



# YOUNGSTOWN STATE UNIVERSITY

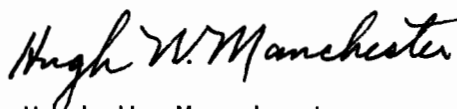
YOUNGSTOWN, OHIO 44555

November 3, 1977

TO THE TRUSTEES OF  
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise that the next regular meeting of the Board of Trustees will be held on Saturday, November 19, 1977, commencing at 9:30 a.m. on the sixth floor of the Maag Library.

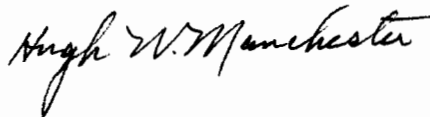
Copies of the Agenda for the Meeting will be furnished by the President's office.



Hugh W. Manchester  
Secretary to the Board of Trustees  
of Youngstown State University

HWM/emd

Copies of the above notice were mailed on November 3, 1977 to the nine Trustees and the President, as listed on the reverse side of this page.



Edward J. DeBartolo, Jr.  
Edward J. DeBartolo Corp.  
7620 Market Street  
Youngstown, Ohio 44512

Carl L. Dennison  
Butler, Wick & Company  
6th Floor, Union Nat'l Bank Bldg.  
Youngstown, Ohio 44503

Dr. Thomas D. Y. Fok  
Thomas Fok & Associates, Ltd.  
5121 1/2 Mahoning Avenue  
Youngstown, Ohio 44515

Edgar Giddens  
448 Cleveland Street  
Youngstown, Ohio 44511

Mrs. Ann L. Isroff  
11 Wildfern Drive  
Youngstown, Ohio 44505

William J. Lyden  
International Brotherhood of  
Electrical Workers Union No. 64  
291 McClurg Road  
Youngstown, Ohio 44512

William G. Mittler  
The Youngstown Vindicator  
Vindicator Square  
Youngstown, Ohio 44503

John M. Newman  
1010 Union Nat'l Bank Bldg.  
Youngstown, Ohio 44503

Fred C. Shutrump, Jr.  
United Construction Co.  
3749 Mahoning Avenue  
Youngstown, Ohio 44515

Dr. John J. Coffelt, President  
Youngstown State University  
410 Wick Avenue  
Youngstown, Ohio 44555



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

November 3, 1977

Dr. Daniel J. O'Neill  
President, YSU-OEA  
Youngstown State University  
410 Wick Avenue  
Youngstown, Ohio 44555

Dear Dr. O'Neill:

Enclosed is a copy of notice being mailed today relative to meeting of the Board of Trustees of Youngstown State University scheduled for Saturday, November 19, 1977 at 9:30 a.m. on the sixth floor of the Maag Library.

Yours very truly,

*Hugh W. Manchester*

Secretary to the Board of Trustees

HWM/emd  
Enclosure

XC: Dr. John J. Coffelt, President  
Mr. William J. Lyden, Chairman



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

November 3, 1977

Mr. John G. Ingram  
1108 Mahoning National Bank Building  
Youngstown, Ohio 44503

Dear Mr. Ingram:

Enclosed is a copy of the notice being mailed today relative to meeting of the Board of Trustees of Youngstown State University scheduled for Saturday, November 19, 1977 at 9:30 a.m. on the sixth floor of the Maag Library.

Yours very truly,

*Hugh W. Manchester*

Secretary to the Board of Trustees

HWM/emd  
Enclosure

XC: Dr. John J. Coffelt, President  
Mr. William J. Lyden, Chairman

TO: Richard J. Owen, Librarian  
Youngstown State University

FROM: Hugh W. Manchester *HWM*  
Secretary to the Board of Trustees

DATE: November 19, 1977

SUBJECT: Minutes of Meeting of Board of Trustees of Youngstown  
State University held on August 27, 1977

I am enclosing xerox copy of the official minutes referred to above. The original minutes were approved, signed and attested at today's meeting of the Board of Trustees.

HWM/emd

xc: President Coffelt  
Vice President Edgar  
Vice President Alderman  
Mr. Lyden



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

November 19, 1977

Dr. Daniel J. O'Neill, President  
YSU Chapter of OEA  
Youngstown State University  
410 Wick Avenue  
Youngstown, Ohio 44555

Dear Dr. O'Neill:

Enclosed for your records find copy of the Minutes of the Meeting of the Board of Trustees of Youngstown State University, which was held on August 27, 1977. These minutes were approved at today's meeting of the Board and have now been signed by the Chairman and attested.

Yours very truly,

*Hugh W. Manchester*

Secretary to the Board of Trustees

HWM/emd  
Enclosure

xc: Dr. John J. Coffelt, President

MINUTES OF MEETING

of

BOARD OF TRUSTEES

of

YOUNGSTOWN STATE UNIVERSITY

Maag Library  
Saturday, November 19, 1977

Pursuant to Resolution YR 1978-9 and to Notices mailed on November 3, 1977 by the Secretary of the Board to each Trustee, copies of which precede these minutes (with copies to the President of the University, the President of the YSU Chapter of the OEA, and to John G. Ingram, Assistant to the Attorney General of Ohio), a regular meeting (fifty-eighth) of the Board of Trustees of Youngstown State University convened at 9:30 a.m. on Saturday, November 19, 1977, on the sixth floor of the Maag Library.

Six Trustees were present at the meeting, to wit: William J. Lyden, Chairman, Carl L. Dennison, Dr. Thomas D. Y. Fok, Edgar Giddens, William G. Mittler and John M. Newman. Three Trustees, Edward J. DeBartolo, Jr., Mrs. Ann L. Isroff and Fred C. Shutrump, Jr. were absent.

Also present were Dr. John J. Coffelt, President; Dr. Earl Edgar, Vice President for Academic Affairs; Dr. Taylor Alderman, Vice President for Personnel; Richard L. Glunt, Controller and Acting Vice President for Financial Affairs; Edmund J. Salata, Dean of Administrative Affairs; Dr. Lawrence E. Looby, Associate Vice President for Public Services, Dr. Charles McBriarty, Dean of Student Affairs; Philip A. Snyder, Director of University Relations; John G. Ingram, Assistant to the Attorney General; Fred W. Rich, State Examiner; Hugh W. Manchester, Secretary to the Board of Trustees; and Miss Patricia Davis, Secretary to the President. Also present were approximately 10 Deans and members of the Faculty, students and representatives of the news media.

Mr. Lyden, Chairman of the Board, presided and announced that a quorum was present.

ITEM I - Proof of Notice of Meeting

Evidence to establish that due notice of the meeting had been sent on November 3, 1977 by the Secretary to each of the nine Trustees and to the President, and that copies had also been sent to the President of the Youngstown Chapter of OEA and to John G. Ingram, Assistant to the Attorney General, were presented. Such evidence precedes these minutes.

ITEM II - Minutes of the Meeting held August 27, 1977

A copy of the draft of the minutes of the fifty-seventh meeting of the Board of Trustees, held on August 27, 1977, had been mailed to each Trustee, to the President, the three Vice Presidents, the State Examiner and the Assistant to the Attorney General. There being no corrections or changes suggested, the minutes were duly approved and were signed by the Chairman and attested by the Secretary.

ITEM III - Recommendations of the President of the University

1. Resolution to Ratify Faculty/Staff Appointments

Forty-two faculty/staff appointments, made since the June 29, 1977 meeting of the Board were reported. After a motion which was made by Mr. Newman had been seconded by Mr. Mittler and had received the affirmative vote of each Trustee present, the Chairman declared the following resolution carried:

WHEREAS, the Policies of the Board of Trustees YR 1978-10 direct the President to appoint such employees as are necessary to effectively carry out the operation of the University; and

WHEREAS, new appointments have been made subsequent to the June 29, 1977 meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1977-78 budget and with the University policy on Equal Employment Opportunity.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby ratify and confirm the appointments as listed in Exhibit A attached hereto.



2. Resolution Recognizing the Youngstown State University Alumni Association

Dr. Coffelt reported that pursuant to prior Board policy the development of an Alumni Association had so far progressed that many alumni wished to have a formal organization to assist in fostering and promoting the influence, welfare and good name of the University; that a proposed Constitution for such an organization had been developed and that a copy of such proposed constitution had been furnished to each Trustee of the University.

After a motion which was made by Mr. Newman and seconded by Mr. Mittler had received the affirmative vote of each Trustee present, the Chairman declared the following resolution carried:

WHEREAS, the development of a Youngstown State University Alumni Association, which was a goal established by this Board of Trustees on June 21, 1975 when it adopted Section 3 of Article VII of its Policies (by YR 1975-58) has so progressed, because of efforts and activities of its President and administrative staff, that many of the alumni of Youngstown State University have expressed a desire to establish a formal organization to be known as The Youngstown State University Alumni Association; and

WHEREAS, this Board of Trustees has this day examined a proposed constitution for such Association and has found its objectives and purposes to be that of fostering and promoting the influence, welfare and good name of Youngstown State University, and that the organization and development of such Association will promote the further successful continuous operation of the University through continuing the affiliation and interest of its graduates; assisting in interesting new students to matriculate; soliciting and otherwise aiding in the procuring of donations, bequests and gifts for various University purposes; as well as in other ways.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that it does hereby approve the use of the University's

name in establishing, promoting and co-ordinating alumni programs and activities; and

BE IT FURTHER RESOLVED, that the President of the University is encouraged to assist and counsel, where needed, in establishing such Association and promoting its objectives; and

BE IT FURTHER RESOLVED, that the expenditure of University funds for expenses incurred for printing, postage, food purchases and all other expenses heretofore or hereafter incurred by the University and its staff in the promoting and further development of such an Alumni Association be and they are hereby ratified and approved as being for the purpose of furthering the successful continuous operations and best interests of the University, a duty and responsibility imposed on this Board of Trustees by Section 3356.03 of the Revised Code of Ohio.

### 3. Resolution to Amend Travel Rules and Regulations

Dr. Coffelt reported that to comply with Rule 126-1-02 of the Office of Budget and Management as to in-state travel would require some changes in the University's Travel Rules and Regulations. Such changes eliminate the need for receipts for meals, but require receipts for all other expenses, and have been incorporated in proposed new Travel Regulations, copies of which were furnished to each Trustee.

After a motion, made by Mr. Giddens and seconded by Dr. Fok, had received the affirmative vote of each Trustee present, the Chairman declared the following resolution carried:

WHEREAS, the Office of Budget and Management YR 1978-12 has published Rule No. 126-1-02, rules and regulations governing in-State travel.

NOW, THEREFORE, BE IT RESOLVED, that the travel regulations adopted by this Board on February 14, 1976 be and are hereby revised, effective for all travel commencing on or after November 21, 1977, as set forth in the Youngstown State University Travel Regulations attached hereto as Exhibit B.

BE IT FURTHER RESOLVED, that all official travel shall be approved by the President of the University or by an official to whom such authority has been properly delegated; and

BE IT FURTHER RESOLVED, that these regulations shall be fully applicable to reimbursement of travel undertaken by students as part of the business of Student Government or other approved student organizations, while not prohibiting additional compatible regulations governing student travel.

BE IT FURTHER RESOLVED, that this Resolution rescinds and supercedes Resolution YR 1976-21.

ITEM IV - Report of the President of the University

Dr. Coffelt reported concerning three matters as follows:

1. Fall Enrollment in 1977; headcount 15,696; Full Time Equivalent Hours 11,852.4 is down 1.2% below 1976 Fall enrollment. Copy of Enrollment Statistics as at October 12, 1977 is attached. Estimated income may be down \$295,000 for the current year, which will make operations very close to budget.
2. Senate Bill 40, now in conference committees, if passed, would exclude from filing requirements those University Trustees appointed prior to its enactment, would require filing of financial statements by Trustees subsequently appointed, but such statements would be kept confidential in most cases.
3. Financial aids made in 1976-77 included 7,576 awards aggregating a total of \$4,175,687, an average of about \$550 per award. These covered about 40% of tuition charges.
4. A litigation report, made by Mr. Ingram, covered 14 separate pending cases which involve the University. Four of these are in various stages of appeal. Issues in the action brought by non-members of the YSU Chapter of OEA to prohibit deduction of service fees from wages may become moot, depending upon pending legislative proposals. The most recent suit alleges sex discrimination involving salary of a female classified employee.

ITEM V - Report of the Vice President for Academic Affairs

Dr. Edgar reported concerning the following matters:

1. The new major in Accompanying in the Dana School of Music was approved by the Ohio Board of Regents on October 21, 1977.

2. The William Rayen School of Engineering was visited on October 3 and 4 by an eight-member team representing the Engineering Council of Professional Development. Its accreditation report is expected in December, with final decision by next October.

3. The experience of the School of Fine and Performing Arts with the presence this Fall of the artist, Alfred L. Leslie, has been delightful. The next R. J. Wean Lecturer will be Mr. Fletcher Byrom, Chairman of the Board of Directors of Koppers Company, who will be on campus during the week of May 8, 1978.

4. On October 24, Dr. Paul L. Dressel, Professor of University Research at Michigan State University visited the campus. Dr. Dressel, under a grant from Lilly Endowment, was engaged in a study of the impact of various types and levels of state coordination upon the autonomy of local campuses.

5. A statement concerning the possible offering of two-year Associate Degree programs by colleges or schools other than the College of Applied Science and Technology and the need to coordinate all such programs through such College has been prepared and has been distributed to the Academic Deans.

6. The name of the former Department of Sociology and Anthropology has been changed to the Department of Sociology, Anthropology and Social Work, and the name of the former Department of Mathematics has been changed to the Department of Mathematical and Computer Sciences.

7. The Graduate School has this month commenced publication of a Research Report which announces the names of nine faculty members appointed for 1977-78 as Research Professors under the provisions of the new Agreement with YSU Chapter of OEA and also announces the project title for each.

ITEM VI - Report of the Vice President for Personnel

Dr. Alderman reported concerning numerous reclassification hearings in recent weeks on the campus. Such hearings conducted by officers designated by the Ohio State Employment Compensation Board involve classified employees who have claimed they are improperly classified within the state Civil Service system. Approximately 170 from the 500 classified employees had appealed their reclassifications which were effective January 4, 1976. Statewide there were about 30,000 such appeals. At Youngstown State University, internal review resolved approximately 70 such appeals. About 65 hearings have been held during the past six weeks. Of the appeals initially filed, 11 have been withdrawn, 16 have been resolved through reclassification, 12 have been settled prior to hearings, 10 have been dismissed, 8 have affirmed the original reclassification, and 32 remain pending. About 10 cases remain to be heard. Final report on the reclassification hearings should be available by the time of the next Board meeting.

ITEM VII - Report of the Acting Vice President for  
Financial Affairs

Richard L. Glunt, Controller, who is Acting Vice President for Financial Affairs, reported as follows:

1. The Financial Report for the year ended June 30, 1977, of which copies were furnished to each Trustee, is in the format now required by the Auditor of State and the Ohio Board of Regents. For the tenth consecutive year operations are within budgeted amounts.

2. An orderly schedule of current revenues and expenditures for the period July 1, 1977 to September 30, 1977, copies of which were furnished to each Trustee, indicates that current operations are within budget estimates.

3. The Report on Insurance and Real Property, a copy of which was furnished to each Trustee, reviews, at Pages 36 through 39, all changes made in the insurance programs of the University. Pages 41 and 42 which include the addition of Bliss Hall during the past year indicate an inventory of real property having a book value of \$45,902,000.

4. A copy of the Gifts and Financial Aid Report for the year ended June 30, 1977, which was furnished to each Trustee, is attached to these minutes and covers student aid

endowments and unrestricted gifts as well as restricted gifts.

ITEM VIII - Report of the Dean of Administrative Affairs

Dean Salata reported concerning the following matters:

1. Under amended House Bill 810 effective August 22, 1977 which reappropriated a total of \$71,343,918 for capital reappropriations, the amount of \$2,039,117 was reappropriated for the benefit of Youngstown State University.

2. Under amended House Bill 618 which was signed by the Governor on October 28, 1977, (a total of \$206,729,420 in new capital improvements appropriations), the sum of \$9,400,000 is for capital items to be constructed at Youngstown State University. The Bill also includes \$3 million for removal of handicap barriers and \$5 million for energy conservation projects, some of which to be available at Youngstown State University.

3. Construction of the new parking deck (2,000 plus cars) which will cost about \$7 million should commence in mid-December of 1977. Partial occupancy is projected for September, 1978, and it is hoped that the project will be completed by November, 1978. Construction of the pedestrian connector over Wick Avenue is being deferred. This project should create approximately 1,400 jobs of which half are directly connected with and half are indirectly connected with the construction.

4. The Health and Physical Education and All-Sports Complex for which \$13,075,000 is the overall estimated cost should be started by September, 1978 and it is hoped that the stadium for which \$3 million has been raised through a community campaign can be finished by September, 1979.

The total estimated cost of the parking facility to include 2,000 plus cars is \$7 million; the pedestrian connector to cost \$1 million and on which construction is not yet to be commenced, and the Health and Physical Education and All-Sports Complex mentioned above makes an aggregate of \$21,075,000 of new construction presently planned for YSU and to be under construction within the year.

5. George Tanner Smith, Architect, reports the Jones Hall remodeling being done by Adolph Johnson & Son Company is presently approximately 26% complete on the total contract of the General Contractor. Although approximately four weeks behind schedule at the present time, the projected completion date is June 15, 1978.

6. The Library-Tod remodeling project is now three weeks ahead of schedule. Despite a few minor problems due to changes made at the time of original construction and not shown on drawings, the building is scheduled to be enclosed by December 15, 1977 and the exterior masonry is now 70% complete. The first stage of the project should be completed by April 1978 and the entire project completed by September 28, 1978.

7. A status report for the balance of the various construction projects was passed out for the Trustee's information.

#### ITEM IX - Reports of Committees of the Board

##### 1. Building and Property Committee

##### a. Resolution Confirming Acquisition of Certain Properties as Provided Under YR 1970-24

Mr. Newman reported the acquisition of the Zupp property at 657 Elm Street and moved for adoption of the following resolution:

NOW BE IT RESOLVED, that the acquisition of the following property acquired as provided under YR 1970-24, be hereby confirmed and approved. YR 1978-13

##### University Funds

657 Elm Street, City Lot Nos. 949 and 950, City of Youngstown, purchased from Phyllis Zupp.

The motion was seconded by Mr. Mittler and after receiving the affirmative vote of each Trustee present, was declared carried by the Chairman.

##### b. Resolution Authorizing Construction of Parking Facility

Mr. Newman reported that the Building Committee has recommended that the Ohio Department of Public Works approve the plans and specifications for the basic construction of the proposed parking structure east of Wick Avenue and that funds previously set aside for such structure be released for completion of the project.

After motion by Mr. Newman which was seconded by Mr. Giddens had received the affirmative vote of each Trustee

present, the Chairman declared the following resolution to be carried:

WHEREAS, the Building Committee of the Board of Trustees of Youngstown State University has recommended that the Ohio Department of Public Works approve the plans and specifications for the basic construction of the proposed parking structure east of Wick Avenue. YR 1978-14

NOW, THEREFORE, BE IT RESOLVED, that the sum of \$4,668,711 previously set aside for this structure be and is hereby released for the purpose of completing this project.

c. Resolution to Release Funds for the All-Sports Complex

Mr. Newman moved for adoption of the following resolution:

WHEREAS, the Board of Trustees of Youngstown State University has committed funds for the site development, landscaping and other improvements connected with the development of an All-Sports Complex; and YR 1978-15

WHEREAS, said funds were committed as matching funds to encourage the solicitation of public and private gifts and donations to construct an All-Sports Complex; and

WHEREAS, the Committee for the Youngstown State University Sports Complex has exceeded its goal of \$3 million in gifts and donations for this purpose.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the release, encumbrance and expenditure of said funds for the purpose of planning and constructing the All-Sports Complex.

The motion was seconded by Mr. Mittler and after receiving the affirmative vote of each Trustee present, was declared carried by the Chairman.



2. Budget and Finance Committee

a. Resolution to Amend Policy on Fee Remission

It was reported that the Budget and Finance Committee had taken action to recommend that the University policy on fee remission be changed so as to extend fee remissions to all employees of the University in accordance with a proposed amendment to Article VIII, Section 1 of the Policies of the Board. A copy of the proposed revised policy had been furnished to each Trustee and a copy is attached to these minutes marked Exhibit C.

After a motion was made by Dr. Fok and seconded by Mr. Dennison and after such motion received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

BE IT RESOLVED, that the Board of Trustees YR 1978-16 of Youngstown State University does hereby amend, revise and adopt Article VIII, Section 1, of the Policies of the Board of Trustees of Youngstown State University as set forth in Exhibit C attached hereto.

BE IT FURTHER RESOLVED, that this revised policy supersedes any and all previous fee remission policies in conflict herewith.

b. Resolution to Amend Policy on Sick Leave Conversion

Dr. Fok reported that the University policies on Sick Leave Conversion should be extended to all University employees, that such extension could be accomplished by amending Article III, Section 5 of the Board's Policies, and he moved for adoption of the following resolution:

NOW, THEREFORE, BE IT RESOLVED, that effective YR 1978-17 with the current fiscal year, the Board of Trustees of Youngstown State University does hereby amend its policy on Sick Leave Conversion (Article III, Section 5, Policies of the Board of Trustees of Youngstown State University) as set forth in Exhibit D attached hereto.

BE IT FURTHER RESOLVED, that any previous policies or resolutions regarding Sick Leave Conversion in conflict with this resolution are hereby rescinded.

The motion was seconded by Mr. Newman, and after receiving the affirmative vote of each Trustee present, the Chairman declared the motion carried.

c. Resolution to Amend Policy on University Purchasing Practices

It was reported that in the 1975 rewrite of the Board's Policies the prior provision requiring bids on purchases in excess of \$1,900 had been omitted; but that the practice had been followed and should be reincorporated as part of the Board's Policies.

After a motion made by Dr. Fok had been seconded by Mr. Newman and had received the affirmative vote of each Trustee present, the Chairman declared the following resolution adopted:

BE IT RESOLVED, that the Board of Trustees of YR 1978-18 Youngstown State University does hereby amend, revise and adopt Article IX, Section 4, of the Policies of the Board of Trustees of Youngstown State University as set forth in Exhibit E attached hereto.

BE IT FURTHER RESOLVED, that this revised policy supersedes any and all previous purchasing policies in conflict herewith.

d. Resolution to Authorize Employment of Professional Consultants

It was reported that the Finance Committee recommended employment of professional consultants to assist in developing proper minima and maxima salary ranges for all administrative personnel, and that the firm of Robert B. Hayes & Associates had assisted many universities and was highly recommended.

On motion by Dr. Fok, seconded by Mr. Giddens and carried by affirmative vote of each Trustee present, the following resolution was declared carried:

WHEREAS, all University employees except the unclassified administrative staff are subject to some system which establishes salary minima and maxima; and

YR 1978-19

WHEREAS, the Board in 1976 directed the President to proceed toward the establishment of a salary schedule of minima and maxima for administrative staff; and

WHEREAS, it is desirable that such a system be as equitable and accurate as possible; and

WHEREAS, the Budget and Finance Committee of the Board has recommended that the services of outside professional consultants would be greatly beneficial in completing this project.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University hereby authorizes and directs the President to secure services of such outside professional consultants as may be necessary to secure the development and implementation of a system of salary ranges and classifications for unclassified administrative positions.

e. Resolution to Establish Office of Contract Compliance

It was reported that it was advisable to create a new position of Contract Compliance Officer in order to meet the requirements of new legislation, and that the Finance Committee recommends that such an office be created.

After a motion by Dr. Fok had been seconded by Mr. Mittler and had received an affirmative vote of each Trustee present, the Chairman declared the following resolution carried:

WHEREAS, Section 3345.29 of the Ohio Revised Code requires all state-assisted Universities in Ohio to establish an Office of Contract Compliance to monitor various University

YR 1978-20

contracts for compliance with Affirmative Action/Equal Employment Opportunity Programs, and to perform related duties; and

WHEREAS, the University finds itself increasingly involved in a variety of situations requiring extensive legal research and counsel in the area of contract compliance; and

WHEREAS, funds have been duly budgeted for fiscal 1977-78 for professional fees to purchase such services; and

WHEREAS, the Budget and Finance Committee of the Board has recommended the establishment of the position of Contract Compliance Officer.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby direct the President to establish the position of Contract Compliance Officer and to take appropriate steps to recruit a qualified individual to fill that position.

There were no reports by either the Personnel Relations Committee or the Student Affairs Committee.

ITEM X - Communications

Copies of the following twenty-three communications had been furnished to each Trustee.

Proposed Constitution of the Youngstown State University Alumni Association . . . . .	1
State of Ohio, Office of Budget and Management, Travel Rule No. 126-1-02 . . . . .	2
Position Announcement - Contract Compliance Officer . . . . .	3
Memorandum of Attorney Manchester regarding meeting with Thomas E. Ferguson, State Auditor. . . . .	4

Letter of Attorney Ingram regarding Notice of Appeal filed by Anne L. Scheetz. . . . .	5
Correspondence and Court's decision regarding agency shop service fee deductions . . . . .	6
Notice of Appeal and Judgment Entry regarding Terrence J. Shidel Case . . . . .	7
Judgment Entry dismissing Mary Catherine Murphy Case. . . . .	8
Correspondence regarding University entering contracts which contain "open-end" clauses . . . . .	9
Fees for professional services of University legal counsel . . . . .	10
Lease Agreement with the Dollar Savings and Trust Company. . . . .	11
Basketball Broadcast Right Agreement with WKBN. . . . .	12
1976-1977 Financial Aids Report. . . . .	13
Guidelines for Youngstown Educational Foundation Grants-in-Aid to former Youngstown Sheet & Tube Employees and Their Dependents . . . . .	14
Correspondence regarding Director of Planning and Computer Center. . . . .	15
Appointment of <u>Ad hoc</u> Committee on the Campus Security Directorship . . . . .	16
Correspondence regarding contri- butions to YSU All-Sports Complex. . . . .	17
Statement of Vice President Edgar regarding Two-Year Associate Degree Program. . . . .	18

Memorandum of President Coffelt regarding change in name of certain departments. . . . .	19
Fall 1977 Enrollment Summary . . . . .	20
Fall 1977 International Student Statistics . . . . .	21
Youngstown State University Building Schedule. . . . .	22
Research Professors, 1977-78 Academic Year. . . . .	23

ITEM XI - Time and Place of Next Regular Meeting by  
Resolution and Adjournment

There being no further business to consider, on motion by Mr. Newman and seconded by Mr. Mittler and carried by the affirmative vote of each Trustee present, the following resolution was declared adopted:

RESOLVED, that the next regular meeting of YR 1978-21  
the Board of Trustees of Youngstown State  
University be held in Kilcawley Center  
on Saturday, February 11, 1978 at 9:30 a.m.

The meeting was duly adjourned at 10:30 a.m.

  
\_\_\_\_\_  
Chairman

Attest:

  
\_\_\_\_\_  
Secretary to the Board of Trustees

Youngstown State University  
 Resolution for New Appointments & Promotions  
 as of November 19, 1977

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>ANNUAL SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Baer, James E.	Instructor	Nursing	Sept. 15, 1977	\$12,400	9	
Baldino, Peter A.	Chairperson	Foundations of Education	June 16, 1977	\$22,558	9.5	
Beelen, George D.	Chairperson	History	June 16, 1977	\$20,650	9.5	
Boyd, Joan	Staff Assistant	Allied Health	October 31, 1977	\$9,820 (9-mon. base: \$11,678)	9	
Brown, Dean R.	Acting Chairperson	Mathematics	Sept. 1, 1977	\$22,568	9.5	temporary
Cochrane, Susan M.	Vocational Counselor	Counseling Center	Sept. 26, 1977	\$9,692 (9-mon. base: \$10,000)	9	
Cummings, Lawrence	Acting Chairperson	Criminal Justice	Sept. 1, 1977	\$19,025	9.5	temporary
Damshala, Prakash	Assistant Professor	Mechanical Engineering	Sept. 15, 1977	\$18,000	9	terminal
Dunsing, Jack D.	Chairperson	Special Education	Sept. 15, 1977	\$21,682 (9-mon. base: \$21,713)	9.5	
Finney, Michael	Instructor	English	Sept. 15, 1977	\$11,500	9	temporary
Gerber, Randall	Program Director: Television	Broadcasting	October 16, 1977	\$11,313 (12-mon. base: \$15,900)	12	declassification/ promotion
Glunt, Richard L.	Acting Vice President for Financial Affairs and Controller	Financial Affairs	October 1, 1977	\$26,251 (12-mon. base: \$35,000)	12	temporary

Agenda Item D.1.  
Exhibit A

Youngstown State University  
Resolution for New Appointments & Promotions  
as of November 19, 1977

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>ANNUAL SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Griffith, Ellen M.	Instructor	Nursing	Sept. 15, 1977	\$12,500	9	
Gross, Inez G.	Instructor	Accounting and Finance	Sept. 15, 1977	\$14,000	9	
Harig, Nancy E.	Instructor	Nursing	Sept. 15, 1977	\$11,000	9	temporary
Hassell, Jean	Instructor	Home Economics	Sept. 15, 1977	\$12,500	9	terminal
Katz, Louis E.	Assistant Professor	Management	Sept. 15, 1977	\$14,500	9	
Khan, Irfan	Assistant Professor	Civil Engineering	October 19, 1977	\$14,995 (9-mon. base: \$17,000)	9	
Khawaja, Ikram	Chairperson	Geology	June 16, 1977	\$20,899	9.5	
Marshall, Ineke Haen	Assistant Professor	Criminal Justice	Sept. 15, 1977	\$14,000	9	
Masuka, Oliver	Instructor	History	Sept. 15, 1977	\$4,231 (9-mon. base: \$12,500)	9	temporary
Maul, Gary P.	Assistant Professor	Industrial Engineering	Sept. 15, 1977	\$17,000	9	
McClure, Stephen R.	News Bureau Editor	University Relations	Sept. 20, 1977	\$9,257 (12-mon. base: \$11,800)	12	
McCollum, James E.	Veterans' Counselor	Financial Aids Office	Sept. 6, 1977	\$9,384 (12-mon. base: \$11,400)	12	

Agenda Item D.1.  
Exhibit A



Youngstown State University  
Resolution for New Appointments & Promotions  
as of November 19, 1977

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>ANNUAL SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
McCracken, Nancy M.	Coordinator of Writing Lab	English	Sept. 15, 1977	\$11,678	9	
Metzger, Elizabeth	Assistant Professor	English	Sept. 15, 1977	\$13,000	9	
Miller, J. Tim	Coordinator of Intramurals	Athletics	Sept. 15, 1977	\$8,888	9	
MoSeley, Michael	Instructor	Art	Sept. 26, 1977	\$12,115 (9-mon. base: \$12,500)	9	
Picciano, Kathleen	Academic Advisor	School of Education	Aug. 1, 1977	\$10,938 (12-mon. base: \$11,850)	12	
Reith, David J.	Instructor	Geography	Sept. 15, 1977	\$12,000	9	temporary
Rodabaugh, Stephen E.	Assistant Professor	Mathematics	Sept. 15, 1977	\$14,500	9	
Rollin, Robert L.	Instructor	Dana School of Music	Sept. 15, 1977	\$12,500	9	
Routh, Sheila	Materials Center Coordinator	Fine and Performing Arts	Sept. 1, 1977	\$9,890 (12-mon. base: \$11,850)	12	
Sarvello, Frank	Instructor	Dana School of Music	Sept. 26, 1977	\$12,115 (9-mon. base: \$12,500)	9	
Sapara, Richard E.	Sports Information Editor	University Relations	Sept. 7, 1977	\$9,666 (12-mon. base: \$11,800)	12	
Smith, Phyllis Stoll	Associate Professor	Marketing	Sept. 15, 1977	\$20,000	9	

Agenda Item D.1.  
Exhibit A



Youngstown State University  
 Resolution for New Appointments & Promotions  
 as of November 19, 1977

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>ANNUAL SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Berns, Philip H.	Director of Developmental Education	Student Affairs	Oct. 1, 1977	\$12,749 (12-mon.base:\$17,000)	12	Funded by O.B.O.R. Dev. Ed., Grant
Brown, Patricia A.	Forensic Scientist	Eastern Ohio Forensics Lab	Aug. 1, 1977	\$10,523 (12-mon.base:\$11,400)	12	Declassification: Funded by A.O.J.
Flanagan, Rosemary	Veterans Typist	Financial Aids Office	Nov. 1, 1977	\$5,220 (12-mon.base:\$7,800)	12	Funded by V.C.I.P. Grant
Janci, Virginia M.	Veterans Clerk	Financial Aids Office	Oct. 25, 1977	\$4,751 (12-mon.base:\$6,900)	12	Funded by V.C.I.P. Grant
Lencyk, Estelita	Assistant to Director Teacher Corps	Teacher Corps	Oct. 10, 1977	\$10,908 (12-mon.base:\$15,756)	12	Funded by Teacher Corps Grant
Pettis, Linda	Secretary	Eastern Ohio Forensics Lab	Aug. 1, 1977	\$8,031 (12-mon.base:\$8,700)	12	Funded by A.O.J. Grant; Declassification
Posey, Frederick T.	Forensic Scientist	Eastern Ohio Forensics Lab.	Aug. 1, 1977	\$14,566 (12-mon.base:\$15,780)	12	Funded by A.O.J. Grant; Declassification
Sweeney, Nancy	Program Development Coordinator; Early Childhood Clinical Unit	School of Education	Sept. 15, 1977	\$14,973 (12-mon.base:\$17,940)	12	Funded by Federal Grant



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

## TRAVEL REGULATIONS

### GENERAL

#### Categories of Travel

Travel is authorized under two categories: 1) official business\* of the University, for which full legitimate expenses are reimbursed, and 2) professional improvement of the individual, for which the University pays up to half expenses.

Both categories of travel require completion and advance approval of a travel request form.

Funds for travel under Category 1 are provided in the budgets of the deans' offices, for travel by department chairmen and for travel by faculty when traveling as designated representatives of the University; in the budgets of the vice presidents' offices, for travel by the deans and vice presidents; and in the administrative departments' budgets, for travel by staff members.

Funds for other Category 1 and Category 2 travel are provided in the departmental budgets using a formula related to salaries.

The purposes which are recognized under Category 1 include travel undertaken by specific request or assignment from the University to serve as its official representative engaging in official business in its behalf, and travel to an official meeting while serving as an officer of a learned society, or while appearing as a major participant on the formal program thereof, providing that the organization does not provide a travel reimbursement or an honorarium sufficient to cover expenses.

The purposes which are recognized in Category 2 include travel outside the Youngstown area to meetings of national, regional, or state academic or professional organizations, as well as for observation, research, or committee meetings, where the purpose is primarily one of academic or professional self-improvement through general participation and attendance. The traveler may be asked to interview prospective faculty or staff when supported by this category even though this is not the principal purpose of the travel.

\*Including such travel by a non-employee, which is subject to these same travel regulations where reimbursement is involved.

### Consideration for Approval

The University is firmly committed to encouraging full-service faculty and staff to attend appropriate professional meetings, conferences, and seminars. However, the immediate work of the University must have priority; the teacher's first responsibility is to the classroom and the administrator's to the office. Absences for travel require suitable arrangements with the department head and dean to insure that duties are fully covered.

Individuals who travel on public funds have an extraordinary obligation to avoid the appearance of abuses just as well as to avoid the abuses themselves. For this reason the University will not approve travel destinations such as Acapulco, Hawaii, and San Juan unless the traveler arranges to participate substantially (50%) in the expenses of the trip.

Justification for supporting overseas travel must be exceptionally strong and show unquestionable benefit to the University.

In general, the University will not support more than three individuals from one department attending the same conference, meeting, seminar, or assignment. In departments with fewer than nine full-service faculty, no more than one-third of the full-service faculty will be approved.

For full-service nine-month faculty who are under continuing contract for the upcoming year, travel to professional meetings in the summer is under the same regulations as obtained during the academic year.

### Advance Approval

An official Travel Request form\* is to be submitted to the Audits and Systems Office of the University for pre-audit at least two weeks prior to the date of departure. Once the request has been pre-audited it will be forwarded to the Vice President for Financial Affairs for travel authorization. Only by this procedure may the traveler establish entitlement to reimbursement, liability and accident protection, and approval for absence from duty.

For faculty, the form should be submitted via the department chairman and dean; for staff, the form should be submitted via the department head. (For emergency travel, see below.) The purpose, estimated time of departure, estimated time of return, date of travel, dates of meeting, conference, or seminar, category of travel requested, and estimate of expenses, must be included on this form.

Approval of travel request creates an encumbrance against a travel fund; if plans for the trip are cancelled, the Controller's Office should be notified promptly so that the encumbrance may be relieved.

### Emergency Approval

On those occasions when the necessity for travel arises unexpectedly, the traveler has the obligation to hand-carry the Travel Request form through channels.

\*For non-employees the Travel Request form must be accompanied by an Authorization for Payment to Non-employees (Form No. FA-50)

### Reimbursement

Within seven days of return, an official Travel Reimbursement Request, accompanied by necessary receipts, must be submitted to the Controller's Office. Accuracy in filling out the form is necessary to assure prompt payment. Estimated departure and return times should be corrected to actual, so that entitlements are auditable.

In all cases where a receipt is required to verify an expenditure, the traveler should take care to obtain a copy that can be audited; it cannot be audited if it omits the name of the issuing authority, the date, the service or merchandise provided, or the price.

### REGISTRATION FEES

Approved registration fees for conferences and meetings will be reimbursed; a copy of the meeting announcement or brochure listing expenses covered by the registration fee must accompany the receipt. In situations where the prospective traveler finds it necessary, the University will prepay a registration fee exceeding \$50.00 directly to the association or other sponsoring agent. The attendee should provide supporting documentation for the registration fee, asking prepayment, at the time he submits the Travel Request form. Otherwise, the documentation should accompany the Travel Reimbursement Request form.

Registration fees sometimes contain illegal items that must be excluded from either prepayment or reimbursement; one such example is a personal membership fee for the relevant association or professional body. The magnitude of registration fees in general is a matter of concern to the University; excessively high fees are sufficient reason for withholding approval for attendance.

### TRANSPORTATION

When more than one person attends the same meeting, it is the University's expectation that they shall travel together if private or University cars are used.

The University asks that every attempt be made by University travelers to coordinate with one another when moving between the same points at the same time by automobile. This normally desirable practice is doubly meritorious in a time of fuel shortage.

### Travel by Private Automobile

Mileage allowance for use of personal automobile shall be at the rate of 16¢ per mile; for use of motorcycle, 8¢ per mile.

Mileage reimbursement will be limited to a reasonable mileage for the points authorized; shortest round-trip highway distance plus necessary travel at the point of destination for movement between required sites.

When a traveler out-of-state chooses to use a personal automobile in lieu of common carrier, the maximum allowable transportation reimbursement will be the lower of either the actual mileage plus tolls and parking, or the tourist air fare rate plus travel to and from the airport at Youngstown and destination.

When two or more travelers have authorization to attend the same meeting and travel together by private vehicle, full mileage reimbursement will be available for the vehicle without regard to the common-carrier rate between the points traveled and without the half-expenses limitation that applies in other respects to Category 2 travel.

Each traveler seeking reimbursement for use of a private automobile must include a statement that he has motor vehicle liability insurance as required by the Ohio Revised Code (Sec. 4509.51; \$12,500 for injury and death to one, \$25,000 for injury and death to more than one, \$7,500 injury to property).

#### Travel by Commercial Carrier

When choosing travel by common carrier, the traveler is obligated to use the lowest available rate. He may obtain a travel advance covering the actual cost of commercial transportation, thereby avoiding a cash outlay himself. Funds shall not be expended to pay for unused reservations on common carriers.

Approval for unusual modes of travel for part or all of a trip should be obtained in advance: private or charter air craft, rental car. Some modes, e.g., private aircraft, are not covered by the University's liability insurance.

#### LODGING AND MEALS

	In-state	Out-of-state
Maximum reimbursement on Lodging Receipts for lodging are required.	\$20.00 + tax	Actual and Reasonable
Maximum reimbursement* on meals, including taxes.	B \$2.50 L 3.50 D 6.00	B \$2.50 L 3.50 D 9.00
*Reimbursement may be made for actual and reasonable meal expenses that are an integral part of a seminar or similar working assembly, provided: 1. The meal is an integral part of the meeting. 2. Attendance is in the best interests of the University.		
No reimbursement shall be made for lodging or meals within the county of the traveler's headquarters or within thirty miles of traveler's residence.		

Meals

Reimbursement is authorized for meals as follows:

Two dollars and fifty cents for breakfast each day provided that the traveler is on authorized travel status prior to six o'clock a.m. and remains on authorized travel status until after nine o'clock a.m.;

Three dollars and fifty cents for lunch each day provided that the traveler is on authorized travel status prior to eleven o'clock a.m. and remains on authorized travel status after one o'clock p.m.;

Six dollars for dinner each day provided that the agent is on authorized in-state travel and nine dollars on authorized out-of-state travel status prior to five o'clock p.m. and remains on authorized travel status after eight o'clock p.m.

Meals covered by airline travel or by conference registration fees are not reimbursable.

When a traveler's choice of automobile travel results in absence exceeding what is normal for the same trip by common carrier, additional meals and lodging expenses will not be reimbursed.

OTHER EXPENSES

Miscellaneous expenses (exceeding one dollar) must be itemized separately and supported by receipts.

Telephone and other communication expenses will be reimbursed when they appear on lodging receipts; and accompanied by a statement that they were a part of the official business of the University.

No reimbursement shall be made for the cost of entertainment or Alcoholic beverages.



## Section 1. Rules for Assessing Tuition and Fees

The University shall establish, subject to the approval of the Board of Trustees, appropriate rules and regulations governing the requirements for admission to the University.

Residence, for assessing tuition and fees charges, shall be determined at the time of admission or readmission by the Director of Admissions based on regulations established by the Board of Trustees. University residency requirements shall be identical with Ohio residency requirements as set by the Ohio Board of Regents R.G.-1-02 adopted on June 20, 1968, by the Ohio Board of Regents and as that rule may be later modified by that Board. Appeals for a change in classification may be made to the Residence Classification Board.

Students shall be charged tuition and/or fees in accordance with the schedules adopted by the Board of Trustees from time to time.

Any student who willfully falsifies evidence of his residency status shall be subject to disciplinary action, shall pay non-resident tuition, and shall be subject to a penalty of \$25.00 for each offense.

When enrolling as students of the University, dependent sons, daughters, and spouses of the full-service ~~faculty and other full-time~~ employees of the University shall be granted remission of the Instructional Fees ~~charged Ohio~~ AND THE NON-RESIDENT TUTION SURCHARGE. ~~residents. Such benefits cease with the effective date of termination of employment by the University. Non-residents of Ohio will be charged the out-of-state tuition, unless the University receives subsidy allowance for said students.~~ SUCH BENEFITS WILL BE CONTINUED TO THE END OF THE CURRENT ACADEMIC TERM ONLY WHEN THE FULL-SERVICE EMPLOYEE RESIGNS OR IS TERMINATED FOR REASON OTHER THAN

RETIREMENT OR DEATH. IN CASE OF RETIREMENT OR DEATH OF THE FULL-SERVICE EMPLOYEE, ELIGIBILITY FOR BENEFITS IS CONTINUED FOR DEPENDENT SONS AND DAUGHTERS UNTIL AGE 22 AND FOR UNREMARIED SPOUSES.

EMPLOYEES AND FORMER EMPLOYEES ON RETIREMENT STATUS

Full-service ~~faculty, administrative officers, and other full-time employees~~ are themselves eligible to enroll for up to six (6) credit hours of work per quarter, AND THE NON-RESIDENT TUITION SURCHARGE and to receive remission of the Instructional Fees ~~charged Ohio residents~~ for such work, provided that the time such work is taken shall not interfere with the normal working hours of the EMPLOYED individual. These individuals may take additional credit hours of course work per quarter if they pay the appropriate fees for the additional work.

~~The privilege of enrolling in six (6) credit hours of work per quarter applies also to full-service faculty, administrative officers, and other full-service employees who are placed on retirement status by the University.~~ Limited-Service Faculty teaching six (6) credit hours or more may enroll for the quarter in which such teaching services are rendered, for up to six (6) hours with remission of one-half the Instructional Fees.

Agenda Item J.2.a.  
Exhibit C

Article III, Section 5: Sick Leave

All unclassified civil service employees of the University shall earn one and one-quarter days of sick leave for each calendar month of service. Sick leave may be accumulated without limit.

Classified civil service employees shall earn 4.6 hours of sick leave for each completed 80 hours of service. Sick leave for classified civil service employees may be accumulated without limit.

All full-time employees of Youngstown State University at the time of retirement who have completed ten (10) or more years of active service with the University or a combination of ten (10) or more years of active service with the University together with other State of Ohio units as specified by law, shall receive payment based on the employee's rate of pay at retirement for one-fourth of the employee's accrued, but unused, sick leave at retirement, up to a maximum accrual of ~~one-hundred-and-twenty-(120)~~ ONE-HUNDRED AND EIGHTY (180) days. The maximum payment shall be one-fourth of ~~120~~ 180 days (~~30~~ 45 days). Upon accepting such payment, all sick leave credit accrued up to that time shall be eliminated. Such payment shall be made only once to an employee. An employee who returns to University service or any other State service after retiring may accrue and use sick leave as before, but may not convert the unused sick leave at the time of second retirement. Sick leave conversion does not apply to any termination or separation other than retirement.

#### Section 4. University Purchasing Practices

4.1 Contracts involving the expenditures of money within the limits fixed by the Board of Trustees may be made and/or attested on behalf of the University by the President and/or the Vice President for Financial Affairs, or a designee of the President.

4.2 Purchases shall be made by the authorized individual on forms containing thereon certificates indicating the tax-exempt status of the University, following approval of the Vice President for Financial Affairs that such funds are available.

Competitive bids shall be sought in all cases WHERE THE COMMODITY OR SERVICES TO BE PURCHASED SHALL COST IN EXCESS OF \$1,900 AND wherein the best interests of the University and the State of Ohio shall be served by such competition, notwithstanding the fact that competitive bidding may not be required by any provision of law. The foregoing requirements of competitive bidding shall not apply to certain personal services and may be waived by the Vice President for Financial Affairs in emergencies or circumstances where it is not considered practicable in accordance with those laws enacted by the General Assembly of Ohio from time to time.

All purchase requests shall be processed through the University Purchasing Office in advance of any commitment to vendors. Failure to do so may lead to personal liability for such purchases. The University Purchasing Office shall assist with all purchase requests and shall establish an emergency purchase procedure in instances where the normal procedure is not feasible.

The Director of Purchasing may, in conjunction with other purchasing agents from Ohio state-supported universities and colleges, negotiate price agreements for the purpose of establishing favorable rates for quantity purchases of equipment, supplies and furniture; however, such price agreements are not binding upon the University unless approved in advance and in accordance with Board policy on contracts.

**YOUNGSTOWN STATE UNIVERSITY  
ENROLLMENT SUMMARY**

Fall 1977  
(quarter) (year)

Date 10-12-77

**SUMMARY OF HEAD-COUNT STATISTICS  
(14th day)**

	1976			1977			%
	Men	Women	Total	Men	Women	Total	
Applied Science & Tech.	1972	2612	4584	1891	2921	4812	105.0
Arts & Sciences	1893	1427	3320	1656	1260	2916	87.8
Business Administration	2132	659	2791	2059	785	2844	101.9
Education	448	997	1445	359	915	1274	88.2
Engineering	1005	50	1055	1100	61	1161	110.0
Fine & Performing Arts	432	416	848	433	432	865	102.0
Graduate	966	889	1855	925	899	1824	98.3
<hr/>							
Freshmen	3417	3188	6605	3083	3132	6215	94.1
Sophomore	1719	1286	3005	1716	1425	3141	104.5
Junior	1287	915	2202	1306	1028	2334	106.0
Senior	1459	772	2231	1393	789	2182	97.8
Undergraduate Total	7882	6161	14043	7498	6374	13872	98.8
Graduate	966	889	1855	925	899	1824	98.3
University Total	8848	7050	15898	8423	7273	15696	98.7
Full-Time-Equivalent			12000			11852.4	98.8

**RESIDENCY AND STUDENT LOAD**

	1976			1977			%
	Ohio	N-Ohio	Total	Ohio	N-Ohio	Total	
Full-Time	9124	984	10108	9012	1010	10022	99.1
Part-Time	5356	434	5790	5264	410	5674	98.0
Total	14480	1418	15898	14276	1420	15696	98.7
%	91.1%	8.9%	100.0%	91.0%	9.0%	100.0%	

**CREDIT-HOUR PRODUCTION**

	Subsidy Model	1976			1977			%
		Ohio	N-Ohio	Total	Ohio	N-Ohio	Total	
General Studies	I	25640	1953	27593	26145	2159	28304	102.6
	II	21627	1719	23346	20169	1787	21956	94.0
	III	11990	1047	13037	11843	1143	12986	99.6
Technical	I	5956	579	6535	5579	513	6092	93.2
	II	457	52	509	176	20	196	38.5
	III	6383	562	6945	7299	589	7888	113.6
Baccalaureate	I	53243	6042	59285	52214	5657	57871	97.6
	II	14807	1288	16095	13838	1278	15116	93.9
	III	15239	2341	17580	15651	2680	18331	104.3
Masters	I	5673	722	6395	5477	756	6233	97.5
	II	1711	371	2082	1685	339	2024	97.2
	III	432	166	598	530	259	789	131.9
University Total		163158	16842	180000	160606	17180	177786	98.8
%		90.6%	9.4%	100.0%	90.3%	9.7%	100.0%	

	Fall 1973	Fall 1974	Fall 1975	Fall 1976	Fall 1977
Head-Count	13458	13917	15573	15898	15696
FTE	10510.5	10563.9	11682.3	12000	11852.4
FTE % HC	78.1%	75.9%	75.0%	75.5%	75.5%

*de Coffer*

INTERNATIONAL STUDENT STATISTICS  
September 23, 1977

FALL 1977

TOTAL NUMBER OF STUDENTS ON ROLLS 348  
TOTAL NUMBER OF COUNTRIES 55  
TOTAL NUMBER OF STUDENTS ENROLLED 297

GRADUATE 71

UNDERGRADUATE 222  
(13 Provisional)

CONTINUING 4  
EDUCATION

TOTAL NUMBER NOT ENROLLED 51

LIMBO 50 (see attached list)

PRACTICAL 1 (see attached list)  
TRAINING

TOTAL NEW STUDENTS ACCEPTED WINTER QUARTER ENROLLED  
Undergraduate 123 77  
Graduate 49 22  
Cont. Ed. 4 4

PERMANENT RESIDENTS 144

F-1 STUDENTS 196

OTHER VISAS 8

U.S. CITIZENS 0

TOTAL MALE STUDENTS 287

TOTAL FEMALE STUDENTS 61

**RECEIVED**

NOV 03 1977

**PRESIDENT'S  
OFFICE**



# THE EDWARD J. DeBARTOLO CORPORATION

P.O. BOX 3287 • 7620 MARKET STREET • YOUNGSTOWN, OHIO 44512  
PHONE: (216) 758-7292 • TELEX: 98-2408

EDWARD J. DeBARTOLO, Jr.  
Executive Vice President

November 28, 1977

**RECEIVED**

NOV 23 1977

**President's Office**

Dr. John Coffelt  
President  
Youngstown State University  
410 Wick Avenue  
Youngstown, Ohio 44503

Dear Dr. Coffelt:

It is with deep regret that I must submit my resignation as a member of the Board of Youngstown State University. My heavy involvement on the West Coast with the San Francisco 49ers, in addition to my regular duties, has prevented me from attending board meetings on a regular basis.

Under these circumstances, I feel I cannot properly serve the University as a member of the Board. It has been an honor to serve on the Board and I am sincerely sorry that I must submit my resignation.

Very truly yours,

EDWARD J. DeBARTOLO, JR.  
Executive Vice President

/jg  
cc: Governor James A. Rhodes





**YOUNGSTOWN STATE UNIVERSITY**

**YOUNGSTOWN, OHIO 44555**

December 15, 1977

Trustees of  
Youngstown State University

Enclosed is draft of minutes of the meeting of the  
Trustees held on November 19, 1977.

Yours very truly,

Secretary to the Board of Trustees  
of Youngstown State University

HWM/emd  
Enclosure

copies to: each Trustee  
Dr. John J. Coffelt, Pres.  
Dr. Earl E. Edgar, V. Pres.  
Dean E. Salata, Administrative Affairs  
Dr. Taylor Alderman, V. Pres.  
Office of Vice Pres.-Financial Affairs  
Mr. John G. Ingram, Attorney  
Mr. Fred W. Rich, State Examiner