, 1968

Submitted By:
Joseph S. Rook
Business Manager
July 2, 1968

YOUNGSTOWN STATE UNIVERSITY
STATEMENT OF INCOME AND EXPENDITURES
CURRENT GENERAL FUND
FOR THE PERIOD SEPTEMBER 1, TO MAY 31, 1968

438

CURRENT INCOME

Instruction and general:		
State appropriation		\$ 5,138,720
Student fees		5,968,075
Other		<u>64,649</u>
 Total current income		 \$ <u>11,171,444</u>

CURRENT EXPENDITURES

Instruction and general:		
Departmental instruction		\$ 3,564,331
General:		
Instructional services		1,053
Library		263,624
Plant operation and maintenance		660,489
Student services		252,180
General expenses		193,520
General administration		352,006
Undistributed fringe benefits		<u>550,103</u>
		<u>5,837,306</u>
 Excess of current income over current expenditures		 5,334,138

Appropriations to (from) other funds:		
Auxiliary enterprises	\$ 195,750	
Loan funds	11,516	
Plant funds	1,285,000	
Agency funds	<u>105,750</u>	
Total appropriations		<u>1,598,016</u>

Excess of current income over current expenditures and appropriations \$ 3,736,122

BUDGETING SUMMARY

Estimated income for the fiscal year 1967-68		\$ 11,821,663
Less: Actual income to May 31, 1968		<u>11,171,444</u>
Uncollected portion of estimated income		<u>\$ 650,219</u>

Estimated income		\$ 11,821,663
Less: Appropriation expenditures	\$ 7,435,322	
Encumbered appropriations	2,230	
Fund balance-appropriated	<u>4,313,376</u>	
Fund balance-unappropriated		<u>\$ 11,750,928</u>
		<u><u>70,735</u></u>

Youngstown State University
 Schedule of Investments and Savings Accounts
 May 31, 1968

Current Funds

<u>Description</u>	<u>Rate or yield</u>	<u>Term</u>	<u>Due date</u>	<u>Face value</u>	<u>Cost</u>
Investments:					
General:					
U.S. Treasury bills	5.250%	35 days	6- 6-68	\$ 600,000	596,938
U.S. Treasury bills	5.258	90 days	6-20-68	300,000	296,013
U.S. Treasury bills	5.470	90 days	8- 1-68	600,000	591,704
U.S. Treasury bills	5.620	180 days	10-31-68	300,000	291,476
				<u>1,800,000</u>	<u>1,776,131</u>
Auxiliary enterprises:					
U.S. Treasury bills	5.420	180 days	7- 5-68	180,000	175,041
Restricted:					
U.S. Treasury bills	5.420	180 days	7- 5-68	22,500	21,880
<u>Plant Funds</u>					
Unexpended:					
U.S. Treasury bills	5.285	36 days*	6-20-68	200,000	198,062 *
U.S. Treasury bills	5.420	180 days	7- 5-68	97,500	94,814
U.S. Treasury bills	5.146	51 days*	7- 5-68	500,000	494,211 *
U.S. Treasury bills	5.620	180 days	10-31-68	300,000	291,476
				<u>1,097,500</u>	<u>1,078,563</u>
Total investments				\$ <u>3,100,000</u>	<u>3,051,615</u>

Current Funds

Savings accounts:	
General	\$ 1,000,000
Auxiliary enterprises	105,000
	<u>1,105,000</u>

Plant Funds

Unexpended	<u>195,000</u>
Total savings	\$ <u>1,300,000</u>

Note: * These investments show the remaining days and the market value of the bills when transferred to Plant Funds from the Current General Fund after the April appropriations of the Board of Trustees.

440

Youngstown State University
Distribution of Investments and Savings Accounts
May 31, 1968

<u>Distribution</u>	<u>Current Funds</u>	<u>Face Value</u>	<u>Cost</u>
Investments:			
General: *			
Rental and Equipment Reserve		\$ 500,000	
University Improvement Reserve		1,200,000	
		<u>1,700,000</u>	
Auxiliary enterprises:			
Kilcawley Dormitory		75,000	72,934
Intercollegiate Athletics		80,000	77,796
Parking lots		25,000	24,311
		<u>180,000</u>	<u>175,041</u>
Restricted:			
Alumni fund		<u>22,500</u>	<u>21,880</u>

Plant Funds

Unexpended:			
Beeghly Physical Education Center Fund		400,000	395,585
Building Maintenance Reserve Fund		300,000	296,688
Additional Student Services Fund		366,930	356,582
Student Health Center Equipment Fund		30,570	29,708
		<u>1,097,500</u>	<u>1,078,563</u>

Current Funds

Savings accounts:			
General: *		<u>1,000,000</u>	
Auxiliary enterprises:			
Kilcawley Dormitory		11,500	
Intercollegiate Athletics		72,000	
Parking lots		21,500	
		<u>105,000</u>	

Plant Funds

Unexpended:			
Additional Student Services Fund		180,000	
Student Health Center Equipment Fund		15,000	
		<u>195,000</u>	

Note: * General fund investments and savings are not related to specific appropriations and funds, but represent investment of cash from all Current General Fund income sources.

YOUNGSTOWN STATE UNIVERSITY

BOARD OF TRUSTEES MEETING

July 2, 1968

The following grants, gifts and donations were received by Youngstown State University during the 1967-68 fiscal year.

1. Scholarship Fund		\$139,382.32
*Youngstown Educational Foundation	\$69,843.25	
Other Corporations, Organizations and Individuals	\$69,539.07	
2. Pennsylvania Higher Education Assistance Agency		139,375.00
3. Special Education Fund (School of Ed.)		1,389.00
4. Alumni Development Fund		2,545.55
5. Friends of the Library Fund		7,295.86
6. Mural Fund (School of Eng.) (97 Contributors)		3,349.99
7. Senior Gift Fund (1968)		975.00
8. Skeggs Lecture Series		4,000.00
9. Distinguished Professors (Watson Foundation)		2,000.00
10. Henry Roemer Achievement Awards		500.00
11. Youngstown Vindicator Awards		500.00
12. Ernst & Ernst Faculty Seminar and Travel (School of Bus. Admin.)		500.00
13. Auxiliary Fund (Parking Lot)		550.00
		<u>\$301,397.47</u>
*213 General Scholarships	\$40,448.07	
44 Dana School of Music Schol.	8,020.00	
9 Special (Negro) Scholarships	3,938.83	
9 Grants-in-Aid	1,027.00	
66 Scholarships from 28 Private Donors	<u>16,409.35</u>	
	\$69,843.25	

Additional financial assistance was received by Youngstown State University students as follows:

1. Loans		\$322,910.00
National Defense Student Loans	\$170,000.00	
State Guaranty Loans	\$152,910.00	
2. Grants		264,550.00
Educational Opportunity Grants	\$154,750.00	
Athletic	\$109,800.00	
3. Tuition Remission for Faculty/Staff		9,359.00
4. Student On-Campus Employment		215,000.00
5. Veteran Benefits		871,700.00
6. State Vocational Rehabilitation		37,664.00
7. Diocese		7,677.00
8. Sisters		<u>11,459.00</u>
		\$1,740,319.00

YOUNGSTOWN STATE UNIVERSITY

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Athletic	\$109,800.00	
3. Tuition Remission for Faculty/Staff		9,359.00
4. Student On-Campus Employment		215,000.00
5. Veteran Benefits		871,700.00
6. State Vocational Rehabilitation		37,664.00
7. Diocese		7,677.00
8. Sisters		11,459.00
		<u>\$1,740,319.00</u>

NEW APPOINTMENTS IN KEY POSITIONS

Director of Computer Center - Dr. Ronald Jonas, Ph.D. University of Texas
 Director of Counseling Center - Dr. George Letchworth, Ph.D. University of Pennsylvania
 Head, Philosophy Department - Dr. Martin Greenman, Ph.D. University of Chicago
 Head, Chemistry Department - Dr. Leon Rand, Ph.D. University of Texas
 Head, Psychology Department - Dr. Sanford Hotchkiss, Ph.D. University of Minnesota

DEPARTMENTS AND/OR SCHOOLS WITH LARGEST NUMBER OF NEW DOCTORAL APPOINTMENTS

Biology	7
English	5
History	4
Physics	4
Civil Engineering	4
School of Music	4
School of Education	4

INSTITUTIONS GRANTING PH.D. TO NEW APPOINTEES

Ball State University	Ohio State University
Boston University	Purdue University
Carnegie-Mellon University	Rutgers University
Case-Western Reserve University	Southern Illinois University
Columbia University	Tulane University
Florida State University	University of Kentucky
Indiana University	University of Massachusetts
Louisiana State University	University of Minnesota
McGill University	University of Nebraska
New Mexico State University	University of Oklahoma
New York University	University of Pittsburgh
Northwestern University	University of South Carolina
Notre Dame University	Vanderbilt University

CERTIFICATE AS TO MAILING OF COPY OF MINUTES

HUGH W. MANCHESTER, Secretary of the Board of Trustees of Youngstown State University, hereby certifies that on July 15, 1968 he deposited in the United States mails a copy of the Minutes of a meeting of the Board of Trustees of Youngstown State University held on July 2, 1968, addressed to each of the following nine Trustees of Youngstown State University:

William J. Brown
The Youngstown Vindicator
Vindicator Square
Youngstown, Ohio 44503

Dr. B. B. Burrowes
529 North Avenue
Youngstown, Ohio 44502

John N. McCann, MD
2722 Mahoning Avenue
Youngstown, Ohio 44509

Clarence J. Strouss
Northwestern Mutual Life Ins. Co.
Dollar Bank Building
Youngstown, Ohio 44503

Carl W. Ullman, President
Dollar Savings and Trust Company
Youngstown, Ohio 44503

Robert E. Williams
Youngstown Sheet and Tube Company
Youngstown, Ohio 44501

Raymond J. Wean, Jr.
Wean United, Inc.
North River Drive, N. E.
Warren, Ohio 44480

Mrs. Ethel Fisher
166 Mill Creek Drive
Youngstown, Ohio 44512

John A. Saunders
General Fireproofing Company
East Dennick Avenue
Youngstown, Ohio 44504

and on the same date he addressed copies of such Minutes to the following persons connected with Youngstown State University:

Dr. Albert L. Pugsley, President
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44503

Dr. Wm. H. Coffield, Vice President
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44503

Dr. Earl Edgar
Dean of Graduate School
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44503

Mr. Joseph S. Rook, Business Manager
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44503

Mr. Hershel Rickard
University State Examiner
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44503

Hugh W. Manchester