

MINUTES OF MEETING
of
BOARD OF TRUSTEES
of
YOUNGSTOWN STATE UNIVERSITY

Tod Administration Building
Friday, August 30, 1985

Pursuant to Resolution YR 1985-97 and to Notices mailed on the 13th day of August, 1985 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 President of the YSU Chapter of the OEA, to Alan R. Kretzer, Special Counsel appointed by the Attorney General of Ohio, and to the Executive Director of YSU Alumni Association) a regular meeting (one-hundred and fourth) of the Board of Trustees of Youngstown State University convened in the Board Room in the Tod Administration Building.

All nine Trustees were present at the meeting, to-wit: Earl W. Brauninger, Paul M. Dutton, Dr. John F. Geletka, Edgar Giddens, William J. Lyden, Mrs. Emily P. Mackall, Michael I. Monus, Dr. Earnest Perry and Frank C. Watson.

Also present were Dr. Neil D. Humphrey, President, Dr. Bernard T. Gillis, Provost, Dr. Taylor Alderman, Vice President Personnel Services, Edmund J. Salata, Executive Director of Facilities, Dr. Lawrence E. Looby, Vice President for Institutional Advancement, Dr. Charles A. McBriarty, Vice President, Student Services, Philip A. Snyder, Director University Relations, Franklin S. Bennett, Secretary to the Board of Trustees, and Rose Butler, Secretary to the President. Also present were approximately 30 deans, members of the faculty, students and members of the news media.

Paul M. Dutton, 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 August 13, 1985 by the Secretary, to each of the nine Trustees and to the President, and that copies had also been mailed to the President of the YSU chapter of OEA, to Alan R. Kretzer, Special Counsel, and to Mrs. Patricia Tkacik, Director, YSU Alumni Association. Such evidence precedes these Minutes.

ITEM II - Minutes of Meeting Held on June 7, 1985

Copies of the draft of the Minutes of the Meeting of the Board of Trustees held on June 7, 1985 had been mailed to each Trustee, to the President, Provost, Vice President Personnel Services, the Executive Director of Facilities, the State Examiner and the Special Counsel.

ITEM III - Recommendations of the President of the University

Dr. Humphrey recommended that two Resolutions be adopted by the Trustees.

1. Resolution to Ratify Faculty/Staff Appointments

After a Motion which was made by Mr. Brauninger and seconded by Mrs. Mackall, 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 1986-1

WHEREAS, new appointments have been made subsequent to the June 7, 1985 regular meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1984-85 Budget and with the University policy on Equal Employment Opportunity.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does 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 Mrs. Mackall, had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution duly adopted:

WHEREAS, Resolution YR 1980-34 provides YR 1986-2 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

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 of Youngstown State University 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.

ITEM IV - Reports of the President and Other Officers of the University

1. Dr. Gillis, Provost, reported concerning the following matters:

Dr. Gillis first introduced Dr. Timothy Lyons, the new Dean of the College of Fine and Performing Arts, to the Board. Chairman Dutton welcomed Dr. Lyons to the University.

A. Resolutions

Dr. Gillis stated that two resolutions would be presented later in the meeting by the Academic Affairs Committee of the Board. One concerning ratification of the conferring of honorary degrees upon Thomas W. Ford and Joan Butler Ford at commencement ceremonies on August 24, 1985, and the other concerning the consolidation of the two programs, that in Law Enforcement Administration and that of Corrections, into one called Criminal Justice.

B. William School of Business Administration Accreditation

Development of schedules for both the Winter and Spring Quarters is 60 percent complete. Alternative schedules are being simulated to determine the most advantageous in terms of student requirements for programs, AACSB standards, and faculty capabilities. Several research teams have been formed and at least two more are in the preparation phases. A total of 10 papers have been submitted during the months of June and July. Research in progress that can be identified totals 15 more papers being readied for submission.

C. Accreditation Extension for Mechanical Engineering Technology

The Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc. has notified the University on July 8, 1985, of its extension of accreditation to the Mechanical Engineering Technology Program at the baccalaureate level for both day and evening programs for another two years and a visit. This brings that program up to the same standards and calendar for a revisit as the other Engineering Technology programs.

D. Initial Accreditation of Coordinated Undergraduate Program in Dietetics

The Commission on Accreditation of The American Dietetic Association has informed the University that it has granted the coordinated undergraduate program in dietetics initial accreditation for a full four-year period.

E. Proposed Doctorate Degree

The Ohio Board of Regents has acknowledged receipt of the University's proposal for a new program in Educational Administration and Policy leading to the Doctorate in Philosophy. The Chancellor indicated that they will be looking very closely at the need and justification for this new program.

F. Continued Approval of Master's Degree Programs

The Graduate Council and the Dean of Graduate Studies recommended without qualification the continuation of the Master of Arts degree programs in English and in Criminal Justice. The Provost has accepted the recommendation of the Dean of Graduate Studies for the English Master's program but has added a codicil on the Criminal Justice Master's program making its continuation subject to enrollment levels.

G. Overload Report for 1984-85 AY

A list of faculty paid overload for work performed during the 1984-85 AY was distributed to each Trustee.

H. Ohio Teacher Education and Certification Action

The State Board of Education is in the process of revising the standards for certification of teachers. The latest draft of the document containing the new provisions has been received. Public hearings are scheduled to be held October 1, 1985 on these.

I. Selective Excellence Programs

The State budget for 1985-87 has funded all of the requested programs under selective excellence. The five programs are:

1. Eminent Scholar's Program. A match of \$500,000 in non-state funds to \$500,000 from the State to fund a chair through establishment of a separate endowment. Its purpose is to attract national scholar-leaders to Ohio.
2. The Program Excellence Awards. This is to recognize and reward our strongest programs by non-renewable enrichment grants in the amount of \$50,000 to \$200,000. We are eligible to submit six proposals.
3. Academic Challenge Program. A total of 1% of our instructional subsidy is awarded based upon proposals submitted to enhance and advance existing strong academic programs central to our mission.
4. Productivity Improvement Challenge Program. Each Associate Degree school will receive between \$65,000.00 and \$100,000 to fund new activities based upon proposals to improve access or retention, or to address business and industry training needs.
5. Research Challenge Program. This program will partially match research grants from external sources in order to stimulate new and expanded research efforts.

The guidelines will be reviewed as they are received and wherever practical, the University will attempt to qualify for those funds.

J. Status of Program Reviews and Approvals

A recent inquiry to the Ohio Board of Regents on the status of review and program approval for program proposals submitted to them is as follows:

1. Bachelor of Science in Telecommunication Studies - This program is currently being reviewed by the Regents' Advisory Committee for Public Baccalaureate Programs. We expect to receive committee member recommendations by late September.
2. Bachelor of Science in Allied Health - Additional information has been requested from Youngstown State University. This information has not yet been received.
3. Bachelor of Science in Applied Science - Retailing: Fashions and Interiors - This program is currently being reviewed by the Advisory Committee for Public Baccalaureate Programs with a response in late September expected.
4. Master of Health Services - Under Regents' Advisory Committee on Graduate Study review.
5. Ph.D. in Educational Administration and Policy - Under Ohio Board of Regents staff review.

K. National Council on the Accreditation of Teacher Education

The reaccreditation of the teacher education programs within the School of Education is preceded by a report and an accreditation team visitation scheduled for October 20, 1985. In view of the complementary remarks on our programs by the State Board of Education, and the fact that Ohio is ahead of most of the country in setting high standards for teacher certification, no problem is anticipated in our reaccreditation.

L. Faculty Honors, Publications and Recognitions

Dean H. Robert Dodge of the Williamson School of Business Administration has been successful in obtaining funding for a program on "Decision Making Using Management Information Systems." The award from the Cleveland Foundation was in the amount of \$22,500.

M. Report on Outside Employment by Faculty

Dr. Gillis gave the following statement to the Board:

"An additional item on which I wish to report involves faculty engagement in teaching and other employment activities at other colleges and universities. As you know, this subject received special attention a few weeks ago following the publication of an article in the Vindicator concerning two University faculty members who have been engaged in teaching at nearby colleges -- one of them on a full-time basis and one on a part-time basis. As President Humphrey noted earlier this month, the University not only permits outside consultation and employment, it encourages the practice because of the mutual benefits it brings to both the University and the faculty member. At the same time, however, we must take pains to assure ourselves that the faculty member's fulfillment of University duties are not diminished because of outside obligations.

The administration has reviewed this situation in some detail in recent weeks, and has consulted with the Board's Personnel Relations Committee.

It is clear that activities of this nature have not been formally reported in adequate detail in years past and, therefore, have not been adequately reviewed. A memorandum to all University faculty was issued earlier this week, containing guidelines from administration and transmitting revised forms for reporting outside consulting and employment. The guidelines provide that full-time employment in another faculty position is deemed unacceptable because it is considered by definition to be an excessive level of outside employment which would interfere with the fulfillment of an individual's duties at YSU; the report of any person teaching more than two courses at another college or university or engaged in any outside employment situation requiring twelve clock hours or more weekly, will be subject to a review by the department chairperson to confirm that the outside involvement is not interfering with the faculty member's University duties.

Earlier this week, I met with Dr. Ronald Volpe, Professor of Accounting and Finance, who has also served as a full-time faculty member at the Community College of Beaver County, and reviewed with him the administrative guidelines being adopted in this area. At the conclusion of this discussion, Dr. Volpe agreed to resign from his faculty position at the Community College of Beaver County effective December 1985, and indeed has done so. I consider this matter closed. The situation involving Professor Jerome Zetts, who is a member of the YSU faculty and also teaches part-time at Westminster College, will be subject to an individual review if there is any indication that his work at Westminster is interfering with this duties at YSU.

Finally, we will be studying this situation in more detail as part of preparations for contract negotiations with the YSU-OEA, which are scheduled for next year.

I believe these actions, combined with the information distributed to the faculty in my memorandum of August 29, should constitute an adequate resolution of this matter."

2. Mr. Salata, Executive Director of Facilities, reported concerning the following matters:

A. Electric Chiller Installation Project

This project is now complete and in full operation. Anticipated savings will be approximately \$150,000 per year.

B. Concrete Rehabilitation and Campus Irrigation Projects

Both of these projects will be completed before the beginning of the fall term.

C. Harry Meshe1 Hall

This project is approximately 80% complete and should be completed by mid-October. Furniture is 95% purchased and 85% of the computer equipment is purchased.

D. Ward Beecher Hall Remodeling Phase II

This project is on schedule. It is a very difficult remodeling project along with very complex logistical concerns in scheduling construction and moving academic departments and in many cases occupied portions of the structure for offices, classrooms and laboratories. The next series of moves or relocations is scheduled for mid-December 1985, and based on status today, it is anticipated they will occur on time.

E. Parking Deck Project

Both the M-1 and M-2 Parking Deck projects are on schedule and should be completed before the beginning of the fall term.

F. Arnold D. Stambaugh Stadium

The 1985 football season begins at the stadium on Friday, August 30, 1985 with a game between Ursuline High School and Struthers High School. On Saturday, August 31, 1985, Cardinal Mooney High School will play Chaney High School. The

first Youngstown State University game is September 14, 1985
- Youngstown State University vs. University of Cincinnati.

EXECUTIVE SESSION

The Trustees retired into Executive Session at 3:20 p.m. for about ten minutes, after a Motion duly made, seconded and carried for the purpose of considering matters relating to the employment of personnel before returning to the open meeting in the Board Room.

ITEM V - Reports of the Committee of the Board

1. Personnel Relations Committee

Dr. Perry reported that the Committee was recommending two Resolutions for adoption by the Board. He then read and moved for adoption the following Resolution:

a. Resolution to Modify Administrative Increments for Department Chairpersons

WHEREAS, a review of the administrative increments of academic department chairpersons indicates that it is appropriate for said increments to be adjusted; YR 1986-3

THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that the administrative increments of department chairpersons be adjusted as specified on Exhibit C attached hereto, and further that the 1985-86 salaries of department chairpersons shall consist of the administrative increment so indicated plus the chairperson's faculty salary base as listed in the 1985-86 Salary Papers of the University's budget.

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.

Dr. Perry next read and moved for adoption the following Resolution:

b. Resolution Concerning Earned Degrees

WHEREAS, Article 4.3 of the Agreement between Youngstown State University and the YR 1986-4

Youngstown State University Chapter of the Ohio Education Association provides for salary adjustments for full-service faculty who complete requirements for an earned masters or doctoral degree in a relevant academic field from an accredited institution of higher education; and

WHEREAS, certain members of the faculty have completed all degree requirements for masters or doctoral degrees;

THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that the salaries of the faculty listed on Exhibit D appended hereto are hereby modified as indicated for the 1985-86 academic year in recognition of the attainment of the degrees specified.

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. Lyden reported that although the Building and Property Committee had met and handled several important matters, it had no Resolutions to present to the Board.

3. Budget and Finance

Mrs. Mackall reported that the Budget and Finance Committee was recommending five Resolutions for adoption by the Board. She then read and moved for adoption the following Resolution:

a. Resolution Concerning Travel Regulations

WHEREAS, Ohio law now enables a state-assisted university to adopt travel regulations appropriate to each institution's situation consistent with certain provisions of state law; YR 1986-5

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby adopt the travel regulations included as Exhibit E to be effective for all travel starting on or after September 16, 1985.

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

Mrs. Mackall next read and moved for adoption the following Resolution:

b. Resolution Concerning Transfers from the
Unallocated Reserve (University Operations)
1985-86

WHEREAS, the 1985-86 Operating Budget YR 1986-6
adopted by the Board of Trustees provides
that transfers out of the Unallocated Re-
serve require approval of the Board of
Trustees; and

WHEREAS, the supplementary payment to aca-
demic department chairpersons in recogni-
tion of their administrative duties was
not adjusted in the development of the
1985-86 Operating Budget; and

WHEREAS, it is deemed desirable to main-
tain parity between the rate of increase
in full service faculty salary rates and
the rate of increase in supplementary pay-
ments to academic department chairpersons;

NOW, THEREFORE, BE IT RESOLVED, that the
Board of Trustees does hereby approve the
transfer of \$10,865 from the Unallocated
Reserve - University Operation Budget to
the Instructional and Departmental Re-
search Transfer account for the purpose of
providing funds for the adjustment of sup-
plementary payments to the academic de-
partment chairpersons in conformity with
the schedule included as Exhibit F, titled
"Chairperson's Supplements, 1985-86."

The Motion was seconded by Dr. Perry and, after discus-
sion, received the affirmative vote of all Trustees present.
The Chairman declared the Motion carried and the Resolution
adopted.

Mrs. Mackall next read and moved for adoption the follow-
ing Resolution:

c. Resolution Concerning Banking and Investment Practices

WHEREAS, President Humphrey requested a review by Alan R. Kretzer, Special Counsel to the Attorney General, and Ms. Eileen Greaf, C.P.A., Director of Internal Audit at Youngstown State University, of the University's deposit and investment practices for compliance with State law, Board policies, and good fiscal practice; and

WHEREAS, the resulting written reports were distributed to all members of the Board of Trustees upon receipt and reviewed by the Budget and Finance Committee of the Board; and

WHEREAS, the findings of this review confirm that YSU is in conformity with applicable State law, Board policy, and sound fiscal practice and that all University monies are appropriately secured;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby reaffirm its intent to continue its past practices in safeguarding the University's deposits and investments, and expresses its appreciation to the local banks for their cooperation and assistance and to Controller Rick Glunt and Assistant Controller Elaine Beatty and their staffs for their diligence in these matters.

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.

President Humphrey then called upon Attorney Alan R. Kretzer, Special Counsel to the University, for comment about the Resolution. Attorney Kretzer made the following report to the Board:

"A request was made by President Humphrey to review the policies and procedures of YSU with respect to the deposit and investment of funds; and advise whether they are in conformity with all applicable laws.

I have reviewed the practices and procedures of YSU and pertinent provisions of the law. Further, I have discussed specific procedures with well informed and cooperative staff personnel in order to clarify my understanding of specific procedures being utilized.

It is my conclusion that the practices and procedures being utilized with regard to the deposit and investment of funds by YSU reflect the exercise of business care and prudence required by Ohio law.

I wish to thank Controller Rick Glunt and Assistant Controller Elaine Beatty for their excellent help and cooperation in this entire matter."

At the conclusion of Attorney Kretzer's report, President Humphrey asked Mr. Glunt and Miss Beatty to stand and accept the thanks of the Administration and the Board for their excellent work. Several Board members added their personal thanks to those of the President.

Mrs. Mackall next read and moved for adoption the following Resolution:

d. Resolution Concerning Transfer From the Unallocated Reserve, General Fee, 1985-86

WHEREAS, the 1985-86 Operating Budget YR 1986-8 adopted by the Board of Trustees provides that transfers from the Unallocated Reserve of the General Fee Fund require approval of the Board of Trustees; and

WHEREAS, it is deemed desirable to provide a partial scholarship for the editor of the Polygot in recognition of the services provided;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby authorize the transfer of \$369 from the Unallocated Reserve, General Fee Fund, to the Polygot account for the purpose of providing a .1 FTE scholarship for the editor; and

BE IT FURTHER RESOLVED, that the amended Polyglot budget as shown on Exhibit G is approved.

Mrs. Mackall next read and moved for adoption the following Resolution:

e. Resolution Concerning Casualty Property Insurance.

WHEREAS, Article IV, Section 3(d)(2) of the Bylaws of the Board of Trustees of Youngstown State University provides: YR 1986-9
"all insurance shall be purchased through the President, or his designee, subject to prior approval of the Board of Trustees"; and

WHEREAS, specifications for the bidding of the casualty insurance package of coverages for Youngstown State University were prepared and distributed to all known potential agents and brokers in the Northeast Ohio area and bids were received and opened on August 12, 1985; and

WHEREAS, all proposals were analyzed and diligently compared by appropriate University officers to determine the best bid for the coverages required; and

WHEREAS, a recommendation concerning award has been made to the Budget and Finance Committee of the Board of Trustees in conformity with the analysis included in Exhibit H;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize and approve the purchase of property casualty insurance, watercraft and non-owned aircraft insurance from Marsh/McLennan Company and the purchase of automobile, excess liability (automobile), and crime/fidelity insurance from John Booth Company for the three-year period of September 1, 1985 through August 31, 1988, in conformity with the "Invitation for Proposals to Underwrite Various Insurable Risks for Youngstown State University," (Quotation Number 071085-JSM) and the bids submitted in response to that invitation as opened August 12, 1985.

BE IT FURTHER RESOLVED, that due to the fact that John Booth Company notified the University August 29, 1985, that the carrier for the Blanket Crime Policy has

withdraawn, the Board of Trustees hereby authorizes continuation of the present policy with Hartford through Agler Insurance Agency at \$4,671 annual premium.

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.

4. Student Affairs Committee

Mr. Lyden stated that the Student Affairs Committee had no report.

5. Academic Affairs Committee

Dr. Geletka stated that the Academic Affairs Committee was recommending two Resolutions for adoption by the Board. He then read and moved for adoption the following Resolution:

a. Resolution to Authorize Conferral of Honorary Degrees

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize and ratify the granting and conferral of Doctor of Laws (LL.D.) degrees, honoris causa, upon Thomas W. Ford and Joan Butler Ford with all of the rights and privileges attendant thereto. YR 1986-10

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

Dr. Geletka next read and moved for adoption the following Resolution:

b. Resolution Approving Program Name Change

WHEREAS, the faculty of the Criminal Justice Department and the Dean of the College of Applied Science and Technology have recommended consolidating the programs in Corrections and in Law Enforcement Administration into one to be called Criminal Justice; and YR 1986-11

WHEREAS, the University Academic Senate approved this action at its February 6, 1985 meeting; and

WHEREAS, a prospectus has been prepared and it has the approval of the Provost and the President;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the change subject only to the approval of the Ohio Board of Regents.

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

6. Public Services Committee

Mr. Monus stated that the Public Services Committee was recommending one Resolution for the adoption by the Board. He then read and moved for adoption the following Resolution:

a. Resolution Concerning Alumni Use of University Facilities

WHEREAS, the Board of Directors of the YR 1986-12 YSU Alumni Association has requested the use of certain recreational facilities in Stambaugh Stadium, Beeghly Health and Physical Educational Center, as well as the track and tennis courts, be made available to members of the Association; and

WHEREAS, the YSU Alumni Association Board of Directors has concluded that use of the facilities can serve as an inducement to increase Alumni Association membership and provide a public service and benefit for the graduates of the University; and

WHEREAS, the University administration has reviewed this request and has determined that the usage will not place an excessive burden on the recreational facilities;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State

University does hereby extend the privilege of using the following facilities to YSU Alumni Association members:

The Beeghly Pool
The Outdoor Running Track
The Outdoor Tennis Courts; and

That Alumni Association members may be permitted use of these facilities during the general recreational hours as scheduled by the Department of Health and Physical Education; and

That the Alumni Association member wishing to use this service shall pay a \$10.00 fee per academic quarter for use of a locker and towel service; and

That such privilege shall be extended provided the Alumni Association purchase insurance to hold the University harmless from any accidents resulting from the use of the recreational facilities by such members.

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.

ITEM VI - Communications, Memorials

No formal communications or memorials were presented. A list of information had been furnished to each Trustee for information purposes prior to the meeting.

ITEM VII - Unfinished Business

There was no unfinished business.

ITEM VIII - New Business

There was no new business.

ITEM IX - Suggested Dates for Regular Meetings 1985-86

Dr. Humphrey suggested the following dates for regular meetings in the next fiscal year:

Friday, October 18, 1985
Friday, December 13, 1985
Friday, February 7, 1986
Friday, March 28, 1986
Friday, June 13, 1986

ITEM X - Time and Place of Next Regular Meeting

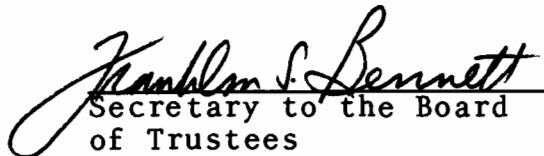
There being no further business, on Motion made by Mr. Lyden, seconded by Dr. Geletka, which was carried by the affirmative vote of each Trustee present, the Chairman declared the following Resolution adopted:

"RESOLVED that the next regular meeting YR 1986-13 of the Board of Trustees of Youngstown State University be held in the Board Room in Tod Administration Building on Friday, October 18, 1985 at 3:00 p.m.

The meeting was duly adjourned at 4:00 p.m.


Chairman

ATTEST:


Secretary to the Board
of Trustees

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF August 30, 1985

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Green, Gary L.	Assistant Professor	English	9/15/85	\$21,797	9	Revised; PhD received.
Karpak, Birsan	Assistant Professor	Management	9/15/85	\$32,000	9	Contingent upon INS employment authorization by 9/15/85.
Wilson, Timothy L.	Professor	Marketing	9/15/85	\$40,635	9	
Beary, Janet Louise	Assistant Professor	Elementary Education and Reading	9/15/85	\$23,500	9	
Taylor, William D.	Coordinator	Career Services	7/1/85	\$19,600	12	
Jalali, Jalal	Assistant Professor	Electrical Engineering	9/15/85	\$31,781	9	Renewal; regular basis.
Mistovich, Joseph J.	Instructor	Allied Health	6/17/85	\$17,732	9	Renewal beyond 1987-88 contingent upon completion of MS.
Esperon, James P.	Counseling Psychologist Trainee	Counseling and Health Services	7/1/85	\$24,200	12	Must be licensed by 6/30/88 to practice Psychology in Ohio or employment is terminated
Hicken, Leslie Wayne	Instructor	Dana School of Music	9/15/85	\$19,000	9	
Jones, Barbara L.	Instructor	Business Education and Technology	9/15/85	\$19,500	9	Reassignment from P/A status.
Pollock, Gary L.	Instructor	Political Science and Social Science	9/15/85	\$21,008	9	Renewal; regular basis; renewal beyond 1986-87 contingent upon completion of PhD.

Agenda Item D.1.
Exhibit A

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF August 30, 1985

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Pressly, Thomas R.	Instructor	Accounting and Finance	9/15/85	\$24,576	9	2nd and Final Temporary/ Terminal.
Szymanski, Andrzej	Visiting Assistant Professor	Mathematical and Computer Sciences	9/15/85	\$24,000	9	Temporary/Terminal; Contingent upon INS employment authorization by 9/15/85.
-White, Nancy	Instructor	Psychology	9/15/85	\$19,547	9	If PhD received on or before 9/15/85, a revised contract will be issued for rank of Assistant at \$21,797.
Scacchetti, Diane A.	Personnel Assistant	Vice President-- Personnel Services	9/15/85	\$22,900 (Base)	12	Lateral reassignment.
Craig, Joanne L.	Academic Advisor	School of Education	7/5/85	\$15,321	12 (12-Month Base:\$15,500)	Reassign from temporary to permanent position.
Brown, April M.	Housing Coordinator	Kilcawley Residence Hall	7/15/85	\$17,956	12 (12-Month Base:\$18,600)	
Leake, Brenda H.	Assistant Professor	Elementary Education and Reading	9/15/85	\$23,000	9	Renewal beyond 1986-87 is contingent upon completion of PhD requirements by 6/15/87.
Leake, Donald O.	Assistant Professor	Elementary Education and Reading	9/15/85	\$27,000	9	Renewal beyond 1986-87 is contingent upon completion of PhD requirements by 6/15/87.
Angle, Bernadette	Acting Assistant Dean	School of Education	9/1/85	\$27,415	12 (12-Month Base:\$33,000)	Temporary reassignment from 9/1/85--6/30/86.

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF August 30, 1985

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Liberati, Dayna L.	Editorial Assistant	Publications	7/22/85	\$16,558	12 (12-Month Base: \$17,500)	
Golden, Kathleen M.	Instructor	Speech Communication and Theatre	9/15/85	\$19,000	9	
Moore, Robert F.	Fine Arts Announcer/ Producer	WYSU-FM	7/15/85	\$16,412	12 (12-Month Base: \$17,000)	
Cliness, Ann	Fine Arts Announcer/ Producer	WYSU-FM	8/1/85	\$16,477	12 (12-Month Base: \$18,000)	
Foster, Sandra	Counseling Psychologist Trainee/Temporary	Counseling and Health Services	9/3/85	\$15,882	12	Temporary replacement for Green while on LWOP 9/3/85--5/20/86.
Wagman, Joan Susan	Instructor	Health and Physical Education	9/15/85	\$17,732	9	
Umble, James C.	Instructor	Dana School of Music	9/15/85	\$18,630	9	Renewal; regular basis.
Cosslar, William H.	OTTO Technology Transfer Agent	Cushwa Center for Industrial Development	7/1/85	\$22,000 (7/1-7/14/85) \$24,200 (7/15/85-6/30/86)	12	Externally funded.
Dobson, Denise W.	Career Planning Counselor	Admissions	7/1/85	\$19,000	12	Externally funded.
Deiderick, E. Terry	Acting Chairperson	Marketing	1/6/86	\$24,946	9.5 (9.5-Month Base:\$42,432)	Temporary replacement for Mathews for Winter and Spring 1986.
Domonkos, Leslie S.	Acting Chairperson	History	9/1/85	\$46,264	9.5	Temporary replacement for Beelen for 1985-86.

**RESOLUTION ACCEPTING GIFTS
AUGUST 30, 1985**

<u>DONOR</u>	<u>AM'T. AND/OR DESCRIPTION</u>	<u>RESTRICTION OR PURPOSE OF GIFT</u>
<u>Athletics</u>		
Bernard J. Kosar	\$ 500	Athletic Dept.
Neil D. and Mary Humphrey	250	Athletic Dept.
Anthony M. Cafaro	2,500	Athletic Dept.
Edward DeBartolo, Jr.	2,500	Athletic Dept.
Vincent Lepore	50	Athletic Dept.
Mrs. Charles Cushwa	100	Athletic Dept.
Carl Nunziato	14	Athletic Dept.
Tamarkin Co.	150	Athletic Dept.
Burdman Family Co.	<u>23</u>	Athletic Dept.
Total	\$ 6,087	
 <u>Pledges</u>		
Paul A. Morris	\$ 500	Athletic Dept.
Dr. James Tavolario	<u>1,500</u>	Athletic Dept.
Total pledges	\$ 2,000	

<u>DONOR</u>	<u>AM'T. AND/OR DESCRIPTION</u>	<u>RESTRICTION OR PURPOSE OF GIFT</u>
Youngstown State University Foundation	\$1,125,000	Undergraduate Scholarships
	30,000	Restricted Scholarships
	20,000	Dana Music Scholarships
	15,000	ROTC MSII Scholarships
	100,000	Graduate Scholarships
	10,000	E. Beyer Memorial Chair
	121,000	Cushwa Center
	36,000	Williamson Symposium
	69,000	Interface Programs (College of Fine & Performing Arts)
	<hr/>	
Total YSU Foundation	\$1,526,000	
Youngstown Foundation	5,000	Center for Human Services Development
Bert Tamarkin	10,269	Center for Human Services Development
Stouffer Foods Corp.	1,000	YSU Scholarships
Penn-Ohio Section of AIME	750	YSU Scholarships
Neil D. and Mary Humphrey	500	YSU Scholarships (President's Scholarship)
Timothy B. Straney	125	YSU Grounds Department
Thomas Gay	300	Candace Gay Memorial Fund
Gerald Bryan	383	YSU Depart. of Counseling

DONOR

AM'T. AND/OR
DESCRIPTION

RESTRICTION OR
PURPOSE OF GIFT

WYSU-FM

Neil D. and Mary Humphrey	\$ 250
John A. Anderson	100
Suzanne Anzellotti	50
George Barry	30
Mary Bartolic	150
Rebecca Borthwick	30
Donald Buckey	30
Susan Colegrove	30
Alice Cooper	15
Stanley Guzell, Jr.	35
Ardith Henderson	15
Raymond Johnson	10
Gloria Jones	35
Mrs. Leo Kollay	20
Rebecca MacQueen	60
Debra Mancino	15
Henrietta Marsh	25
David Merzwiler	35
Rabbi Powers	50
Morton Sands	35
Patricia Seckler	25
Marianne Speicher	35
Mr. & Mrs. Robert Yopko	25
Peter Baldino, Jr.	100
Karen Chikosky	50
Pauline Cvetkovic	25
Vincent Forte	50
Alfonso L. Garcia	100
James Houck	25
John Mancino	20
Ida Scheetz	12
Carol Sacherman	50

WYSU-FM

John Carson, Jr.	35
Carol Farnum	60
Edward W. Gough	15
Leland Mackall	75
Gretchen Mettler	52
Fred A. Culver	30
Robert Doyle	5
Donald Kurtz	20
Peggy Barylak	25
Gary Richards	50
Sharon Rienarth	40
Mrs. D. W. Smith	60
Robert Summers	35
Jacqueline Bibo	35
Margaret DePaul	35
Judge Elwyn Jenkins	60
Raymond Johnson	5
Marvin Levy	100
Lt. Col. Nye Scofield	25
Mary Anne Seman	20
Joseph Elko	15
Earl Eminhizer	10
Raymond Johnson	5
W. G. Quast	100
Elizabeth Stewart	20
George Barry	30
Evelyn Carlin	100
Total WYSU	<hr/> \$ 2,599

<u>DONOR</u>	<u>AM'T. AND/OR DESCRIPTION</u>	<u>RESTRICTION OR PURPOSE OF GIFT</u>
<u>Equipment</u>		
Michael I. Monus	Back Extension Bench (Value \$100)	Athletic Department
Don Whitman	14 pairs of Soccer Shin Guards (value \$84)	Athletic Department
Alcan Sheet & Plate	Balwin PTE Testing Machine; Peck Stow Metal Brake; Dake Arbor Press	School of Engineering
Martin Metzger	Two Compact Discs (value \$34)	WYSU-FM

Grants & Contracts (External Funding)
 May 22, 1985 - August 9, 1985

<u>YSU Department</u>	<u>External Funding Source</u>	<u>Agency Amount</u>	<u>YSU Match</u>	<u>Total</u>
Administration	Ohio Depart. of Development	\$ 4,000	\$ 17,016	\$ 21,016

Recap

Intercollegiate Athletics	\$ 6,087
Youngstown State University Foundation	1,526,000
Other	18,327
WYSU-FM	2,599
Grants and Contracts	4,000
Total	<u>\$1,557,013</u>

CHAIRPERSON'S INCREMENT
BY DEPARTMENT

<u>DEPARTMENT</u>	<u>1984-85 INCREMENT</u>	<u>1985-86 INCREMENT</u>
Allied Health	\$ 2,911	\$ 3,250
Business Ed. & Tech	3,692	4,143
Criminal Justice	2,743	2,743*
Engineering Tech.	3,692	4,143
Home Economics	2,147	2,376
Nursing	2,919	3,259
Biological Sciences	2,861	3,193
Chemistry	2,861	3,193
Economics	3,104	3,471
English	3,311	3,708
Foreign Languages	2,446	2,718
Geography	2,084	2,303
Geology	2,084	2,303
Health & P.E.	3,297	3,694
History	2,397	2,661
Mathematics	3,562	3,995
Philosophy	2,126	2,352
Physics	2,321	2,574
Political Science	2,460	2,734
Psychology	3,232	3,618
Sociology	2,966	3,313
Accounting	3,133	3,504
Management	2,945	3,289
Marketing	2,660	2,734
Elementary Education	2,778	2,778*
Foundations of Education	1,969	2,302
Counseling	2,082	2,172
Admn. & Secondary Educ.	2,082	2,302
Special Education	2,082	2,302
Chemical Engineering	2,213	2,452
Civil Engineering	2,223	2,452
Electrical Engr.	2,277	2,525
Industrial Engr.	2,213	2,452
Mechanical Engr.	2,404	2,525
Art	3,026	3,382
Music	3,313	3,530
Speech	<u>2,681</u>	<u>2,987</u>
TOTAL	\$ 99,297	\$ 109,432

*frozen at current level for incumbent

FACULTY COMPLETING EARNED DEGREE SINCE SEPTEMBER 15, 1984

<u>Name</u>	<u>Department</u>	<u>Degree and University</u>	<u>Salary Increment</u>	<u>Adjusted 1985-86 Salary, 9-Mo.</u>
BOND, Michael T.	Accounting and Finance	Ph.D., Case Western Reserve University	\$2,500	\$38,726
SIMMONS, Jane	Marketing	Ph.D., University of Pittsburgh	\$2,000	\$27,428
FUNK, Darla Jean	Dana School of Music	Ph.D., Kent State University	1,500.00	29,690

add this name to attached Exhibit D

FACULTY COMPLETING EARNED DEGREE SINCE SEPTEMBER 15, 1984

<u>Name</u>	<u>Department</u>	<u>Degree and University</u>	<u>Salary Increment</u>	<u>Adjusted 1985-86 Salary, 9-Mo.</u>
BOND, Michael T.	Accounting and Finance	Ph.D., Case Western Reserve University	\$2,500	\$38,726
SIMMONS, Jane	Marketing	Ph.D., University of Pittsburgh	\$2,000	\$27,428

YOUNGSTOWN STATE UNIVERSITY
ADMINISTRATIVE MANUAL
UNIT 7: **TRAVEL REGULATIONS**

Section 7.1 - Intent

These regulations are intended to govern University travel, in conformity with ~~ORC-141.15 and rule No. 126-1-02 of the Office of Budget and Management of the State of Ohio~~ THE BOARD OF TRUSTEES POLICY. These regulations apply only to YSU personnel, and BUT are not applicable to candidates for positions or to other non-employees traveling as a result of some contractual arrangement. These regulations do not apply to students traveling as participants in Intercollegiate Athletics, Forensics, Student Government, or otherwise. Separate regulations promulgated by the President will be applicable to students. 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 7.2 - Prior Approval of Travel

7.2.1

All travel 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 Vice President--Student Services for staff reporting administratively to him.
- C. The Vice President--~~Public Services~~ INSTITUTIONAL ADVANCEMENT for staff reporting administratively to him.
- D. The Vice President--Personnel Services for staff reporting administratively to him.
- E. The Provost for all Academic Deans and for staff reporting administratively to him.
- F. THE ASSOCIATE PROVOST AND THE ASSISTANT PROVOST FOR STAFF REPORTING ADMINISTRATIVELY TO EACH.
- G. THE EXECUTIVE DIRECTOR OF FACILITIES FOR STAFF REPORTING ADMINISTRATIVELY TO HIM.
- H. THE CONTROLLER FOR STAFF REPORTING ADMINISTRATIVELY TO HIM.

I. THE EXECUTIVE DIRECTOR OF ADMINISTRATIVE SERVICES FOR STAFF REPORTING ADMINISTRATIVELY TO HIM.

J. THE ATHLETIC DIRECTOR FOR STAFF REPORTING ADMINISTRATIVELY TO HIM.

7.2.2 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 7.3 - Categories of Travel

7.3.1 All travel authorized will be under one of ~~three~~TWO 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 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 FOR:

(A) PROFESSIONAL IMPROVEMENT OF THE INDIVIDUAL IN ONE OF THE CONTIGUOUS 48 STATES OR CANADA, OR

(B) OFFICIAL BUSINESS OR PROFESSIONAL IMPROVEMENT OF THE INDIVIDUAL IN ALASKA, HAWAII, A U. S. POSSESSION OR TERRITORY, OR A FOREIGN COUNTRY OTHER THAN CANADA.

~~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-half of the expense as provided in these regulations will be reimbursed.~~

7.3.2 The President or his representative designated in Sec. 7.2.1 above will assign the category; however, it must be in conformity with Sec. 7.3.1 above.

Section 7.4 - Special Items of Consideration

7.4.1 Faculty and professional/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 ANY substitute arrangements in-advance-for ASSIGNED classes or other duties IN ADVANCE.

- 7.4.2 Persons traveling on AT University money EXPENSE have an obligation not only to follow all applicable regulations but to avoid the appearance of abuse of public monies.
- 7.4.3 Travel funded by Grant or Contract by external agencies shall follow these regulations unless it is specifically provided in the terms or conditions of the grant or contract that some other regulations are applicable. IN SUCH CASE, THE APPLICABLE REGULATIONS SHOULD BE NOTED ON THE FACE OF THE TRAVEL VOUCHER.
- 7.4.4 ~~Time requirements for meal reimbursement shall be waived for law enforcement officials, handicapped travelers requiring special travel arrangements, and travelers whose workday is other than eight o'clock a.m. to five o'clock p.m.~~ Reimbursement shall be at the current specified rates. Request for waiving of time requirements must be noted on the face of the Travel Voucher and approved in advance by the President's Designee. REIMBURSEMENT SHALL BE AT THE CURRENT SPECIFIED RATES.
- 7.4.5 THE APPLICABLE EXCHANGE RATE MUST BE INDICATED ON THE FACE OF THE TRAVEL VOUCHER IF FOREIGN CURRENCY WAS USED.

Section 7.5 - Travel Procedure

- 7.5.1 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. 7.2.1 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. Only one traveler may be accounted for on a Voucher.; HOWEVER, EXCEPTIONS MAY BE GRANTED BY THE CONTROLLER.
- 7.5.2 The President or his representative will send the Travel Voucher to Internal Audit for review as to compliance with these regulations. Should Internal Audit 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 Internal Audit, he may appeal it in writing to the President for final disposition. A Voucher will not be rejected by Internal Audit due to computation errors; in this case the Voucher will be corrected and processed. 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.

7.5.3

~~In an emergency the Travel Voucher may be hand-carried.~~

7.5.4 3

Travel is not approved until the Travel Voucher has been signed by the President or his representative designated in Sec. 7.2.1 above, cleared Internal Audit and funds have been encumbered by the Controller. ~~Should a faculty member or other University employee wish to travel on University business without reimbursement or cost to his/her department and be on record as having approval of the President or his designated representative for insurance and other purposes, a Travel Voucher (FA 101) shall be filed with Internal Audit.~~ WHEN THE FOURTEEN DAY TIME RESTRAINT CANNOT BE MET, THE TRAVEL VOUCHER MUST BE HAND CARRIED THROUGH THE SYSTEM. ENCUMBRANCE WILL BE ON A PRIORITY BASIS AND ADVANCE REQUESTS WILL BE ISSUED THE NEXT DAY WHEN NECESSARY.

7.5.4

~~Travel is not approved until the Travel Voucher has been signed by the President or his representative designated in Sec. 7.2.1 above, cleared Internal Audit and funds have been encumbered by the Controller.~~ Should a faculty member or other University employee wish to travel on University business without reimbursement or cost to his department and be on record as having approval of the President or his designated representative for insurance and other purposes, a Travel Voucher (FA 101) shall be filed with Internal Audit.

Section 7.6 - Reimbursement Procedure

7.6.1

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.

7.6.2

The Assistant Controller will review the Travel Voucher for compliance with these regulations., EXCEPT, WHEN APPLICABLE, THE ATHLETIC DIRECTOR WILL DETERMINE THE REASONABLENESS OF MILEAGE INCURRED WHILE RECRUITING STUDENT ATHLETES. If the review reveals a discrepancy the Voucher will be returned to the traveler 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 finding, the matter may be referred through the designated representative of the President to the Controller for final disposition.

- 7.6.3 Within approximately ten days from the filing of the Travel Voucher (if uncontested) the reimbursement check will be sent to the traveler through campus mail.

Section 7.7 - Transportation Expenses

- 7.7.1 YSU Motor Pool vehicles may be used. Passenger cars will be charged at the rate authorized for privately owned automobiles. Rates for other vehicles are set by the Executive Director of Facilities. Y S U MOTOR POOL VEHICLES ARE TO BE USED ONLY FOR OFFICIAL UNIVERSITY BUSINESS. Y S U EMPLOYEES AND/OR MEMBERS OF THE TRAVEL PARTY LISTED ON THE TRAVEL VOUCHER ARE THE ONLY INDIVIDUALS PERMITTED TO OCCUPY THESE VEHICLES.
- 7.7.2 The use of a privately owned automobile is authorized provided the owner has liability insurance which complies with ORC 4509.51 (\$12,500 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 22¢ per mile. AAA mileage or reasonable odometer reading shall be accepted as the basis for mileage reimbursement. All travel shall be assumed to originate from the University unless otherwise noted on the Travel Voucher.
- 7.7.3 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 \$20, assumed to be the total transportation cost to and from all airports. Internal Audit will use the latest rates published in the official airline guide to verify the lower of mileage or airfare plus \$20.
- 7.7.4 When a commercial airline is used for travel, reimbursement for mileage to the airport will be either (1) one round trip plus tolls and parking or (2) two round trips plus tolls, depending upon the actual driving arrangements. Y S U TRAVELERS USING THE PITTSBURGH AIRPORT MAY PARK AT CHARLIE BROWN'S PARK 'N' SHUTTLE ON FLAUGHERTY RUN ROAD AND RECEIVE A SPECIAL DISCOUNT UPON PRESENTATION OF A VALID Y S U IDENTIFICATION CARD.
- 7.7.5 Travel by private aircraft is not approved due to insurance complications. Travel by chartered aircraft must be approved before the fact by the ~~Risk-Manager-and-Safety-Officer~~ DIRECTOR OF BUDGET AND INSTITUTIONAL STUDIES in order that insurance coverage may be verified.
- 7.7.6 When two or more persons are traveling in the same automobile, reimbursement FOR TRANSPORTATION 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.

~~7.7.7 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.~~

7.7.7 REASONABLE 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 EXCEPT THAT NO RECEIPT SHALL BE REQUIRED FOR TAXI, LIMOUSINE, BOAT, OR FERRY SERVICE.

7.7.8 Highway, bridge and ferry tolls, parking charges, taxi, limousine service, rental cars, and other reasonable 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 except that no receipt shall be required for taxi, limousine, boat, or ferry service. -- The tissue copy of YSU Credit Union checks are acceptable as receipts. 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. Use of rental cars without prior approval must be justified in writing and approved by the President's Designee before the Travel Voucher is submitted for reimbursement.

7.7.9 When two or more authorized out-of-state travelers are transported in one private automobile the vehicle driver-owner shall be paid the authorized mileage rate plus tolls and parking, or tourist air fare for one person plus \$20, whichever is more; however, the University will not pay more for transportation in such cases than if the travelers went separately. This provision applies regardless of the "category of travel" and is intended to encourage multiple travelers utilizing the same vehicle.

Section 7.8 - Meals and Lodging

7.8.1 ~~Except as provided in Section 7.10, --~~ Reimbursement for meals is authorized as follows:

- A. ~~Three dollars for breakfast if departure is prior to eight a.m. and return to home or headquarters is prior to six p.m.~~
\$4 FOR BREAKFAST IF DEPARTURE IS 7:00 A.M. OR PRIOR AND RETURN TO HOME OR HEADQUARTERS IS 10:00 A.M. OR LATER.
- B. ~~Eight dollars for dinner if departure from home or headquarters is eight a.m. or after and return is six p.m. or later.~~
\$5 FOR LUNCH IF DEPARTURE IS 11:30 A.M. OR PRIOR AND RETURN TO HOME OR HEADQUARTERS IS 1:30 P.M. OR LATER.

- C. ~~Eleven dollars per diem if departure from home or headquarters is prior to eight a.m. and return is six p.m. or later.~~
\$11 FOR DINNER IF DEPARTURE IS 5:00 P.M. OR PRIOR AND RETURN TO HOME OR HEADQUARTERS IS 7:00 P.M. OR LATER.
- D. \$20 PER DIEM FOR FULL DAYS OF TRAVEL, DEEMED TO BE 7:00 A.M. TO 7:00 P.M.

~~7.8.2 Receipts are not required for meals.~~

7.8.2 REASONABLE MEAL EXPENSES IN EXCESS OF THE ABOVE AMOUNTS ARE AUTHORIZED IF THE MEAL IS AN INTEGRAL PART OF THE CONFERENCE. JUSTIFICATION FOR THESE EXPENSES AS CONTAINED IN THE CONFERENCE BROCHURE MUST ACCOMPANY THE TRAVEL VOUCHER WHEN REIMBURSEMENT IS SOUGHT.

~~7.8.3 Up to \$30 will be reimbursed for lodging, plus applicable taxes on entire room rate. The \$30 will include reimbursement for automatic telephone charges which must be labeled on the lodging receipt. Reimbursement is authorized for lodging in non-commercial, private dwellings to the amount of \$15 per calendar day. Itemized receipts must be included in 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 must have the hotel cashier specify the single room rate on the receipts.~~

7.8.3 RECEIPTS ARE NOT REQUIRED FOR MEALS.

~~7.8.4 University related business telephone calls will be reimbursed if they are labeled accordingly on the receipt.~~

7.8.4 UP TO \$50 WILL BE REIMBURSED FOR IN-STATE LODGING. ACTUAL AND REASONABLE COST OF OUT-OF-STATE LODGING WILL BE REIMBURSED. REIMBURSEMENT WILL BE MADE FOR AUTOMATIC TELEPHONE CHARGES WHICH ARE LABELED ON THE LODGING RECEIPT. REIMBURSEMENT IS AUTHORIZED FOR LODGING IN NON-COMMERCIAL, PRIVATE DWELLINGS TO THE AMOUNT OF \$ 25 PER CALENDAR DAY. ITEMIZED RECEIPTS MUST BE INCLUDED IN THE TRAVEL VOUCHER. THE SINGLE ROOM RATE IS TO BE USED EXCEPT WHEN 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 MUST HAVE THE HOTEL CASHIER SPECIFY THE SINGLE ROOM RATE ON THE RECEIPTS.

~~7.8.5 Prohibitions:--No reimbursement shall be made for lodging within Mahoning County nor elsewhere in Ohio if within 60 miles of the University or the traveler's residence.--Exceptions:--Travelers shall be reimbursed for meals and lodging when they are on continuous travel status more than 30 miles from their residence or headquarters for two or more consecutive days.--No reimbursement shall be made for the cost of entertainment, gratuities, or alcoholic beverages.--No travel reimbursement shall be allowed for "retreats", "training sessions", "seminars", or meetings by whatever name which are intended primarily for YSU employees.--Such meetings shall be held on campus or in the immediate vicinity of Youngstown without use of travel monies.~~

7.8.5 UNIVERSITY-RELATED BUSINESS TELEPHONE CALLS WILL BE REIMBURSED IF THEY ARE LABELED ACCORDINGLY ON THE RECEIPTS.

~~7.8.6 See section 7.4.4 "Special Items for Consideration" for exceptions.~~

7.8.6 NO REIMBURSEMENT SHALL BE MADE FOR THE COST OF ENTERTAINMENT, GRATUITIES, OR ALCOHOLIC BEVERAGES. NO TRAVEL REIMBURSEMENT SHALL BE ALLOWED FOR "RETREATS," "TRAINING SESSIONS," "SEMINARS," OR MEETINGS BY WHATEVER NAME WHICH ARE INTENDED PRIMARILY FOR Y S U EMPLOYEES. SUCH MEETINGS SHALL BE HELD ON CAMPUS OR IN THE IMMEDIATE VICINITY OF YOUNGSTOWN WITHOUT USE OF TRAVEL MONIES.

7.8.7 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. IF THE CONFERENCE OR MEETING STARTS BEFORE 1:00 P.M., OR IF THE AIRLINE SCHEDULES REQUIRE, THE NECESSARY MEALS AND LODGING WILL BE PAID FOR THE DAY BEFORE THE MEETING STARTS. IF THE CONFERENCE ENDS AFTER 3:00 P.M., OR IF AIRLINE SCHEDULES REQUIRE, A DINNER AND LODGING THAT EVENING AND THE NECESSARY MEALS THE NEXT DAY WILL BE PAID. NO MORE TIME SHOULD BE SPENT ON TRAVEL STATUS THAN IS NECESSARY.

7.8.8 SEE SECTION 7.4 "SPECIAL ITEMS FOR CONSIDERATION" FOR EXCEPTIONS.

Section 7.9 -- Meals and Lodging Out of State

7.9.1 Reimbursement for meals is as follows:

A. Three dollars for breakfast if departure from home or headquarters is prior to eight a.m. and ends ten a.m. or later.

B. Four dollars for lunch if departure is prior to eleven thirty a.m. and ends one p.m. or later.

C. Ten dollars for dinner if departure is prior to five p.m. and return to home or headquarters is six p.m. or later.

D. Seventeen dollars per diem for full days of travel.

7.9.2 The actual and reasonable cost of lodging including automatic telephone charges will be reimbursed. Itemized receipts with the labeled automatic telephone charges are required. Travelers are expected to exert their best effort to keep this cost as low as conditions permit; however, no maximum is set due to variations of prices in different cities which are beyond the control of the traveler. Travelers must have the hotel cashier specify the single room rate on the receipt.

7.9.3 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. If the conference or meeting starts before 1:00 p.m., or if the airline schedules require, the necessary meals and lodging will be paid for the day before the meeting starts. If the conference ends after 3:00 p.m., or if airline schedules require, a dinner and lodging that evening and the necessary meals the next day will be paid. The time constraints of Section 7.9.1 apply in all cases. No more time should be spent on travel status than is necessary.

7.9.4 See section 7.4.4 "Special Items for Consideration" for exceptions.

Section 7.109 - Conference Fees

7.109.1 Conference fees in excess of \$50.00 may be paid to the vendor in advance directly by the University. Conference fees which include personal membership dues, recreational activities, or other non-reimbursable items will not be paid. A receipt must be provided for conference fees paid directly by the traveler.

7.109.2 Conference fees which include meals must be specific as to which meals are included and these meals will not be separately reimbursed. Reasonable meal expenses are authorized if the meal is an integral part of the conference. The meal expense included in a registration for an out-of-state conference will be allowed if it is not greater than 150 percent of the rate listed for out-of-state meals in these regulations.

Section 7.110 - Travel Advances

A travel advance may only be secured to cover the actual cost of commercial transportation and for conference fees that exceed \$50.00. The traveler may request these advances by indicating them on the Travel Voucher along with the mailing instructions for the checks. The check for the airfare will be made payable to the common carrier or authorized travel agent and the advance check for the conference will be made payable to the appropriate payee (not the traveler). The traveler is responsible for securing a full refund of such payments if the trip does not occur. The traveler must contact the Accounts Payable office for instructions on processing the refund check. THE TRAVELER IS NOT PERMITTED TO CHARGE AIRFARE IN THE NAME OF THE UNIVERSITY.

Section 7.121 - Cancellation

If a Travel Voucher has been processed and funds encumbered, the Travel Voucher must be returned to the Controller's Department with the notation on the Voucher that the trip was cancelled. THE TRAVELER IS RESPONSIBLE FOR SECURING A FULL REFUND OF ADVANCE PAYMENTS IF THE TRIP DOES NOT OCCUR. THE TRAVELER MUST CONTACT THE ACCOUNTS PAYABLE OFFICE FOR INSTRUCTIONS ON PROCESSING THE REFUND CHECK.

CHAIRPERSON'S INCREMENT
BY DEPARTMENT

<u>DEPARTMENT</u>	<u>1984-85 INCREMENT</u>	<u>1985-86 INCREMENT</u>
Allied Health	\$ 2,911	\$ 3,250
Business Ed. & Tech	3,692	4,143
Criminal Justice	2,743	2,743*
Engineering Tech.	3,692	4,143
Home Economics	2,147	2,376
Nursing	2,919	3,259
Biological Sciences	2,861	3,193
Chemistry	2,861	3,193
Economics	3,104	3,471
English	3,311	3,708
Foreign Languages	2,446	2,718
Geography	2,084	2,303
Geology	2,084	2,303
Health & P.E.	3,297	3,694
History	2,397	2,661
Mathematics	3,562	3,995
Philosophy	2,126	2,352
Physics	2,321	2,574
Political Science	2,460	2,734
Psychology	3,232	3,618
Sociology	2,966	3,313
Accounting	3,133	3,504
Management	2,945	3,289
Marketing	2,660	2,734
Elementary Education	2,778	2,778*
Foundations of Education	1,969	2,302
Counseling	2,082	2,172
Admn. & Secondary Educ.	2,082	2,302
Special Education	2,082	2,302
Chemical Engineering	2,213	2,452
Civil Engineering	2,223	2,452
Electrical Engr.	2,277	2,525
Industrial Engr.	2,213	2,452
Mechanical Engr.	2,404	2,525
Art	3,026	3,382
Music	3,313	3,530
Speech	<u>2,681</u>	<u>2,987</u>
TOTAL	\$ 99,297	\$ 109,432

*frozen at current level for incumbant

POLYGLOT

	<u>Standard Object Code</u>	<u>1985-86 Budget</u>	<u>Adjustments</u>	<u>Revised 1985-86 Budget</u>
<u>Income</u>				
General Fee Allocation		<u>\$2,000</u>	<u>\$369</u>	<u>\$2,369</u>
Total Income		<u>\$2,000</u>	<u>\$369</u>	<u>\$2,369</u>
<u>Expenditures</u>				
Personal Services:				
Student Stipends	185	<u>0</u>	<u>\$369</u>	<u>\$ 369</u>
Total Personal Services		<u>0</u>	<u>\$369</u>	<u>\$ 369</u>
Operating Expenses:				
Office Supplies	310	0	0	\$ 135
Publication of University Materials	530	<u>0</u>	<u>0</u>	<u>1,865</u>
Total Operating Expenses		<u>0</u>	<u>0</u>	<u>\$2,000</u>
TOTAL DEPARTMENTAL BUDGET		<u>0</u>	<u>\$369</u>	<u>\$2,369</u>

Youngstown State University

Request for Proposals for Insurance
Analysis of Bids

Coverage	Marsh/McLennan		Booth		
	Premium		Premium		
Auto fleet	\$ 39,146	\$1,000,000 combined single limit per occurrence	\$ 19,691	\$500,000/500,000	Bodily injury
Excess Auto liability	4,950	2,000,000 excess	7,541	2,000,000	excess
	7,950	5,000,000 excess	12,065	5,000,000	excess
Real & Personal Property			120,438*	5,000	deductible
			117,619*	10,000	deductible
	101,242	25,000 deductible	109,178*	25,000	deductible
	96,242	50,000 deductible	103,552*	50,000	deductible
Boiler & Machinery			13,882	5,000	deductible
			10,657	10,000	deductible
			8,835	25,000	deductible
			6,797	50,000	deductible
Earthquake & flood			57,511	2,200,000	limit; \$25,000 deductible
Fine arts		250 deductible	64	250	deductible
Portable equipment			23,746	250	deductible
Valuable papers & records			19,092	250	deductible
Broker's Fee	12,000		0		
Blanket crime	16,634	1,000,000 blanket coverage 10,000 deductible	2,412	\$50,000 950,000	coverage on all employees excess fidelity coverage on all employees
Watercraft	700	400,000 excess 100,000			no bid
Non-owned Aircraft	650	1,000,000 combined loss per occurrence			no bid

*Excludes Computer Equipment

Agenda Item F.3.e.
Exhibit H

YOUNGSTOWN STATE UNIVERSITY

Analysis of Quotations Received for
YSU's Comprehensive Casualty Insurance Program

AGENT
INSURANCE COMPANY

Marsh/McLennan
Maryland Casualty, Northstar, Arkwright-
Boston, Lloyds of London, CIGNA, National
Union Fire

John Booth
Buckeye Union

AUTO LIABILITY	\$1,000,000 CSL	\$500,000/500,000
MEDICAL PAYMENTS	\$5,000	\$5,000
UNINSURED MOTORISTS	\$50,000/100,000	\$100,000
AUTO FELLOW EMPLOYEE	YES	YES
AUTO CONTRACTUAL	YES	NO
EXCESS LIABILITY	\$5,000,000	\$5,000,000
NON-OWNED AIRCRAFT	\$1,000,000 CSL	N/A
NON-OWNED & HIRED AUTO	YES	YES
AUTO PHYSICAL DEDUCTIBLES	\$250 COMP & COLL	\$250 COMP & COLL
BLANKET BUILDINGS & CONTENTS	\$198,891,458	\$167,058,813
POLICY PERIOD	9/1/85 - 9/1/88	9/1/85 - 9/1/86
REPLACEMENT COST	YES	YES
COINSURANCE	100% AGREED AMOUNT	AGREED AMOUNT
PERILS	"ALL RISK"	"ALL RISK"
DEDUCTIBLE	\$25,000	\$25,000
FLOOD/EARTHQUAKE	\$10,000,000	\$2,000,000
DEDUCTIBLE	\$25,000	\$25,000
UNDERGROUND PROPERTY	NO	YES
TRANSIT	\$400,000	YES
EXTRA EXPENSE	\$500,000	\$500,000
OWNED WATERCRAFT	\$400,000	N/A
PORTABLE EQUIPMENT	\$2,777,252	\$2,777,252
DEDUCTIBLE	\$25,000	\$250
VALUABLE PAPERS	\$26,025,393	\$26,025,393
DEDUCTIBLE	\$25,000	\$250
FINE ARTS	\$30,000	\$27,641
DEDUCTIBLE	\$250	\$250
CRIME	\$1,000,000 BLANKET	\$50,000/950,000 EXCESS
BOILER & MACHINERY	INCLUDED	\$5,000,000
DEDUCTIBLE	\$25,000	\$25,000
FORM	Comprehensive	Comprehensive
CANCELLATION NOTICE	30 days	90 days
<u>ANNUAL COST:</u>		
AUTO LIABILITY, MEDICAL PAYMENTS & UNINSURED MOTORISTS	\$39,146	\$19,691
EXCESS LIABILITY	\$7,950	\$12,065
AUTO PHYSICAL DAMAGE	INCLUDED	INCLUDED
NON-OWNED AIRCRAFT	\$650	N/A
BUILDING & CONTENTS	\$101,242	\$109,178
FLOOD/EARTHQUAKE	INCLUDED	\$57,511
EXTRA EXPENSE	INCLUDED	INCLUDED
WATERCRAFT	\$700	N/A
MISCELLANEOUS EQUIPMENT	INCLUDED	\$23,746
VALUABLE PAPERS	INCLUDED	\$19,092
FINE ARTS	INCLUDED	\$64
CRIME	\$16,634	\$2,412
BOILER & MACHINERY	INCLUDED	\$8,835
AGENT FEE	\$12,000	
<u>TOTAL:</u>	\$178,322	\$252,594
<u>OPTIONS:</u>		
PROPERTY DEDUCTIBLES:		
5,000	-	\$11,260 ADD
10,000	-	\$8,441 ADD
50,000	\$5,000 DEDUCT	\$5,626 DEDUCT



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

September 18, 1985

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

Enclosed is a copy of draft of Minutes of the meeting
of the Board of Trustees held on August 30, 1985.

Yours very truly,

Secretary to the Board of Trustees

FSB:EVT

Enc.

Copy to:

Each of Nine Trustees

Dr. Neil D. Humphrey, President

Dr. Bernard T. Gillis, Provost

Dr. Taylor Alderman, Vice President

Personnel Services

Edmund J. Salata, Executive Director of

Facilities

Attorney Alan R. Kretzer, Legal Counsel



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

August 13, 1985

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 at 3:00 P.M. on Friday, August 30, 1985 in the Board Room in Tod Administration Building.

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

Very truly yours,

Franklin S. Bennett
SECRETARY TO THE BOARD OF TRUSTEES

FSB:EVT

Copies of the above notice were mailed on August 13, 1985 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.

Franklin S. Bennett
Secretary to the Board of Trustees

TRUSTEES AND THE PRESIDENT

Mr. Earl W. Brauninger, Chairman and CEO
Bank One of Eastern Ohio, N.A.
P. O. Box 300
Youngstown, Ohio 44503

Attorney Paul M. Dutton
Mitchell, Mitchell & Reed
709 Bank One Bldg.
Youngstown, Ohio 44503

Dr. John F. Geletka
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 Union Local 64
291 McClurg Road
Youngstown, Ohio 44512

Mrs. Emily P. Mackall
9842 State Route 170
Rogers, Ohio 44455

Mr. Michael I. Monus, President
Tamco Distributors, Inc.
375 Victoria - P. O. Box 1588
Youngstown, Ohio 44501

Dr. Earnest Perry
1320 Belmont Avenue-Suite 2
Youngstown, Ohio 44504

Mr. Frank C. Watson, President
Youngstown Welding & Engineering Co.
Box 2461
Youngstown, Ohio 44509

Dr. Neil D. Humphrey, 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 Alan R. Kretzer
Legal Counsel
1200 Wick Building
Youngstown, Ohio 44503

Miss Patricia A. Tkacik, Executive Director
YSU Alumni Association
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

October 18, 1985

Dr. Stephen Henzely, President
YSU-OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Dr. Henzely:

Enclosed for your records find a copy of the Minutes of the meeting of the Board of Trustees of Youngstown State University held on August 30, 1985 and a copy of the Minutes of the Special Meeting of the Board of Trustees held October 10, 1985.

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 "Franklin S. Bennett".

Secretary to the Board of Trustees

FSB:EVT

Enc.

xc: Dr. Neil D. Humphrey
Dr. Taylor Alderman



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

October 18, 1985

Miss Patricia A. Tkacik, Executive
Director YSU Alumni Association
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Miss Tkacik:

Enclosed for your records find a copy of the Minutes of the meeting of the Board of Trustees of Youngstown State University held on August 30, 1985 and a copy of the Minutes of the Special Meeting of the Board of Trustees held October 10, 1985.

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

Yours very truly,

Secretary to the Board of Trustees

FSB:EVT

Enc.

xc: Dr. Neil D. Humphrey
Dr. Taylor Alderman

MEMO TO: DR. DAVID C. GENAWAY

Librarian

FROM: FRANKLIN S. BENNETT,
Secretary to the Board of Trustees

FSB

DATE: October 18, 1985

RE: Minutes of the Board of Trustees
Meeting held on August 30, 1985

Minutes of the Special Meeting of
the Board of Trustees held on
October 10, 1985

I am enclosing a xerox copy of the original
Minutes of the Board of Trustees meetings referred to above.

The original Minutes were approved, sign-
ed and attested at today's meeting of the Board of Trustees.

F.S.B.

xc: Dr. Neil D. Humphrey, President
Dr. Bernard T. Gillis, Provost
Paul M. Dutton, Chairman of the Board