



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

January 20, 1982

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 Friday, February 5, 1982, in the Board Room in Tod Administration Building at 3:00 P.M.

Very truly yours,

Hugh W. Manchester

Secretary to the Board of Trustees

HWM:EVT

Copies of the above notice were mailed on January 20, 1982 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 four others listed on the reverse side of this page.

Hugh W. Manchester
Secretary to the Board of Trustees

TRUSTEES AND THE PRESIDENT

Mr. Earl W. Brauning, President
The Union National Bank of Youngstown
6 Federal Plaza West
Youngstown, Ohio 44503

Attorney Paul M. Dutton
Mitchell, Mitchell & Reed
709 Union Bank Building
Youngstown, Ohio 44503

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
Austintown, Ohio 44515

Mr. Edgar Giddens
448 Cleveland Street
Youngstown, Ohio 44511

Mr. William J. Lyden, Business Manager
International Brotherhood of
Electrical Workers Local 64
291 McClurg Road
Youngstown, Ohio 44512

Mr. William G. Mittler, General Manager
Youngstown Vindicator
Vindicator Square & W. Boardman
Youngstown, Ohio 44503

Mr. Fred C. Shutrump, Jr., President
Shutrump and Associates
3749 Mahoning Avenue
Youngstown, Ohio 44515

Mr. Frank C. Watson, President
Youngstown Welding and Engineering Co.
3700 Oakwood Avenue
Youngstown, Ohio 44509

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

Dr. Thomas A. Shipka, President
YSU-OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Attorney Edward A. Flask, Legal Counsel
424 City Centre One
Youngstown, Ohio 44503

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

Mr. Ronald P. Aey, President
YSU Chapter of OCSEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

MINUTES OF MEETING

of

BOARD OF TRUSTEES

of

YOUNGSTOWN STATE UNIVERSITY

Tod Administration Building
Friday, February 5, 1982

Pursuant to Resolution YR 1982-30 and to Notices mailed on the 20th day of January, 1982, by the Secretary to the Board to each Trustee, a copy of which precedes these Minutes (with copies to the President of the University, the Presidents of the YSU Chapter of the OEA and the YSU Chapter of OCSEA, to Edward A. Flask, Special Counsel to the Attorney General of Ohio, and to the Director of Legal Services of the University) a regular meeting (eighty-second) of the Board of Trustees of Youngstown State University convened at 3:00 O'clock p.m. on Friday, February 5, 1982 in the Board Room in the Tod Administration Building.

All Trustees were present at the meeting, to-wit: Earl W. Brauning, Paul M. Dutton, Dr. Thomas D. Y. Fok, Dr. John F. Geletka, Edgar Giddens, William J. Lyden, William G. Mittler, Fred C. Shutrump, Jr. and Frank C. Watson.

Also present were Dr. John J. Coffelt, President, Dr. Bernard T. Gillis, Academic Vice President, Dr. Neil D. Humphrey, Executive Vice President, Dr. Taylor Alderman, Vice President Personnel Services, Edmund J. Salata, Dean Administrative Services, Dr. Lawrence E. Looby, Associate Vice President Public Services, Dr. Charles McBriarty, Associate Vice President Student Services, Philip A. Snyder, Director University Relations, Hugh W. Manchester, Secretary to the Board of Trustees, and Jean Wainio, Secretary to the President. Also present were approximately 25 deans, members of the faculty and members of the news media.

Dr. Fok, Chairman of the Board, presided.

ITEM I - Proof of Notice of Meeting.

Evidence was available to establish that due notice of the meeting had been mailed on January 20, 1982 by the Secretary to each of the nine Trustees and to the President, and that copies had also been mailed to the Presidents of the YSU chapters of OEA and OCSEA, to Edward A. Flask, Legal Counsel and to Theodore R. Cubbison, Director of Legal Services. Such evidence precedes these Minutes.

ITEM II - Minutes of Meeting Held November 13, 1981.

Copies of the draft of the Minutes of the Meeting of the Board of Trustees held on November 13, 1981 had been mailed to each Trustee, to the President, the three Vice Presidents, the Dean of Administrative Services, the State Examiner, the Special Counsel to the Attorney General and the Director of Legal Services. The Minutes of such meeting were approved on Motion by Mr. Dutton, seconded by Mr. Shutrump and duly carried, and were signed by the Chairman and attested by the Secretary.

ITEM III - Recommendations of the President of the University.

Dr. Coffelt recommended that five Resolutions be adopted by the Trustees.

1. Resolution to Ratify Faculty/Staff Appointments.

After a Motion which was made by Mr. Dutton and seconded by Mr. Lyden, had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution duly adopted:

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 1982-31

WHEREAS, new appointments have been made subsequent to the November 13, 1981 regular meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1981-82 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 Accepting Gifts.

After a Motion which was made by Mr. Brauninger and seconded by Mr. Giddens, had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution duly adopted:

WHEREAS, Resolution YR 1980-34 provides that the President shall compile a list of gifts to the University for each meeting of the Board of Trustees and present the list accompanied by his recommendation for action by the Board; and

YR 1982-32

WHEREAS, the President has reported that the gifts as listed in Exhibit B attached hereto are being held pending acceptance and he recommends their acceptance.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept these gifts on behalf of Youngstown State University and instructs the President to acknowledge such acceptance to the donors and to express our gratitude for their generosity to the University.

3. Resolution Concerning Capital Improvement Financing.

After a Motion which was made by Mr. Lyden and seconded by Mr. Giddens, had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution duly adopted:

WHEREAS, The Ohio Public Facilities Commission has authority to sell revenue bonds and the Board of Regents and trustees of public institutions may enter into a master agreement with such Commission for capital improvement financing.

YR 1982-33

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University, as follows:

Section 1. The President or Executive Vice President of the University is hereby authorized to complete and sign, on behalf of the University, Ohio Public Facilities Commission Form Nos. 101 and 101A for any or all of the projects for the University provided for by or pursuant to the appropriations made under Section 11 of Amended Substitute Senate Bill No. 552 enacted by the 114th General Assembly and such projects provided for by or pursuant to appropriations made in future enactments of Ohio General Assemblies.

Section 2. This Board of Trustees agrees to permit the Ohio Public Facilities Commission to use the sites for the purposes of said projects, the boundaries of which are shown in the plans for such project, for so long as the bonds issued to finance such projects shall be outstanding.

Section 3. The University and this Board of Trustees in its behalf, agrees to undertake performance of the functions and responsibilities of using a governmental agency, and of a designated agency to the extent it is such, as provided in the Regulations of the Ohio Public Facilities Commission and any applicable leases, agreements or rules of the Commission, with respect to the aforesaid projects.

BE IT FURTHER RESOLVED, that this Resolution does hereby supersede and replace Resolution YR 1972-36 adopted by this Board on June 17, 1972.

4. Resolution Accepting a Gift.

Following a report by the President, and after a Motion, which was made by Mr. Brauninger and seconded by Mr. Giddens had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution duly adopted:

WHEREAS, the Optimist Club of Youngstown has voted to donate to Youngstown State University a Certificate of Deposit with First Federal Savings and Loan Association in the amount of \$3,000.00 provided that this money is made available for "long-term loans to foreign students who have shown academic promise and have significantly contributed to the life of the University"; and

YR 1982-34

WHEREAS, the Optimist Club also stipulates that there be recognition that the loan was made possible by the Optimist Club of Youngstown, that recipients be selected by the International Student Services unit of the Associate Vice President - Student Services; and

WHEREAS, these restrictions are found acceptable;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize acceptance of this gift and directs the administration to administer the loan fund in conformity with these restrictions.

BE IT FURTHER RESOLVED, that the Board of Trustees does hereby express its sincere appreciation to the Optimist Club of Youngstown for its generous gift to the University.

5. Resolution for Release and Expenditure of Funds.

After a Motion, which was made by Mr. Shutrump and seconded by Mr. Mittler, had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution duly adopted:

WHEREAS, the YSU Centurians, freshman student honorary- YR 1982-35
service organization, will host various programs and ac-
tivities as a service to the University.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trus-
tees does hereby authorize the release and expenditure
of an amount not to exceed \$2,000 from the unrestricted
Gift Account to be used for the purchase of special uni-
forms for this purpose.

ITEM IV - Report of the President of the University.

Dr. Coffelt reported concerning the following matters:

1. Finance.

On January 14th, the Universities were notified that the State of Ohio faced a \$1 billion deficit in tax revenues to fund the State's 1981-83 operating appropriation measure (Am. Sub. H.B. 694), passed in November 1981.

Concurrently, we were orally warned that (1) immediate reductions of 8.9% in the instructional subsidies for higher education for the current fiscal year were being recommended, and that if applied on February 1, 1982 such reduction would equal 17% for the remaining five months of the fiscal year; and (2) for fiscal year 1982-83, Universities Instructional Subsidies would, as a minimum, be reduced an additional 16.3%, which would be at least \$4,619,000 at YSU. This information and the need to assure a balanced budget was communicated to the Trustees and others in the President's special memo dated January 15, 1982.

The announcement of January 14th by the Legislative Budget Office was doubted in some legislative quarters, and spending cuts were deferred pending receipt and re-evaluation of January revenues. These data confirmed the earlier report and indicate that the fiscal crisis will likely worsen, and will not improve.

The state has ordered the first round of spending cuts to balance the budget. A 3% reduction, effective Monday, February 1, 1982 was imposed on most state agencies. A budget balancing plan presented by the State Budget Director, which will require quick legislative action to be effective, is

politically controversial and there is strong doubt that the General Assembly will implement the plan. We can have no more definite information about University funding than we now have, until there is further action by the General Assembly.

For the balance of the present fiscal year, the plan outlined in the President's memo of January 15, 1982 will be followed, and operations will certainly be maintained within the budget approved last August. The staff is presently at work to complete revenue projections for the next fiscal year, anticipating a 16.3% reduction (\$4.6 million) in student subsidy below the appropriated amounts provided in H.B. 694. Should such expected subsidies be increased, mid-year adjustments to restore any programs and services which may have been discontinued to balance the University budget would be possible.

Increased costs over which there is no institutional control (utilities, postage, energy), mandated salary increases for classified civil service employees (estimated at slightly over \$1 million), and the likelihood that there will be only a modest budget balance to carry forward, will make preparation of a balanced budget for 1982-83 difficult. Probable reductions in federal and state student financial aid grants, the likelihood that fewer part-time jobs for student will be available and the probability that necessary increases in student fees may cause more reductions in enrollments will make balancing of the 1982-83 operating budget even more difficult. Chancellor Moulton has advised that the 17% reduction in Ohio's Instructional programs will require cancellation of spring quarter grants for some 22,000 students.

Of greatest concern to public universities, is the apparent public policy to require that public and higher education absorb the lion's share of state budget reductions. In 1980, higher education which received about 14% of General Fund Appropriations, absorbed 41% of that year's reduction. In the present fiscal crisis, we are being told that education must absorb 80% of the deficit whereas public health, welfare and other areas of government must absorb very little of the needed spending cuts. Reducing opportunities for high school graduates to obtain higher education will in time increase the number of unemployable and unskilled young people, and would seem to be counterproductive in the long run.

2. Enrollment.

Head count for the Winter term is 14,752, a drop of 65 (0.4%) in the last year. Increase in the number of sophomores and upper classmen indicates success in efforts to retain students.

3. Minority Set Aside.

Recent legislation (Am. Sub. H.B. 694) requires that 15% of purchases be from minority business enterprises. For YSU, the balance to be set aside this year amounts to \$500,852. Vendors being excluded are not happy and are making their discontent known. In many cases, there are no local minority vendors available. Also internal problems arise when a low bid from a minority businessman is higher than expected, thus throwing higher costs on a department not budgeted or not expected for such additional expense.

Because of controversy and possible litigation which may arise out of efforts to comply, copies of an internal memo which explains YSU's plan to comply and some sections of the new statute is being shared with the Trustees. Dr. Geletka indicated his belief and, it was the consensus of the Board, that a legal opinion should be obtained from the Attorney General.

4. Cushwa Center.

A report to Trustees indicated significant client activities of the Cushwa Center for Industrial Development which reflects modest, but growing success in efforts to establish new business enterprises in the area. Continuation of its efforts has been recommended by the advisory board and the Center is projecting a five year development plan.

5. Pledges to All-Sports. Receipts from Pledges has just exceeded \$3 million, and notice has been given to local banks that there is no need for borrowing on the pledges. The Banks have returned the assignments of pledges to the All Sports Complex.

6. Winter Commencement - is to be held at 10:00 a.m. on Saturday, March 27, 1982. The speaker is to be Brigadier General Robert G. Lynn, Deputy Commanding General for Readiness - Communications - Electronics Command. He is a 1954 graduate from YSU.

7. National Conference - Association of Governing Boards.

Each Trustee has information on the program to be held on April 18-20, 1982 in Denver and each was encouraged to consider attending all or a part of the meetings if schedules permit. The staff will assist with travel plans and early reservations are advisable.

8. Possible Actions Alleging Violation of Civil Rights Act.

The Office of Civil Rights, U.S. Department of Education has requested that the Department of Justice file a complaint in a Federal District Court against the State of Ohio and the State's universities for violating Title VI, 1964 Civil Rights Act. Apparently the gravamen of the charge is failure

to file an acceptable plan to enhance and desegregate Central State College. Members of Boards of Trustees may be named in the complaint.

ITEM V - Report of the Academic Vice President.

Dr. Gillis reported concerning nine subjects, as follows:

1. Status of Deans Searches

By the closing date for applications (February 1, 1982), forty-four applications for the position, Dean of the College of Applied Science and Technology, and eighty-two applications for the position, Associate Provost and Dean of Graduate Studies had been received. It is planned that screening by the search committees will be concluded by April 15, 1982.

2. Academic Calendars for 1982-83 and 1983-84 were furnished to each Trustee.

3. Academic Master Plan.

Such plan is about to be distributed for suggestions from the faculty before recommendation to the Trustees for acceptance.

4. Academic Affairs Goals and Objectives for 1982-83.

A list of such goals and objectives was furnished to each Trustee.

5. Diamond Jubilee Status.

A logo has been adopted and plans are being made to distribute a limited edition calendar of events which will highlight the 75 years of service to the community. Plans are to attract members of the community to the campus to see the academic programs and facilities which are available.

6. Accreditation of the Bachelor of Science in Nursing Degree.

Initial and unconditional accreditation of such baccalaureate program was granted in December 1981 by the National League of Nursing, and will extend to the Fall of 1989.

7. Reaccreditation of the Associate of Science in Nursing Degree.

The visitation exit in November 1981 was quite positive and word has been received that the National League of Nursing has reaccredited such program for a two year term.

8. Accreditation Visit for Engineering Technology Programs.

A recent visit on behalf of the Accreditation Board for Engineering and Technology, Inc. which covered both Baccalaureate and Associate Degree programs was helpful in indicating some needed changes in curriculum. The exit interview indicated the visiting team believed YSU has one of the finest programs ever seen by the team and it is anticipated that initial accreditation of the baccalaureate programs and reaccreditation of the associate degree programs will follow.

9. Articulation Report Status.

A report concerning efforts at YSU, under the leadership of Dean Bernard J. Yozwiak, to assist in Articulation between Secondary and College education in Ohio had been furnished to each Trustee.

ITEM VI - Report of the Executive Vice President.

Dr. Humphrey reported concerning three matters:

1. Finances.

A comparison of Budgeted and Actual Revenue and Expenditures for six months ending December 31, 1981 was presented and explained. Unless there are further cuts in state subsidies, the fiscal year 1981-82 should end in balance.

2. YSU Profile.

Copies of such new Profile, which covers briefly the Facilities, Academic Accreditation, Student Services and Admission Requirements, and which will be available to High School Counselors and others, were given to each Trustee.

3. Student Aid Programs.

Ohio's Instructional Grants have already been cut 11% and if Federal Aid Programs are cut 42%, as is proposed, student aid programs will be further reduced.

ITEM VII - Report of the Vice President - Personnel Services.

Dr. Alderman reported concerning four matters:

1. Compliance with Civil Service Laws.

Since compliance review in May 1980 which directed some remedial steps, there has been close cooperation between the University's Classified Person-

nel Office and the staff of the Ohio Department of Administrative Services. There has been a revision in the system of auditing positions as to correctness of assigned classification, a program of competitive examinations by job classification has been implemented. The procedures being used are now in compliance with State requirements.

2. Arbitrator's Ruling on a Grievance.

The grievance requested removal from an employee's personnel file of a formal reprimand for remarks considered insubordinate by his supervisor. The Arbitrator upheld the University's position that there was insubordination, but concluded that an oral reprimand would have been more appropriate and directed that the written reprimand be expunged from the personnel file.

3. Another Grievance in which a faculty member had been recommended for promotion by a Promotion Committee is based upon failure of the Academic Vice President to give reasons for not recommending promotion. The Arbitrator has not yet made an award.

4. Heritage Award.

The Committee has nominated eight persons for possible conferral of the Heritage Award in 1982. Such nominees, in alphabetical order, are:

Louis A. Deesz, late Dean of the School of Engineering

Nellie G. Dehnbostel, late faculty member in Music and
Natural Sciences, Assistant Dean,
Dana School of Music

Karl W. Dykema, late Professor of English and Dean of the
College of Arts and Sciences

Vera Jenkins, retired Professor of Accounting and Finance

Howard W. Jones, retired President

Albert L. Pugsley, late President

Joseph E. Smith, late Dean of the University

Clair L. Worley, late Professor and Chairman of the Department
of Biology

The second annual call for nominations may be issued within a week.

ITEM VIII - Report of the Dean of Administrative Services.

Dean Salata reported concerning four subjects, as follows:

1. Energy Conservation at Bliss Hall.

Bids are to be received for the required work on February 16, 1982.

2. Parking Spaces

Of 5,345 spaces available, the peak use is about 4,900. 10,246 permits have been sold.

3. Stambaugh Stadium

Construction is continuing on schedule, with 75 persons at work inside. Work is 82% completed.

4. Remodelling Williamson Building.

The OBOR has approved the proposed remodelling.

EXECUTIVE SESSION

The Trustees retired into an executive session at 3:55 p.m. for about 25 minutes for the purpose of considering bargaining with employees, before returning to the open meeting in the Board Room.

ITEM IX - Reports of the Committees of the Board.

1. Personnel Relations Committee.

Mr. Watson reported that the Committee was recommending three Resolutions for adoption by the Board. He then read and moved for adoption the following Resolution:

a. Resolution Regarding Policy on Continuity of Employment.

WHEREAS, the Personnel Relations Committee of the Board of Trustees of Youngstown State University has reviewed the current policy of the Board of Trustees on Continuity of Employment and has concluded that a revision of said policy is appropriate.

YR 1982-36

THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that the current Article III, Section 13 of the Policies of the Board of Trustees of Youngstown State University ("Continuity of Employment"), attached hereto as Exhibit C1, is hereby repealed and rescinded.

BE IT FURTHER RESOLVED, by the Board of Trustees of Youngstown State University that Article III, Section 13 of the Policies of the Board of Trustees of Youngstown State University ("Appeals Procedure for Continuity of Employment"), attached hereto as Exhibit C2, is hereby adopted.

The Motion was seconded by Mr. Shutrump and, after discussion, received the affirmative vote of all Trustees present. The Chairman declared the Motion carried and the Resolution adopted.

Mr. Watson next read and moved for adoption the following Resolution:

b. Resolution to Adopt Policy on Emeritus Status.

WHEREAS, it is appropriate that the University honor re-
tired faculty and Professional/Administrative staff whose
contributions to the University warrant conferral of emer-
itus status.

YR 1982-37

THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that the Policies of the Board of Trustees of Youngstown State University be and is hereby amended to include a new Article III, Section 27 (Emeritus Status), attached hereto as Exhibit D.

The Motion was seconded by Mr. Lyden and, after discussion, received the affirmative vote of all Trustees present. The Chairman declared the Motion carried and the Resolution adopted.

Mr. Watson then read and moved for adoption the following Resolution:

c. Resolution to Establish Program Honoring Faculty and Staff for Long Service.

WHEREAS, the University has been advised that expenditures of public funds are appropriate for honoring University faculty and staff for long and meritorious service through such activities as awards dinners and the purchase of pins, plaques, or other artifacts when established as fringe benefit programs.

YR 1982-38

THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that the President of the University is hereby authorized and directed to take such steps as are necessary to implement a program for honoring faculty and staff for long and meritorious service to the University, and to report back to the Board of Trustees at its next regular meeting on the progress toward implementation of said program, and to bring such recommendations for revisions of the Policies of the Board of Trustees as may be needed for the permanent establishment of this program.

The Motion was seconded by Mr. Giddens and, after discussion, received the affirmative vote of all Trustees present. The Chairman declared the Motion carried and the Resolution adopted.

2. Building and Property Committee.

Mr. Giddens stated that such Committee had no report.

3. Budget and Finance Committee.

Mr. Dutton reported that such Committee was recommending three Resolutions for adoption by the Board of Trustees. He then read and moved for adoption the following Resolution:

a. Resolution to Provide for Mandated Civil Service Increases.

WHEREAS, H.B. 694 as passed by the Ohio General Assembly mandated certain increases in classified civil service salaries effective in November, 1981, and appropriated two-thirds of the money necessary to pay such increases in University Operation, Fund One, but did not provide money to pay the mandated increases in the other funds; and

YR 1982-39

WHEREAS, the General Fee revenues for 1981-82 have been fully budgeted and the Board of Trustees does not wish to impose a mid-year General Fee increase;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby direct and authorize such intra-fund transfers as are necessary and practicable to provide money for the payment of mandated classified civil service increases and, after such transfers have been accomplished, authorizes the following transfers to provide the necessary budget credits in the appropriate standard object codes:

<u>A Maximum Of</u>	<u>From</u>	<u>To SOC In</u>
\$ 6,425	Intercollegiate Athletics Contingency Reserve	Intercollegiate Athletics
7,828	Kilcawley Center Contingency Reserve	Kilcawley Center
21,864	Bookstore Contingency Reserve	Bookstore
1,298	Kilcawley Residence Hall Contingency Reserve	Kilcawley Residence Hall
17,630	Parking Services Contingency Reserve	Parking Services

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University does hereby direct and authorize inter-fund loans in the total amount of \$10,276 from the University Operation Contingency Reserve in the maximum amounts listed below to provide the identified funds with sufficient money for the mandated classified civil service increases, provided that such loans shall be repaid either from year-end balances June 30, 1982, if sufficient monies are available, or shall constitute a first lien upon the revenues of these funds in the 1982-83 fiscal year:

<u>A Maximum Of</u>	<u>To SOC In</u>
\$ 3,697	Career Services
1,298	Intramural Recreation
3,501	Continuing Education
1,233	Developmental Education
547	Jambar

The Motion was seconded by Mr. Mittler and, after discussion, received the affirmative vote of all Trustees present. The Chairman declared the Motion carried and the Resolution adopted.

Mr. Dutton next read and moved for adoption the following Resolution:

b. Resolution Concerning Transfers from Unallocated Reserve.

YR 1982-40

WHEREAS, the "Instructions Concerning Budget Administration in 1981-82," adopted by the Board of Trustees as part of the 1981-82 budget, provide that transfers out of the Unallocated Reserve require approval of the Board of Trustees; and

WHEREAS, the following transfers have been requested by appropriate University personnel and recommended by the President; and

WHEREAS, various transfers have been made to the Unallocated Reserve from the various personal services accounts with a surplus identified by virtue of total position control, the existence of vacant positions, and other reasons;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize and approve the following transfers totaling \$195,771 from the Unallocated Reserve in the University Operation, Fund One budget:

\$87,906 to the Limited Service Faculty object code in the "Instructions and Departmental Research, Transfer Budget Accounts" administered by the Academic Vice President, to provide 13 FTE positions for two academic quarters to offset a like number of vacant full-time faculty positions.

\$13,524 to the Limited Service Faculty object code in the Education Outreach budget to provide 2 FTE positions for two academic quarters to provide for an increase in course offerings.

\$7,392 to the Executive Vice President's Contingency Reserve to replace monies transferred to the President's office to provide a replacement during extended sick leave.

\$13,963 to the Academic Vice President's Contingency Reserve to replace monies utilized to resolve various personnel problems in that area.

\$4,401 to Civil Service, Part-time/Temporary. Maag Library, to provide a replacement during extended sick leave.

\$11,547 to Professional/Administrative, Media Center, to provide for the change of a position from the classified service to the Professional/Administrative service (the residual of the classified position money was transferred to the Un-allocated Reserve).

\$6,398 to Faculty salaries and fringe benefits in the Business Education and Technology Department, CAST, to provide funding for a position budgeted for Faculty Improvement Leave but not taken.

\$2,440 to Faculty salaries and fringe benefits in the Foreign Languages Department, College of Arts and Sciences, to provide funding for a position granted recognition for a doctorate degree.

\$20,000 to SOC 795, Rentals - Equipment, in the functional account "Telephone Service" to provide for anticipated mid-year increases in rates.

\$21,000 to Reserve for Classified Salaries in order to complete funding of mandatory increases (original figure was an estimate).

\$7,200 to Handicapped Student Services, Associate Vice President - Student Services, to fund these services for the balance of the year.

The Motion was seconded by Dr. Geletka and, after discussion, received the affirmative vote of all Trustees present. The Chairman declared the Motion carried and the Resolution adopted.

Mr. Dutton then read and moved for adoption the following Resolution:

- c. Resolution to Amend Teacher Education Redesign Budget for 1981-82.

WHEREAS, the Teacher Education Redesign fund 1981-82 budget of \$210,873 adopted August 29, 1981, provided for only six months operation; and

YR 1982-41

WHEREAS, the appropriation for 1981-82 is known and the State Department of Education has released the funds, a budget of \$326,676 is feasible;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve amendment of the 1981-82 budget for the Teacher Education Redesign fund as provided in Exhibit E, with the understanding that if this appropriation is reduced by State action the lesser amount shall govern and no expenditure shall be made in excess of monies actually received.

The Motion was seconded by Mr. Shutrump and, after discussion, received the affirmative vote of all Trustees present. The Chairman declared the Motion carried and the Resolution adopted.

4. Student Affairs Committee.

Mr. Shutrump stated that such Committee had no report.

5. Academic Affairs Committee.

Dr. Geletka stated that such Committee had no report.

ITEM X - Communications.

No formal communications were presented. A list of eighteen items of information which had been furnished to each Trustee for informational purposes, prior to the meeting, is as follows:

Ohio Board of Regents Resolution regarding Appropriation Reductions	1
Enrollment Report, Winter 1982	2
Letter of Richard Nuss, Deputy Auditor, State of Ohio, to President Coffelt dated December 30, 1981 regarding the Use of Public Funds for Public Employee Fringe Benefits	3
Pending Litigation in Court and Matters before Boards and/or Commissions	4
Agreements between YSU and Youngstown Thermal Corporation dated December 2, 1981 and December 10, 1981	5
Agreement between YSU and Butler Institute of American Art	6

Letter of Agreement of Attorney General William Brown dated November 3, 1981 to Mr. Grover C. Cooper	7
Statement for Legal Services Rendered by Fisher, Wayland, Cooper and Leader	8
Statement of Expenses of the Secretary of the YSU Board of Trustees	9
Cushwa Center for Industrial Development Client Activities, June-November, 1981	10
YSU Sports Complex Transmittal Summary	11
NCAA Legislative Actions--January Convention	12
Correspondence regarding Articulation	13
Letter of Sister Mary McCarthy, R.N., Ed.D., National League for Nursing to President Coffelt dated December 11, 1981 re- garding Accreditation to the Baccalaureate Nursing Program	14
DAS Compliance Review Report of YSU Personnel Practices and Procedures dated December 11, 1981	15
Reports of Classified Personnel Action	16
Memorandum of Dr. Sid Roberts to Vice President Alderman dated November 24, 1981 regarding Grievance No. 128	17
Black History Month Schedule of Events	18

ITEM XI - Unfinished Business.

There was no unfinished business.

ITEM XII - New Business.

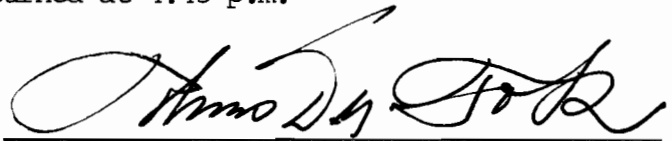
No other business was presented.

ITEM XIII - Time and Place of Next Regular Meeting.

There being no further business, on Motion made by Mr. Lyden, seconded by Mr. Watson, which was 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 Friday, April 23, 1982, at 3:00 o'clock p.m." YR 1982-42

The meeting was duly adjourned at 4:45 p.m.



CHAIRMAN

ATTEST:



Secretary to the Board of
Trustees

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF February 5, 1982

<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>
Barna, Luba	Associate Professor	Foreign Languages Department	1981-82	\$26,635	9	Adjustment of salary for academic year. Reviewed by Personnel Relations Committee.
Wainio, Jean R.	Secretary	President's Office	November 15, 1982	(12-Mon.Base:\$18,728)		Extended to 4-30-82. Sal. adjusted.
Bell, William J.	Coordinator, Materials Production	Media Center	November 30, 1981	\$ 9,465 (12-Mon.Base:\$16,085)	12	Promotion; position declassified from "Layout Design Supervisor".
Burden, Annette M.	Instructor	Mathematical and Computer Sciences Department	December 14, 1981	\$10,154 (9-Mon.Base:\$15,000)	9	Temporary/Terminal.
Gaydos, Richard J.	Instructor	Engineering Technology Department	December 16, 1981	\$10,000 (9-Mon.Base:\$15,000)	9	Temporary/Terminal.
Rasor, Ann W.	Coordinator of Testing	Counseling Services	December 1, 1981	\$ 9,647 (12-Mon.Base:\$16,501)	12	9-Month Position changed to 12 months.
Green, Judith A.	Vocational Counselor	Counseling Services	December 1, 1981	\$ 8,652 (12-Mon.Base:\$14,799)	12	9-Month Position changed to 12 months.
Cleary, Elise A.	University Photographer	University Relations	January 4, 1982	\$ 7,442 (12-Mon.Base:\$15,000)	12	
Pullman, Susan	Program Development Specialist	Secondary Education Department	January 1, 1982	(9-Mon.Base:\$17,000)	9	Externally Funded; Extension 1/1/82--6/15/82.
McNicol, Linda P.	Curriculum/Media Development Specialist	Special Education Department	January 1, 1982	(9-Mon.Base:\$17,000)	9	Externally Funded; Extension 1/1/82--6/15/82.

YOUNGSTOWN STATE UNIVERSITY
RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
AS OF February 5, 1982

<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>
Thomas, Mary Place	Inservice Coordinator	School of Education	January 1, 1982	(12-Mon. Base: \$19,200)	12	Externally Funded; Extension 1/1/82-- 6/30/82.
Hutcheson, June	Clerical Assistant	School of Education	January 1, 1982	(12-Mon. Base: \$10,000)	12	Externally Funded; Extension 1/1/82-- 6/30/82.
Hoare, Donna	Media Curriculum Specialist	School of Education	January 1, 1982	(12-Mon. Base: \$14,000)	12	Externally Funded; Extension 1/1/82-- 6/30/82.
Townsend, Marcia A.	News writer	University Relations	January 18, 1982	\$ 6,807 (12-Mon. Base: \$15,000)	12	
Daggett, William W.	Instructor	Accounting and Finance Department	January 4, 1982	\$11,100 (9-Mon. Base: \$18,500)	9	Temporary/Terminal.
Hovey, Donald E.	Chairperson/Professor	Management Department	January 4, 1982	\$23,824 (9.5-Mon. Base: \$39,854)	9.5	Changed from faculty member.
Bobner, Ronald F.	Evaluation Specialist	School of Education	January 1, 1982	(12-Mon. Base: \$22,000)	12	Externally Funded; Extension 1/1/82-- 6/30/82.
Fagan, Dorothy	Staff Auditor	Internal Audit	January 1, 1982	\$10,753 (12-Mon. Base: \$21,673)	12	Formerly classified; position declassified.
Hyre, Silvia J.	Coordinator, Language Laboratory	Foreign Languages Department	January 4, 1982	\$ 7,385 (12-Mon. Base: \$15,000)	12	
Harig, Laurie S.	Instructor	Allied Health Department	January 4, 1982	\$ 8,580 (9-Mon. Base: \$14,300)	9	
Zander, Sherri D.	Assistant Coordinator, Writing Laboratory	English Department (Developmental Education)	January 18, 1982	\$ 6,798 (12-Mon. Base: \$14,978)	12	Resigned temporary faculty position.

Agenda Item D.1.
Exhibit A

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF February 5, 1982

<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>
Hood, Johanna E.	Instructor	Accounting and Finance Department	January 19, 1982	\$ 9,513 (9-Mon. Base:\$17,500)	9	Temporary/Terminal.

Agenda Item D.1.
 Exhibit A

YOUNGSTOWN STATE UNIVERSITY
RESOLUTION ACCEPTING GIFTS
as of February 5, 1982

<u>DONOR</u>	<u>AM'T. AND/OR DESCRIPTION</u>	<u>RESTRICTION OR PURPOSE OF GIFT</u>
J. K. McLaughlin	\$ 250.00	Unrestricted
Ajax Magnethermic Corp.	250.00	Unrestricted
Standard Oil Co.	5,000.00	School of Engineering
Standard Oil Co.	200.00	Career Services Dept.
Mr. & Mrs. O. Thomas Lyon	25.00	Maag Library
Dr. R. J. Shuster	Costumes	Speech, Communication and Theatre Dept.
Raymond J. Jaminet & Partners	1,000.00	Unrestricted
Owens-Corning Fiberglass Co.	1,000.00	School of Engineering
Youngstown Educational Fnd.	78,750.00	1981-82 Graduate Scholarships
Youngstown Educational Fnd.	215.00	Boals Record Collection Fund
Robert V. Galbreath	250.00	Unrestricted
Dow Chemical Co.	500.00	School of Engineering
J. Ford Crandall Fnd. (previously accepted by Board per Resolution YR 1981-34)	10,000.00	Undergraduate Scholarships
Donald A. Volenik, Sr.	100.00	Unrestricted
Mrs. Florence S. Beecher	5,000.00	Stambaugh Stadium Chair Seats
Richard Klein	25.00	School of Education
Ms. Joanne M. Kassees	1,000.00	Scholarships for Sociology, Anthropology and Social Work Department
The Dollar Savings and Trust Company/re Walter E. Watson	2,000.00	Annual Faculty Awards

<u>DONOR</u>	<u>AM'T. AND/OR DESCRIPTION</u>	<u>RESTRICTION OR PURPOSE OF GIFT</u>
Dr. & Mrs. William Bunn	\$ 50.00	WYSU
Mr. & Mrs. George Call	20.00	"
Mr. James Case	25.00	"
Ms. Karen Chekosky	25.00	"
Ms. Constance Conger	25.00	"
Ms. Alyce Coombs	25.00	"
Ms. Delma Cooper	25.00	"
Mr. Bernard Cortese	25.00	"
Mr. Charles Darling	20.00	"
Ms. Anne Darling	10.00	"
Ms. Marilyn Durr	25.00	"
Ms. Carol Fulton	10.00	"
Mr. Alfonso Garcia	25.00	"
Mr. Charles Greenman	25.00	"
Ms. Geraldine Houck	15.00	"
Ms. Shelly Huston	50.00	"
Mr. Mark Kutsko	25.00	"
Mr. Elliot Legow	25.00	"
Mr. William Lightbody	20.00	"
Mr. Paul McNicholas	25.00	"
Ms. Fern Miller	15.00	"
Rev. Fred Nachtigal	15.00	"
Mrs. Frank Offutt	25.00	"
Mr. Rueben Rader	10.00	"
Mr. Frederick Robsel	30.00	"
Mr. Mort Sands	25.00	"
Mr. Lowell Satre	25.00	"
Mr. Charles B. Schaff	50.00	"

<u>DONOR</u>	<u>AM'T. AND/OR DESCRIPTION</u>	<u>RESTRICTION OR PURPOSE OF GIFT</u>
Ms. Olga Senedak	\$ 15.00	WYSU
Ms. D. W. Smith	40.00	"
Mr. Richard Speicher	25.00	"
Ms. Margaret Starbuck	50.00	"
Mr. Harold State	25.00	"
Mr. Adam Stey	15.00	"
Mr. Leonard Thomae	25.00	"
Dr. Christopher Thomas	25.00	"
Mrs. William Watts	50.00	"
Mr. Howard Welser	15.00	"
Mr. A. D. Wolfcale, Jr.	50.00	"

Section 13. Continuity of Employment

Full-time employees not on classified civil service who hold positions in non-academic or administrative departments shall be granted continuity of employment in a non-academic department with their sixth (6th) appointment as a member of such department. Until that time their appointments shall be regarded as probationary. Such continuity of employment creates no vested rights in any particular position, title, or compensation. Should an individual who has achieved continuity of employment later be judged as incapable of providing satisfactory service in his present capacity he may be placed in another position in the same or another appropriate non-academic department or unit at a salary and title commensurate with his abilities. In the event that his services are not desired, or required, due to incompetence or other reasons, he may be discharged after being given reasonable notice.

ARTICLE III, SECTION 13

POLICIES OF THE BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY

Section 13: Appeals Procedure for Continuity of Employment

13.1: DEFINITION: Continuity of Employment is the right of Professional/Administrative staff to continued employment at the University, subject to the due process provisions of this policy. Continuity of Employment is granted to Professional/Administrative staff following completion of five complete contract years of service, reappointment for the sixth contract year, and notification in writing by the President of the University that Continuity of Employment has been granted. Professional/Administrative staff who have served at the University as members of the full-service faculty immediately prior to being appointed to the Professional/Administrative staff will receive credit for such service (up to a maximum of three years) toward the achievement of Continuity of Employment as Professional/Administrative staff. Professional/Administrative staff who have served at the University as regular full-time members of the classified Civil Service staff immediately prior to appointment to the Professional/Administrative staff will receive credit for such service (up to a maximum of three years) if such service was in a position highly similar to the Professional/Administrative staff position to which the individual has been appointed; the President of the University shall make this determination in each case. Continuity of Employment creates no vested rights in any specific position, title, or salary. Persons holding Continuity of Employment may be removed

for just cause (which includes but is not limited to incompetence, dishonesty, and insubordination) or due to program curtailment or financial exigency.

13.2: NOTIFICATION AND PROCEDURE (PROBATIONARY): If the Department head or other administrative superior recommends that a probationary Professional/Administrative staff member's contract not be renewed for the following year, the individual shall be informed of the recommendation, in writing, no later than three months prior to the effective date of recommended termination if the individual has served less than one complete contract year, and no later than six months prior to the effective date of recommended termination if the individual has served more than one complete contract year. A probationary staff member whose non-renewal is recommended may, within thirty calendar days after receipt of notification, submit a written appeal for a review to the President of the University. If the staff member has served less than three complete years at the University, the President shall review the appeal, shall make a final disposition of the appeal, and shall notify the staff member of the disposition within thirty calendar days after receipt of the appeal. If the probationary staff member has served three complete years or longer at the University, the President shall appoint an ad hoc committee to review the recommendation and the appeal, and to submit a report to the President within thirty calendar days; the committee's review and report shall be limited to whether the staff member was informed of the recommendation in a timely fashion and whether there is any evidence that the recommendation did not rest wholly upon considerations related to job performance. The President

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shall review the report, shall make a final disposition of the appeal, and shall inform the staff member of the disposition of the appeal within thirty calendar days of receipt of the report. The staff member shall receive a copy of the report.

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13.3: NOTIFICATION AND PROCEDURE (NON-PROBATIONARY): If the department head or other administrative superior recommends the non-renewal of a Professional/Administrative employee with Continuity of Employment, the individual shall be informed of the recommendation no later than six months prior to the effective date of recommended termination of employment. Notification shall include a statement of reasons for the recommended non-renewal of employment. If the reasons relate to program curtailment or financial exigency, the individual shall be informed that non-renewal is not related to the quality of the individual's performance, and the University shall make a reasonable effort to assist the individual to relocate in another position. If the reasons relate to just cause, the individual may, within thirty calendar days after receipt of written notification, submit an appeal for a review to the President of the University. The President shall, upon receipt of the appeal, appoint a panel of three members to review the appeal, and to consult with the staff member, the department head, the area officer, and others as appropriate. The Panel's review of the recommendation and the appeal shall address the following matters: the timeliness of the notification to the individual; an evaluation of whether the recommendation is related to job performance; and a recommendation of whether termination of employment is justified. The panel shall submit its report to the President no later than sixty calendar

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days following its charge to review the matter. A copy of the panel's report shall be provided to the staff member. Within thirty calendar days after receiving the panel's report, the President shall inform the individual in writing of the disposition of the appeal. The President shall present to the Board of Trustees at its next regular meeting the disposition of an appeal of this nature.

13.4: EXCLUSIONS: Excluded from the provisions of this policy shall be the President of the University, Vice Presidents, Associate and Assistant Vice Presidents, the Dean--Administrative Services, persons serving under multi-year contracts as provided for by Article III, Section 17 of the Policies of the Board of Trustees, persons holding earned faculty rank and tenure, and persons serving under externally funded contracts provided by Article III, Section 21 of the Policies of the Board of Trustees.

ARTICLE III, SECTION 27

POLICIES OF THE BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY

SECTION 27: EMERITUS STATUS

- 27.1: DEFINITION: EMERITUS STATUS CONSISTS OF A UNIVERSITY TITLE OF HONOR CONFERRED UPON A RETIRED FACULTY MEMBER OR RETIRED PROFESSIONAL/ADMINISTRATIVE STAFF MEMBER WHO HAS GIVEN LONG AND MERITORIOUS SERVICE TO THE UNIVERSITY. IT IS A NON-SALARIED, OFFICIAL DESIGNATION. THOSE WHO WILL ADD TO THE DISTINGUISHED QUALITY OF THIS GROUP OF RETIREES AND WHO WILL ENHANCE THE REPUTATION OF THE UNIVERSITY ARE CONSIDERED.
- 27.2: PROCEDURES: DESIGNATION OF EMERITUS STATUS IN THE UNIVERSITY IS RECOMMENDED BY THE PRESIDENT AND APPROVED BY THE BOARD OF TRUSTEES. NOMINATIONS TO THIS STATUS MAY BE MADE BY THE DEPARTMENTAL OR OTHER APPROPRIATE UNIVERSITY COMMITTEE TO THE CHAIRPERSON, DEAN, AND APPROPRIATE AREA OFFICER, TO THE PRESIDENT. THE STATUS IS CONFERRED IN THE SPRING.
- 27.3: CRITERIA: ANY FULL-SERVICE FACULTY MEMBER OR PROFESSIONAL/ADMINISTRATIVE STAFF MEMBER WITH TEN (10) OR MORE YEARS OF DISTINGUISHED SERVICE (EXCLUDING LEAVES OF ABSENCE) AT THE DATE OF RETIREMENT FROM YSU MAY BE NOMINATED. JUSTIFICATION BEYOND YEARS OF SERVICE IS REQUIRED.
- 27.4: PERQUISITES: IN ADDITION TO LISTING IN THE CATALOG, AN IDENTIFICATION CARD WHICH MAY PROVIDE THE HOLDER WITH SPECIFIC BENEFITS, WILL BE ISSUED TO THOSE WITH EMERITUS STATUS.

TEACHER EDUCATION REDESIGN

	<u>1981-82 Budget*</u>	<u>Adjustments</u>	<u>Revised 1981-82 Budget</u>
<u>INCOME</u>			
Brought forward from 1980-81	\$ 117,283	\$ 8,918	\$ 126,201
State appropriation	93,590	106,885	200,475
TOTAL INCOME	<u>\$ 210,873</u>	<u>\$ 115,803</u>	<u>\$ 326,676</u>
<u>EXPENDITURES</u>			
<u>PERSONAL SERVICES</u>			
Limited Service Faculty	\$ 15,600	\$ 13,771	\$ 29,371
Professional/Administrative	119,200	(2,000)	117,200
Classified Full-Time	17,957	2,224	20,181
Wages	3,350	1,883	5,233
Independent Contractor	2,500	-0-	2,500
TOTAL SALARIES	<u>\$ 158,607</u>	<u>\$ 15,878</u>	<u>\$ 174,485</u>
Fringe Benefits	33,266	6,429	39,695
TOTAL PERSONAL SERVICES	<u>\$ 191,873</u>	<u>\$ 22,307</u>	<u>\$ 214,180</u>
<u>OPERATING EXPENSES</u>			
Office Supplies	\$ 4,000	\$ 5,000	\$ 9,000
Instructional Supplies	5,000	5,000	10,000
Travel-In state	2,000	2,000	4,000
Mileage-Off campus instruction	6,000	6,000	12,000
Telephone-Local	200	200	400
Postage and Freight	300	300	600
Rental-Equipment	500	500	1,000
Capital Impro. to Buildings	-0-	15,000	15,000
Office Machines	-0-	12,000	12,000
Instructional Equipment	1,000	2,496	3,496
Audio-Visual Equipment	-0-	45,000	45,000
TOTAL OPERATING EXPENSES	<u>\$ 19,000</u>	<u>\$ 93,496</u>	<u>\$ 112,496</u>
TOTAL DEPARTMENTAL BUDGET	<u>\$ 210,873</u>	<u>\$ 115,803</u>	<u>\$ 326,676</u>

*The 1981-82 budget, as approved at the August 29, 1981 Board of Trustees meeting, was for six months.

MEMO TO: DR. DAVID C. GENAWAY
Librarian

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

DATE: February 5, 1982

SUJECT: Minutes of Meeting of the Board of
Trustees of Youngstown State University
held on November 13, 1981

I am enclosing a xerox copy of the official
Minutes of the Board of Trustees meeting referred to above. The orig-
inal Minutes of such Meeting were approved, signed and attested at today's
meeting of the Board of Trustees.

H.W.M.

HWM:EVT

xc: President Coffelt
Vice President Gillis
Vice President Alderman
Dr. Thomas D. Y. Fok,
Chairman of the Board



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

February 5, 1982

Dr. Thomas A. Shipka, President
YSU-OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Dr. Shipka:

Enclosed for your records find a copy of the Minutes of the Meeting of the Board of Trustees of Youngstown State University which was held November 13, 1981.

Such 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:EVT

Enc.

xc: Dr. John J. Coffelt



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

February 5, 1982

Mr. Ronald P. Aey, President
YSU Chapter of OCSEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Mr. Aey:

Enclosed for your records find a copy of the Minutes of the Meeting of the Board of Trustees of Youngstown State University held on November 13, 1981.

Such Minutes were approved at today's meeting of the Board and have now been signed by the Chairman and attested.

Yours very truly,

A handwritten signature in cursive script that reads "Hugh W. Manchester".

HUGH W. MANCHESTER
Secretary to the Board of Trustees

HWM:EVT

Enc.

xc: Dr. John J. Coffelt



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

February 22, 1982

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

Enclosed is copy of draft of Minutes of the meeting
of the Board of Trustees held on February 5, 1982.

Yours very truly,

HUGH W. MANCHESTER
Secretary to the Board of Trustees

HWM:EVT
Enc.

Copy to:

Each of Nine Trustees

Dr. John J. Coffelt, President

Dr. Bernard T. Gillis, Academic Vice President

Dr. Neil D. Humphrey, Executive Vice President

Dr. Taylor Alderman, Vice President Personnel Services

Edmund J. Salata, Dean Administrative Services

Attorney Edward A. Flask, Legal Counsel

Attorney Theodore R. Cubbison, Director Legal Services

Mr. Fred W. Rich, State Examiner