



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

October 25, 1978

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 11, 1978, in the new Board Room in Tod Administration Building at 9:30 a.m.

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:EVT

A copy of the above notice was mailed on October 25, 1978 to each of the nine Trustees and to the President, as listed on the reverse side of this page; and a copy was also mailed on the same date to each of the three others listed on the reverse side of this page.

HUGH W. MANCHESTER

TRUSTEES AND THE PRESIDENT

Dr. Thomas D. Y. Fok
Thomas Fok & Associates, Ltd.
3896 Mahoning Avenue
Youngstown, Ohio 44515

Dr. John F. Geletka, D.D.S.
5600 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 Rd.
Youngstown, Ohio 44512

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

John M. Newman
1010 Union National Bank Building
Youngstown, Ohio 44503

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

Frank C. Watson, President
Youngstown Welding & Engineering Co.
3700 Oakwood
Youngstown, Ohio 44515

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

Dr. David J. Robinson, President
YSU-OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

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

Theodore R. Cubbison, Esq.
Director, Legal Services
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

MINUTES OF MEETING

of

BOARD OF TRUSTEES

of

YOUNGSTOWN STATE UNIVERSITY

Tod Administration Building
Saturday, November 11, 1978

Pursuant to Resolution YR 1979-16 and to Notices mailed on October 25, 1978, 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, to John G. Ingram, Assistant to the Attorney General of Ohio, and to the Director of Legal Services of the University) a regular meeting (sixty-fourth) of the Board of Trustees of Youngstown State University convened on Saturday, November 11, 1978 in the new Board Room in the Tod Administration Building at 9:30 a.m.

Six (6) Trustees were present at the meeting, to-wit: William J. Lyden, Chairman, Dr. Thomas D. Y. Fok, Edgar Giddens, Mrs. Ann L. Isroff, John M. Newman and Frank C. Watson. Three Trustees, Dr. John F. Geletka, William G. Mittler and Fred C. Shutrump, Jr., were absent.

Also present were Dr. John J. Coffelt, President, Dr. Earl E. Edgar, Vice President for Academic Affairs, Dr. Neil D. Humphrey, Vice President for Financial Affairs, Dr. Taylor Alderman, Vice President for Personnel, Edmund J. Salata, Dean of Administrative Affairs, Philip A. Snyder, Director of University Relations, Theodore R. Cubbison, Director of Legal Services, 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.

ITEM I - Proof of Notice of Meeting

Evidence to establish that due notice of the meeting had been sent on October 25, 1978 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 State University Chapter of OEA, to John G. Ingram, Assistant to the Attorney General, and to Theodore R. Cubbison, Director of Legal Services, was presented. Such evidence precedes these Minutes.

ITEM II - Minutes of the meetings held August 26, 1978
and October 17, 1978

Copies of the draft of the Minutes of the Sixty-second meeting of the Board of Trustees, held on August 26, 1978 and the Sixty-third meeting held on October 17, 1978, had been mailed to each Trustee, to the President, the three Vice Presidents, the Dean of Administrative Affairs, the State Examiner, the Assistant to the Attorney General and the Director of Legal Services. 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

Twenty-seven faculty/staff appointments and promotions made since the August 26, 1978 meeting of the Board were reported.

After a Motion made by Mr. Giddens had been seconded by Mrs. Isroff 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 direct the President to appoint such employees as are necessary to effectively carry out the operation of the University; and

YR 1979-18

WHEREAS, new appointments have been made subsequent to the August 26, 1978 regular meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1978-79 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.

ITEM IV - Report of the President of the University

Dr. Coffelt reported concerning the following matters:

1. He noted that this was the first meeting to be held in the new Board Room, in the Tod Administration Building, after remodeling in accordance with designs prepared by Raymond J. Jaminet, a local Architect.

2. The name of the Cushwa Institute for Industrial Development is being changed to the Cushwa Center for Industrial Development, upon recommendation of the Advisory Committee, and with the approval of Mrs. Cushwa; the Youngstown Educational Foundation has made a \$75,000.00 grant to finance such center pending receipt of income from endowments for the Center and a Director of the Center is being sought. Copy of documents concerning such Center are attached to these Minutes.

3. He reported concerning a recent visit to the Campus by Dr. John D. Millett, now the Executive Vice President of the Academy for Industrial Development, Inc.

4. Because claims paid by The Equitable Life Assurance Society under its Group Policy 13153 for the two years ending June 1, 1978 exceeded the premiums paid, the Society is proposing a substantial increase in premiums. The possibility of taking new bids for such insurance is under consideration and review.

5. Due to lower enrollment a reduction of income of about \$209,000.00 is anticipated, but any changes in the current budget is not presently expected.

6. The Presidents of State Universities are concerned that legislation is being proposed which would provide state grants to students of one-half of fees (up to \$900.00 per student) to assist in meeting expenses at private colleges or Universities. Future problems are anticipated.

7. Instructional and General Fees (for both undergraduate and graduate students) at YSU are still below those charged at other State Universities in Ohio, except Central State University.

ITEM V - Report of the Vice President for Academic Affairs

Dr. Edgar reported concerning the following matters:

1. During the past year, the Engineer's Council for Professional Development has extended its accreditation of programs at YSU in Civil, Mechanical and Electrical Engineering Technology and, in the School of Engineering, for programs in

Chemical, Civil, Electrical, Mechanical Engineering and Materials Science.

2. The Associate Degree Nursing Program is reviewed annually by the Ohio State Board of Nursing Education and Nursing Registration. Our program has been accredited for 1978-79, but because of failure rates in the State Examinations in 1978 that were slightly above the standard set by State Board policy, admission criteria and curriculum in nursing at YSU is under review.

3. Dr. Donald Hovey, Professor of Management, has been appointed as Coordinator for Faculty Development. Such an appointment is aimed at improvement in the quality of teaching at YSU, and satisfies a requirement in the Agreement with YSU-OEA.

4. Plans to upgrade Library holdings, authorized by the Trustees in August, have been developed and approved by the Administration and will be carried out by the Librarian.

5. Dr. John Millett, former Chancellor of the Ohio Board of Regents, has been retained by such Board to assist in developing a process model for institutional and state level review and evaluation of academic programs in the State System. If his plan is adopted by OBOR, YSU will be involved in the review and evaluation process.

6. In October, the Academic Senate, by a 35-31 vote, rejected a proposal to change from the quarter system to an early semester system.

ITEM VI - Report of the Vice President for Financial Affairs

Dr. Humphrey submitted and explained the following Reports:

1. Gifts and Financial Aid Report for year ended June 30, 1978 which showed gifts aggregating \$4,269,602.00.

2. Commercial Policies of Insurance.

3. Commercial Insurance Policies Claim Report 1977-78.

4. Inventory of Real Property (Buildings)-showing total book value of \$46,458,000.00.

5. Income and Expense Report for quarter ending September 30, 1978.

6. Financial Report for year ended June 30, 1978.

Mr. Humphrey stated that the University was financially sound and healthy; and appreciation for his reports was expressed.

ITEM VII - Report of the Dean of Administrative Affairs

Dean Salata reported concerning the following:

1. Parking Facilities

The 2100 car parking deck east of Wick Avenue is currently available for slightly less than 1000 cars, and the balance of the facility is scheduled for use by 2100 cars prior to start of the winter quarter.

Concerns of Mr. Butler and the Butler Art Board and Staff as to the pedestrian bridge have been resolved and planning requirements have been compressed so that the structure may be completed by September 15, 1979. The contractor will be required to proceed on a letter of intent. Security for the facility is under study.

2. Kilcawley Center

The process for selecting an Architect to plan the extension has started. The door replacement is 85% complete, awaiting delivery of door hardware.

3. All-Sports Complex

Working drawings should be completed in February, 1979. Expect groundbreaking in Spring.

4. Rayen Building Fire Damage

Estimate will be completed within 10 days.

5. Energy Audits

Energy Audits in the Engineering Science Building, Ward Beecher and Maag Library are being expedited at State expense in the hope that YSU may compete for limited funds available for such projects.

ITEM VIII - Reports of Committees of the Board

1. Budget and Finance Committee

Mr. Newman reported that the Committee had met on November 1 and had determined to make recommendations to the Board on three subjects, as follows:

a. Resolution Concerning Bank Account

After a Motion made by Mr. Newman had been seconded by Mrs. Isroff, and had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution carried:

WHEREAS, RESOLUTION YR 1978-51 approved the use of The Peoples Bank of Youngstown for the provision of credit card services for a two-year period starting July 1, 1978; and

YR 1979-19

WHEREAS, the proceeds of these credit card transactions are deposited in a special bank account and a separate Resolution is required to authorize withdrawals from that account.

NOW, THEREFORE, BE IT RESOLVED, that The Peoples Bank of Youngstown is hereby designated a depository of the University and that funds so deposited may be withdrawn upon a check of the University; and

BE IT FURTHER RESOLVED, that all checks drawn against said account must be signed by one of the following:

John J. Coffelt	President
Neil D. Humphrey	Vice President for Financial Affairs

whose signatures shall be duly certified to said Bank, and that no check, drafts, notes or orders drawn against said Bank shall be valid unless so signed; and

BE IT FURTHER RESOLVED, that said Bank is hereby authorized and directed to honor and pay checks against this account only when made payable to Youngstown State University. This restriction is intended to apply only to the account established to receive and transfer VISA and Master Charge deposits. This Resolution shall continue in force and said Bank may consider the facts concerning the holders of said offices, respectively, and their signatures to be and continue as set forth in the certificate of the Secretary of this Board which will accompany a copy of this Resolution when delivered to said Bank or in any similar subsequent certificate until written notice to the contrary is duly served on said Bank.

b. Resolution to Amend Travel Regulations

After an explanation of proposed changes in the Travel Regulations (incorporated in Exhibit B) had been explained, and when a Motion made by Mr. Newman had been seconded by Mr. Watson and had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution carried:

BE IT RESOLVED, by the Board of Trustees of Youngstown State University that Appendix C of the Policies of the Board of Trustees of Youngstown State University be and is hereby amended as set forth in Exhibit B attached hereto effective for all travel commencing on or after December 1, 1978; and YR 1979-20

BE IT FURTHER RESOLVED, that these travel 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 amended policy supersedes any and all previous policies in conflict herewith.

c. Resolution to Revise Policy on Remission of Instructional Fees to Employees

It was reported that Exhibit C contained revisions of the Board's Policy on Remission of Instructional Fees which would make the Policy consistent with provisions in the Agreement recently made with the YSU Chapter of the Ohio Civil Service Employees Association.

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

WHEREAS, the Board's policy on the remission of instructional fees to employees is inconsistent with such benefits recently negotiated with the YSU Chapter of Ohio Civil Service Employees Association. YR 1979-21

NOW, THEREFORE, BE IT RESOLVED, that Article VIII, Section 1, of the Policies of the Board of Trustees of Youngstown State University be and is hereby revised as set forth in

Exhibit C attached hereto.

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

ITEM IX - Communications

A list of communications, copies of which were furnished to each Trustee, is as follows:

Correspondence regarding University's capability in strengthening economic opportunities in the Mahoning Valley.....	1
Correspondence of Engineers' Council for Professional Development regarding accreditation of several YSU programs.....	2
Letter of Eleanor L. Twiggs, State of Ohio, Board of Nursing Education and Nurse Registration, dated September 27, 1978, to Gilda M. DeCapita, Chairman YSU Nursing Department, regarding failure rate among graduates of the Nursing Program.....	3
Memorandum of Vice President Edgar, dated October 6, 1978, to Academic Deans, Chairpersons, Faculty regarding appointment of a Coordinator of Faculty Development.....	4
Memorandum of Vice President Edgar, dated October 20, 1978, to President Coffelt regarding a proposal for the qualitative upgrading of the book collection of Maag Library.....	5
Letter of John D. Millett, Executive Vice President of Academy for Educational Development, Inc., dated October 23, 1978, to President Coffelt regarding his visit on campus.....	6
Correspondence regarding YSU Pesticide Operations.....	7
Correspondence regarding Beatrice Russell property.....	8
Letter of Raymond R. Kohli, Deputy Director, Division of Public Works, Ohio Department of Administrative Services, dated October 11, 1978, to Dean Salata regarding architectural firms to consider for proposed Kilcawley Center Expansion.....	9
Correspondence regarding Pedestrian Bridge.....	10
Correspondence regarding Equitable Proposed Renewal Rate Action.....	11

Memorandum of Vice President Alderman and Dr. Robinson, President YSU-OEA, dated October 16, 1978, to Academic Deans, Department Chairpersons, and Faculty regarding distribution of promotion opportunities, 1978.....12

Correspondence regarding an article for the Advocate on filling of faculty vacancies.....13

Letter of President Golding, Kent State University, dated September 26, 1978, to President Coffelt regarding advertising.....14

Correspondence regarding cigarette vending machine on campus.....15


Vindicator article, dated November 3, 1978, regarding Senator Meshel's adjunct faculty appointment at Ohio University.....16

ITEM X - Time and Place of Next Regular Meeting of Trustees

There being no further business on Motion made by Dr. Fok, seconded by Mr. Giddens and carried by the affirmative vote of each Trustee present, the Chairman declared the following Resolution adopted:

RESOLVED that the next regular meeting of the Board of Trustees of Youngstown State University be held in the Board Room in Tod Administration Building on Saturday, February 10, 1979, at 9:30 a.m. YR 1979-22

The meeting was duly adjourned at 10:20 a.m.



 Chairman

ATTEST:



 Secretary to the Board of Trustees

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF November 11, 1978

<u>CN</u>	<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>
17	Buss, Barbara	Early Childhood Diagnostic Teacher	School of Education	September 11, 1978	\$12,826	9	Appointments of Buss, Detwiler, and Sweeney are temporary appointments, funded by a Federal grant.
18	Detwiler, Cindy L.	Coordinating Teacher Early Childhood Program	School of Education	September 11, 1978	\$11,700	9	
19	Sweeney, Nancy	Project Coordinator Early Childhood Program	School of Education	September 11, 1978	\$15,649 (12-Mon.Base: \$18,837)	12	
20	Finney, Michael	Instructor	English Department	September 15, 1978	\$12,075	9	Temporary Appointment
21	Zupanic, James C.	Instructor	Engineering Technology Department	September 15, 1978	\$14,000	9	
22	Klosterman, John	Director	Eastern Ohio Forensic Laboratory	July 24, 1978	\$5,210 (12-Mon.Base: \$27,090)	12	Temporary Appointment through Sept. 30, 1978
23	Brown, Patricia	Forensic Scientist	Eastern Ohio Forensic Laboratory	July 27, 1978	\$1,703 (12-Mon.Base: \$11,970)	12	Temporary Appointment through Sept. 30, 1978
24	Posey, Frederick T.	Forensic Scientist	Eastern Ohio Forensic Laboratory	July 27, 1978	\$2,931 (12-Mon.Base: \$16,569)	12	Temporary Appointment through Sept. 30, 1978
25	Mines, Helen	Instructor	Health and Physical Education	September 15, 1978	\$15,435	9	Formerly employed on temporary basis.
26	David, Lawrence A.	Instructor	Economics Department	September 15, 1978	\$ 9,500	9	Terminal Appointment
27	Philabaum, Susan L.	Instructor	Allied Health Department	September 15, 1978	\$11,000	9	
28	Bresko, Karen Ann	Instructor	Allied Health Department	September 15, 1978	\$11,000	9	
29	Stanley, Christine	Instructor	Allied Health Department	September 15, 1978	\$11,000	9	
30	Richards, Mary Lou	Program Development Specialist	Secondary Education Department	September 11, 1978	\$12,150	9	Temporary Appointment. Funded by Federal Grant. Agenda Item D.1. Exhibit A

YOUNGSTOWN STATE UNIVERSITY
RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
AS OF November 11, 1978

<u>CN</u>	<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>
31	Musuka, Oliver	Instructor	History Department	September 15, 1978	\$13,125	9	Terminal Appointment; Contingent upon clearance from Immi- gration and Naturaliza- tion Services
33	Vargo, Carol L.	Institutional Studies Analyst	Budget and Institu- tional Studies Office	October 9, 1978	\$10,711 (12-Mon.Base: \$14,657)	12	
34	Shidel, Terrence	Instructor	Criminal Justice Department	September 15, 1978	\$16,500	9	
35	Thomas, Mary Place	Assistant Director	Teacher Placement/ Career Planning and Placement	September 20, 1978	\$11,321 (12-Mon.Base: \$14,500)	12	Temporary Replacement for Mrs. Neff
36	Holliday, Thomas	News and Public Affairs Producer/ Announcer	Broadcasting Department	October 1, 1978	\$ 9,720 (12-Mon.Base: \$12,960)	12	
37	Mills, Gale	Acting Director	Campus Security	September 13, 1978	\$16,399 (12-Mon.Base: \$20,500)	12	Temporary Appointment, while Directorship is vacant
38	Creed, Norman	Coordinator	Media Center	September 15, 1978	\$18,653 (12-Mon.Base: \$22,253)	12	Temporary pay increase while Directorship is vacant
39	McCardel, E. Darlene	Associate Professor	Accounting and Finance	September 15, 1978	\$17,093 (9-Mon. Base: \$22,675)	9	Revised Contract
40	Zorn, Joan M.	Student Advisor	Nursing Department	September 25, 1978	\$ 5,867 (12-Mon.Base: \$13,500)	12	Temporary Appointment. Funded by HEW Nursing Dept. grant
41	Doctor, Thomas W.	Director	Computer Center	October 16, 1978	\$20,279 (12-Mon.Base: \$28,500)	12	Promotion. Formerly Assistant Director, Computer Center.

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF November 11, 1978

<u>CN</u>	<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPLOYMENT</u>	<u>ANNUAL SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
13	Rolland, Richard	Assistant Director for Academic Con- sulting	Computer Center	November 1, 1978	\$14,106 (12-Mon.Base: \$21,200)	12	
44	Satrum, Karol J.	Assistant Director Kilcawley Center- Operations/Acting Assistant Director Kilcawley Center- Programs	Kilcawley Center	October 16, 1978	\$16,491 (12-Mon.Base: \$23,176)	12	Temporary pay increase. Covering additional duties of Assistant Director, Programs (vacant position).
46	Snyder, William	Budget Analyst	Office of Budget and Institutional Studies	October 22, 1978	\$10,384 (12-Mon.Base: \$15,000)	12	Change of Status. Formerly classified Civil Service as Budget/Management Analyst 1.

LAW OFFICES
NEWMAN, OLSON & KERR
UNION NATIONAL BANK BUILDING
YOUNGSTOWN, OHIO 44503

JOHN M. NEWMAN
LEONARD A. OLSON
HERBERT L. KERR
WM. G. HOUSER
E. CARROLL THORNTON, JR.
STEWART D. MACDONALD
DONALD P. HERRIOTT
ROBERT S. FULTON

AREA CODE 216
PHONE 747-4404

June 16, 1978

Mr. Thomas J. Travers
Chairman of the Board of Directors
Commercial Shearing, Inc.
1775 Logan Avenue
Youngstown, Ohio 44505

Dear Tom:

Confirming our recent telephone conversation, I am enclosing a copy of a draft proposal for the Cushwa Institute which was prepared by John Coffelt with changes suggested by me slashed in. I suggest also an entirely new paragraph for the Board of Advisors, with the name changed, as you suggest, to Advisory Committee. That suggested change is included in a separate sheet which is also enclosed.

It is my recommendation that since the proposal is being made by the University in a sense to Mrs. Cushwa, the original donor, that the proposal as finally drafted be submitted to Mrs. Cushwa for her approval and her consent and approval to the plan be indicated in writing by her. A copy of a proposed submission and approval letter is also enclosed.

I also enclose for your information the letter of transmittal by which Mrs. Cushwa will create the fund and deliver to the Foundation the share certificates for the funding of the plan. You will note protective language with respect to the sale of the Commercial Shearing stock with which it is intended to fund the program.

I would appreciate your reviewing with John Nelson the various documents so that reasonably soon we may meet with Mrs. Cushwa, John Coffelt and a representative of the Foundation to have the final agreed documents executed and delivered and Mrs. Cushwa's contribution made to the Foundation. As I indicated to you on the phone, she will leave town for a few days on the 26th of this month

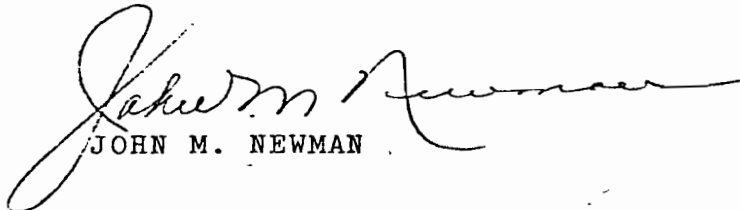
Mr. Thomas J. Travers

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6-16-78

and for a more protracted period on July 6. It is my hope that we can have the matter resolved before the 26th.

Very truly yours,



JOHN M. NEWMAN

JMN:ih
Enc.

June 22, 1978

Trustees of Youngstown Educational Foundation
Youngstown, Ohio

Gentlemen:

In memory of my late husband, Charles B. Cushwa, Jr., I am giving to you 7143 shares of the common stock of Commercial Shearing, Inc., certificates for which are delivered to you coincident with the delivery of this letter. Such shares shall be held by you as the Charles B. Cushwa Jr. Fund and shall be administered in accordance with the provisions set out herein.

Such fund, including the stock delivered to you herewith, the proceeds of any sale thereof, and any subsequent gifts (by whomever made) and other acquisitions by purchase or otherwise, shall be held by you and invested and the net income therefrom paid over at least annually to Youngstown State University to be employed by the University for the purpose of establishing, maintaining and operating a program or series of programs through an institute to be formed by and within the University and styled "The Charles B. Cushwa, Jr. Institute for Industrial Development".

The specific purposes of such institute, its organization, operation and management shall be in accordance with a certain proposal made by the University and approved by the undersigned, a copy of which is attached to and made a part of this letter for information purposes.

Any additional shares of stock of Commercial Shearing, Inc. or other corporations whose shares at any time may be held in the Fund which come to the Fund as a result of stock splits or stock dividends shall be considered as principal.

Such fund shall be maintained by you as a segregated fund but shall be invested and reinvested in the same manner and in accordance with the same investment policy and philosophy as the general fund of the Foundation.

It is understood that you may desire from time to time to dispose of a substantial part or all of the shares of Commercial Shearing, Inc. so that securities realizing a greater rate of return can be acquired in order to provide the necessary income for the

Trustees of Youngstown Educational Foundation

2.

6-22-78

operation of the Institute. In the event any shares of Commercial Shearing, Inc. are sold by you it is understood that you will be prudent in determining the number and price of any such shares offered for sale at any one time as well as the manner in which and the channels through which such shares are offered for sale so that the sales of any such shares do not adversely impact the market price of such stock.

Very truly yours,

Margaret E. Bushwa

June 22, 1978

The undersigned hereby acknowledges receipt of the gift referred to in the foregoing letter, to be administered in accordance with the program as referred to therein.

YOUNGSTOWN EDUCATIONAL FOUNDATION

BY

H. Jones

THE CHARLES B. CUSHWA, JR. INSTITUTE
FOR
INDUSTRIAL DEVELOPMENT

June, 1978

Youngstown State University
Youngstown, Ohio



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

June 26, 1978

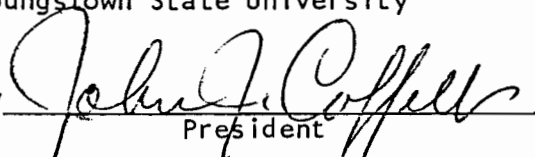
Mrs. C. B. Cushwa, Jr.

Dear Mrs. Cushwa:

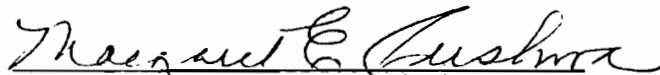
The following proposal for the formation of an institute to be styled "The Charles B. Cushwa, Jr. Institute for Industrial Development" is submitted to you for your approval with the understanding that upon its approval by you and the creation by you of an endowment fund with Youngstown Educational Foundation in the amount of \$250,000.00 the program as proposed will be implemented by the University to the extent that it is economically possible with the income available from such endowment, and with the further understanding that the proposed program will be expanded in the future as additional funds become available from the endowment or other sources.

Youngstown State University

By


President

I hereby approve the foregoing proposal and advise that I have made the appropriate arrangements with Youngstown Educational Foundation for the creation and funding of the proposed endowment, which fund will be held and administered by the Youngstown Educational Foundation and known as "The Charles B. Cushwa, Jr. Fund."


Margaret H. Cushwa

Youngstown State University is an urban university, established and assisted by the State of Ohio, and maintained in order to provide a wide range of opportunities in higher education which satisfy the needs particularly--but not exclusively--of the residents of northeastern Ohio and western Pennsylvania. Its missions include instruction, research and scholarship, and public service.

As an urban university, it recognizes and accepts leadership responsibility for planning, coordinating and encouraging the implementation of programs and activities designed to improve the cultural, social and economic vitality of the region it serves. While its primary function is instruction, a secondary purpose is improving and enriching the quality of life through a variety of public service programs and activities.

THE PROPOSAL

This proposal suggests a way in which the University, utilizing income from an endowment established for such purpose, will strengthen economic opportunities in the Mahoning Valley through the formation of the "Cushwa Institute for Industrial Development." With leadership provided by the staff, the Institute's primary function will be to promote job creation through the utilization of the University's technical, professional, and academic expertise. Specifically, its purposes will be to identify, develop, test and assist in the marketing of new products and services; assist aspiring entrepreneurs and inventors in preparing and evaluating business plans and start-up proposals; provide assistance to small businesses and industries; and encourage corporations to share appropriate technological information without jeopardizing their own production and marketing capabilities.

Activities will include: product identification and design assistance; production methods innovation, alternatives and productivity improvement; new production feasibility and venture analyses, including cost, cash flow, and income projections, site selection, and market research; specialized management training to meet the needs of local industry; basic and applied research related to new product and new enterprise development; and technical and managerial assistance to new enterprises in the geographic area.

The approach would be to identify new products and business proposals with the best potential, provide professional and technical consulting expertise in testing and developing these products and proposals, and foster the start-up of new, small enterprises as well as expansion and diversification of existing small enterprises. Each new business entity means new jobs. Each expansion of an existing enterprise into new markets likewise means new jobs.

Organization and Programs

The Cushwa Institute for Industrial Development to be designated "The Charles B. Cushwa, Jr. Institute for Industrial Development", will be organized as an interdisciplinary public service institute not affiliated with any single academic school or department. It will employ a flexible staffing and budgetary mechanism to give its Director the ability to draw on resources throughout the University as required to match the needs of local industry. The model for this organizational and budgetary arrangement is the University's Center for Urban Studies, which has demonstrated the utility of flexible project-oriented and interdisciplinary staffing to meet shifting community needs.

The Cushwa Institute will work most closely with faculty of the School of Engineering, the School of Business, the College of Applied Science and

Technology, and the natural sciences departments. Close collaborative linkages will also be developed with other public service units, including the Department of Continuing Education and the Center for Urban Studies.

The Cushwa Institute will be primarily concerned with establishing new businesses, and might function generally in the manner shown on the accompanying figure.

Additionally, it will provide assistance to existing industry in the following categories:

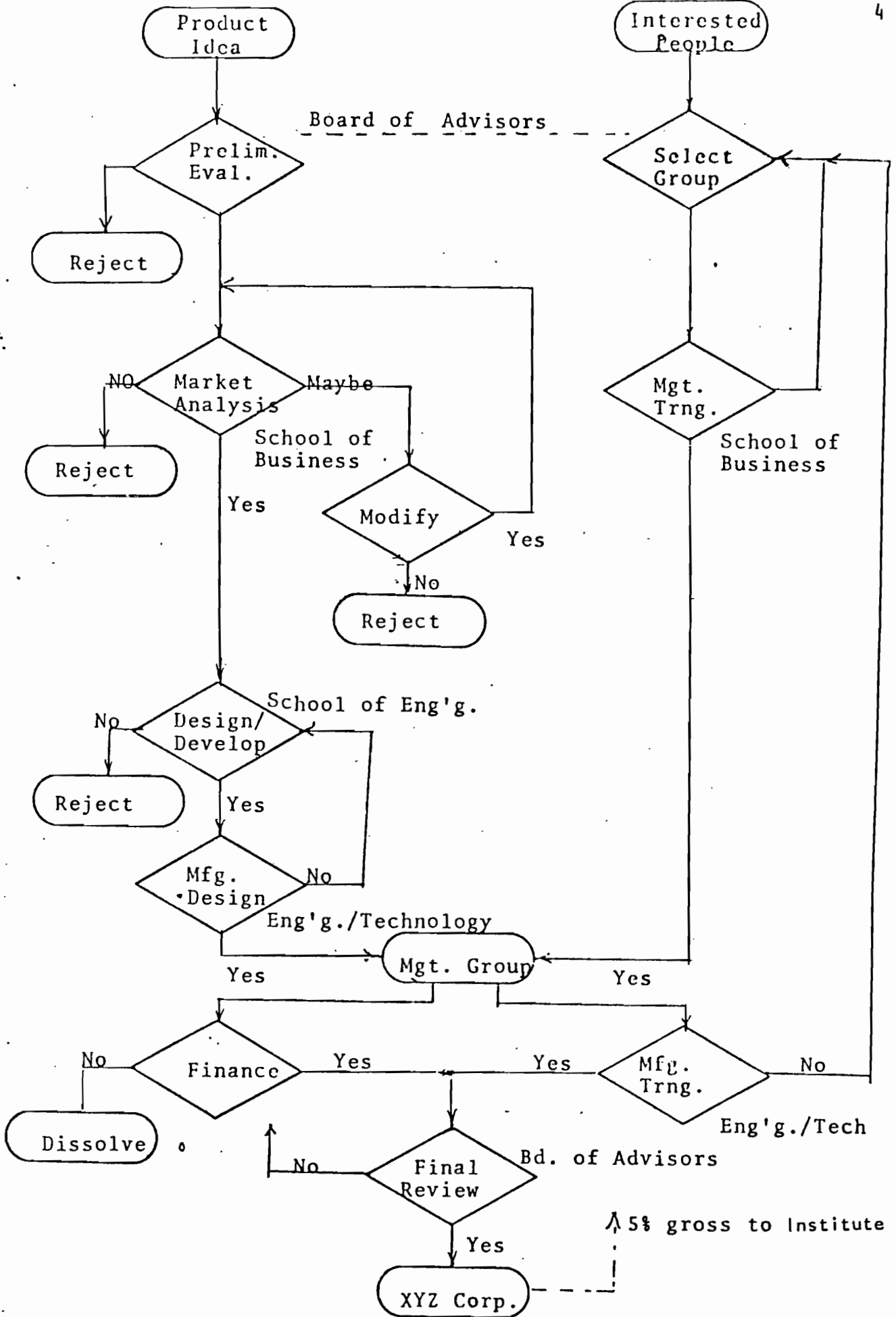
1. Product identification and design assistance.
2. Production methods innovation and productivity improvement.
3. New production feasibility and venture analyses, including cost, cash flow, and income projections, site selection, and market research.
4. Specialized management training to meet the needs of local industry.
5. Basic and applied research into barriers to new product and new enterprise development.
6. Technical and managerial assistance to new enterprises in the region.

In addition, the Institute may function from time to time as a catalyst, convener and facilitator for dialogues among industrial and community leaders, representatives from the financial institutions, government, officials and academic consultants that focus on the concerns of local industry.

The Director

This position will require the ability to speak the language of both business and engineering. The Director must be equally at home in the environments of university administration and industry.

Consequently, the background of the individual should include graduate training in at least one technical discipline such as industrial engineering,



business training, and considerable industrial experience including broad managerial responsibility. Ideally, the person would also have organized and directed the development of his or her own successful enterprise and would be knowledgeable of government regulations and collective bargaining. Finally, the person should demonstrate a record of working successfully in a university environment, of organizing interdisciplinary faculty teams, and of obtaining external funding.

The Director will be responsible for leading the University's efforts to support local industrial development, for developing a full range of program activity and for administering those programs. The Director will report to the President of the University or to such other person as he shall designate.

The Board of Advisors

A six member Board of Advisors to the Institute shall be established. The Board's functions will consist of the recruitment and selection of a Director, development of operating policy, advising and assisting the Director in the management of the program and evaluation of the Institute's activities.

The Board of Advisors will include two persons appointed by Mrs. Charles B. Cushwa, Jr., the donor, during her lifetime and in the event of her death or incapacity, by the eldest of her living children, and in the event none of such children is surviving, by the Chairman of the Board of Trustees of Youngstown Educational Foundation; two persons selected and appointed by the Board of Directors of Commercial Shearing, Inc.; two persons representing Youngstown State University, of which one shall be the President of the university and the other a member of the Board of Trustees of the university selected by the board chairman.

Terms will be for three years with reappointment permissible without limitation.

If at any time in the judgment of the donor during her lifetime or in the judgment of her eldest living child after her death, it is desired that the name of the Institute no longer bear the name of Charles B. Cushwa, Jr., then at the request of such person delivered to the President of Youngstown State University such name shall be deleted and the Institute shall no longer bear the name of Charles B. Cushwa, Jr.

If at any time upon evaluation of the activities of the Institute it appears in the judgment of two-thirds of the advisors to the Institute that the accomplishment of the ends for which the Institute was originally created as set out in the proposal are not reasonably attainable or that the resources of the Institute could be more effectively utilized in another or different type of University program, the Board of Trustees may, upon the advisors' recommendation, eliminate the Institute and request the Youngstown Educational Foundation to redirect the use of such income into such other type of University educational program or activity as they deem appropriate.

The Operating Budget

Operating funds for the Cushwa Institute will be provided from income from an endowment created and initially funded by Mrs. C. B. Cushwa, Jr. This endowment shall be established with the Youngstown Educational Foundation, with the stipulation that the original (and any subsequent) gifts be held in perpetuity and the income be annually distributed to the University with its expenditure restricted for the purpose of operating the Institute. As provided in Section 3345.14 of the Ohio Revised Code, rights to and interests in discoveries and inventions, and as stipulated for by Section 3,

Article IV of the Board of Trustees' Policies any income from patents and royalties shall be utilized for growth and expansion of the Institute's operations.

APPENDIX C

YOUNGSTOWN STATE UNIVERSITY

TRAVEL REGULATIONS

Section 1. Intent

These regulations are intended to govern University travel, in conformity with ORC 141.15 and Rule No. 126-1-02 (10-31-77) of the Office of Budget and Management of the State of Ohio. These regulations apply only to YSU personnel and are not applicable to candidates for positions or to other non-employees traveling as a result of some contractual arrangement. Any questions which might arise concerning the intent of the Board of Trustees, as expressed in these regulations, shall be resolved by the President.

Section 2. Prior Approval of Travel

1. All travel off-campus for which reimbursement is to be claimed must be approved before the fact by the President or his designated representative. For this purpose the President designates the following persons to approve travel:
 - A. Academic Deans for all faculty and staff in their respective schools or colleges.
 - B. The Dean of Student Affairs for staff reporting administratively to him.
 - C. The Dean of Administrative Affairs for staff reporting administratively to him.
 - D. The Associate Vice President for Public Services for staff reporting administratively to him.
 - E. The Vice President for Personnel for staff reporting administratively to him.
 - F. The Vice President for Financial Affairs for staff reporting administratively to him.

- G. The Vice President for Academic Affairs for all Academic Deans and for any staff member not reporting to one of the above officers, except as noted in #2 following.
2. The President will approve his own travel and travel for Vice Presidents and for other staff in the Office of the President reporting directly to him (or administratively to him).
 3. In the event that the President's designee is absent from campus for an extended period (e.g. annual leave, sick leave, or official travel) and not available to process requests for travel, the administrative superior of the President's designee shall process such requests.

Section 3. Categories of Travel

1. All travel authorized will be under one of three categories:

Category 1. Official business of the University in one of the contiguous 48 states or Canada, for which full reimbursement will be paid, subject to the provisions of these regulations. (In certain cases the President or his representative may specify that less than full reimbursement will be paid as a condition of approval.)

Category 2. Professional improvement of the individual in one of the contiguous 48 states or Canada, for which not more than one-half of the expense as provided in these regulations will be reimbursed.

Category 3. Official business or professional improvement of the individual in Alaska, Hawaii, a U.S. possession or territory, or a foreign country other than Canada, for which not more than one-fourth of the expense as provided in these regulations will be reimbursed.

2. The President or his representative designated in Sec. 2 (1) above will assign the category; however, it must be in conformity with Sec. 3 (1) above.

Section 4. Special Items of Consideration

1. Faculty and unclassified administrative employees are encouraged to attend appropriate professional meetings when time and budget permits; however, the immediate work of the University must be given priority. The cognizant department chairman, dean, or other administrative superior must approve substitute arrangements in advance for classes or other duties.
2. Persons traveling on University money have an obligation not only to follow all applicable regulations but to avoid the appearance of abuse of public monies.
3. Not more than three persons from one department are to be approved to attend the same conference or meeting except when ~~national~~ meetings are held relatively close to Youngstown and the travel cost is low.

Section 5. Approval and Encumbrance Procedure

1. A Travel Voucher must be completed, signed by the traveler, cleared through the department chairman or other person with signature authority for the account and submitted to the President or his representative designated in Sec. 2 (1) above, at least 14 days prior to the proposed trip. If the person with signature authority for the account is not administratively responsible for the traveler, the Voucher must be signed by both the department chairman and the person responsible for the account to be charged.

2. The President or his representative will send the Travel Voucher to the Internal Auditor for review as to compliance with these regulations. Upon approval the Travel Voucher will then be sent to the Controller, who will encumber the estimated cost against the designated account and return the Travel Voucher to the Traveler.
3. In an emergency the Travel Voucher may be hand carried.
4. Travel is not approved until the Travel Voucher has been signed by the President or his representative designated in Sec. 2 (1) above, cleared the Internal Auditor and funds have been encumbered by the Controller.
5. Should the Internal Auditor conclude that the Travel Voucher as submitted does not comply with these regulations the Voucher shall be returned to the President's representative who approved the Voucher along with a written explanation of the exception taken. Should the President's representative disagree with the conclusion of the Internal Auditor he may appeal it in writing to the Vice President for Financial Affairs for final disposition. If the disputed Voucher was signed by the Vice President for Financial Affairs as the President's representative and he disagrees with the conclusion of the Internal Auditor, he may appeal to the President for final disposition. A Voucher will not be rejected by the Internal Auditor due to computation errors; in this case the Voucher will be corrected by the Internal Auditor and processed.

Section 6. Reimbursement for Travel

1. Within seven days of return from a trip, all copies of the Travel Voucher (with conference brochure attached if one was issued) should be completed and signed by the traveler, signed by the person authorized to expend monies from the account being charged, and sent to the Controller for pre-audit. Upon approval the Travel Voucher will be paid.

2. The Controller will pre-audit the Travel Voucher for compliance with these regulations. If pre-audit reveals a discrepancy the Voucher will be returned for correction or written explanation; however, errors of computation will be corrected without returning the Travel Voucher. Should the person with signature authority for the account disagree with the pre-audit finding, the matter may be referred through the designated representative of the President to the Vice President for Financial Affairs for final disposition.
3. Within approximately seven days from the filing of the Travel Voucher (if uncontested on pre-audit) the reimbursement check may be called for at the Controller's office. If the check is not called for within 30 days it will be mailed to the home address of the traveler as listed in the University telephone directory.

Section 7. Transportation Expenses

1. YSU Motor Pool vehicles may be used. Passenger cars will be charged at 16¢ per mile. Rates for other vehicles may be secured from the Physical Plant office.
2. The use of a privately owned automobile is authorized provided the owner has liability insurance which complies with ORC 4509.51 (\$12,000 per person, \$25,000 per incident, \$7,500 property damage). Signature of the Travel Voucher is considered certification by the traveler that he has the required insurance. The reimbursement rate is 16¢ per mile.
3. If a personal automobile is used for out-of-state travel the reimbursement will be the lesser of: (1) the actual mileage plus tolls and parking; or (2) tourist-rate air fare plus \$5, assumed to be the round-trip transportation cost to and from both airports.

4. Travel by private aircraft is not approved due to insurance complications. Travel by chartered aircraft must be approved before the fact by the Vice President for Financial Affairs in order that insurance coverage may be verified.
5. When two or more persons are traveling in the same automobile, reimbursement shall be made to only one of the individuals. Names of all persons traveling together or to the same function shall be listed on each Travel Voucher. When more than one YSU representative is to attend the same meeting or is to transact business in the same city on approximately the same schedule, it is expected that they travel together in order to save money and conserve fuel.
6. Reimbursement for common carrier usage will be at the lowest available regularly scheduled rate. No payment will be made for unused reservations on common carriers.
7. Highway, bridge and ferry tolls, parking charges, taxi, limousine service, rental cars, and other reasonably incurred travel expenses directly related to authorized travel shall be itemized on the Travel Voucher and any single expenditure in excess of \$1 shall be supported by a receipt. The use of rental cars is discouraged except when it is the most economical method. Intended use of rental cars should be noted on the Travel Voucher when submitted for approval before the trip.

Section 8. Living Expenses

1. Breakfast: \$2.50 is paid provided travel status starts before 6:00 A.M. and continues until after 9:00 A.M.
2. Lunch: \$3.50 is paid provided travel status starts before 11:00 A.M. and continues until after 1:00 P.M.

3. Dinner: \$6.00 is paid for travel in-state and \$9.00 for travel out-of-state provided travel status starts before 5:00 P.M. and continues after 8:00 P.M.
4. Receipts are not required for meal expenses.
5. Reimbursement shall not be claimed for meals served aboard a commercial airline.
6. Up to \$20, plus room tax or sales tax applicable to that amount, will be reimbursed for lodging in-state. The actual and reasonable cost for lodging out-of-state will be reimbursed. Receipts must be included with the Travel Voucher. The single room rate is to be used except where two approved travelers share a twin-bedded room, in which case one-half of the twin-bedded room rate will be paid each traveler. Travelers accompanied by their spouse or other non-approved traveler must have the hotel cashier specify the single room rate on the receipt.
7. Reimbursement shall not be made for meals or lodging within Mahoning County or within 30 miles of the traveler's residence except as noted below in Section 9. The cost of entertainment and alcoholic beverages are not reimbursable as travel expenses. No reimbursement may be claimed for gratuities except in those cases where it is added to a lodging bill and payment is mandatory.
8. WHEN TWO OR MORE AUTHORIZED TRAVELERS, ALL OF WHOM WOULD OTHERWISE BE ENTITLED TO TRANSPORTATION REIMBURSEMENT, TRAVEL IN ONE PRIVATE AUTOMOBILE THE PROVISIONS OF 3.1, CATEGORY 2, AND 7.3 DO NOT APPLY AS THOSE SECTIONS RELATE TO TRANSPORTATION EXPENSE. THE DRIVER MAY BE PAID 16¢ PER MILE OR TOURIST AIR FARE PLUS \$5, WHICHEVER IS MORE: HOWEVER, THE UNIVERSITY WILL NOT PAY MORE FOR TRANSPORTATION IN SUCH

Section 8, 8 - Continued

CASES THAN IF TWO TRAVELERS WENT SEPARATELY AND 3.1, CATEGORY 2, AND/OR 7.3 APPLIED. WHEN TRAVELING BY AUTOMOBILE OUT-OF-STATE THE TRAVELER SHALL NOT BE PAID FOR LODGING OR MEALS ENROUTE IN EXCESS OF THAT WHICH WOULD HAVE BEEN PAID HAD AIRLINE TRANSPORTATION BEEN USED.

Section 9. Conference Fees

1. Conference registration fees in excess of \$50.00 may be paid to the vendor in advance directly by the University. Utilize the "Other Expenses" line on the Travel Voucher for this purpose. Conference registration fees which include personal membership dues, recreational activities, or other non-reimbursable items will not be paid.
2. Conference registration fees which include meals must be specific as to which meals are included and these meals will not be separately reimbursed. Registration fees for conferences in Mahoning County or within 30 miles of the traveler's residence may include a meal expense not to exceed the rates noted in Sec. 8(1, 2, and 3) above, provided the meal is an integral part of the conference. A receipt must be provided for conference fees paid directly by the traveler.
3. "Conference fees" which are in reality a tuition for attendance at a seminar, workshop, institute or other training session are permitted up to a maximum of \$300 per person provided the training is for the position presently held by the employee and is judged by his administrative superiors, including the cognizant Vice President, to be necessary or highly desirable for continued satisfactory performance in that position. Such fees are to be charged to object

Section 9, 3 - Continued

code 417, Training Tuition. Written justification for attendance at the training program must accompany the Travel Voucher.

Section 10. Travel Advances

1. A travel advance may be secured to cover the actual cost of commercial transportation. So indicate on the Travel Voucher. The check will be made payable to the common carrier or authorized travel agent. The traveler is responsible for securing a full refund of such payment if the trip does not occur.
2. Travel advances may be secured to cover all estimated expenses for trips involving students (e.g. intercollegiate athletics, forensics). So indicate on the Travel Voucher. One advance may be made payable to the common carrier or authorized travel agent and a separate advance may be made payable to the faculty or staff member accompanying or responsible for the students. If the travel advance is in excess of the final amount claimed, deposit the excess at the Bursar's office and attach the receipt to the Travel Voucher.

Section 11. Cancellation

If a Travel Voucher has been processed and funds encumbered it is important that the Controller's office be notified in writing if the trip is cancelled.

ARTICLE VIII. ADMISSION, TUITION AND FEES

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 fee 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 RG-1-02 adopted on June 30, 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.

IT IS THE POLICY OF THE UNIVERSITY TO PROVIDE REMISSION OF INSTRUCTIONAL FEES TO ITS EMPLOYEES AND THEIR ELIGIBLE DEPENDENTS. FOR EMPLOYEES WHO ARE MEMBERS OF A COLLECTIVE BARGAINING UNIT WHICH IS REPRESENTED IN FORMAL NEGOTIATIONS BY A COLLECTIVE BARGAINING AGENT, THE POLICY OF THE BOARD OF TRUSTEES REGARDING INSTRUCTIONAL FEE REMISSION SHALL BE INCORPORATED IN THE COLLECTIVE BARGAINING AGREEMENT IN EFFECT BETWEEN THE BARGAINING AGENT AND THE UNIVERSITY. FOR EMPLOYEES WHO ARE NOT MEMBERS OF A COLLECTIVE BARGAINING UNIT, THE FOLLOWING POLICY SHALL APPLY.

When enrolling as students of the University, dependent ~~sons,~~ daughters, CHILDREN and spouses of the full-service employees of the University shall be granted remission of the Instructional Fees and the non-resident tuition surcharge. Such benefits will be continued ONLY 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~~ CHILDREN until age twenty-two (22) and for unremarried spouses.

Full-service employees and former employees on retirement status are themselves eligible to enroll ~~for-up-to-six-(6)-credit-hours-of~~ work-per-quarter, AS STUDENTS and to receive remission of the Instructional Fees and the non-resident tuition surcharge for such work, provided that the time such work is taken shall not interfere with the normal working hours of the employed individual. FOR ALL FULL-TIME CLASSIFIED CIVIL SERVICE EMPLOYEES WHO ARE NOT MEMBERS OF A RECOGNIZED COLLECTIVE BARGAINING UNIT, THE UNIVERSITY SHALL EXTEND THE MAXIMUM FEE REMISSION GRANTED UNDER ANY BARGAINING AGREEMENT COVERING CLASSIFIED CIVIL SERVICE EMPLOYEES AT THE UNIVERSITY. FOR UNCLASSIFIED ADMINISTRATIVE STAFF, REMISSION SHALL BE GRANTED FOR UP TO SIX (6) CREDIT HOURS DURING ANY QUARTER. These individuals may take additional credit hours of course work per quarter if they pay the appropriate fees for the additional work.

Limited-service faculty teaching six 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.



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

November 30, 1978

Trustees of
Youngstown State University

Enclosed is draft of Minutes of Meeting of the
Trustees held on November 11, 1978.

Yours very truly,

Hugh W. Manchester

Secretary to the Board of Trustees
of Youngstown State University

HWM:EVT
Enclosure

Copies to: Each of Nine Trustees
Dr. John J. Coffelt, President
Dr. Earl E. Edgar, Vice President
Dr. Neil D. Humphrey, Vice President
Dr. Taylor Alderman, Vice President
Dean E. Salata, Administrative Affairs
Mr. John G. Ingram, Attorney
Theodore R. Cubbison, Director Legal Services
Mr. Fred W. Rich, State Examiner