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revised proposal
to be an exhibit
10/13/84
per NH*

MINUTES

OF MOTION, EXHIBIT G

BOARD

BECAME INOPERATIVE
BUT I AM INCLUDING

YOUNGSTOWN

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FOR REFERENCE. CHECK DR

Tod Administration Building
Friday, August 24, 1984

HUMPHREY FOR HIS THOUGHTS
FSB

Pursuant to Resolution YR 1984-98 and to Notices mailed on the 8th day of August, 1984 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 Alan R. Kretzer, Special Counsel appointed by the Attorney General of Ohio, to the Legal Services Officer of the University and to the Executive Director of YSU Alumni Association) a regular meeting (ninety-ninth) of the Board of Trustees of Youngstown State University convened in the Board Room in the Tod Administration Building.

Eight Trustees were present at the meeting, to-wit: Paul M. Dutton, Dr. John F. Geletka, Edgar Giddens, William J. Lyden, Mrs. Emily P. Mackall, William G. Mittler, Dr. Earnest Perry and Frank C. Watson. Earl W. Brauninger was absent.

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 Public Services, Dr. Charles A. McBriarty, Vice President, Student Services, Philip A. Snyder, Director University Relations, Franklin S. Bennett, Secretary to the Board of Trustees, and Patricia D. Martin, Secretary to the President. Also present were approximately 25 deans, members of the faculty, students and members of the news media.

Frank C. Watson, 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 8, 1984 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 Alan R. Kretzer, Special Counsel, to Theodore R. Cubbison, Legal Services Officer and to Mrs. Judith Parmenter, Director, YSU Alumni Association. Such evidence precedes these Minutes.

ITEM II - Minutes of Meeting Held on June 15, 1984

Copies of the draft of the Minutes of the Meeting of the Board of Trustees held on June 15, 1984 had been mailed to each Trustee, to the President, Provost, Vice President Personnel Services, the Executive Director of Facilities, the State Examiner, the Special Counsel and the Legal Services Officer.

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. Lyden 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 1985-1

WHEREAS, new appointments have been made subsequent to the June 15, 1984 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. Giddens 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 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 1985-2

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.

ITEM IV - Presentation of Check by Representative of YSU Alumni Association

Chairman Watson then called upon Mr. Gene Rossi, Treasurer of the YSU Alumni Association who presented the University with a check from the YSU Alumni Association for \$300,000. Mr. Rossi stated that he was representing Mr. Phillip Richley, President of the Alumni Association, who was unable to attend because of temporary illness.

Mr. Rossi explained to the Board that the check represented the excess of revenues over expenses resulting from the Alumni Association's extremely successful dinner of June 15, 1984 honoring Mr. Edward J. DeBartolo for his contributions to the University and the Youngstown community. The Alumni Association retained an additional \$100,000 from the excess for its uses and purposes.

Chairman Watson accepted the check on behalf of the University and stated that it was a pleasure to do so and personally congratulated the Alumni Association for a job very well done.

ITEM V - Special Report of Budget and Finance Committee

Chairman Watson then called on Mrs Mackall who stated that the Budget and Finance Committee had determined to recommend the adoption of a Special Resolution by the Board of Trustees.

She then read and moved for adoption the following Resolution:

Resolution Concerning the Edward J.
DeBartolo Endowment Fund

WHEREAS, through the generosity of many individuals and corporations and the effective leadership of the Youngstown State University Alumni Association in sponsoring the 1984 Distinguished Citizen Award event, there is available to the University approximately \$300,000 after payment of all expenses and the \$100,000 retention by the Alumni Association; and YR 1985-3

WHEREAS, Edward J. DeBartolo has been consulted concerning the use of such funds in conformity with the resolution adopted by the Board of Trustees of the YSU Alumni Association approving transfer of the money to the University.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby accept these monies and establishes the Edward J. DeBartolo Endowment Fund and directs that the annual earnings from that fund shall be devoted exclusively to funding activities related to updating the University's curriculum.

BE IT FURTHER RESOLVED, that the Board of Trustees does hereby express its appreciation to Edward J. DeBartolo, to his many

friends and associates who made gifts to this fund in his honor, and to the YSU Alumni Association for its effective conduct of the events leading to the establishment of this endowment fund.

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

ITEM VI - Special Report of Building and Property Committee

Chairman Watson next called on Mr. Lyden who stated that the Building and Property Committee had determined to recommend the adoption of a Special Resolution by the Board of Trustees.

He then read and moved for adoption the following Resolution:

Resolution to Name a Building

WHEREAS, Edward J. DeBartolo, Chairman of the Board and Chief Executive Officer of The Edward J. DeBartolo Corporation, has been a leader of the Youngstown area business community, has raised the firm he founded to first place in the United States in development and management of shopping malls; and YR 1985-4

WHEREAS, Mr. DeBartolo has demonstrated his support of Youngstown State University and the Youngstown area in general and has continued to guide and assist local efforts for industrial and business recovery; and

WHEREAS, the Board of Trustees does wish to honor Edward J. DeBartolo for his contributions to the well-being of the community.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby name the structure previously known as the College of Arts

and Sciences Building as "Edward J. De-Bartolo Hall."

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

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

1. Dr. Looby, Vice President Public Services, reported concerning the following matters:

A. Revised Grant Proposal - Department of Labor

Dr. McBriarty has been notified that the \$500,000 grant proposal submitted on behalf of the University to the Department of Labor's Employment and Training Administration, Discretionary Dislocated Worker's Program has been accepted. These funds are to be used for entrepreneurship training and for basic communication skills.

B. Ohio Technology Transfer Organization

The Ohio Department of Development has requested that YSU join with it in establishing an Ohio Technology Transfer Organization office, on campus, which would serve the Mahoning and Trumbull county area. The ODOD would provide \$40,000 for a one-year period.

C. Thomas A. Edison Program

The University has been notified that its application for funding has been rejected. There will be another opportunity to become involved.

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

A. Concrete Repair Project

The concrete repair project is approximately 75% complete. The contractor, J. M. Haley Construction Company, is having some cash flow problems effecting the progress of several projects. The Department of Administrative Services is aware of the situation and met with Mr. Haley earlier this week. It is hoped that by early next week the problem will be resolved.

B. Lincoln Avenue Parking Deck

This project is \$1,750,000 in scope. T. F. Fok & Associates was recommended to the Department of Administrative Services to be the project's Associate Engineers.

Work is planned to begin during the spring of 1985 and be completed before the beginning of the 1985 fall quarter.

C. Central Utility Plant - Chiller Replacement Phase II

This project is \$1,250,000 in scope. Mosure and Syrakis & Associates have been recommended to Department of Administrative Services to be the project Associate Engineers.

The project time table calls for the project to be on line by April 15, 1985. To accomplish this will require extraordinary effort on the Department of Administrative Services, the Associate Engineer and the University staff.

At a meeting earlier this week with the Department of Administrative Services, the Associate Engineer and our staff, all agreed to the proposed schedules and pledged their total support and cooperation.

The benefit in meeting the schedule will be a savings of approximately \$300,000 during the 1985 cooling season.

D. Ward Beecher Science Hall Renovations

The project is \$10,300,000 in scope.

A pre-construction meeting was held on August 23, 1984. A scheduling meeting will be held next week.

Work is expected to begin the first week of September and take approximately two years to complete.

Mr. Salata stated that he would like to thank our area legislators, OBOR, the Department of Administrative Services, OBM and the State Controlling Board for their cooperation and assistance in processing our request for a release of funds in record time - six days.

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

A. Bachelor of Arts Degree in Telecommunication Studies

The University Academic Senate had approved at its June 6, 1984 meeting a new major in Telecommunications leading to the degree of Bachelor of Arts. This program would be administered by the Department of Speech Communication and Theatre. Following Board of Trustees' approval, the program must be submitted to the Ohio Board of Regents for approval in accord with a prescribed format.

B. Bachelor of Fine Arts Degree in Studio Art

Also at its June 6, 1984 meeting, a new major in Studio Art leading to the Bachelor of Fine Arts degree was approved by the University Academic Senate. The program was designed to provide greater background in studio art than is allowed by the current Art Education major leading to the Bachelor of Science in Education. Similar to the above program, if approved by the Board, it must be submitted to the Ohio Board of Regents for approval.

C. Bachelor of Science in Applied Science and Bachelor of Science in Business Administration Degrees in Retailing: Fashions and Interiors

Also at its June 6, 1984 meeting, a new major in Retailing: Fashions and Interiors which leads to either of the Bachelor of Science in Applied Science or the Bachelor of Science in Business Administration Degrees was approved by the University Academic Senate. The program was proposed by the Department of Marketing and the Department of Home Economics utilizing the courses from both the School of Business Administration and the Home Economics Department to form a common core curriculum. It provides flexibility to students in both Marketing and Home Economics to major in a growing area. If approved by the Board, it must be submitted to the Ohio Board of Regents for approval.

D. Honorary Doctorate for John J. Coffelt

In recognition of the long and devoted service to this University, an honorary degree of Doctor of Laws, (LL.D.) was suggested to be awarded to Dr. John J. Coffelt who will be the Summer Commencement speaker. A proposed confirming resolution will be presented by the Academic Affairs Committee of the Board.

E. Reaccreditation of the Rayen School of Engineering Programs

A recent letter from the Accreditation Board for Engineering Technologies has indicated that the programs in Chemical Engineering, Civil Engineering, Electrical Engineering, and Mechanical Engineering have received full reaccreditation.

F. Renaming of the Elementary Education Department

The faculty of the Elementary Education Department have requested that the name of their department be changed to Elementary Education and Reading. This title will more accurately define the programs provided by the department. The department assumes responsibility for the developmental, instructional and support services for both the Elementary and Secondary Reading Specialist programs. These graduate programs are identical, leading to a Reading Supervisor Certificate for grades K-12. In addition, Elementary Education faculty members provide instructional services for all reading courses offered by departments in the School of Education.

G. Initial Accreditation of Counseling Programs

The Department of Counseling is seeking initial accreditation of their graduate programs in Community Counseling and School Counseling. The visitation team was recently on campus and at the exit interview gave a very satisfactory report. A determination by the accrediting association will be made in late October.

H. Exploration of Nurse Anesthetist Graduate Program

St. Elizabeth Hospital Medical Center has contacted the University in regard to investigating the potential of developing a master's degree program for Nurse Anesthetists. The matter will be taken under review.

I. Office of Civil Rights Complaint

The U.S. Office of Civil Rights had received a complaint about an undergraduate student who was not permitted to complete his student teaching requirement for certification because of his inability to control his medical condition. After attempts at early mediation, the University agreed to enroll the student in the requisite course provided the treating physician would certify that the student

had the medical condition under control for a six-month period immediately prior to beginning the student teaching experience. This agreement was signed by the student and the University as a satisfactory resolution of the matter.

J. AACSB Accreditation Strategy

The Dean of the Williamson School of Business Administration has proposed the creation of a separate division of Business Studies within the Williamson School in order to provide dual career paths for the faculty. One would allow for faculty who meet the requirements for AACSB accreditation and would occasionally publish and have the appropriate academic credentials, and the other would be non-research teaching faculty who would teach lower division undergraduate courses within the school. For those who would desire to make a transition from one career path to another, workshops and coaching would be made available. These ideas are to be discussed widely within the University by other schools and departments because of the impact that these actions might have upon them. This would be one mechanism for moving in a positive, and sure direction toward achieving AACSB initial accreditation.

K. Forensics Research Laboratory

A laboratory to be used to carry out research into the etiology of individual criminal conduct and to test theories of forensic diagnosis is to be established under the auspices of the Criminal Justice Department in the College of Applied Science and Technology. It will also render public services on a self-sustaining basis, such as workshops offered through Continuing Education and testing as appropriate to the field. A resolution is to be offered through the Public Services Committee.

L. Faculty Honors, Publications, and Grant Awards

The Ohio Board of Regents at their July 13, 1984 meeting approved the release of \$30,561 to Youngstown State University in support of its Early English Composition Assessment Program for the current fiscal year.

Recent faculty honors and publications include:

Viehmeyer, L. Allen, Fruits of the Vine: A History of the Methodist Congregation in Poland, Ohio. April 1984.

Ronda, James P. Lewis and Clark Among the Indians. University of Nebraska Press, 1984.

4. Dr. Humphrey, President of the University, reported concerning the following matter:

A. Status Report on Dr. Jack D. Bakos, Jr.

Dr. Humphrey reported that Dr. Jack D. Bakos, Jr. who was stabbed and robbed on campus July 31, 1984, is now at home and apparently making a good recovery. He further stated that this event has caused the University to re-examine all safety measures on campus and they have been reviewed by Mr. James D. Miller, Executive Director of Administrative Services, and instructions were given to campus security and parking guards. Dr. Humphrey further stated that if the Administration concludes that changes are necessary, they will certainly be made. If budget changes are required, the Administration will come back to the Board for the authority to make those changes.

Dr. Humphrey assured the Board of Trustees that the Administration was doing everything possible to provide a safe campus.

ITEM VIII - Reports of the Committees of the Board

1. Personnel Relations Committee

Mr. Mittler reported that the Committee was recommending five 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 1985-5

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 1984-85 salaries of department chairpersons shall consist of the administrative increment so indicated plus the chairperson's faculty salary

base as listed in the 1984-85 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.

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

b. Resolution Concerning Earned Degrees

WHEREAS, Article 4.3 of the Agreement YR 1985-6
between Youngstown State University and
the Youngstown State University Chapter
of the Ohio Education Association pro-
vides for salary adjustments for full-
service faculty who complete requirements
for an earned masters or doctoral degree
in a relevant academic field from an ac-
credited 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 Universi-
ty that the salaries of the faculty list-
ed on Exhibit D appended hereto are here-
by modified as indicated for the 1984-85
academic year in recognition of the at-
tainment of the degrees specified.

The Motion was seconded by Mr. Lyden and, after discus-
sion, received the affirmative vote of all Trustees pre-
sent. The Chairman declared the Motion carried and the
Resolution adopted.

Mr. Mittler next read and moved for adoption the fol-
lowing Resolution:

c. Resolution to Revise Vacation Policy

WHEREAS, a review of University policy YR 1985-7
for Professional/Administrative staff in-

dicates the desirability of providing vacation to such staff who serve on annual full-time contracts of less than twelve months;

THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that Article III, Section 6 of the Policies of the Board of Trustees of Youngstown State University be and is hereby amended as reflected in Exhibit E attached hereto.

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

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

d. Resolution to Approve Continuing Education Pay Rates

WHEREAS, it is desirable to establish separate pay rates for individuals who perform instructional duties for the Department of Continuing Education; and

YR 1985-8

WHEREAS, an instructional hour in a course without a specified text is assumed to require an additional two clock hours of related activity, an instructional hour in a course with a specified text is assumed to require three or more additional clock hours of related activity, and an instructional hour in a seminar or workshop is assumed to require four or more additional clock hours of related activity;

THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that the following rates of pay be hereby approved for such instruction:

\$32.00 per instructional hour for courses without a text;

\$48.00 per instructional hour for courses with a specified text; and

\$64.00 per instructional hour for seminars and workshops.

BE IT FURTHER RESOLVED, that the Director of Continuing Education is authorized to establish rates of pay lower than those specified above in situations where lower rates are deemed appropriate.

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. Mittler next read and moved for adoption the following Resolution:

e. Resolution to Authorize "Pick-Up" of Retirement Contributions

WHEREAS, the University has agreed to implement a "Salary Reduction Pick-Up" for full-service faculty effective September 15, 1984, in which each faculty member's salary will be restated and reduced to reflect payment by the University of the employee contribution to the State Teachers Retirement System (STRS);

YR 1985-9

AND WHEREAS, it is believed to be necessary or desirable to extend a similar benefit to academic Department Chairpersons and to members of the full-time Professional/Administrative Staff; and

WHEREAS, other Ohio state-assisted universities have implemented salary reduction "pick-ups" for Professional/Administrative staff and have secured favorable letter rulings from the Internal Revenue Service approving said "pick-ups";

THEREFORE, BE IT RESOLVED, by the Board of Trustees that

1. the President of the University is hereby authorized and directed to implement a "salary reduction pick-up" for all academic Department Chairpersons, limited-service faculty, and full-time Professional/Administrative staff, by paying to the STRS or the Public Employees Retirement System (PERS), in addition to the University's required employer contribution, an amount equal to the employee's contribution in lieu of payment to such employee, and that such amount contributed by the University on behalf of the employee shall be treated as a mandatory salary reduction from the contract salary otherwise payable to the employee;
2. the President is directed to prepare and distribute an addendum to each employee's contract which states (1) that the employee's contract salary is being restated as consisting of (a) a cash salary component and (b) a pick-up component, which is equal to the amount of the employee contribution being "picked up" by the University on behalf of the employee; (2) that the University will contribute to STRS or PERS an amount equal to the employee's required contribution to STRS or PERS for the account of each employee; and (3) that sick leave, severance, and summer school pay and insurance benefits which are indexed to or otherwise determinable by ref-

erence to the employee's rate of pay shall be calculated upon both the cash salary component and pick-up component of the employee's restated salary;

3. the effective date of the "salary reduction pick-up" for academic Department Chairpersons and limited-service faculty shall be September 1, 1984;
4. the effective date of the "pick-up" for other Professional/Administrative staff members shall be determined by the President of the University, following appropriate consultation with the Internal Revenue Service, the PERS, and the staff involved; and
5. all subsequent contract and salary notices for staff covered by the provisions of this resolution shall be conformed to include the provisions of the addendum.

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

2. Building and Property Committee

Mr. Lyden stated that the Building and Property Committee had no further Resolutions to recommend other than the Resolution to name a Building passed earlier.

3. Budget and Finance Committee

Mrs. Mackall reported that the Budget and Finance Committee was recommending five Resolutions for adoption by the Board, in addition to the Resolution concerning the Edward J. DeBartolo Endowment Fund passed earlier. She then read and moved for adoption the following Resolution:

a. Resolution Concerning the Unallocated Reserve

WHEREAS, the Purchasing Department has experienced a major increase in workload due to operation of the Equipment Replacement Reserve, the availability of substantial additional equipment monies from the State, and construction projects; and YR 1985-10

WHEREAS, this problem has been reviewed and it is concluded that an existing Purchasing Agent 2 should be promoted to a Purchasing Administrator 1 position and that resulting vacancy in the Purchasing Agent 2 position should be filled; and

WHEREAS, these changes were not finalized when the 1984-85 Budget was submitted.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve transfer of \$22,685 from the Unallocated Reserve, Fund One, to the appropriate object codes to provide salary and fringe benefits for this new position and reclassification.

The Motion was seconded by Dr. Geletaka 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 Travel Regulations

WHEREAS, the Board of Trustees adopts regulations controlling travel in state and out of state by University faculty and staff and such regulations must conform to regulations adopted by the State of Ohio Office of Budget and Management for in-state travel; and YR 1985-11

WHEREAS, the State of Ohio Office of Budget and Management has recently issued

new regulations for in-state travel applicable to state-assisted universities.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the revised travel regulations included in Exhibit F (in appropriate administrative manual form) and directs that such new regulations become effective September 1, 1984.

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.

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

c. Resolution Concerning Emergency Loan Funds

WHEREAS, there are presently five separate emergency loan funds available to students and these have been administered in three separate offices; and YR 1985-12

WHEREAS, it is believed desirable to merge these five funds into two funds and centralize their administration.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve of the merging of the "YSU Instructional Fees Loan Fund," the "International Student Emergency Loan Fund," the "Foreign Student Loan Fund," and the "YSU Student Loan Fund" into one fund titled "YSU Tuition Loan Fund" which shall be administered by the Scholarship and Financial Aid Department.

BE IT FURTHER RESOLVED, that the "Student Services Emergency Loan Fund" shall be continued as a separate fund, it shall be administered by the Scholarship and Financial Aid Department, and it shall be

supplemented by a transfer of \$1,883 from the YSU Tuition Loan Fund.

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.

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

d. Resolution Concerning Non-Mandatory Transfers

WHEREAS, the Special Projects have been YR 1985-13 managed in 1983-84 in conformity with Board of Trustees' directive; and

WHEREAS, the review of activity in those projects during FY 84 has been completed and monies available for allocation have been identified, subject only to final closing adjustments of FY 84 accounts; and

WHEREAS, the Budget and Finance Committee of the Board of Trustees has reviewed the administration's report and recommends approval; and

WHEREAS, the Board of Trustees has earlier directed that there be no increase in either the Instructional Fee or the General Fee in either 1984-85 or 1985-86 and, therefore, adequate reserves must be maintained to make that feasible without undue interruption of activities.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby:

1. Approve the fiscal year 1984 year-end transfers, allocations, and projects identified as "Non-Mandatory Transfers as of June 30, 1984, and Special Projects and Contingency Reserves for 1984-85"; and

2. Recognize that the report is based on preliminary information prior to final closing entries in the FY 1984 books and, therefore, authorize any adjustments necessary at closing, plus or minus, to occur in the University Operation - Fund One, Contingency Reserve Fund.

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.

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

e. Resolution Concerning a Reward Fund

WHEREAS, Youngstown State University is YR 1985-14 fully committed to providing protection and insuring the safety of all students, faculty, staff and visitors to campus; and

WHEREAS, it is assumed that an effective aid in solving cases of physical assault is the offering of a substantial sum of money as a reward for information leading to the arrest and conviction of the perpetrator.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby appropriate \$5,000 from unrestricted gift monies to a "Reward Fund" which shall be under the control of the President and authorizes the President to post a reward for information leading to the arrest and conviction of the perpetrator of any life-threatening physical assault or any rape or attempted rape of any person on the campus of the University.

The Motion was seconded by Mr. Giddens and, after discussion, received the affirmative vote of all Trustees pre-

sent. The Chairman declared the Motion carried and the Resolution adopted.

4. Student Affairs Committee

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

5. Academic Affairs Committee

Mr. Giddens stated that the Academic Affairs Committee had determined to recommend the adoption of five Resolutions by the Board of Trustees.

He then read and moved for adoption the following Resolution:

a. Resolution to Approve a Bachelor of Arts Degree in Telecommunications

WHEREAS, the Department of Speech Communication and Theater has recommended a curriculum leading to the degree Bachelor of Arts; and YR 1985-15

WHEREAS, the Dean of the College of Fine and Performing Arts, and the University Academic Senate at its June 6, 1984, meeting have approved this curriculum; and

WHEREAS, the Provost and the President recommend approval of this degree program;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the offering of the Bachelor of Arts degree with a major in Telecommunications at Youngstown State University subject only to appropriate clearance from the Ohio Board of Regents.

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

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

b. Resolution to Approve a Bachelor of Fine Arts Degree in Studio Art

WHEREAS, the Department of Art has recommended a curriculum leading to the degree Bachelor of Fine Arts; and YR 1985-16

WHEREAS, the Dean of the College of Fine and Performing Arts and the University Academic Senate at its June 6, 1984, meeting have approved this curriculum; and

WHEREAS, the Provost and the President recommend approval of this degree program;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the offering of the Bachelor of Fine Arts degree with a major in Studio Art at Youngstown State University subject only to appropriate clearance by the Ohio Board of Regents.

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.

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

c. Resolution to Approve a Bachelor of Science in Applied Science and a Bachelor of Science in Business Administration Degree with a Major in Retailing: Fashions and Interiors

WHEREAS, the Department of Home Economics and the Department of Marketing have recommended a curriculum leading to either the degree of Bachelor of Science in Business Administration or Bachelor of Science in Applied Science; and YR 1985-17

WHEREAS, the Dean of the Williamson School of Business Administration and the Dean of the College of Applied Science and Technology and the University Academ-

ic Senate at is June 6, 1984 meeting have approved this curriculum; and

WHEREAS, the Provost and the President recommend approval of this degree program;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the offering of the degree of Bachelor of Science in Business Administration or the degree of Bachelor of Science in Applied Science with a major in Retailing: Fashions and Interiors at Youngstown State University subject only to appropriate clearance by the Ohio Board of Regents.

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.

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

d. Resolution to Authorize Conferral of an Honorary Degree

WHEREAS, John J. Coffelt has served YR 1985-18
Youngstown State University as its third president from August 31, 1973 to May 30, 1984, and holds the title of President Emeritus, and

WHEREAS, he has served as a member of the Board of Trustees of the Northeastern Ohio Universities College of Medicine from its charter in 1973 to 1983, and

WHEREAS, he has distinguished himself as a community leader on behalf of the University by serving on the Board of Trustees of the Youngstown Hospital Association, the Butler Institute of American Art, McGuffey Centre, the Youngstown Chamber of Commerce, the Youngstown Board of Trade and the Youngstown Revitaliza-

tion Foundation, and he was made a lifetime honorary member of the Buckeye Elks.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize and direct the conferral of the degree Doctor of Laws, honoris causea, upon John J. Coffelt, with all the rights and privileges attendant thereto.

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.

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

e. Resolution Changing the Name of the Elementary Education Department

WHEREAS, the faculty of the Elementary Education Department have requested that the name of their department be changed to Elementary Education and Reading; and YR 1985-19

WHEREAS, the proposed title will more accurately define the programs provided by the department; and

WHEREAS, the Dean of Education, the Provost and the President concur in this proposed name change;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize changing the name of the Department of Elementary Education to the Department of Elementary Education and Reading.

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.

6. Public Services Committee

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

a. Resolution to Establish a Forensics Research Laboratory

WHEREAS, the College of Applied Science YR 1985-20 and technology and the Department of Criminal Justice have proposed the establishment of a Forensics Research Laboratory; and

WHEREAS, such laboratory is to be used to provide services to professional clientele on a self-sustaining basis while assisting in the education of students and conducting basic research; and

WHEREAS, there is a need for such services and the establishment of a formal structure would enable the University to more easily benefit from the attendant results of the research in areas of etiology of individual criminal conduct and tests of theories of forensic diagnosis.

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Trustees of Youngstown State University does hereby approve of the establishment of a Forensic Research Laboratory in conformity with the proposal submitted by Professor Joseph Waldron attached hereto as Exhibit G.

After the Motion was seconded by Mr. Lyden, Mrs. Mackall moved to amend the Resolution by striking the concluding words "in conformity with the proposal submitted by Professor Joseph Waldron attached hereto as Exhibit G" and adding a period prior thereto after the word "Laboratory."

Mrs. Mackall's Motion to Amend was seconded by Mr. Dutton and, after discussion, received the affirmative vote of all Trustees present. The Chairman declared the Motion to Amend the Resolution adopted.

The Chairman then called for a vote on the original Resolution, as amended and, after discussion, all Trustees present voted in the affirmative. The Chairman declared the Motion carried and the Resolution, as amended, adopted.

ITEM IX - 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 X - Unfinished Business

No unfinished business was presented.

ITEM XI - New Business

No new business was presented.

ITEM XII - Suggested Dates for Regular Meetings 1984-85

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

Friday, October 12, 1984
Friday, December 14, 1984
Friday, February 8, 1985
Friday, April 12, 1985
Friday, June 7, 1985

Item XIII - Time and Place of Next Regular Meeting

There being no further business, on Motion made by Mr. Lyden, seconded by Mr. Giddens, 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 1985-21 of the Board of Trustees of Youngstown State University be held in the Board Room in Tod Administration Building on Friday, October 12, 1984.

The meeting was duly adjourned at 4:15 p.m.

Frank E. Wetson
Chairman

ATTEST:

Franklin S. Bennett
Secretary to the Board
of Trustees

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF August 24, 1984

| <u>NAME</u> | <u>TITLE</u> | <u>DEPARTMENT</u> | <u>DATE OF EMPL.</u> | <u>SALARY</u> | <u>CONTRACT MONTHS</u> | <u>COMMENTS</u> |
|---------------------|--|---|----------------------|---------------|--------------------------------|--|
| Parsegian, Elsa V. | Associate Professor | Accounting and Finance Department | 9/15/84 | \$36,180 | 9 | |
| Tackett, James A. | Associate Professor | Accounting and Finance Department | 9/15/84 | \$36,180 | 9 | |
| Neel, Bege Bowers | Assistant Professor | English Department | 9/15/84 | \$20,000 | 9 | Revised contract; PhD warrants rank of Assistant |
| Porter, Tod | Assistant Professor | Economics Department | 9/15/84 | \$21,000 | 9 | |
| Cenker, William J. | Instructor | Accounting and Finance Department | 9/15/84 | \$22,005 | 9 | |
| Martin, Scott C. | Assistant Professor | Civil Engineering Department | 9/15/84 | \$26,500 | 9 | |
| Burlingame, L. Jay | Housing Coordinator/ Activities Assistant | Student Services | 8/01/84 | \$17,026 | 12 (12-Month Base:\$18,600) | |
| Bond, Michael T. | Associate Professor | Accounting and Finance Department | 9/15/84 | \$34,306 | 9 | Salary differential of \$1,250 if PhD is completed by 9/15/84. |
| Gubbi, Ananda V. | Assistant Professor | Mathematical and Computer Sciences Department | 9/15/84 | \$21,000 | 9 | Salary differential of \$1,250 if PhD is completed by 9/15/84. |
| Kondakci, Suna | Assistant Professor | Management Department | 9/15/84 | \$30,000 | 9 | Salary differential of \$1,250 if PhD is completed by 9/15/84; Temporary/Terminal. |
| Krick, Donna M. | Instructor | Home Economics Department | 9/15/84 | \$17,100 | 9 | Temporary/Terminal; replacement for Elias while on LWOP. |
| Prosenjak, Nancy R. | Assistant Coordinator | Developmental Education | 7/03/84 | \$ 1,266 | - | Temporary. |

Agenda Item D.1.
Exhibit A

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF August 24, 1984

| <u>NAME</u> | <u>TITLE</u> | <u>DEPARTMENT</u> | <u>DATE OF EMPL.</u> | <u>SALARY</u> | <u>CONTRACT MONTHS</u> | <u>COMMENTS</u> |
|------------------------|---|------------------------------------|----------------------|---------------|--------------------------------|---|
| Faiver, Christopher M. | Assistant Professor | Counseling Department | 9/15/84 | \$20,500 | 9 | |
| Angle, Bernadette | Coordinator of Student Field Experiences | Dean's Office, School of Education | 8/15/84 | \$21,700 | 10 | Externally funded; reassigned to Professional/Admin. |
| Pullman, Susan | Coordinator of Student Field Experiences | Dean's Office, School of Education | 8/15/84 | \$22,900 | 10 | Externally funded; reassigned to Professional/Admin. |
| Hoare, Donna | Coordinator of the Curriculum Resource Center | Dean's Office, School of Education | 7/01/84 | \$18,600 | 12 | Externally funded; reassigned to Professional/Admin. |
| Thomas, Mary Place | Coordinator of Inservice and Recruitment Activities | Dean's Office, School of Education | 7/01/84 | \$23,400 | 12 | Externally funded; reassigned to Professional/Admin. |
| Maguire, Dan | Instructor | Engineering Technology Department | 9/15/84 | \$21,000 | 9 | |
| Russo, Susan | Assistant Professor | Art Department | 9/15/84 | \$21,125 | 9 | |
| Messuri, Anthony P. | Instructor | Engineering Technology Department | 9/15/84 | \$23,431 | 9 | |
| Sellaro, C. Louise | Assistant Professor | Management Department | 9/15/84 | \$27,200 | 9 | Renewal beyond 1985-86 is contingent upon completion of DBA by 8/31/86. |
| Cassese, Carmine | Assistant Equipment Manager | Intercollegiate Athletics | 8/01/84 | \$15,790 | 12 (12-Month Base:\$17,250) | |
| Haug, Lynn G. | Program Coordinator | Kilcawley Center | 9/04/84 | \$18,108 | 12 (12-Month Base:\$22,000) | Reassignment from Admissions. |

Agenda Item D.1.
Exhibit A

Board of Trustees Meeting, August 24, 1984

**YOUNGSTOWN STATE UNIVERSITY
RESOLUTION ACCEPTING GIFTS
as of August 24, 1984**

| <u>DONOR</u> | <u>AM'T AND/OR DESCRIPTION</u> | <u>RESTRICTION OR PURPOSE OF GIFT</u> |
|--|---------------------------------------|--|
| Marian Scheid | \$ 150 | Marian Blum Annual History Award |
| The Stouffer Corp. Fund | 1,000 | YSU Scholarships; Williamson School of Business |
| Florence S. Beecher Fdn. | 11,900 | YSU Planetarium |
| Mary Louise Yeckley | 50 | YSU Planetarium |
| Mr. & Mrs. Lysle Shields | 5,000 (upon maturation of C.D.) | Student Services Loan Fund (YSUF) |
| The Edward J. DeBartolo Corp. | 1,000 | Shopping Mall Research Center (WSBA) |
| Harold Segall, M.D. | 2,500 | Sister Jean Gillispie Memorial Award in Religion |
| Estate of Ching-Chi Chen | 73 | YSU Scholarship Fund |
| Private Industry Council of Trumbull County, Inc. | 300 | Shopping Mall Research Center (WSBA) |
| Danforth Foundation | 2,000 | History Department |
| Mosure & Syrakis Company, Ltd. | 10 | Athletic Department |
| Tasco Insulations, Inc. | 25 | Athletic Department |
| YSU Foundation | 800 | Leadership Youngstown Program Scholarship |

Agenda Item D.2.
Exhibit B

| <u>DONOR</u> | <u>AM'T AND/OR DESCRIPTION</u> | <u>RESTRICTION OR PURPOSE OF GIFT</u> |
|---------------------------|---|---------------------------------------|
| YSU Foundation | 1,000,000 | Undergraduate Scholarships |
| " | 100,000 | Graduate Scholarships |
| " | 30,000 | * Restricted Scholarships |
| " | 16,000 | Dana Music Scholarships |
| " | 15,000 | ROTC MS II Scholarships |
| " | 105,000 | Cushwa Center |
| " | 10,000 | Eynon Beyer Memorial Chair |
| " | 30,000 | Williamson Symposium |
| " | 25,000 | Administrative Improvement |
| " | 2,000 | Centurian Blazers |
| Chatman, Inc. | Jet Ventilator Value - \$3,000 | CAST, Respiratory Technology Program |
| Allied Analytical Systems | 25% charitable donation in amount of \$14,412; deducted from total cost of equipment purchased. | Unrestricted |

* YEF restricted scholarships include:

Earl E. Edgar Memorial Scholarship
Charles A. Borawski Memorial Art Award
Dr. Nicholas Paraska Scholarship Fund

Agenda Item D.2.
Exhibit B

| <u>DONOR</u> | <u>AM'T AND/OR DESCRIPTION</u> | <u>RESTRICTION OR PURPOSE OF GIFT</u> |
|------------------------------|------------------------------------|---|
| Mr. & Mrs. Earl Adams | 25 | WYSU |
| Joseph Kope | 25 | " |
| Nadine Mays | 10 | " |
| R. G. Ricciutu | 20 | " |
| Mrs. D. W. Smith | 40 | " |
| David West | 25 | " |
| Jeanette Wining | 20 | " |
| Steve Beall | 20 | " |
| Paul Farwell | 50 | " |
| Gary P. Richards | 25 | " |
| Mary Ann Seman | 20 | " |
| Dr. & Mrs. Morris Slavin | 100 | " |
| John Whissinger | 20 | " |
| Martha & Denny Finneran | 50 | " |
| Larry Harris | 60 | " |
| J. Hunter Le Sueur | 50 | " |
| Robert S. Munn | 25 | " |
| Alice H. Cooper | 10 | " |
| Mr. & Mrs. William Farragher | 50 | " |
| Joseph Kirschner | 20 | " |
| Adam Stey | 25 | " |
| Robert Andres | 30 | " |
| Evelyn Carlin | 40 | " |
| Mary Ellen Greesham | 50 | " |
| A. D. Powers | 30 | " |

| <u>DONOR</u> | <u>AM'T AND/OR DESCRIPTION</u> | <u>RESTRICTION OR PURPOSE OF GIFT</u> |
|----------------------------|------------------------------------|---|
| John Mancino | 35 | " |
| Roy A. Schmidt | 10 | " |
| Dorothy Brown | 10 | " |
| Arnold & Mary Lewis | 30 | " |
| Fred S. Ullom | 20 | " |
| Jocelyn Darling | 1 | " |
| Mary Lou Kallstrom | 10 | " |
| Peter A. Baldino | 100 | " |
| Donald Byo | 35 | " |
| Raymond Jackson | 25 | " |
| Lucy Ann Knapp | 30 | " |
| Isadore Mendel, M.D. | 100 | " |
| Ardith E. Henderson | 10 | " |
| Peter Morgan | 20 | " |
| Dan O'Neill | 25 | " |
| Mrs. O. B. Rosenblum | 20 | " |
| Thomas Seckler | 20 | " |
| Robert Summers | 35 | " |
| Mr. & Mrs. Myron Ullman | 100 | " |
| Dr. George Beelen | 25 | " |
| Mr. & Mrs. Steve Chickosky | 10 | " |
| Norma J. Hazelbaker, MD | 100 | " |
| Yvonne Fayard | 5 | " |
| Mr. & Mrs. Allen Piera | 50 | " |
| Ernest A. Brooks | 20 | " |

| <u>DONOR</u> | <u>AM'T AND/OR DESCRIPTION</u> | <u>RESTRICTION OR PURPOSE OF GIFT</u> |
|---|--------------------------------|---------------------------------------|
| David Privette | 25 | " |
| Mr. & Mrs. Merrill and Dorothy Purvianc | 10 | " |
| Brainard & Marilyn Stranahan | 15 | " |
| Westinghouse Electric Fund | 25 | " |
| James & Elizabeth Hines | 30 | " |
| John Powers | 25 | " |
| Gary Richards | 25 | " |
| Dr. Walter Rusnak | 20 | " |
| Dan & Sara Scudier | 50 | " |
| Equitable Life | 50 | " |
| Christine Erickson | 50 | " |

| | |
|---------------------------|--------------------|
| WYSU | \$ 2,011 |
| WYSU | 1,333,800 |
| Non-cash | 17,412 |
| All other | 24,008 |
| TOTAL - ALL CONTRIBUTIONS | <u>\$1,377,231</u> |

CHAIRPERSONS' INCREMENTS
BY DEPARTMENT

| <u>DEPARTMENT</u> | <u>1983-84 INCREMENT</u> | <u>MODEL INCREMENT</u> | <u>1984-85 INCREMENT</u> |
|------------------------|------------------------------|----------------------------|------------------------------|
| Allied Health | \$ 2,845 | \$ 2,911 | \$ 2,911 |
| Business Ed. & Tech. | 3,390 | 3,692 | 3,692 |
| Criminal Justice | 2,743 | 2,082 | 2,743* |
| Engineering Tech. | 3,362 | 3,692 | 3,692 |
| Home Economics | 2,146 | 2,147 | 2,147 |
| Nursing | 2,500 | 2,919 | 2,919 |
| Biological Sciences | 2,665 | 2,861 | 2,861 |
| Chemistry | 2,510 | 2,861 | 2,861 |
| Economics | 2,231 | 3,104 | 3,104 |
| English | 3,105 | 3,311 | 3,311 |
| Foreign Languages | 1,943 | 2,446 | 2,446 |
| Geography | 1,880 | 2,084 | 2,084 |
| Geology | 1,989 | 2,084 | 2,084 |
| Health & P.E. | 2,555 | 3,297 | 3,297 |
| History | 2,230 | 2,397 | 2,397 |
| Mathematics | 3,148 | 3,562 | 3,562 |
| Philosophy | 1,880 | 2,126 | 2,126 |
| Physics | 2,132 | 2,321 | 2,321 |
| Political Science | 2,173 | 2,460 | 2,460 |
| Psychology | 2,354 | 3,232 | 3,232 |
| Sociology | 2,413 | 2,966 | 2,966 |
| Accounting | 2,983 | 3,133 | 3,133 |
| Management | 3,284 | 2,945 | 2,945 |
| Marketing | 2,660 | 2,460 | 2,660* |
| Elem. Education | 2,778 | 2,353 | 2,778* |
| Foundations of Ed. | 1,880 | 1,969 | 1,969 |
| Counseling | 1,958 | 2,082 | 2,082 |
| Admn. & Sec. Education | 2,725 | 2,082 | 2,082 |
| Special Education | 1,956 | 2,082 | 2,082 |
| Chemical Engr. | 2,355 | 2,213 | 2,213 |
| Civil Engr. | 2,223 | 2,213 | 2,223* |
| Electrical Engr. | 2,466 | 2,277 | 2,277 |
| Industrial Engr. | 1,909 | 2,213 | 2,213 |
| Mechanical Engr. | 2,404 | 2,277 | 2,404* |
| Art | 2,515 | 3,026 | 3,026 |
| Music | 3,313 | 3,156 | 3,313* |
| Speech | 2,198 | 2,681 | 2,681 |
| TOTAL | \$ 91,801 | | \$ 99,301 |
| AVERAGE | \$ 2,481 | INCREASE | \$ 7,500 |

*frozen at current level for incumbent.

Agenda Item F.1.a.
Exhibit C

FACULTY COMPLETING EARNED DEGREE SINCE AUGUST 23, 1983

| <u>Name</u> | <u>Department</u> | <u>Degree & University</u> | <u>Salary Increment</u> | <u>Adjusted 1984-85 Salary-9-Mos.</u> |
|-------------------|---|------------------------------------|-----------------------------|---|
| SLIVINSKE, Lee R. | Sociology/ Anthropology & Social Work | Ph.D. Case Western Reserve | \$1,250 | \$22,359 |

Agenda Item F.1.b
EXHIBIT D.

ARTICLE III, SECTION 6, POLICIES OF THE BOARD OF TRUSTEES

FULL-TIME PROFESSIONAL/ADMINISTRATIVE STAFF ON 12-MONTH CONTRACTS ARE ENTITLED TO TWENTY-TWO (22) WORKING DAYS OF PAID VACATION EACH FISCAL YEAR. FULL-TIME STAFF ON ANNUAL CONTRACTS FOR LESS THAN 12 MONTHS SHALL RECEIVE VACATION ON A PRORATED BASIS, DERIVED FROM THE FORMULA FOR 12-MONTH STAFF.

~~All unclassified administrative personnel with 12-month appointments are entitled to twenty-two working days of paid vacation each fiscal year. Individuals in this category whose employment by the University begins or ends during a given fiscal year shall receive a prorated amount of vacation during the fraction of the fiscal year employed. Vacation may not be accrued beyond a maximum of thirty-three (33) days. Vacation is accrued during the first year of service, contingent upon reappointment beyond the first year, but vacation may not be taken during the first year of service.~~

~~Unclassified administrative personnel serving on 9-month appointments do not earn vacation. Academic department chairpersons, serving on 9.5-month appointments, are entitled to 15 days time off each year; this time off may not be carried forward to a subsequent appointment or converted to cash payment. Unclassified administrative personnel whose appointments are funded by external sources are entitled to vacation as provided by the Board's policy on "Externally Funded Personnel Contracts."~~

All vacations and time off shall be scheduled at a time or times mutually convenient to the individual and the University. Written approval from the administrative superior must be obtained and submitted for record-keeping purposes to the Vice President-Personnel Services prior to going on vacation. Accrued vacation must be taken prior to the effective date of ~~resignation or retirement.~~ SEPARATION.

CHAPTER 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. These regulations apply only to YSU personnel and are not applicable to candidates for positions or to other non-employees traveling as a result of some contractual arrangement. 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 Associate Vice President-Student Services for staff reporting administratively to him.
- ~~C. The Dean-Administrative-Services-for-staff-reporting-administratively-to-him.~~
- C.D. The Associate Vice President-Public Services for staff reporting administratively to him.
- D.E. The Vice President-Personnel Services for staff reporting administratively to him.
- ~~F. The-Executive-Vice-President-for-staff-reporting-administratively-to-him.~~
- E.G. The Provost for all Academic Deans and for any-staff-member not-reporting-to-one-of-the-above-officers-except-as-noted-in 7-2-2-following: **STAFF REPORTING ADMINISTRATIVELY TO HIM.**

7.2.2 ~~The President will approve his own travel and travel for the Executive Vice President, the Provost, the Associate Vice President Public Services and for other staff of the Office of the President reporting directly to him (or administratively to him).~~

7.2.32 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 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.

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

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 substitute arrangements in advance for classes or other duties.

7.4.2 persons traveling on University money have an obligation not only to follow all applicable regulations but to avoid the appearance of abuse of public monies.

~~7.4.3 Not more than three persons from one department are to be approved to attend the same conference or meeting except when meetings are held relatively close to Youngstown and the travel cost is low.~~

7.4.4-3 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.

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.**

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.

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 the 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 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

Agenda Item F.3.c.
Exhibit F

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 the ~~"designated representative" of the President. The designated representative will indicate the appropriate action on the form and file it in his/her office. It shall not be advanced to Internal Audit nor to the Controller.~~

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. 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 ~~Executive Vice-President~~ **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 ~~Dean-Administrative Services~~ **EXECUTIVE DIRECTOR OF FACILITIES**.
- 7.7.2 The use of a privately owned automobile is authorized provided the owner has liability insurance which complies with ORC 4509.51 (\$12,000 per person, \$25,000 per incident, \$7,500 property damage). Signature of the Travel Voucher is considered certification by the traveler that he has the required insurance. The reimbursement rate is 20¢ 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.

Agenda Item F.3.c.
Exhibit F

- 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 ~~round-trip~~ TOTAL transportation cost to and from both ALL airports. ~~The traveler is obligated to provide the cost of both methods, such costs subject to verification when received by Internal Audit.~~ 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.
- 7.7.4 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 in order that insurance coverage may be verified.
- 7.7.56 When two or more persons are traveling in the same automobile, reimbursement shall be made to only one of the individuals. Names of all persons traveling together or to the same function shall be listed on each Travel Voucher. When more than one YSU representative is to attend the same meeting or is to transact business in the same city on approximately the same schedule, it is expected that they travel together in order to save money and conserve fuel.
- 7.7.67 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.
- 7.7.78 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 Y S U 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.
- 7.7.89 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 when 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 in Ohio

7.8.1 Except as provided in Section 7.10, ~~meals will be reimbursed only when overnight lodging is required.~~ Reimbursement for meals for ~~overnight travelers~~ is authorized as follows:

A. ~~on-day-of-departure;~~

(1) ~~eleven dollars if departure from home or headquarters is prior to eight a.m.; and~~

(2) ~~eight dollars if departure from home or headquarters is eight a.m. or later.~~

THREE DOLLARS FOR BREAKFAST IF DEPARTURE IS PRIOR TO EIGHT A.M. AND RETURN TO HOME OR HEADQUARTERS IS PRIOR TO SIX P.M.

B. ~~on-day-of-return;~~

(1) ~~three dollars if return to home or headquarters is prior to six p.m.; and~~

(2) ~~eleven dollars if return to home or headquarters is six p.m. or later.~~

EIGHT DOLLARS FOR DINNER IF DEPARTURE FROM HOME OR HEADQUARTERS IS EIGHT A.M. OR AFTER AND RETURN IS SIX P.M. OR LATER.

C. ~~eleven dollars per diem for full days of travel preceded and followed by overnight stays.~~

ELEVEN DOLLARS PER DIEM IF DEPARTURE FROM HOME OR HEADQUARTERS IS PRIOR TO EIGHT A.M. AND RETURN IS SIX P.M. OR LATER.

7.8.2 Receipts are not required for meals.

7.8.3 Up to \$30 will be reimbursed for lodging, plus room tax 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 accompanied by their spouse or other non-approved traveler~~ must have the hotel cashier specify the single room rate on the receipts.

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

7.8.45 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.

7.8.6 SEE SECTION 7.4.5 "SPECIAL ITEMS FOR CONSIDERATION" FOR EXCEPTIONS.

Section 7.9 - Meals and Lodging Out of State

7.9.1 ~~Authorized travelers out of state will be paid a per diem to cover the cost of meals. The time frame for part day travel shall be: breakfast; if travel status starts before 6:00 a.m. or ends after 9:00 a.m.; lunch; if travel status starts before 11:00 a.m. or ends after 1:00 p.m.; and dinner; if travel status starts before 5:00 p.m. or ends after 8:00 p.m. The per diem will be \$3 for breakfast, \$4 for lunch, and \$10 for dinner. The calendar day payment shall be \$17.~~

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 7.4.5 "SPECIAL ITEMS FOR CONSIDERATION" FOR EXCEPTIONS.

Section 7.10 - Conference Fees

7.10.1 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.

7.10.2 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.

~~7.10.3 Conference fees in excess of \$300 (excluding meals) will not be allowed unless charged to Standard Object Code (SOC) 417; Training Costs; -- Only travel expenses for non-credit seminars; workshops; institutes; or other training sessions are charged to SOC 417; Training Cost; provided the training is for the position presently held by the employee and is necessary or highly desirable for continued satisfactory performance in that position; -- Upon approval of the President or his designated representative as detailed in 7.2.1; SOC 417; Training Cost; may be used by faculty only if charged to a restricted; non-appropriated fund; -- All SOC 417 Travel Vouchers with conference fees in excess of \$300 (excluding meals) must be approved by the traveler's administrative superior; including the cognizant Principal Administrative Officer and the Vice President Personnel Services by attaching a completed YSU request for Expenditure of Funds for Tuition Training (SOC 417) to the corresponding Travel Voucher(s).~~

Section 7.11 - 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.**

Section 7.12 - 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.

Forensic Research Laboratory
A proposal by
Joseph Waldron
June 1984

I. Purpose and Activities

A. Conduct basic research

1. Biosocial basis of socially proscribed behavior.
 - a. To determine the relationship of biological and individual characteristics (personality traits) to criminal behavior.
 - b. Use of computers and other equipment to monitor and test subjects.
2. Seek out federal, state and local money to fund research conducted by faculty and students.

B. Establish a laboratory.

1. Provide forensic psychological services to courts, prosecutors, defense attorneys, and correctional personnel.
 - a. Provide forensic diagnosis in individual cases where there is mutual interest, i.e. Case is of interest for research and for applied purposes requested by professional clients.
 - b. Provide psychological consultation for jury selection, eye witness testimony, and selection and cross examination of mental health expert witnesses.
 - c. Provide lectures and workshops on computers in criminal justice, and forensic psychology including diagnosis and treatment of offenders in conjunction with the Department of Continuing Education.
 - d. Personnel who work in the FRL stipulate that 50% of all royalties from publications and any other commercial products developed in the FRL will be assigned to YSU for use in the FRL to further research activities.

C. Assist in the education and training of undergraduate, graduate, and post graduate students through FRL projects and employment opportunities.

II. Personnel and Staffing

A. Under the Dean of CAST for administration

B. Director, J. Waldron

1. Assumed under usual duties as a university professor.
2. One course reduction in teaching load during the Fall, Winter, and Spring quarters for the first two years as approved by the Dean of CAST on a quarterly basis.

C. Professional staff

1. Pursue federal and other grants to bring post doctoral students and researchers to the campus for the duration of grant periods.
 - a. One post doctoral forensic psychologist.
 - b. One post doctoral physiologist or physiological psychologist.

D. Student assistants

1. Assign one of the Department of Criminal Justice's graduate research assistants to the FRL each year.
2. Additional graduate and undergraduate students will be employed through University procedures when money becomes available from grants, special projects, or funds available in the FRL University account.
 - a. Project funding at least two additional graduate students within three years through FRL funds or sooner if grant money is available.
 - b. One of these students would be an undergraduate or a graduate student in electrical engineering or systems analysis.
 - c. Project employing at least two undergraduates for 10 to 15 hours per week to assist with research.

III. Fee Structure

A. All fees will have the recommendation of the Dean of CAST and the approval of the Provost.

1. Professional to professional consultations will be conducted at usual and customary rates for services provided by a forensic psychologist.

2. All other services will be negotiated with the professional client or agency and a written bid, recommended by the Dean of CAST and approved by the Provost, will be submitted to the client.

3. All billing and receipt of funds will be through the University Accounting Office.

4. FRL account will be maintained in a revolving account that carries over from year to year.

B. All grants and ongoing contracts will follow the usual University procedures.

IV. Facilities and Equipment

A. FRL will be housed in Cushwa Hall or other appropriate space.

B. The Department of Criminal Justice's existing office equipment computers and polygraph equipment will be made available for FRL use on a priority basis as determined by the Chairman of the Department of Criminal Justice.

C. For the first year the Lab will have access to office supplies and telephone lines.

D. Waldron will bring some of his personal equipment into the FRL.

1. All personal equipment will be inventoried with a list to the Dean.

2. Waldron will keep evidence of insurance on file with the Dean.

3. The University is not liable for any loss, theft, or damage to personal equipment.

4. Waldron will maintain his equipment at his own expense.

E. FRL equipment and supplies will be maintained on the FRL inventory.

1. In the event the Lab is terminated all equipment, supplies, and other materials purchased with Lab funds or acquired under the name of the Laboratory (except Waldron's personal equipment) become the sole property of the University and will be placed on the Dean of CAST's inventory.

2. In the event the Lab is terminated all royalty arrangements in the University's name (for use in the Lab) must be assigned to the University with no restrictions as to use.

V. Summary

A. This is a proposal to establish a Forensic Research Laboratory to be used for research and teaching. The laboratory is projected to become self sustaining through applied and theoretical activities.

B. The following is requested from the University:

1. Use of existing offices and furnishings.
2. Use of Criminal Justice computer and polygraph equipment.
3. Use of telephone and supplies for one year.
4. One course per quarter release time during the Fall, Winter, and Spring quarters for two years approved on a quarterly basis by the Dean of CAST.
5. Accounting mechanisms that recognize funds paid into and out of the Laboratory.

C. In return there is a commitment to:

1. Structure and define Lab policy.
2. Place personal equipment in the Lab for its use.
3. Commit all fees generated by the lab and 50% of all royalties from commercial products developed in the Lab to fund the activities of the Lab.
4. Provide a research and teaching laboratory for students.

D. If the Lab is terminated all equipment, supplies, and royalties obtained by the lab remain the University's property, excepting Waldron's personal equipment.



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

September 14, 1984

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 24, 1984.

Yours very truly,

Franklin S. Bennett
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
Attorney Theodore R. Cubbison, Legal
Services Officer



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

August 8, 1984

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 24, 1984, 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,

Secretary to the Board of Trustees

FSB:EVT

Copies of the above notice were mailed on August 8, 1984 to each of the Nine Trustees and 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 five others listed on the reverse side of this page.

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. William G. Mittler
4030 Hudson Drive
Youngstown, Ohio 44512

Dr. Earnest Perry
420 Oak Hill Avenue-Room 307
Youngstown, Ohio 44502

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

Mr. Raymond McElroy, President
YSU Chapter of OCSEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Theodore R. Cubbison, Esquire
Legal Services Officer
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Mrs. Judith Pielemeier, Executive
Director-YSU Alumni Association
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

MEMO TO: DR. DAVID C. GENAWAY

LIBRARIAN

FROM: FRANKLIN S. BENNETT
SECRETARY TO THE BOARD OF TRUSTEES

DATE: October 12, 1984

SUBJECT: Minutes of Meeting of the Board of
Trustees of Youngstown State University
held August 24, 1984

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

The original Minutes were approved, signed
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
Frank C. Watson, Chairman of the Board



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

October 12, 1984

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 held on August 24, 1984.

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 12, 1984

YSU Chapter of OCSEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Gentlemen:

Enclosed for your records find a copy of the Minutes of the meeting of the Board of Trustees of Youngstown State University held August 24, 1984.

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



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

October 12, 1984

Mrs. Judith Pielemeier
YSU Alumni Director
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Mrs. Pielemeier:

Enclosed for your records find a copy of the Minutes of the meeting of the Board of Trustees of Youngstown State University held August 24, 1984.

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

Yours very truly,

Franklin S. Bennett

Secretary to the Board of Trustees

FSB:EVT

Enc.

xc: Dr. Neil D. Humphrey