

MINUTES OF REGULAR MEETING
OF
BOARD OF TRUSTEES
OF
YOUNGSTOWN STATE UNIVERSITY

Tod Administration Building
Friday, March 19, 1993

Pursuant to notice duly given, a regular meeting (the one hundred and fifty-ninth) of the Board of Trustees of Youngstown State University convened at 3:00 P.M., Friday, March 19, 1993, in the Board Room in Tod Administration Building.

All nine Trustees were present at the meeting, to-wit: Mr. Mark E. Lyden, Chairperson of the Board, who presided, Dr. Earnest Perry, Mrs. Elizabeth DeLuca, Mr. Martin J. O'Connell, Mr. Richard P. McLaughlin, Mr. Edward A. Flask, Dr. Y. T. Chiu, Bruce R. Beeghly and Mrs. Eugenia Atkinson. Also present were Student Trustees Phillippe Sebastian and Scott Schulick.

Also present were: Dr. Leslie H. Cochran, President; Dr. James J. Scanlon, Provost; Dr. Charles A. McBriarty, Vice President - Student Services; Dr. G. L. Mears, Executive Director of Budget and Institutional Studies; Ms. Shirley A. Carpenter, Executive Director of Personnel Services; Mr. Joseph Malmisur, Executive Director - Intercollegiate Athletics; Mr. James McCollum, Executive Director - University Relations; Mr. James D. Miller, Executive Director - Administrative Services; Mr. Vern Snyder, Executive Director - University Development; Mr. Alan R. Kretzer, University Legal Counsel and Deputy Attorney General, and Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 75 persons, including deans, members of the faculty, students, and members of the news media.

The Chairperson called the meeting to order.

ITEM I: PROOF OF NOTICE OF MEETING.

Evidence was available to establish that on February 15, 1993, the Secretary mailed notice of the meeting to each of the nine Trustees, Student Trustee Sebastian (as Mr. Schulick had not then been appointed), and to the President. The Secretary also mailed copies of the notice to the presidents of the YSU-OEA, YSU-ACE, and YSU-APAS, to the Director of the YSU Alumni Association, and to Atty. Alan R. Kretzer, Deputy Attorney General and Legal Counsel to the University.

ITEM II: DISPOSITION OF MINUTES FOR REGULAR MEETING HELD DECEMBER 21, 1992.

Prior to the meeting, the Secretary had mailed draft copies of the minutes of the Board's regular meeting held on December 21, 1992, to each Trustee, Student Trustee Sebastian, and to the President. Mrs. Atkinson noted a correction to the minutes as mailed. Upon motion made by Mr. McLaughlin, seconded by Mr. Beeghly, the Board unanimously adopted the minutes of the Regular Meeting of December 21, 1992, as corrected.

ITEM III: ADMINISTRATION OF OATH OF OFFICE TO NEW STUDENT TRUSTEE.

The Chairperson reported that Governor Voinovich had appointed Mr. Scott Schulick to the unexpired term of Mr. Scott Smith as Student Trustee. The Chairperson requested the Secretary to the Board to administer the Oath of Office to Mr. Schulick. Thereupon, the Secretary administered the Oath to Mr. Schulick, and Mr. Schulick was invited to take his seat with the Board of Trustees.

ITEM IV: RECOMMENDATIONS OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Cochran provided a report concerning gifts received by the University since the last regular meeting of the Board of Trustees. After a motion made by Mrs. Atkinson, seconded by Mr. O'Connell, had received the unanimous vote of each Trustee present, the Chairperson declared the following Resolution duly adopted:

Resolution Accepting Gifts

YR 1993-27

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

WHEREAS, the President has reported that the gifts as listed in Exhibit A 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 requests that the President acknowledge the acceptance of these gifts and expresses our gratitude for their generosity in support of the University.

Dr. Cochran then recognized Dr. Perry, who read and moved for adoption the following Resolution:

Resolution in Recognition of our
Community's Efforts in Developing a
Premier Proposal to Locate a U.S. Department of
Defense Finance and Accounting Center in the Mahoning Valley

YR 1993-28

WHEREAS, the faculty and staff of Youngstown State University, and especially Dr. Gil Peterson, Director of the Center for Urban Studies, played a leading role in writing the series of proposals required for submittal to the U.S. Department of Defense for the Defense Finance and Accounting Center; and

WHEREAS, the Mahoning Valley's proposal was widely recognized nationally as the "model" proposal; and

WHEREAS, the Mahoning Valley's proposal demonstrated how the University can serve as a resource to and working partner with area business, civic, and governmental leaders in collaborative efforts that are designed to benefit the entire region.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University expresses its sincere appreciation to all those who gave unselfishly of their time, energy, and talents, and who, though too numerous to mention individually, collectively rallied the entire Valley behind their worthy effort.

Mr. McLaughlin seconded the motion. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Dr. Cochran reported that on January 8, 1993, Governor Voinovich issued an Executive Order banning smoking from all nonresidential state buildings. Dr. Cochran reported that a change in the Board's Policies would be necessary to implement the Governor's Order at Youngstown State University. Dr. Cochran explained a proposed resolution, to be effective July 1, 1993, would prohibit smoking in nonresidential University buildings. Dr. Cochran stated that smoke cessation classes will be offered to all students, faculty and staff to aid in making the transition.

Following Dr. Cochran's report, the Chair recognized Mr. Beeghly, who moved the following Resolution:

Resolution Concerning Smoking Policy

YR 1993-29

WHEREAS, it is desired to modify Section 34, Smoking Policy, of Article III, to move the University to a smoke free campus in nonresidential buildings.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby amend Article III of the Policies of the Board of Trustees of Youngstown State University as included in Exhibit 1.

Mr. O'Connell seconded the motion. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

ITEM V: REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Cochran provided the following informational reports:

1. Design Excellence Awards. Dr. Cochran introduced Mr. James McCollum, Executive Director - University Relations, and Mr. Vern Snyder, Executive Director - University Development. Mr. McCollum stated that the University has again been recognized for design excellence in a university facility. Mr. McCollum stated that the architect firm of Buchanan, Ricciuti, Balog and Associates has received awards from Eastern Ohio Chapter of the American Institute of Architects for the design of the Lyden House/Christman Dining Commons complex and the McDonough Museum of Art. Present representing the benefactors of these facilities were Board Chairperson Mark Lyden, Mrs. Anne Kilcawley Christman, and Atty. Paul Dutton on behalf of Dr. John McDonough. Mr. Paul Ricciuti and Mr. Gary Balog spoke on behalf of their firm, and thanked the all those who contributed to the design and construction of the projects.

2. Statewide Budget Update. Dr. Cochran reported that the Inter University Presidents Council (IUC) and the Ohio Board of Regents (OBOR) have been discussing the implementation of an enrollment-driven budget model to replace the current facilities area model. Future implementation of an enrollment-driven model seems likely. Existing facilities and facilities approved for construction (such as the new Education Building) would be "grandfathered" in a new model.

Dr. Cochran reported that the IUC presidents have recommended to the Ohio legislature that the budget tuition cap be the greater of four percent (4%) or \$150 (not to exceed 7%). The recommendations have been included in the first draft of the budget legislation.

Dr. Cochran reported that the IUC presidents support a change in higher education funding which would include a debt service component. This change would provide some funding based on an institution's debt service and would in essence require institutions to set aside some funds received for future capital projects.

3. Administrative Search Processes. Dr. Cochran reported that he has recently received the search committee's recommendations for the position of Executive Vice President. Dr. Cochran stated that he is in the process of calling references, and expects to be able to make a decision within the next week or two.

Dr. Cochran stated that there are approximately 60 active candidates for the position of Vice President - Student Services. Dr. Cochran stated that the active screening process will get underway within the next week or so, and that individuals will be visiting the campus in April and May.

Dr. Cochran reported that one candidate for the position of Dean of the College of Arts & Sciences has yet to visit the campus, an earlier trip having been postponed due to inclement weather. It is hoped that the interview will take place in the very near future, and that an appointment of the new Dean will take place shortly thereafter.

Dr. Cochran reported that 30 candidates exist for the position of Dean of the School of Graduate Studies.

4. Steering Committees.

A. Residential Honors Facility. Dr. Cochran distributed a list naming those individuals who have agreed to serve on the Residential Honors Facility Steering Committee. Those are individuals are:

FACULTY REPRESENTATIVES:

Dr. Thomas Copeland, Department of English
Dr. Hugh Earnhart, Department of History
Dr. Genevra Kornbluth, Department of Art

ADMINISTRATIVE REPRESENTATIVES:

Ms. Joy DeSalvo, New Student Relations
Mr. Jack Fahey, Housing Services
Dr. Charles McBriarty, Vice President for Student Affairs
Mr. Rocco Mediate, University Facilities

Ms. K. J. Satrum, Student Activities and Auxiliary Services
Mr. Michael Skurich, University Facilities

STUDENT REPRESENTATIVE:

Mr. Joseph Dailey

Dr. Cochran reviewed the process leading up to hoped-for approval by the Ohio Board of Regents at its June meeting.

B. College of Education Building. Dr. Cochran distributed a list naming those individuals who have agreed to serve on the Residential Honors Facility Steering Committee. Those are individuals are:

COMMUNITY REPRESENTATIVES:

Mr. Paul Poreman, Media Director, Austintown Local Schools
Mr. Ronald S. Kendall, Superintendent, Mahoning County Board of Education
Ms. Germaine Bennett, Principal, Youngstown City Schools
Ms. Margaret Wellington, Guidance Services, Trumbull County Board of Education

YOUNGSTOWN STATE UNIVERSITY REPRESENTATIVES:

Dr. Bernadette Angle, Department of Special Education
Dr. Peter Baldino, Department of Foundations of Education
Dr. Janet Beary, Department of Early & Middle Childhood Education
Dr. Mary Beaubien, Department of Home Economics
Dr. Karen Gulgas, Curriculum Resource Center
Dr. Randy Hoover, Department of Secondary Education
Ms. Becky Lesho, Office of the Dean of Education
Dr. Richard McEwing, Office of the Assistant Dean
Mr. Rocco Mediate, University Facilities
Mr. James Miller, Administrative Services
Dr. Robert Pegues, Department of Educational Administration
Mrs. Susan Pullman, Student Teaching & Field Experience
Dr. Ronald Richards, Department of Counseling
Dr. David Ruggles, Dean of the College of Education
Mr. Michael Skurich, University Facilities
Mrs. Joan Sonnett, Education 510 Program

5. Youngstown City Schools Dialog. Dr. Cochran reported that he has recently been engaged in discussions with Dr. Tutela, Superintendent of the Youngstown City Schools. These conversations have sought to identify linkages and possible areas of partnership where the University and community could work together toward addressing social service and other local needs.

6. Provost Report. Dr. Scanlon provided a review of the campus planning processes. Dr. Scanlon stated that academic and institutional planning have as keystone elements the identification of mission goals and objectives of the university and its

students. Dr. Scanlon stated that the processes of review, revision, and reestablishment of the University's goals and objectives has been underway since he arrived in January of this year. During the Winter Quarter, college mission and goal statements were reviewed and revised, and are now in draft form. During Spring Quarter, departmental goal statements will undergo review and redrafting. During Fall Quarter, the college and departmental documents will be considered together in an effort to determine specific objectives and an institutional mission statement. Dr. Scanlon stated that the end result will be a foundational statement which will guide the planning processes of the University in programmatic, personnel and other resource areas.

Dr. Scanlon stated that the Ohio Board of Regents is interested in having the Ohio universities provide OBOR with specific statements of mission by 1994. Details of OBOR's specific expectations for such statements are expected in April. It is expected that OBOR will continue to approve new programs which are viable, consistent with an institution's mission statement, and are nonduplicative of existing programs. It is also expected that existing programs, starting with the graduate level, will be reviewed with a possibility of consolidation or elimination of programs.

Dr. Cochran stated that it is important for the campus community to understand the state-mandated mission review process dovetails with the review process begun by the Provost.

ITEM VI - REPORTS OF THE COMMITTEES OF THE BOARD OF TRUSTEES

1. Personnel Relations

The Chairperson recognized Mr. Flask who moved that the Board of Trustees vote by roll call to hold an Executive Session for the following purposes: (a) preparing for collective bargaining with University employees, and (b) considering the employment and/or compensation of one or more University employees. The motion was seconded by Mr. O'Connell. The Chairperson then asked the Secretary to conduct a roll call vote on the motion, the results of which are as follows (YES being in favor of the motion to hold an Executive Session):

Dr. Perry	YES	Mr. Lyden	YES
Mrs. DeLuca	YES	Dr. Chiu	YES
Mr. O'Connell	YES	Mr. Beeghly	YES
Mr. McLaughlin	YES	Mrs. Atkinson	YES
Mr. Flask	YES		

The vote being unanimous, the Chairperson declared the motion carried, and the Trustees entered Executive Session in the Manchester Room at approximately 3:35 P.M. Present in Executive Session were all 9 Trustees, both Student Trustees, the President, the

Provost, Ms. Shirley Carpenter, Atty. Kretzer, and the Secretary to the Board of Trustees. During the Executive Session, the Trustees considered matters pertaining to upcoming collective bargaining negotiations, and matters pertaining to the employment and compensation of several University employees. The Trustees returned to public session in the Board Room at approximately 5:05 P.M.

Upon returning to public session, the Chairperson recognized Mr. Flask, who stated that the Personnel Relations Committee was recommending six Resolutions for adoption by the Board. Mr. Flask then read and moved for adoption the following Resolution:

Resolution to Ratify Faculty/Staff Appointments

YR 1993-30

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

WHEREAS, new appointments have been made subsequent to the December 18, 1992 meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1992-93 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 B attached hereto.

The motion was seconded by Mrs. Atkinson. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

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

Resolution Concerning Collective Bargaining

YR 1993-31

WHEREAS, Youngstown State University has been engaged in Collective Bargaining since 1972; and

WHEREAS, the University now bargains with approximately eighty percent of its non-student employee work force; and

WHEREAS, the University has used the traditional form of bargaining in negotiating; and

WHEREAS, the University is at a crossroads, implementing change in its organizational structures and promoting an environment of openness and collegiality; and

WHEREAS, there is a need to have shared commitment in the approach to collective bargaining that bonds the mutual goals of the institution with the interests of its work force.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby endorse the position statement on Continuous Improvement Bargaining as explained in Exhibit C.

The motion was seconded by Mrs. DeLuca. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

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

Resolution to Ratify an
Affirmative Action Plan Phase I

YR 1993-32

WHEREAS, the Policies of the Board of Trustees contain a policy statement on Affirmative Action in Employment and Purchasing; and

WHEREAS, this policy statement does not have in place a formal mechanism to promulgate and administer said policy; and

WHEREAS, this policy statement does not extend to the recruitment and retention of minority students; and

WHEREAS, the Administration wishes to implement a formal process to assure compliance with all Federal and State laws and regula-

tions; as well as actively address improving the matriculation of minority students.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify the Affirmative Action Plan Phase I shown in the attached Exhibit D to be effective immediately.

The motion was seconded by Mrs. Atkinson. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

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

Resolution Concerning Change
of Policies Regarding Personnel

YR 1993-33

WHEREAS, The Board of Trustees retains the right to amend University personnel policies and under its general supervision delegates the authority for the execution to the President and his representatives; and

WHEREAS, changes to personnel policies require approval by the Board of Trustees; and

WHEREAS, the existing policy relating to salaries pertains to Administrative Salary Ranges, only; and

WHEREAS, a broader policy statement is needed.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby adopt the revised policy under Article III, Section 20 of the Policies of the Board of Trustees as stated in Exhibit E .

The motion was seconded by Mr. O'Connell. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

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

Resolution to Ratify Tentative Modification
of Article 4, Pay, of the YSU-OPBA Agreement

YR 1993-34

WHEREAS, representatives of the University and the Ohio Patrolmen's Benevolent Association have reached a tentative agreement on Article 4, Pay, of the Agreement; and

WHEREAS, Pay Schedules in Appendices A, B, C, and D are changed to reflect an across the board increase of \$0.36, effective January 1, 1993, and an across the board increase of \$0.24, effective April 1, 1993.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify said tentative modification of Article 4, Pay, and adopt the pay schedules as shown on the attached Exhibit 2.

The motion was seconded by Mrs. DeLuca. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

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

Resolution Concerning Pay Increase for Lieutenants,
Intermittent Police Officers, and Intermittent
Dispatchers in the Youngstown State University Police Department

YR 1993-35

WHEREAS, the Agreement between the University and the Ohio Patrolmen's Benevolent Association provides for a reopener for the limited purpose of negotiating modifications to Article 4, Pay; and

WHEREAS, negotiations did occur and an agreement was reached which grants an across the board increase in wages in the amount of \$0.36 per hour for each member of the bargaining unit, effective retroactively to January 1, 1993; and

WHEREAS, it was further agreed to increase the hourly rate across the board in the amount of \$0.24, effective April 1, 1993; and

WHEREAS, it is deemed to be in the best interest of the University to extend both pay increases to the Lieutenants, Intermittent Police Officers and Intermittent Dispatchers in the YSU Police Department.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve and adopt the pay schedule for Lieutenants as shown in the attached Exhibit 3 and does hereby approve and adopt the same Pay Schedules that are in place for members of OPBA that are applicable for Intermittent Police Officers and Intermittent Dispatchers.

The motion was seconded by Mrs. Atkinson. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

2. Building and Property

Mr. McLaughlin stated that the Building and Property Committee was recommending one Resolution for adoption by the Board. Mr. McLaughlin then read and moved for adoption the following Resolution:

Resolution Concerning Participation in Mahoning County Violent Crimes Task Force

YR 1993-36

WHEREAS, The Board of Trustees of Youngstown State University is committed to the maintenance of quality law enforcement on campus as a necessary aspect of the University's operation; and

WHEREAS, numerous local law enforcement agencies are developing in conjunction with the Federal Bureau of Investigation a task force to be known as the Mahoning County Violent Crimes Task Force which will conduct investigations of violent crimes and focus on location and apprehension of violent fugitives targeted by the Task Force; and

WHEREAS, participation in such community efforts through Task Force membership would benefit campus law enforcement and the safety

of the University's students, faculty, staff and visitors; and

WHEREAS, membership in the proposed Mahoning County Violent Crimes Task Force would be necessary for and incidental to the operation of the University.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby agree to participate in the proposed Mahoning County Violent Crimes Task Force with local law enforcement agencies and the Federal Bureau of Investigation.

BE IT FURTHER RESOLVED, that the President is authorized to negotiate the specific terms of participation in the Mahoning County Violent Crimes Task Force and enter into an agreement effectuating the University's membership and participation on behalf of this Board.

The motion was seconded by Mr. O'Connell. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

3. Budget and Finance Committee

Mr. O'Connell stated that the Budget and Finance Committee was recommending five Resolutions for adoption by the Board. He then read and moved for adoption the following Resolution:

Resolution to Amend the Educational and Associated Operations (Fund One) Budget

YR 1993-37

WHEREAS, the FY 1992-93 budget adopted by the Board of Trustees requires that all amendments to budgets be approved by the Board of Trustees; and

WHEREAS, additional expenditures may be of substantial benefit in the Fund One budget; and

WHEREAS, instructional subsidy revenue in addition to the budgeted amount is available; and

WHEREAS, the Board of Trustees wishes to give the President discretion to manage the University in the most efficient manner.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Youngstown State University does authorize the President to recognize up to \$378,000 in additional instructional subsidy revenue in the Educational and Associated Operations (Fund One) budget and to expend the additional revenue in a manner of the most benefit to the University.

The motion was seconded by Dr. Chiu. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Mr. O'Connell then read and moved for adoption the following Resolution:

Resolution Concerning Tuition
and Other Student Fees and Charges

YR 1993-38

WHEREAS, Ohio law provides that Boards of Trustees of state assisted institutions of higher education shall supplement state subsidies by income from charges to students, including an "instructional fee" for educational and associated operational support of the institution and a "general fee" for noninstructional services, and that these two fees shall encompass all charges for services assessed uniformly to all enrolled students and shall be identified as "tuition", and

WHEREAS, the law also provides that each Board may establish special purpose fees, service charges, and fines and that a tuition surcharge shall be paid by all students who are not residents of Ohio; and

WHEREAS, the proposed state budget bill provides that the University shall separately identify the Instructional Fee, the General Fee, the Tuition Charge, and the Tuition Surcharge.

WHEREAS, it is desirable to provide preferential non-resident tuition surcharge rates for

non-resident students from the Youngstown State University Regional Service Area.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby declare the "tuition charge" shall be the sum of the Instructional Fee and the General Fee and does hereby establish the tuition and other fees included in Exhibit F to become effective Summer Term, 1993, except as may be specifically noted otherwise and to remain in effect until changed by the Board of Trustees; and

BE, IT ALSO RESOLVED, that if the General Assembly shall adopt a fee cap for FY 1993-94 other than the currently proposed four percent, then the amount provided for shall be substituted and the increase or decrease accounted for in the Instructional Fee or General Fee as appropriate; and

BE IT FURTHER RESOLVED, that the President of Youngstown State University or his designee shall have the authority to approve:

1. fees of noncredit courses, institutes, and workshops offered or coordinated through the Department of Continuing Education;
2. ticket prices for admission of the public to Intercollegiate athletic games and to student music or dramatic productions;
3. service charges for loans to students;
4. a special fee for 1) a "Mall Management Institute"; 2) International student training programs under contract; 3) an "Executive Masters of Business Administration" program. It shall be understood that such special fees, if authorized, shall provide for all related costs of the program and that the budget for such a fund shall be subject to approval in the same manner as are other University operating budgets; and,

In all cases, the revenue generated by such fees and charges shall be expended in conformity with appropriately approved bud-

gets. It shall be understood that: (a) prices of books and other items for sale in the Bookstore, Kilcawley Center, and through vending machines shall be established in conformity with good business practices by the managers of those units; (b) charges for unreturned or damaged equipment checked out to a student shall be established by the cognizant charge to cover processing costs; (c) for such charges as noted in (a) and (b) above, the approval of neither the President nor the Board of Trustees shall be required; and (d) the President or his designees shall have the authority to designate parking facilities by location or by time which may be utilized either without charge or for a reduced charge.

Fines which are authorized in this resolution may be assessed against non-students who are authorized to use University services as well as against students; and, the rates detailed in this resolution shall replace the rates adopted in Resolution YR 1992-48 and in any other resolution in conflict, and it shall continue to be the policy of this Board to review and adopt all fees, service charges, and fines annually, usually in the Winter, in order that students and others are informed as to rates for the coming year and budgets may be finalized.

It is understood that charges, fines, penalties, and assessments to students and non-students will not be waived except as specifically authorized by proper authority.

If a student is permitted to withdraw from the University or if a student reduces his or her academic load, a refund of the tuition (i.e., the instructional fee and the general fee), of the nonresident tuition surcharge, where applicable, shall be made in conformity with the following schedule; however, for those withdrawing from the university, the registration withdrawal fee shall be assessed if the withdrawal is within the time limits as prescribed below. If the withdrawal is after the prescribed time limits, all fees are forfeited but no withdrawal fee will be assessed. All applicable fees, fines and penalties due must be paid and the student identification card surrendered before the refund is paid.

DATE OF ACCEPTANCE BY REGISTRAR

Courses with a duration of 10 weeks or more:

Prior to 6th day	100% of fee less the Withdrawal Charge
7th day and later	No refund

Courses with a duration of 5-9 weeks:

Prior to 5th day	100% of fee less the Withdrawal Charge
6th day and later	No refund

Courses with a duration of less than 5 weeks:

Prior to 3rd day	100% of fee less the Withdrawal Charge
4th day and later	No refund

(Beginning the first day of each academic term excluding Sundays. See current University Bulletin for complete details.)

The motion was seconded by Mrs. DeLuca. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Mr. O'Connell then read and moved for adoption the following Resolution:

Resolution to Authorize Transfers from the Unallocated Reserve, Educational and Associated Operations Fund (Fund One) Fiscal Year, 1992-93

YR 1993-39

WHEREAS, the FY 1993 budget adopted by the Board of Trustees requires that all transfers from the Unallocated Reserve, Educational and Associated Operation Fund be approved by the Board of Trustees; and

WHEREAS, the limits of resources available at the time the current budget was developed did not permit certain needed expenditures to be budgeted; and

WHEREAS, sufficient funds are now available in the Unallocated Reserve, Fund One, to permit the needed expenditures.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the transfer of \$122,200 from the Unallocated Reserve, Educational and Associated Operations Fund as follows:

- \$30,000 to the Admissions Office to provide continuing funding for classified part-time and intermittent staff and for professional/administrative staff to assist in admissions applications processing; and
- 20,500 to the Office of the President for institutional enhancement purposes; and
- 20,000 to Governmental Relations for a .50 FTE classified position and operating expenses; and
- 19,000 to the Center for International Business for start-up costs of personnel and operating expenses; and
- 12,000 to the Early Advising and Registration program for additional costs caused by an increase in the number of applicants; and
- 8,200 to Vice President of Student Affairs for the purchase of computer enhanced equipment for use by students with hearing impairments; and.
- 7,500 to University Relations to fund participation in the "Spirit of the Valley" promotional campaign; and
- 5,000 to the Faculty and Staff Recognition program for the expenses related to honoring retirees at the annual dinners.

The motion was seconded by Mr. Beeghly. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Mr. O'Connell then read and moved for adoption the following Resolution:

Resolution Concerning
Residence Hall Development and Bonding

YR 1993-40

WHEREAS, the Board of Trustees of Youngstown State University has accepted Campus 2000 as the guiding principle for future campus development; and

WHEREAS, the Campus 2000 program envisions the development of additional student housing for the University Honors Program in the Madison Avenue area; and

WHEREAS, the University must have the approval of the Ohio Board of Regents in order to increase the number of University operated residence hall units; and

WHEREAS, the issuance of general revenue bonds for construction of student housing units will require the approval of the Ohio Board of Regents.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees does authorize the President to seek the approval of the Ohio Board of Regents for the construction of additional housing for approximately 300 students; and

BE IT ALSO RESOLVED, that the President be authorized to request the Attorney General to appoint Bond Counsel.

The motion was seconded by Mrs. DeLuca. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Mr. O'Connell then read and moved for adoption the following Resolution:

Resolution Concerning Appointment
of Independent Auditors

YR 1993-41

WHEREAS, the appointment of independent auditors is by the Auditor of State on the recommendation of the University; and

WHEREAS, the current contract for auditing services expired on June 30, 1992; and

WHEREAS, a review of the current independent audit firm indicates satisfactory performance.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Youngstown State University does authorize the administration to seek the approval of the Auditor of State for a one year extension of the contract for auditing services by KPMG Peat Marwick.

The motion was seconded by Mrs. DeLuca. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

4. Academic Affairs

Mrs. DeLuca reported that the Academic Affairs Committee was recommending one Resolution for adoption by the Board. She then read and moved for adoption the following Resolution:

Resolution Ratifying Changes in the Bylaws of the University Academic Senate

YR 1993-42

WHEREAS, the Board of Trustees of Youngstown State University has previously approved the Charter and Bylaws of the Academic Senate by resolution, with the understanding that, in compliance with the authority and responsibilities vested in the Board by law, the Charter, Bylaws and all actions of the Academic Senate are subject to the Board's right to review and approve, or reject; and

WHEREAS, the Academic Senate has seen fit to amend its Bylaws, as attached hereto as Exhibit G; and

WHEREAS, such amendments are to expedite the workings of the Academic Senate and the President and the Provost have concurred in the above mentioned amendments;

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

to the Bylaws of the Youngstown State University Academic Senate.

The motion was seconded by Mr. Beeghly. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

5. Student Services

Dr. Chiu stated that the Student Services Committee had no report.

6. Public Services

Mr. Beeghly reported that the Public Services Committee was forwarding two motions for action by the Board. Mr. Beeghly then offered the following motion:

YR 1993-43

I move that the Board of Trustees of Youngstown State University appoint Dr. James J. Scanlon, Provost, as a University member of the Board of Trustees of the YSU Technology Development Corporation to replace Dr. Lawrence E. Looby who resigned from membership upon his retirement.

The motion was seconded by Mr. O'Connell. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the appointment effective as stated.

Mr. Beeghly then offered the following motion:

YR 1993-44

I move that the Board of Trustees of Youngstown State University endorse the University Development Strategic Plan as outlined in the attached Exhibit H.

The motion was seconded by Mrs. DeLuca. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Plan endorsed as outlined.

7. Athletics Committee

Dr. Perry reported that the Athletics Committee was forwarding one motion for action by the Board. Dr. Perry then offered the following motion:

YR 1993-45

I move that the Board of Trustees of Youngstown State University endorse the development of a University Intercollegiate Athletics' Strategic Financial Plan as outlined in the attached Exhibit I and receive the report at its next Board meeting.

The motion was seconded by Mr. Flask. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Plan endorsed as outlined.

8. Executive Committee

Mr. Lyden stated that the Executive Committee had no report.

9. Nominating Committee

Dr. Perry stated that the Nominating Committee had met to consider the leadership of the Board of Trustees for the year 1993-1994. Dr. Perry reported that it is the recommendation of the Nominating Committee, and he so moved, that Mr. Mark Lyden be elected Chairperson, and Atty. Richard McLaughlin be elected Vice Chairperson, of the Board of Trustees for the year 1993-94. The nominations were seconded by Mr. O'Connell. There were no further nominations from the Board. The motion then received the affirmative vote of all Trustees present.

ITEM VII - COMMUNICATIONS, MEMORIALS

There were no communications or memorials.

ITEM VIII- UNFINISHED BUSINESS

There was no unfinished business considered by the Board.

ITEM IX - NEW BUSINESS

The Chairperson recognized Dr. Earnest Perry, retiring member of the Board of Trustees. Dr. Perry stated that barring unforeseen circumstances, today's meeting of the Board would be his last as a Trustee of Youngstown State University. Dr.

Perry stated that he considered it a high honor to have been able to attend Youngstown State University as a student, and to return to serve a member of the Board of Trustees. Dr. Perry stated that he had had the privilege of serving with many dedicated men and women as a member of the Board. Dr. Perry wished much success to the Board and to Dr. Cochran. In closing, Dr. Perry thanked the Youngstown community for having given him the opportunity to serve.

Mr. Lyden stated that Dr. Perry's wisdom would be greatly missed by the Board.

ITEM X - TIME AND PLACE OF NEXT REGULAR MEETING

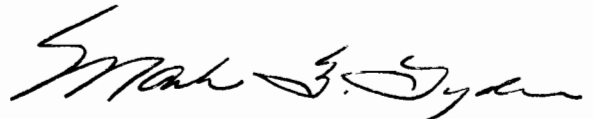
Upon motion made by Mr. McLaughlin, seconded by Mrs. Atkinson, which received the affirmative vote of each Trustee present, the Chairperson declared the following Resolution adopted:

YR 1993-46

RESOLVED, that the next regular meeting of the Board of Trustees of Youngstown State University shall be held in the Board Room in Tod Administration Building at 3:00 P.M., on Friday, June 25, 1993.

ITEM XI - ADJOURNMENT

Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the Trustees at approximately 5:40 P.M.



Chairperson

ATTEST:



Secretary to the Board of Trustees



YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES
UNIVERSITY DEVELOPMENT
GIFT LIST
FOR THE PERIOD DECEMBER 18, 1992 TO MARCH 19, 1993

<u>DESCRIPTION</u>	<u>NUMBER OF GIFTS</u>	<u>TOTAL</u>
CASH	145	\$111,942
PLEDGES	3	\$250
NON-CASH GIFTS	4	\$6,050
SALE OF STOCK *	1	\$37,317
TOTAL	<u>153</u>	<u>\$155,559</u>

RANKING OF CASH GIFTS:

	<u>NUMBER RECEIVED</u>	<u>TOTAL</u>
\$5,000+	5	\$129,019
\$1,000 - \$4,999	7	\$12,595
\$500 - \$999	7	\$4,050
Below \$500	134	\$9,895
TOTAL	<u>153</u>	<u>\$155,559</u>

CONTRIBUTIONS BY RANK

CONTRIBUTOR -----	AM'T AND/OR DESCRIPTION -----	PURPOSE OR RESTRICTION -----
Joseph Dusi, Sr. Trust	\$58,202	Establish the Dusi Memorial Scholarship Fund
Estate of Leona E. Smith	15,000	Establish the Leona E. Smith Loan Fund
Sanray Corporation	10,000	Sandalini Scholarship Fund
James W. Williamson	8,500	Forensic Research Lab
Arnold D. Stambaugh Trust	1,942	Gift Clearing
Green, Haines, Sgambati, Murphy & Macala Co., LPA	1,500	Eugene Green Memorial Scholarship in Honor of Atty. Robert Murphy
Julia Spitzer Memorial Trust	1,153	Julia Spitzer Memorial Fund
Tomar Green	1,000	Eugene Green Memorial Scholarship Fund
Penn Ohio Section of A.I.M.E.	1,000	YSU Scholarship Fund
Dr. James T. Amsterdam	800	EMT Equipment Fund
W. W. Grainger, Inc. (Michael G. Murray)	750	Unrestricted/Matching Gift
Dr. Paul E. Beckman	500	Beckman Memorial Collection Endowment
Dr. & Mrs. Charles A. McBriarty	500	Unrestricted
Paula W. Powell	500	College of F&PA
Kathy Schrode	500	YSU Alumni Association
Warren P. Williamson, Jr. Fund	500	Capital Improvements
Dr. & Mrs. Anthony H. Stocks	450	Economics Department
Mahoning Valley Emergency Specialists	300	Substance Abuse
George E. Myers	300	YSU Alumni Association

Dr. & Mrs. Bernard J. Yozwiak	300	College of Arts & Sciences
Ralph Goldich	293	Substance Abuse
Knight-Ridder (John Greenman)	250	Multicultural Student Svcs \$150; English Festival \$100/ Matching Gift
Dr. Warren Webster	250	Biology Department
The Ashland Oil Foundation, Inc (Eugene Bulgozdy)	200	Unrestricted/Matching Gift
BF Goodrich Company (George Young)	200	YSU Scholarship Fund \$100; Athletics \$100/Matching Gift
Chrysler Fund (Darrell Davis)	200	Budget Emergency Fund/ Matching Gift
Dr. Adam Costarella	200	College of Engineering
William Papalas	200	Budget Emergency Fund
Thomas M. Fabek	150	Lenora & Jack Reel Memorial Scholarship Endowment/Matching Gift
Jerry S. Pizzo	150	Unrestricted/Matching Gift
Ohio Bell Foundation (Walter Hall; Edgar Powell)	140	School of Education \$60; Unrestricted \$80/Matching Gift
Commercial Intertech Foundation (Robert Voytilla)	125	Computer Technology/Matching Gift
Daryl L. Hatch	125	Deloitte & Touche Scholarship/ Matching Gift
Joseph A. Valle	125	College of Education
Margart J. Voytilla	125	Computer Technology/ Matching Gift
Armstrong World Industries, Inc (Teresa E. Frantz)	100	Unrestricted/Matching Gift
Sally Barnes	100	Unrestricted
Michael E. Bestic	100	Biology
Eugene S. Bova	100	Unrestricted/Matching Gift

Wilma A. Brown	100	Scholarships to Home Ec.
Centerior Energy Foundation (Edward J. Morgan)	100	Athletics/Matching Gift
Connecticut Mutual Life Fdn. (John Prelock)	100	Budget Emergency Fund/ Matching Gift
Keith Eichorn	100	Unrestricted
Dr. Matthew P. Finneran	100	College of Arts & Sciences
Mr. & Mrs. James W. Fisher	100	Unrestricted/Matching Gift
Jack C. Harris	100	Unrestricted
James E. Hart	100	Unrestricted/Matching Gift
Robert E. Hartsuff	100	Unrestricted
C. Gilbert James, Jr.	100	Unrestricted
Virginia E. Ladig	100	College of Education
F. Mark Laskovics	100	Unrestricted/Matching Gift
Joan Dascenzo Mock	100	College of Business
Leonard Monteleone	100	Unrestricted
Colleen A. Needham	100	YSU Scholarship Fund \$50; College of Business \$50
NYNEX Family of Companies (Phoebe Jane Dixon)	100	YSU Scholarship Fund/ Matching Gift
Charles J. Popovich	100	Maag Library
Wayne Roth	100	College of Business/ Matching Gift
Dr. Manuel M. Spirtos	100	College of Arts & Sciences
Barbara H. Tinkham	100	Unrestricted
Thomas M. Vojtko	100	College of Engineering/ Matching Gift
Dr. David Volarich	100	Unrestricted
Judith & Ronald Volpe	100	College of Business/ Matching Gift

Dr. & Mrs. Michael J. Vuksta	100	Willard Webster Fund
Mr. & Mrs. Arthur D. Webster	100	Willard Webster Fund
Ray N. Weingart	100	YSU Scholarship Fund/ Matching Gift
Clopay Corporation (Patricia McCombs)	75	College of Business/ Matching Gift
Mark Lyden	75	President's Discretionary Fund
Timothy P. Rohr	75	YSU Scholarship Fund
Sara Lee Foundation (Robert Becki)	70	College of Business/ Matching Gift
Mr. & Mrs. Bernard Denman	60	Willard Webster Fund
Libbey-Owens-Ford Company (Ken Fitzgerald)	60	YSU Scholarship Fund \$30; Athletics \$30/Matching Gift
David Ivko	56	Unrestricted
Donald L. Bartelmay	54	Unrestricted
Alvis E. Jordans	52	Budget Emergency Fund
American Electric Power Service (Richard Quaintance)	50	Unrestricted/Matching Gift
Mr. & Mrs. Wayne Brodnan	50	Unrestricted/Matching Gift
Mary M. Bunn	50	WYSU-FM
Digital Equipment Corporation (Anne M. Kohut)	50	YSU Scholarship Fund/ Matching Gift
Philip & Kathylynn Feld	50	YSU Scholarship Fund
Randall C. Jones	50	Counseling & Health Services In honor of Lorranyne Baird-Lange
Mary Jo Joyce	50	Budget Emergency Fund
Nancy Kayne	50	Unrestricted
Mr. & Mrs. Marvin Levy	50	Willard Webster Fund
James E. Lewis	50	Unrestricted

Loretta Morell	50	YSU Scholarship Fund
Bert Newman	50	Unrestricted
Richard P. Quaintance	50	Unrestricted/Matching Gift
Rockwell International (Wayne Brodnan)	50	Unrestricted/Matching Gift
John & Patricia Schnell	50	Maag Library
Tenneco, Inc. (Larry Lambert)	50	Unrestricted/Matching Gift
Wayne Tiedman (The Gates Corporation)	50	YSU Scholarship Fund/ Matching Gift
Margaret A. Varley	50	Unrestricted
William A. & Janice C. Wolfe	50	Unrestricted
William T. Coller	35	YSU Scholarship Fund
William & Carrie Parker	35	Willard Webster Fund
Alexander A. Adams	25	YSU Scholarship Fund
Ken Campbell	25	Unrestricted
Mr. & Mrs. Wm. A. Cruikshank	25	Willard Webster Fund
Thomas L. Davis	25	Unrestricted
The Dow Chemical Company (Conrad F. Balazs)	25	Budget Emergency Fund/ Matching Gift
Allen J. Ehas	25	Unrestricted
Mr. & Mrs. Sloko Gill	25	Willard Webster Fund
William J. Hanlon	25	Unrestricted
Gary G. Homan	25	College of Engineering/ Matching Gift
William Klinchock	25	YSU Scholarship Fund
Mr. & Mrs. Robert Mateer	25	Willard Webster Fund
Laurie K. Mills	25	Unrestricted

Sandra L. Mokros	25	WYSU-FM
John Murynski	25	Unrestricted
Paul Pezzenti	25	Unrestricted
Fred Pisani	25	Budget Emergency Fund
Mr. & Mrs. Alfred P. Raghanti	25	George M. Wilcox Fund
Mr. & Mrs. Robert Sinkovich	25	Willard Webster Fund
Philip A. Smaldino	25	Unrestricted
William R. Stambaugh	25	Unrestricted
Westvaco (Gary G. Homan)	25	College of Engineering/ Matching Gift
Linda Yore	25	Nursing
Matthew R. Brooks	20	College of Business
Dennis J. Carr	20	Unrestricted
Brian Evans	20	College of Engineering
Jill McPhillips	20	YSU Scholarship Fund
Thomas A. Reebel	20	YSU Alumni Association
Elizabeth Secrest	20	Geology Department
Mr. & Mrs. William Wainio III	20	Willard Webster Fund
Patricia H. Weickenand	20	Unrestricted
Denise O. Baker	15	College of Business
George A. Baker	15	College of Business
Willard G. Bowers	15	Unrestricted
Mr. & Mrs. Gilbert J. Woods	15	Willard Webster Fund
Janet S. Arnold	10	Willard Webster Fund
James D. Burrows	10	Unrestricted
Fred D. Conti	10	Unrestricted
Davidson Sales & Service	10	Willard Webster Fund

Roger Jenkins	10	YSU Alumni Association
Mr. & Mrs. Richard J. Lewis	10	Willard Webster Fund
John M. Macabobby	10	Unrestricted
Arthur E. Mallory	10	Willard Webster Fund
James McGinn, III	10	College of Engineering
Bettie M. Norton	10	Willard Webster Fund
David M. Pasquinelli	10	College of Engineering
Mary Belcher Villani	10	Willard Webster Fund
Raymond E. Wylam	10	Unrestricted
Bob L. Dunn	5	YSU Scholarship Fund
Mr. & Mrs. Jon N. Palley	5	Budget Emergency Fund
Sisters of the Humility of Mary	5	Counseling & Health Services
TOTAL CASH CONTRIBUTIONS	<u><u>\$111,942</u></u>	

PLEDGES

Richard E. & Mary K. Byrnes	\$100	Unrestricted
Richard J. Kalosky	100	YSU Alumni Association
Galen P. Weingart	50	Unrestricted
TOTAL PLEDGES	<u><u>\$250</u></u>	

STOCK CONTRIBUTION VALUE

	<u>Shares</u>	<u>Value</u>
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* Value of stock contribution from the Norma C. Jones estate reported on October 2, 1992 Board of Trustees gift list

	1,523	\$37,317
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NON-CASH CONTRIBUTIONS

Dr. Patrick W. Carlton

Kodak 850H Carousel Slide
Projector to Education
Administration

American Guild of Organists

\$50

3 Compact Disks to WYSU-FM

IVAC Corporation

3,500

IVAC 560 Pump to Nursing

Dr. A. J. Bermudez

2,500

Corning Blood Gas Machine to
Respiratory Therapy

TOTAL NON-CASH CONTRIBUTIONS

\$6,050



YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES
WYSU-FM
GIFT LIST
FOR THE PERIOD NOVEMBER 1, 1992 TO FEBRUARY 28, 1993

TOTAL NUMBER OF GIFTS REPORTED 359

TOTAL AMOUNT RECEIVED \$18,227

RANKING OF GIFTS:

	NUMBER RECEIVED	TOTAL
\$5,000+		
\$1,000 - \$4,999		
\$500 - \$999	1	\$500
Below \$500	358	\$17,727
TOTAL	359	\$18,227

Helen & Walter Bender Memorial Fund	500
Dr. William Henwood	400
Mr. & Mrs. John Lee Sperry	250
Dr. Robert Carr	200
Dr. John Loch	200
Wilson High School Theatre	200
Rev. Ronald Homrighausen	150
Mrs. Charles Schaff	150
Richard Beil	144
1st Presbyterian Church Choir	100
Assoc. in Women's Health	100
Dr. Peter Baldino	100
Janice Barensfield	100
Joanne F. Beeghly	100
John Bender	100
Dr. Beverly Branch	100
Dr. & Mrs. William Bunn	100
Burgan Real Estate	100
Catherine Carroll	100
David Campana	100
Harriet Cerbus	100
Dr. Leslie H. Cochran	100
Dr. & Mrs. Herschel Cooper	100
Dr. & Mrs. Thomas Crosby	100
Mr. & Mrs. William Cushwa	100
Dr. & Mrs. David DeAngelo	100
Robert H. Donahugh	100
Elsie Dursi	100
Mr. & Mrs. John Emrich	100
Terry Esarco	100
Rev. George Franko	100
Henry A. Gajda	100
Gamble & Associates	100
Atty Mark S. Gervelis	100
Juanita Gillis	100
Dr. Norma Hazelbaker	100
Joe Hodnichak	100
Elizabeth Jones	100
Randall C. Jones	100
Roger & Gloria Jones	100
Robert P. Kamenitsa	100
Dr. & Mrs. Chris Knight	100
Dr. Fredrich W. Koknat	100
Ralph Kroehle Foundation	100
Kathy Markovich	100
Fred Martin	100
Judson Martt	100

David McKillop	100
Lester Melnick	100
Donald Metzger	100
Mr. & Mrs. Curtis Moll	100
Mr. & Mrs. John Moyer	100
D. Todd Murdock	100
Vincent L. Nelson	100
Dr. Kong T. OH	100
Ohio Ballet Theatre	100
Dr. Dan O'Neill	100
William G. Palmer, M.D.	100
Roy Passarelli	100
Peace Council of Youngstown	100
Mary Ann Pernotto	100
John Polanski	100
Herbert Pridham	100
Joseph Rudiack	100
Dr. James J. Sansone	100
John W. Sant	100
Mary Ann Seman	100
Sharon Shanks	100
Robert Slaughter	100
Mr. & Mrs. William Slocum	100
Roger M. Stiller	100
Dr. Donald G. Stitt	100
Dr. & Mrs. David Sweetkind	100
Fred E. Trucksis	100
Elizabeth Van Iderstine	100
Mr. & Mrs. Eric Werner	100
Taylor Winfield Foundation	100
Myron Ullman	100

Mark Belinky	75
Mr. & Mrs. Vernon Brown	75
Robert Burkey	75
Dorothy Hoover	75
Karen Lackey	75
Daniel Laginya	75
Leon Luyckx	75
Mr. & Mrs. Michael Reardon	75
Edward Riennerth	75
Margaret Starbuck	75
Fr. Daniel Venglarik	75

Al Adams	60
Art Bair	60
William W. Bartley	60
Michael Berkowitz	60
Russell Bowser	60
Dr. & Mrs. Herve Corbe	60
Mr. & Mrs. Cornelius Cosgrove	60
Al Eibel	60

Mr. & Mrs. William Farragher	60
Aaron Grossman	60
Richard Gunn	60
Emma Jones	60
Jean W. McAfee	60
Mr. & Mrs. Jim McIlduff	60
Shirley Miller	60
Tom Schroth	60
Al Beynon	52
James Antell	50
Richard & Eugenia Alkinson	50
Dr. Salvatore Attardo	50
William D. Baughman	50
Joanne Beeghly	50
George Bernardich	50
Mr. & Mrs. Pat Biggs	50
Thomas M. Bole	50
Robert W. Boykin	50
Dr. J.H. Canaday	50
Lorene Carvin	50
Brad Clepper	50
Linda Cope	50
Dr. Adam Costarella	50
David D'Amore	50
Equitable(m/R. Boykin)	50
William T. Evans	50
Dennis W. Freet	50
Jonathan Frenchko	50
Rosanne Gallagher	50
Dr. Ranulfo Gracilla	50
Harriet M. Gray	50
Rose Mary Hodos	50
Jane Hoyt	50
Bill G. Hulsopple	50
Debbie Kirtz	50
Stephen Lyons	50
Mr. & Mrs. Andrew L. Mahon	50
Mary A. Maier	50
Thomas S. Mansell	50
Carol Marino	50
Carolyn J. May	50
David McCallum	50
McCrudden Heating	50
George McKelvey	50
Debbie Metzger	50
John E. Meyers	50
Henry Mueller	50
Janet Osborne	50
Mr. & Mrs. Ben Pantalone	50
C. Allen Pierce	50
William R. Powell	50
Mr. & Mrs. David Ready	50

Suzanne Rinderknecht	50
Ronald M. Rothman	50
Dr. & Mrs. John Russo	50
Don Sampson	50
Suzanne S. Schaffer	50
Mr. & Mrs. Tom Seckler	50
Mr. & Mrs. Gary Sexton	50
John Simsic	50
John W. Sloat	50
Marianne M. Speicher	50
Anne I. Suliot	50
Hal & Joan Vandorsall	50
Margaret McDowell Walker	50
Larry Weiss	50
Ben Welsh	50
Michelle White	50
Michelle White	50
Sam White	50

Gregory V. Finnegan	40
Mill Creek Ramblers	40

Kathy Kortes	38
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George Basile	35
Mr. & Mrs. Tom Dugan	35
John H. Ellison	35
Cole Pentz	35
Frank Rulli	35

Nancy Ault	30
Jenny C. Bajgier	30
Nancy Bizarri	30
Bryce Bond	30
Everett Bostrom	30
Mr. & Mrs. Stephen Chikosky	30
Mr. & Mrs. Stephen Chikosky	30
Constance Conger	30
Rhea Crump	30
Charlie Curry	30
Dr. William A. Delamarter	30
Mr. & Mrs. Ted Dumas	30
Virginia Evans	30
Robert Ferro	30
Michael & Amy Gelfand	30
William Gorman	30
Richard J. Gurska	30
Bobbi Hahn	30
Margaret Haushalter	30
Thomas Headrick	30
Margaret B. Heldorfer	30
James W. Herr	30

Christine Hogan	30
Andrew Hohos	30
Rev. Douglas Hollida	30
Edwin Huffman	30
Merrilee Jacobson	30
Warren Jensen	30
Kirtley L. Judd	30
Mr. & Mrs. Bob Kennedy	30
Kathy Kovacic	30
Thomas J. Leonard	30
Tom Livingston	30
Mr. & Mrs. Joseph Mansky	30
E. Carol C. Maxwell	30
Florence Meyer	30
Richard Michaels	30
Dr. Allen Mosher	30
Henry Mueller	30
Mr. & Mrs. Norman Neureuther	30
Dr. Eugene O'Brien	30
Cindy & Steve Oravec	30
Leo Oxley	30
Richard L. Patterson	30
Richard Pursifull	30
Jim R. Rafeedie	30
Susan Reagan	30
Betty Richmond	30
Raymond Rodehaver	30
Mrs. Walter Rusnak	30
Earl L. Russell	30
Lois Schneider	30
Roy Scholl	30
Tessa Smith	30
Hilda Spack	30
Sandy Staunton	30
Jim Stone	30
Mr. & Mrs. Edmund Sullivan	30
Agnes L. Switzer	30
Mary W. Thompson	30
Dr. & Mrs. Thomas J. Touris	30
Mr. & Mrs. Robert Van Nuys	30
Scott Wilhelm	30
Janet S. Williams	30
Dr. & Mrs. Milton Yarmy	30
Denna Zerkle	30

M. Barbara Akin	25
Debbie Amundsen	25
Nancy Beeghly	25
Ruth Cartwright	25
Annalies R. Dziadzka	25
Jean Engle	25
Jean Engle	25
Joseph Evans	25

Bill Fizet	25
Marmee H. Gurgiolo	25
Joe Kope	25
Mrs. Marty Krautter	25
Gordon Leece	25
Chris Leeper	25
Mr. & Mrs. Daniel Levine	25
Karen Levy	25
Betty J. Middleton	25
Andrea Pernotto	25
Mary Lou Quisenberry	25
James Root	25
Mr. & Mrs. Walter Saare	25
Victoria Schmeisser	25
James T. Sell	25
Mr. & Mrs. Albert Shiderly	25
Mr. & Mrs. Alfred Siegfried	25
Mr. & Mrs. Alfred Siegfried	25
Mr. & Mrs. Alfred Siegfried	25
Dorothy M. Yahner	25

Diana R. Moore	24
Diana R. Moore	24

Charles B. Teufeh	21
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Rob Adduci	20
Mr. & Mrs. Frank J. Badolato	20
Mr. & Mrs. James F. Baer	20
Michael Campolito, Jr.	20
Louise Cardenzana	20
Mr. & Mrs. Edward Daytner	20
Helen Dickman	20
Mark Farran	20
Betty F. Handelman	20
Raymond Johnson	20
Raymond Johnson	20
Raymond Johnson	20
Raymond Johnson	20
Jack Kuti	20
Mr. & Mrs. Ronald LaLonde	20
Susan Lehtonen	20
Jeff McBride	20
Kathy Oberman	20
John Panko	20
Jane Platt	20
Rev. James Ray	20
Rev. James Ray	20
Rev. James Ray	20
Rev. James Ray	20
Rev. James Ray	20
Mr. & Mrs. Robert Rehner	20
Dr. & Mrs. David Robinson	20

Fran Anderson	15
Mr. & Mrs. Peter Bevelaqua	15
Joe A. Boughton	15
Esther Bourquin	15
Dorothy L. Brown	15
Herman Carano	15
Lou Cohen	15
Alice Cooper	15
Lee M. Ebert	15
Judy Fiedler	15
Diva Higby	15
Mrs. Richard Hite	15
Thelma Jordan	15
Andrew W. Markley	15
Jim R. Repucci	15
Jill A. Rock	15
Jill A. Rock	15
Waneta E. Rosselle	15
Garth E. Runion	15
Bill Schwees	15
Dorothy Stambaugh	15
Mr. & Mrs. Robert Tomm	15

William T. Anderson	10
April Antell	10
Lawrence Baghurst	10
Anne P. Bowne	10
Dale R. Bowne	10
James Britt	10
George Carney	10
George Carney	10
Lanore Cash	10
Michael Cervone	10
Jessica Chisholm	10
Alice Cooper	10
Alice Cooper	10
Donald Driscoll	10
Charles Klingensmith	10
Peter & Kathleen Kozup	10
Susan Lehtonen	10
Susan Lehtonen	10
Susan Lehtonen	10
Richard L. Leo	10
Leslie Rafaiana	10
Bonnie Nosal	10
Mr. & Mrs. Matthew Reader	10
Victoria Schmeisser	10
Misty Sorger	10
Jerry Stigliano	10
Michael Tidrick	10
Mike Vasu	10
Rosalie Vouga	10
Stacie L. Williams	10

Darla Bartolin	5
Ardith E. Henderson	5
Ardith E. Henderson	5
Ardith E. Henderson	5
Ardith E. Henderson	5
Omar Jadue	5
Mercedes Golonko	2
John R. Peluso	2
TOTAL	\$18,227



YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES
GRANTS & CONTRACTS
FOR THE PERIOD DECEMBER 18, 1992 TO MARCH 19, 1993

Department	Award	In-Kind Match	Total
Graduate School	\$90,370	\$75,593	\$165,963
Chemistry	65,469	0	65,469
WYSU-FM	23,209	7,736	30,945
Black Studies	6,999	6,001	13,000
Human Services	898	0	898
TOTAL	\$186,945	\$89,330	\$276,275

GRANTS & CONTRACTS

Department	Funding Source	Award	In-Kind Match	Total
Black Studies	Vindicator	\$2,166		
	KSU/Trumbull	2,133		
	Youngstown Urban			
	Minority Alcohol and Drug	500		
	Youngstown Community Action Council	500	\$6,001	\$13,000
	Cooperative Campus Ministry	200		
	Mahoning County Mental Health	1,000		
	Pan African Student Union	500		
Human Services	Trans Agency Integrated Network of Services of Mahoning County	898	0	898
Graduate School/TDC	Ohio Dept. of Development	90,370	75,593	165,963
WYSU-FM	U.S. Dept. of Commerce	23,209	7,736	30,945
Chemistry	Dept. of Health and Human Services	65,469	0	65,469
TOTAL GRANTS & CONTRACTS		\$186,945	\$89,330	\$276,275

YOUNGSTOWN STATE UNIVERSITY
RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
AS OF MARCH 19, 1993

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
BROTHERS, Barbara	Acting Dean of Graduate Studies	School of Graduate Studies	01/01/93		06	Will continue for the duration of this appointment at the present rate of \$62,556 and shall revert to Professor & Chair of English Department at the conclusion of this appointment, 06/15/93.
CARPENTER, Shirley A.	Executive Director of Human Resources	Human Resources	02/01/93	\$ 500 Per Month Supplement		Through 06/30/93.
DE SALVO, Joy	Director of New Student Relations	New Student Relations	09/01/92	\$ 35,800	12	New appointment as Director of newly established department.
DUNLAP, Mitzi M.	Assistant Acquisitions Librarian	Maag Library	02/22/93	\$ 7,690 (12-Month Base: \$ 21,500)	12	
GOROSPE, Andrea J.	Instructor	Economics	01/04/93	\$ 14,100	09	Temporary/Terminal contract through 06/15/93.
MATANIN, Marcia	Instructor	Health and Physical Education	01/04/93	\$ 15,720	09	Temporary/Terminal contract through 06/15/93; completion of Ph.D. by 09/15/93 is required for reappointment to a tenure-track position.
MEARS, G. L.	Executive Director of Budget and Finance	Budget and Finance	02/01/93	\$ 500 Per Month Supplement		Through 06/30/93.
MC COLLUM, James E.	Executive Director of University Relations	University Relations	01/01/93	\$ 500 Per Month Supplement		Through 06/30/93.
MILLER, James D.	Executive Director of Administrative Services	Administrative Services	02/01/93	\$ 200 Per Month Supplement		Through 06/30/93.
MOWRY, Tamara M.	Coordinator of the Analytical Laboratory	Biological Sciences	12/21/92	\$ 13,601 (12-Month Base: \$ 25,626)	12	

YOUNGSTOWN STATE UNIVERSITY
RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
AS OF MARCH 19, 1993

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
RIPPBERGER, Susan J.	Assistant Professor	Foundations of Education	01/04/93	\$ 18,000	09	
SCANLON, James J.	Provost & Professor of English	Provost's Office	01/01/93	\$ 51,000 (12-Month Base: \$102,000)	09	Three-Year Appointment.
SCHNALL, Janice	Research Librarian	Maag Library	01/01/93	\$ 11,649 (12-Month Base: \$ 25,668)	09	
SNYDER, Charles V.	Executive Director of University Development	University Development	01/01/93	\$ 34,000 (12-Month Base: \$ 68,000)	09	Three-Year Appointment.
STEPHAN, Sandra	Acting Chair	English	01/04/93-- 06/15/93	\$ 26,933	06	Effective Winter & Spring quarters; includes administrative increment in the amount of \$3,105.
TRESSEL, James P.	Football Coach and Associate Athletic Director	Intercollegiate Athletics	02/01/93	\$ 500 Per Month Supplement		Through 06/30/93.



Youngstown State University / Youngstown, Ohio 44555-0001

February 26, 1993

TO: Ms. Shirley A. Carpenter
Executive Director--Personnel Services

FROM: Leslie H. Cochran
President

SUBJECT: ADMINISTRATIVE PROMOTIONS

With the implementation of our new Administrative Structure, five individuals have had major changes in their duties and responsibilities. I would like to recognize these individuals, who already have begun to assume duties and responsibilities that are greatly expanded in level and scope. It is my plan to request approval from the Personnel Relations Committee of the Board of Trustees, at its March 5, 1993 meeting, to promote Messrs. Mears, Miller, Tressel and you, and to adjust your base salaries effective June 30, 1993. Also, the base salary of James McCollum, who was approved for promotion by the Board effective January 1, 1993, by the specified amount listed below.

Because of budget constraints, it will not be possible to make adjustments in the amounts desired before July 1, 1993. Therefore, I will recommend for the interim (remainder of this fiscal year) that each be given a monthly salary supplement of a lesser amount, retroactive to February 1, with the exception of James McCollum, as an expression of appreciation for their willingness to assume these duties prior to the new fiscal year. The funds to cover the supplements will come from the salary savings of two positions budgeted for 1992-93 that have not been filled - Director of Grants and Sponsored Programs and Director of Governmental Relations; and the modification in the Vice President for Institutional Advancement position, which is now Executive Director of University Development.

Listed below are the recommended amounts by which the base salaries would be increased, along with the supplements that each would receive, if approved:

<i>Employee/ Title</i>	<i>Base Salary Adjusted</i>	<i>Interim Supplement</i>
Shirley A. Carpenter Executive Director of Human Resources	\$ 10,700	\$ 500
G. L. Mears Executive Director of Budget and Finance	\$ 13,900	\$ 500
James E. McCollum Executive Director of University Relations	\$ 11,800	\$ 500
James D. Miller Executive Director of Administrative Services	\$ 2,500	\$ 200
James P. Tressel Football Coach and Associate Athletic Director	\$ 11,200	\$ 500

Agenda Item F.1.a.
Exhibit B



CONTINUOUS IMPROVEMENT BARGAINING:
AN OPPORTUNITY FOR EXPANDED SHARED GOVERNANCE

by

Leslie H. Cochran, President

Collective bargaining at Youngstown State University is an established process that has been present on campus for well over twenty years. While various approaches and strategies have been tried during this time, essentially the University has maintained a traditional concept of employer-employee relations. Bargaining on campus has closely paralleled the traditional adversarial relationship that has, for the most part, dominated many of the collective bargaining arrangements present in the surrounding industrial community.

While the approach to bargaining on campus has been fairly static, significant changes have occurred in the underlying concepts of bargaining in the higher education community. For example, in the recent issue of the *Chronicle of Higher Education* (2-3-93), it was indicated that there was a "growing cooperation between administrators and faculty unions." In collective bargaining circles, the notion that both sides gain through non-adversarial bargaining is of growing interest. This is consistent, too, with the recent Ohio *Managing for the Future* report that called for efforts to incorporate Total Quality Management principles into internal campus operations and at the same time to reduce costs directly attributable to collective bargaining.

In a similar fashion, the last two decades have witnessed massive change in the organizational patterns of American business and industry. Correspondingly, these shifts have, in many cases, created an entirely new work environment. Rather than a "controlled, boss relationship," corporations throughout the nation have implemented various "team oriented relationships." During the last twenty years, the quality circles approach has evolved into such programs as employee involvement, self-directed work teams, total quality management, and continuous quality improvement. In each case, substantial, paralleling changes have emerged in the resulting collective bargaining arrangements that have become more consultative and interactive.

For the most part, none of these changes whether they be in management philosophy or in a more collegial form of bargaining have occurred at YSU. It is obvious that the two are related and that substantial progress in terms of openness and collegiality cannot occur without a corresponding change in how employees are treated and the form of the collective bargaining process. In recent months, several of the union leaders on campus have formally expressed their interest in pursuing a "mutual gains form of bargaining." Clearly, a more open, collegial relationship is most consistent with the leadership style that has been repeatedly expressed by the President.

It seems apparent that YSU is at a crossroads. There is an opportunity not only to change organizational structures, but also to reform the entire mode of operation. While the prospect of working together in an open, collegial manner has great appeal, changes of this magnitude cannot occur overnight. It takes time to build confidence and trust. It requires a renewed commitment to minimize conflicts and build positive relationships. It assumes a shared interest to improve policies and eliminate practices that "we have learned to live with." It requires a shared commitment to a prolonged, evolutionary process that replaces adversarial relationships with more collegial relationships. The challenges are great, but they must be met!

The time has come for YSU to adopt a new approach to collective bargaining that bonds the mutual goals of the institution with the interests of its work force. The institution needs to create processes that result in shared realities rather than those that foster individual differences. In this way, the University can function on a daily basis in a more open, collegial fashion. Communication processes can be enhanced in a manner that facilitates change. The University can move beyond its traditional, static mode of operation to one that is more dynamic, flexible, and change oriented.

To initiate this process, there must be a shared commitment to guide the development of a continuous improvement form of collective bargaining at YSU that establishes procedures for the 1) open identification, deliberation, and solution of mutual interests; 2) formation of teams to address jointly items of mutual interest; 3) establishment of procedures that facilitate the development of a continuous improvement form of bargaining over the next few years; 4) development of salary guidelines for the upcoming years; and 5) refinement of and increased flexibility in the health insurance packages.

In an effort to realize these goals, the University administration will a) fund a \$10,000 account for the purposes of jointly training all negotiating team members on the concepts of mutual gains bargaining, b) initiate a process of selecting administrative bargaining team members thereby starting the process to eliminate the reliance on outside counsel, and c) recommend at the March Board of Trustees meeting that the concepts embodied in this statement be endorsed.



**AFFIRMATIVE ACTION PLAN PHASE I:
IMPLEMENTATION PLAN FOR REPORT OF
MINORITY ACCESS/SUCCESS COMMITTEE**

<u>OBJECTIVE</u>	<u>ACTION(S)</u>	<u>RESPONSIBLE PERSON(S)</u>	<u>DATES</u>
1. The Admissions Office should continue its practice of involving faculty in various recruitment activities.	A. Encourage faculty to become involved in high school visits, college nights, and the direct mail program focused on recruitment of minority students.	A. Provost, Deans and Director, New Student Relations	A. Annually
	B. Emphasize the accessibility of YSU to minority undergraduates through creative and effective recruitment strategies.	B. Director, New Student Relations	B. Annually
2. Through their respective Dean's office, faculty should work in developing articulation programs with two-year campuses/institutions.	A. Encourage academic departments to develop articulation programs.	A. Provost and Deans	A. Fall 1994
	B. Support faculty wishing to visit two-year institutions for the purpose of developing articulation programs.	B. Deans, Department Heads, and Director, New Student Relations	B. Fall 1994
	C. Support departmental curricular revisions directed at implementing articulation programs.	C. Deans and Academic Senate	C. Fall 1994

<u>OBJECTIVE</u>	<u>ACTION(S)</u>	<u>RESPONSIBLE PERSON(S)</u>	<u>DATES</u>
3. Faculty/Staff should take an active role in recruitment through personal effort, departmental activity and professional organizations	A. Develop a survey instrument to be used by faculty to identify local and regional organizations.	A. Provost	A. Winter 1994
	B. Develop a communication device to send to identified organizations soliciting assistance with recruitment of minority students, faculty, and staff.	B. Provost and Director, Affirmative Action	B. Spring 1994
	C. Encourage individual faculty/staff members to get the organizations involved with the recruitment process.	C. Deans and Department Heads	C. Fall 1994
	D. Distinguished minority scholars and professionals will be brought to campus.	D. Provost Lecture Series Committee	D. Ongoing
	E. Departments will be encouraged to develop programs which identify their own promising minority students for professional positions at the University.	E. Provost	E. Ongoing

<u>OBJECTIVE</u>	<u>ACTION(S)</u>	<u>RESPONSIBLE PERSON(S)</u>	<u>DATES</u>
4. An appropriate office on campus should be asked to investigate the feasibility of a pre-freshman orientation for minority students and report its findings to the Senate.	<p>A. The Vice President for Student Services will conduct a feasibility study of a pre-freshman orientation program for minority students.</p> <p>B. Develop programs to communicate the value of a four-year college education to minority families whose children are in the sixth and seventh grades; and communicate strategies for financing a college education.</p>	<p>A. Vice President for Student Affairs</p> <p>B. Associate Director, Multi-cultural Student Services</p>	<p>A. 1993-94</p> <p>B. 1994-95</p>
5. The Alumni Office should be asked to work closely with departments to establish a network for minority recruitment.	<p>A. The Director of New Student Relations will develop a plan to utilize the alumni network to increase the minority student recruitment efforts.</p> <p>B. The Provost will develop a plan to utilize the alumni network to increase the minority faculty recruitment efforts.</p>	<p>A. Director, New Student Relations</p> <p>B. Provost and Director, Affirmative Action</p>	<p>A. 1994-95</p> <p>B. 1994-95</p>

<u>OBJECTIVE</u>	<u>ACTION(S)</u>	<u>RESPONSIBLE PERSON(S)</u>	<u>DATES</u>
6. The University should provide the means for Faculty/Staff to acquire mentoring skills for minority faculty, staff and students.	A. Faculty should be encouraged to become involved in mentoring with the Student Assistance Center and the Mentoring and Support Program.	A. Director, Student Assistance Center Director, Student Services	A. Spring 1994
	B. Schedule workshops for faculty, staff and graduate teaching assistants, to increase the sensitivity to the needs of minority students.	B. Executive Director, Human Resources Director, Affirmative Action	B. Summer 1994
7. The University should generate strategies for developing and motivating personal attitudes and behaviors which contribute to acceptance and encouragements of minority students. This could be accomplished through workshops, orientation, and other similar activities.	A. Conduct a survey of training, skill development, and experience needed by faculty and staff to implement their responsibilities.	A. Executive Director, Human Resources	A. Winter 1994
	B. Based on the above, establish training plans.	B. Executive Director, Human Resources	B. Spring 1994
	C. Complete the training as required.	C. Executive Director, Human Resources	C. Summer 1994
	D. Encourage all units on campus	D. Committee for Mentoring and Support	D. Fall 1993
	E. Develop and conduct programs to increase the sensitivity of students to the concerns of racial and ethnic minority groups and to celebrate the diversity of our campus community.	E. Associate Director, Multi-cultural Student Services	E. Fall 1993

<u>OBJECTIVE</u>	<u>ACTION(S)</u>	<u>RESPONSIBLE PERSON(S)</u>	<u>DATES</u>
B. The Affirmative Action Office should communicate to the university community the status of minority recruitment and retention on a regular basis and inform them of procedures in faculty/staff searches that will ensure/enhance minority opportunities at YSU.	A. Establish hiring goals and timetables, where appropriate.	A. Provost and Director, Affirmative Action	A. Fall 1993
	B. Monitor the progress of affirmative action recruitment and assure that all recruitment activities reach the broadest pool of minority applicants.	B. Department Chairs and Director, Affirmative Action	d. Spring 1994
	C. Semiannually provide statistical reports to chairs with comments concerning the department's contributions, progress and effectiveness in the Affirmative Action Program.	C. Department Chairs and Director, Affirmative Action	C. Summer 1994
	D. Publicize the successes of YSU's minority students, faculty and alumni through the local newspaper, including the Buckeye Review.	D. Editor, News Service	D. Ongoing
9. Faculty effort in specific recruitment/retention activities should be recognized through formalized reward structures (released time, workload credit, awards, etc.)	A. Develop criteria to be used to evaluate faculty effort in recruitment/retention activities, as well as their contributions, implementation and effectiveness in the Affirmative Action Program.	A. Provost and Director, Affirmative Action	A. Fall 1994

<u>OBJECTIVE</u>	<u>ACTION(S)</u>	<u>RESPONSIBLE PERSON(S)</u>	<u>DATES</u>
10. Data on student enrollment and retention should be reported to the Academic Senate and appropriate departments on a regular basis. This data should include a breakdown by minority groups.	A. Update the existing statistical data, relating to enrollment and retention of minorities. Collect new data and track progress.	A. Associate to Vice President - Student Affairs	A. Annually during Fall
11. All recruitment/retention efforts at YSU should be coordinated on a campus-wide basis. A responsible office should be identified for this purpose. Attention should be given to implementing the recommendations of past YSU committees.	A. Establish an Affirmative Action Recruitment/Retention Program (AARRP) to serve as a vehicle for achieving the goals set by previous YSU committees.	A. Vice President for Student Affairs Director, Student Services Director, New Student Relations	A. Fall 1994
	B. Develop brochure that focuses on "Being a Minority Student at Youngstown State University." The brochure will include information on academic opportunities, university resources, financial aid, student programs, a profile of the ethnic and racial diversity of the students, faculty and staff. The brochure will be distributed to high school counselors, parents and students. It will be made available at Freshmen orientation to all minority families.	B. Director, Student Services Director, New Student Relations	B. Fall 1995

<u>OBJECTIVE</u>	<u>ACTION(S)</u>	<u>RESPONSIBLE PERSON(S)</u>	<u>DATES</u>
11. (Continuation)	C. The Scholarship and Financial Aid Office will provide training in basic information regarding financial aid to all those involved in the recruitment of minority students.	C. Director, Scholarship and Financial Aid	C. Fall 1995

ARTICLE III. PERSONNEL

~~Section 20. Administrative Salary Ranges~~

20. ~~The Board of Trustees has directed the President of the University to take necessary action to develop a salary schedule for unclassified administrative employees of the University including salary minima and maxima.~~

~~The President of the University is charged with the ongoing administration of the program including the assignment and reassignment of individual employees to salary ranges in the program, and with reporting to the Board at appropriate intervals regarding the implementation of the system and such changes and revisions as may be required.~~

~~The following full-time Professional/Administrative positions shall be excluded from assignment to salary ranges: the President of the University, externally funded staff, Head Athletic Coaches, and Assistant Athletic Coaches who had not achieved administrative Continuity of Employment as of January 1, 1983. Any Assistant Athletic Coach who held Continuity of Employment as of January 1, 1983 shall be given the choice of (1) relinquishing Continuity of Employment and being exempted from the administrative salary range program, or (2) retaining Continuity of Employment and remaining within the assigned salary range. Assistant Athletic Coaches who qualify for this option shall have until June 30, 1983 to exercise it.~~

Section 20. SALARY PLANS

20. THE BOARD OF TRUSTEES HAS AUTHORIZED THE PRESIDENT OF THE UNIVERSITY TO PURSUE THE DEVELOPMENT OF SALARY PLANS FOR ALL UNIVERSITY EMPLOYEE GROUPS. SUCH PLANS SHOULD BE SIMILAR TO THOSE SALARIES/WAGES PAID TO COMPARABLE POSITIONS, WITH COMPARABLE DUTIES AND RESPONSIBILITIES, IN MARKETS THAT ARE APPLICABLE TO THE UNIVERSITY AND RESPECTIVE EMPLOYEE GROUPS. THE PAY PLANS SHOULD REFLECT AND BE CONSISTENT WITH THE UNIVERSITY'S ABILITY TO SUPPORT SUCH PLANS.

THE PRESIDENT IS FURTHER AUTHORIZED TO COMMENCE THIS ACTION IMMEDIATELY.

TUITION	1992-93	1993-94
Instructional Fee		
Part-time undergraduate, 1-11 credits	\$58 per credit	\$60 per credit
Full-Time undergraduate, 12-16 credits	688 per quarter	720 per quarter
Undergraduate credits in excess of 16 per quarter	58 per credit	60 per credit
Graduate students	65 per credit	67 per credit
General Fee		
Students registering for 1-11 credits	16 per credit	16 per credit
Students registering for 12 or more credits	192 per quarter	194 per quarter

NONRESIDENT TUITION SURCHARGE

Regional Service Area* -		
Students registering for 1-11 credits	50 per credit	52 per credit
Students registering for 12-16 credits	600 per quarter	624 per quarter
Students registering for more than 16 credits	50 per credit	52 per credit
Outside of Regional Service Area -		
Students registering for 1-11 credits	50 per credit	65 per credit
Students registering for 12-16 credits	600 per quarter	780 per quarter
Students registering for more than 16 credits	50 per credit	65 per credit

SPECIAL PURPOSE FEES, SERVICE CHARGES AND FINES

Performance Music Fee (plus tuition)	18 per credit	18 per credit
Undergraduate Application Fee	25	25
Graduate Student Application Fee	30	30
International Student Credentials Evaluation Fee	35	35
Change of Registration Fee	8 per change	10 per change
Credit by Examination Fee	40 per course	40 per course
Graduation Fee	25	25
Proficiency Examination Fee	25 per course	25 per course
Transcript Fee	5 per copy	5 per copy
Student Locker Rental	10 acad. year	10 acad. year
Early Advising & Registration Fee	50	50
Laboratory Materials Fee	20 per course	Variable, \$10-\$25 per course**
Thesis Binding Charge	15	15
Health & Physical Education Locker & Towel Charge		
Student registered for H&PE Course	-0-	-0-
All others authorized use	25 per quarter	25 per quarter
Lock Replacement Charge	5	5
Towel Replacement Charge	5	5
Health & Physical Education Activity Charge: Set by and paid to independent vendor. Variable to cover cost in that course.		
Diploma Mailing Charge (not assessed those attending commencement)	8	8
Withdrawal Charge	25	25
Diploma Replacement Charge	30	30

Career Services Credentials Fee	5	5
Career Services Alumni Service Fee	25 per year	25 per year
Career Planning Program Test Fee	25 per use	25 per use
I.D. Replacement Charge	10	10
I.D. Validation Sticker Replacement Charge	5	5
Late Registration Fee	40	40
Late Payment Fee	21	21
Returned Check or Credit Card Fee	20	20
Library Fines:		
(1) Overdue book: \$.10 per day to maximum of \$11, plus cost of book replacement including a \$10 processing charge.		
(2) Overdue reserve book: \$.55 per day to a maximum of \$11, plus cost of book replacement including a \$10 processing charge.		
(3) Unauthorized removal of closed reserve book: \$.55 per day to a maximum of \$11, plus cost of book replacement, including a \$10 processing charge, plus \$5.		
Child Development Laboratory Charge	25 per quarter	25 per quarter
Elementary Education Reading Specialist Charge	25 per quarter	25 per quarter
Early Childhood Practicum Charge	25 per quarter	25 per quarter
Quantity Foods Luncheon	5	5
Inoculation fee:		
Hepatitis series	125	125
Measles, Mumps, Rubella	25	25
Tetanus	2	2
Parking Permit Charge:		
per academic quarter	30 per quarter	30 per quarter
per day without permit	2	2
University Housing		
Room and Board per academic year:	3,555	3,675
payable \$1,225 per quarter, except that an extra \$200 is collected the first quarter of residency and the Spring Quarter is reduced by \$200. (If a resident does not stay through the Spring Quarter the \$200 is forfeited.)		
Residence Hall Security Deposit (paid first quarter)	50	50
Single Room Surcharge	200	200
Residence Hall Summer Session		
Room, per five-week session	250	300
Single Room Surcharge, per five-week session	50	100
Security Deposit	50	50
University Apartments (room only, per person per academic year)	2,220	2,400
Voluntary Board Plan (Students not rooming in University housing)		
Nineteen-meal Plan - per week	575 per quarter	615 per quarter
Fifteen-meal Plan - per week	505 per quarter	525 per quarter
Ten-meal Plan - per week	390 per quarter	405 per quarter
Five-meal Plan - per week	195 per quarter	220 per quarter
Intramural Team Deposit	10	10
Intramural Team Protest Charge	5	5
Neon:		
Student, prepaid	20	12
Non-student or student not prepaid	25	16
Nonstudent Library Card. Issued only to members of the YSU Alumni Association or "Friends of the		

Maag Library Association."	0	0
Maag Library Carrel Key Charge	10	10
Parking Violations Fines:		
Class I - All violations except those in	5	5
Class II		
(Fine doubled if not paid within 20 days of issuance of ticket.)		
Class II - Parking in a Handicap Zone without proper permit. Parking at a No Parking sign, Tow Away Zone, Loading Zone, Official Use Only sign, Fire Lane or in the Campus Core area.	25	25
(Fine doubled if not paid within 20 days of issuance of ticket.)		

* The Youngstown State University Regional Service Area, for Non-resident Tuition Surcharge purposes, is defined as including the counties of Chautauqua, New York; Allegheny, Armstrong, Beaver, Butler, Clarion, Crawford, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, Venango, Warren, Washington, and Westmoreland, Pennsylvania; and Brooke, Hancock, Marshall, and Ohio, West Virginia.

** To be assessed, effective Fall, 1993.

the University.

(c) Undergraduate Curriculum Committee

- (1) The committee shall be composed of six faculty members, one from each undergraduate college/school, and one undergraduate student. The University Director of Enrollment Services and the chair of the Academic Programs Committee are nonvoting ex officio members.
- (2) The responsibility of the Curriculum Committee shall include the examination and processing of proposals for new courses, changes in existing courses, deletion of courses, as such proposals are forwarded by the undergraduate colleges/schools of the University.

For procedures adopted by the University Academic Senate see Appendix A.

(d) Honors Program and Individualized Curriculum Program Committee

- (1) The committee shall be composed of eight faculty members with representation from each undergraduate college/school of the University, two undergraduate students who are, or have been, enrolled in honors courses, two undergraduates who are enrolled in the Individualized Curriculum Program, and three representatives from administration, two of whom shall be the Director of the Individualized Curriculum Program and the Director of the Honors Program, who are nonvoting ex officio members.
- (2) The committee shall be responsible for making recommendations to the Academic Senate, as to policy related to honors courses and programs, and as related to the development of the Individualized Curriculum Program.

(e) Continuing Education Committee

- (1) The committee shall consist of eight faculty members, with representation from each undergraduate college/school of the University, two undergraduate students, and three representatives from administration, one of whom is the Director of University Outreach who is a nonvoting ex officio member.
- (2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to the development of continuing education courses and programs.

(f) INTEGRATED TECHNOLOGIES COMMITTEE

- (1) The committee shall be composed of eight faculty members with REPRESENTATIVES from each undergraduate college/school of the University AND two undergraduate

students, ALL OF WHOM SHALL BE VOTING MEMBERS. NON-VOTING MEMBERS SHALL BE TWO ACADEMIC DEANS, THE UNIVERSITY LIBRARIAN, THE DIRECTOR OF THE COMPUTER CENTER, THE DIRECTOR OF THE MEDIA CENTER AND TWO MEMBERS TO REPRESENT SUCH AREAS AS THE FINE AND PERFORMING ARTS MATERIALS CENTER, FOREIGN LANGUAGE LABORATORY, EDUCATION CURRICULUM RESOURCE CENTER, TELEPHONE ELECTRONIC MAINTENANCE SERVICE, MAIL ROOM, WRITING CENTER, READING LABORATORY AND MATHEMATICS LABORATORY.

- (2) The committee shall be responsible for making POLICY recommendations to the Academic Senate CONCERNING FACULTY AND STUDENT USE OF, ACQUISITION OF, AND ACCESSIBILITY TO INSTRUCTIONAL AND RESEARCH TECHNOLOGIES. THIS SHALL INCLUDE COMPUTING AND NETWORKING HARDWARE AND SOFTWARE; VIDEO, AUDIO, AND TEXT MATERIALS; ACCESS TO AND DISTRIBUTION OF ELECTRONICALLY STORED AND TRANSMITTED DATA; SUPPORT, MAINTENANCE, AND TRAINING; AND CLASSROOM AND LABORATORY DESIGN.

THIS COMMITTEE HAS NO POLICY RESPONSIBILITY FOR THE CONTENT OR FORMAT OF MATERIALS ACQUIRED BY MAAG LIBRARY; HOWEVER, IT DOES HAVE POLICY RESPONSIBILITY FOR THE ELECTRONIC COMPATIBILITY OF SUCH MATERIALS WITHIN THE EXISTING COMPUTING INFRASTRUCTURE.

(g) LIBRARY COMMITTEE

- (1) The committee shall be composed of eight faculty members with representation from each undergraduate college/school of the University AND two undergraduate students ALL OF WHOM SHALL BE VOTING MEMBERS. NON-VOTING MEMBERS SHALL BE four representatives from administration, ONE of whom shall be the University Librarian, as ex officio members.
- (2) The committee shall be responsible for making recommendations to the Academic Senate CONCERNING policy related to faculty and student instructional and research use of Maag Library. This responsibility shall include the making of recommendations concerned with allocation of budgeted resources for the acquisition of ALL instructional and research materials FOR MAAG LIBRARY.

(h) Academic Research Committee

- (1) The Committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; one undergraduate student; three representatives from administration, one of whom shall be the Dean of the Graduate School.
- (2) The committee shall be responsible for making recommendations to the Academic Senate as to general policy related to both internally and externally supported research.

(i) Academic Standards and Events Committee

**STRATEGIC PLAN
OFFICE OF UNIVERSITY DEVELOPMENT
Executive Summary**

The Office of University Development at Youngstown State University is responsible for all fund raising opportunities for the institution. In the areas of Annual Fund, Major Gifts Acquisition, and Corporate and Foundation support, the office works in close communication with specific areas of the University to bring together the wishes of the donors and the needs of the institution.

The attached Strategic Plan describes in detail the goals of the office. For purposes of this summary, these goals can be divided into two categories: Strategic and Operational. Strategic goals involve personnel, the Development Council, Planned Giving, Capital Campaign, Volunteers, Major Gifts and Cultivation. Goals built around the operational activities involve updating data bases, developing policies and guidelines, communications and publications.

PROPOSAL

Placing an emphasis on increasing annual giving requires the establishment of the Annual Fund Office. This Office, headed by the Director of the Annual Fund, would be responsible for all facets of annual giving (direct mail, telemarketing, donor recognition, etc.). Funding for the position at \$35,000 per year plus benefits will be needed as well as funding for secretarial support. These items have already been requested in the newly initiated budget development process. Additionally, partial funding for these positions could be provided by annual fund revenues. The operations budget for this office will be funded by reallocating resources in the Office of University Development base budget.

The operational needs of the overall program will be funded through the budgetary request process. This request will target funding for increase publication funds as well as some computer needs.

SUMMARY

The Annual Fund averages approximately \$430,000 per year for University programs. A significant portion of those funds (25%, current year) are dedicated to scholarships, by focusing resources on this vital area, the University should see that figure double in the next two years with continuing growth in succeeding years. A twenty to one return for every \$.05 invested is a sound financial strategy.

The enclosed Strategic Plan details the specific goals and proposed budget to provide a more complete picture of the future of giving to Youngstown State University.

STRATEGIC PLAN

OFFICE OF UNIVERSITY DEVELOPMENT

The Youngstown State University Office of University Development is responsible for designing, planning, and implementing fund raising strategies which increase the level of private support to the institution. In a special relationship with the Youngstown State University Foundation, the Youngstown State University Alumni Association, and the Penguin Club, the Executive Director of the Office of University Development articulates and coordinates activities to ensure continuity and consistency throughout all facets of the University giving programs.

GOALS:

1. In cooperation with the Alumni Association, Intercollegiate Athletics, WYSU-FM, and the YSU Foundation, the immediate target is to double the Annual Fund to a level consistent with the size and scope of universities comparable in size to Youngstown State University.

2. Update, coordinate, and standardize donor information, alumni information, as well as additional prospect (corporate, foundation) information.

Develop conversion program to combine all current data sources.

Develop screens for retrieving data in a usable format.

Develop reports to communicate results and retrieval of giving histories.

Develop policies and procedures, in accordance with current rulings regarding donor information, that are consistent with donor expectations regarding information access.

Provide the capability to segment prospect data to allow for specialized usage through mailings and telemarketing.

3. Through the creation of a Development Council, develop a communication system between the various fund raising entities within the University family:

YSU Foundation

Intercollegiate Athletics and the Penguin Club

Alumni Association

WYSU-FM

Office of University Development

McDonough Museum

4. Develop and expand communications among the various colleges of the University and the Office of University Development.

Devise a system for acknowledgement of gifts received as well as reporting.
Developing and coordinating fund raising initiatives.
Coordinated goal setting
5. In cooperation with the YSU Foundation, lay the foundation for implementation of a planned giving (deferred giving) program for wills bequests, trusts, insurance.
6. In cooperation with the Board of Trustees, develop a set of giving policies and guidelines to ensure that the donors and the University benefit from giving. In addition, the policies will ensure that ethical standards are maintained.
7. Position Youngstown State University for the implementation of a major capital campaign.
8. Identify, cultivate and enlist YSU alumni, corporate and community leaders as volunteers to assist the University.
9. Combine the various ways of giving with the current property acquisition plans of YSU for Campus 2000. Present options involving a combination of gifts and purchases to encourage giving and donor recognition.
10. Initiate a plan to acquire at least two major gifts annually. These significant contributions may be in the form of pledges, deferred gifts or outright contributions. These major gifts would be to establish endowed chairs, distinguished professorships, programmatic endowments, or for campus construction projects and other naming opportunities.
11. In cooperation with the Development Council, as well as the Office of University Relations, develop a flagship publication to reach out to alumni and friends with information, alumni news and updates, as well as donor recognition.

To accomplish the above-stated goals, the Office of University Development will take a more proactive stance regarding outreach to alumni and the community. The implementation of this outcome oriented approach will require a commitment of personnel and resources. The following implementation plan will illustrate the use of personnel and resources as well as the time needed to accomplish the development goals.

IMPLEMENTATION

1. Database Management:

Working through the Development Council, plans are being developed to improve the current Alumni database system. With the assistance of the Computer Center and Student Data Services, the data currently on the Alumni system will be enhanced by data already on the patron file, athletic records, WYSU-FM donor lists, Foundation donor lists and the Development Office donor records. In areas where there is no data on the computer file, part-time data entry workers will be needed to add this data to the system from existing hard copy files and microfiche. This conversion will be a two-phase process:

Phase I: Complete preparation and enhancement of screens and conversion of all database sources into the master Alumni System. This process will likely require 6 to 9 months.

Phase II: Part-time data entry personnel will be required to enter data which cannot be converted electronically. Additionally, these workers will serve to update records on a regular basis. The initial entry of all data available will require one to two years. The correction and updating of records is of course an ongoing process.

2. Annual Fund Development:

The Annual Fund for YSU represents the opportunity to acquire substantial financial support from a wide segment of the community and alumni on a continuing basis. The current status of the Annual Fund is such that a number of important steps must be implemented if the fund is to reach its full potential:

Step 1: Improve and enhance current donor-base system to allow for segmentation, targeted mailings, and telemarketing as well as college specific uses.

Step 2: Create the position, Director of Annual Fund to begin duties July 1, 1993. Due to the specialized nature of the appeal and the constant need for maintenance and improvement, the Annual Fund requires a fund raising professional qualified in direct mail, telemarketing, and wide-area appeals. The Annual Fund Director will also serve as a member of the Development Council.

- Step 3: In cooperation with the Development Council, develop strong direct-mail pieces to carry the YSU story to potential donors. In addition, the development of donor recognition vehicles, giving clubs, small premiums, and special events will also serve to increase not only donors, but dollars as well.
- Step 4: If the Annual Fund can be implemented from the above, the results should yield a doubling of income in two years and an annual increase in the range of 5% for as long as the program exists.

3. Development Council:

Key to the success of any organized development effort at YSU will be the cooperation and coordination of the major fund raising entities in the University. The Development Council has been formed to promote open discussion, develop overall strategies, devise policies and build an atmosphere of trust and cooperation that has not previously existed. The Council has been meeting on a regular basis since January and will continue to meet.

4. College Specific Fund Raising:

For the YSU development program to continue to maintain a proactive approach, each college within the University must be encouraged to reach out to their alumni and friends for financial and volunteer support. The keys to successful accomplishment of this goal are coordination and communication.

- Step 1: The Executive Director working closely with the various Deans will assist with coordination and communication to identify programs and proposals worthy of private support.
- Step 2: The Development Council will serve as a resource of potential donors as well as facilitators of the process.
- Step 3: Working with the YSU Foundation, the Executive Director may propose alternative methods of funding for smaller activities and programmatic needs.

5. Planned Giving:

Planned giving or deferred gifts have become a significant vehicle for charitable giving. Involving the use of financial strategies such as wills and bequests, insurance, trusts, and pooled income funds, this area of fund raising is extremely specialized. Great care must be exercised when developing the potential of this area.

Working with the YSU Foundation through President Reid Schmutz, the Executive Director of University Development will develop an overall plan to create a Planned Giving Program at YSU. The development of the appropriate policies, printed materials and prospect base will require at least one year. Bringing the entire planned giving program on line will require three to four years. As a deadline for completion, the Planned Giving Program will be in place to serve as a prime building block of a capital campaign in 1996-97.

6. Gift Acceptance Policies:

Currently, the University accepts gifts based upon two policies: Gift acceptance and approval by the Board of Trustees and the policy regarding the naming of campus structures. While essential, these policies will require expansion in the next two years. Working through the Development Council, the following gift policies will be developed:

- a. Develop a "menu" of naming opportunities with appropriate giving levels.
- b. Set minimum levels for establishing scholarship and other endowments.
- c. Establish planned giving guidelines that take into consideration the donor's age and type of restrictions well as deferred giving vehicle.
- d. Develop general guidelines and communication procedures to coordinate fund raising initiatives by the various colleges to their respective constituents.
- e. Establish donor recognition levels or giving clubs both annual and cumulative. These clubs will provide for public recognition of all donors as well as motivation for non-donors.

The development of a set of Giving Policies and Guidelines should be complete by September 1993. The document will then be submitted to the YSU Board of Trustees for approval.

7. Capital Campaign:

With the implementation of Campus 2000 and the accompanying expansion of campus facilities, there will be a need to design, plan and implement a major capital campaign. Successful completion of a capital campaign requires detailed planning and preparation as well as a solid foundation of prospects, both alumni and community. Additionally, the Office of University Development will need to identify, cultivate, and enlist an affluent and influential corps of volunteer leadership to drive the

campaign. The steps listed below, if followed, will position YSU for implementation of a capital campaign some time in the 1996-97 school year.

- Step 1: Develop a case for support which details all areas of need to be addressed by the capital campaign.
- Step 2: At least one year prior to the scheduled beginning of active solicitation, the President and his designees will begin a process of cultivation of prospects. These cultivation activities will be local, regional and national in scope.
- Step 3: A Planning Committee made up of University and community leaders will begin work to develop the themes, publicity materials, prospect lists and strategies. This committee will also be active at least one year prior to the start of campaign activities.
- Step 4: The Planning Committee, in discussions with other community and University leaders, will determine if outside fund raising counsel will be retained to facilitate the campaign.
- Step 5: The actual planning and implementation process will be determined during the months prior to active solicitation.

8. Volunteer Activities:

With the expansion of the Development Program, it will become desirable to strike a balance between staff driven and volunteer driven initiatives. Volunteer assistance in phonathons, major gift solicitation, and alumni activities as well as advisory committees will be critical to the overall success of the program.

The Executive Director will have the lead responsibility in the area of volunteer recruitment. With the assistance of the Annual Fund Director and the Development Council, the Executive Director will coordinate volunteer enlistment, training and activity.

9. Campus 2000:

The Executive Director of University Development will have lead responsibility for developing strategies to combine the acquisition of property and construction of campus facilities with the opportunities available to donors to make a gift to the University. Through the use of recognized fund raising strategies, the Executive Director will, whenever possible, present various gifting options to prospective sellers or prospective donors.

10. Major Gifts Acquisition:

Working in close association with President Cochran, the Executive Director of University Development will plan and implement solicitation strategies for the acquisition of major gifts (\$100,000 and up) to the University. The Executive Director will prepare research, giving strategies, and solicitation strategies, as well as enlisting volunteer assistance where necessary. The President and the Executive Director will act as the lead solicitation team for these major gift meetings.

The goal for major gift acquisition is at least two such gifts per year. Should the University decide to mount a capital campaign, as the time for the campaign approaches, this activity may slow to prepare for the solicitations required by the campaign.

11. University Publications:

Currently, the amount of communication with alumni and friends is minimal. This lack of communication may be adversely affecting the relations with these constituent groups as well as the financial support received from these groups. In order to improve this situation, the following steps must be taken:

Step 1: The Development Council and the Office of University Relations will design and publish a YSU Magazine. This "magazine" will feature stories of interest regarding YSU, alumni updates and promotions, campus events, and most importantly, provide a forum for donor recognition from major gifts to the annual fund. Initially an annual publication, the YSU Magazine will be mailed to all alumni and friends as well as local corporations and foundations.

Step 2: In conjunction with the YSU Magazine, it is suggested that the quarterly Alumni Newsletter be enhanced. This newsletter would be sent to all alumni association members. Additionally, non-members would receive the publication twice per year.

Summary:

The Strategic Plan for the Development Program at Youngstown State University is based upon two assumptions; YSU must reach out to its various constituencies on a regular basis and YSU must invest in this plan at a sufficient level to achieve success. Knowing the budget constraints which burden each level of the University, the investment in the development program can show significant increases in giving which may help to alleviate some of those burdens.

The following attachment addresses the budgeting for such a strategic plan.

MEMO TO: Joseph F. Malmisur
Executive Director of Athletics

FROM: Leslie H. Cochran
President

SUBJECT: Intercollegiate Athletics' Strategic Financial Plan

DATE: February 26, 1993

The purpose of this memo is to summarize our recent conversations and to commit to a strategic planning process that will ensure the financial stability of intercollegiate athletics at YSU. As we discussed, the development of this plan is only feasible because of the strong financial base that you and your staff have developed over the last several years. Additionally, the action of the Board of Trustees last fall established a firm direction for the future funding and support of the intercollegiate athletic program.

It seems that there are five major ingredients that need attention if we are to effectively ensure the financial viability of the athletic program. While these items are described individually, they are interactive and together form an integrated whole for the development of a strong financial base of the program. Obviously, the University's primary role is to maintain the current level of programs and services. Any significant increase in the level of support will need to be forthcoming from outside sources; namely, ticket sales, concessions, and contributions. It is in these areas where the focus of the budgetary growth must be located.

Football Marketing Component. The success in all elements associated with the football program has been phenomenal. It seems, however, that we must seize the opportunity to achieve even new levels of success. I know the growth potential is limited, but we need a marketing strategy that will hopefully produce a major increase in ticket sales/attendance. I will leave the percentage up to you. Is 10-20% possible? Good luck!

Joseph F. Mailmsur
February 26, 1993
Page Two

Basketball Promotion Component. As I have said many times, the future of the intercollegiate athletic program at YSU is highly dependent upon the success of basketball. Hopes are high. We have a tremendous opportunity to build a new level of excitement with the hiring of a new coach. Specific proactive steps will need to be taken. Again, the numbers are your decision, but it seems that we will not be able to achieve our mutual goals without an average attendance of 4 to 5,000. I will be interested to see your short-term and long range thoughts and ideas in this regard.

Athletic Endowment Scholarships Component. Our success in actually selling the position scholarship concept will likely take some time to develop. This concept needs extensive preplanning and a step-by-step plan of how we might move forward over the next several years. As a beginning, it seems that we might prepare a one page description of what a major gift (e.g. \$100,000) might accomplish and how a donator might fund it over a three or four year period. On a long term basis, would it be possible to annually target four or five such new naming gifts?

One Million Dollar Plus Scholarship Plan. While the previously mentioned items are important, the first and foremost priority has to be the full funding of the current scholarship program. Currently, we are about \$250,000 below this goal. If we estimate a 5% annual growth, there is some real work to be done. I really think, however, that it is quite doable. Clearly, progress in the football and basketball components are fundamental ingredients in achieving this goal. I am looking forward to seeing this plan.

Capital Projects Readiness Development. While more long term, we need to continue to lay the foundation for a major athletic development project. Plans are already underway for a new College of Education Building and a Residential Honors College, so the sequencing seems to be developing in a logical fashion. This, of course, will need to be coordinated with Vern Snyder as we finalize our overall capital development plan.

In preparation for our June Board of Trustees' meeting, I would like to present a detailed Intercollegiate Athletics' Strategic Financial Plan that addresses the major areas already outlined. In our regular one-on-one meetings over the next few months, I would like to discuss these items so we can initiate a comprehensive effort.

msb

c: V. Snyder

Section 34. Smoking Policy

The University recognizes the need to create and maintain an environmental quality which sustains the general health and well being of its students, faculty, staff, and visitors. The University is cognizant of the fact that the United States Surgeon General has determined that the largest preventable cause of illness and death in the United States is smoking. Research also indicates that non-smokers who are exposed to tobacco smoke are at increased risk.

Three of the four campus collectively bargained agreements recognize the goal that the University be a place of safe and healthful working conditions. In addition, ~~Article 23.6 of the 1989-91 YSU OEA Agreement requires that there shall be no smoking in any University building except in designated areas that are separately vented.~~ ALL OF THE UNIONS, AS WELL AS THE HOLISTIC HEALTH COMMITTEES SUPPORT AND PROMOTE THE CONCEPT OF A SMOKE FREE CAMPUS. THEREFORE, THERE SHALL BE NO SMOKING IN ANY UNIVERSITY NON-RESIDENTIAL BUILDING. Accordingly, the following guidelines shall be implemented to enforce the University's Smoking Policy.

- 34.1 ~~It is anticipated, in light of the health issues involved, that most people will comply with this policy out of self interest and concern for others.~~ The entire University community shares responsibility for individual compliance with this Smoking Policy.
- 34.2 Permanent signage noting the Smoking Policy will be posted at each building entrance. Additional signage will be posted throughout each campus building. The signage should be standardized throughout campus and any inconsistencies between current signage and the Smoking Policy must be eliminated.
- 34.3 ~~An appropriate number of student employees, sufficient to cover the period of time that most University buildings are normally open, will be assigned to Campus Police to be dispatched to respond to complaints of Smoking Policy violations.~~
- 34.4 ~~Students smoking monitors dispatched to investigate complaints regarding a violation of the Smoking Policy will be empowered, pursuant to the Board of Trustees authority under ORC 3345.21 to regulate the use of facilities and individual conduct on campus, to issue a citation for violations of the Smoking Policy. A citation will be issued only when a monitor physically observes an individual smoking in violation of this policy and the smoker ignores a request to extinguish the smoking material.~~
- 34.5 ~~A citation for violation of the Smoking Policy shall result in the imposition of a fine. The fine shall be identical in amount to the fine imposed for a Class-I Parking Violation. The Smoking Policy Violation Fine will double if not paid within 10 days of issuance of the citation. Appeals of a Smoking Policy Violation Citation may be appealed in the same manner as Parking Violation Citations.~~
- 34.6 ~~Other~~ Inappropriate conduct associated with a request to extinguish smoking materials ~~or refusal to pay a fine~~ may be cause for an individual student, faculty or staff member to be subject to an applicable disciplinary procedure.

APPENDIX A
PAY SCHEDULE FOR UNIVERSITY DISPATCHER 1

Effective January 1, 1993:

Step 1	2	3	4	5	6
9.81	10.09	10.43	10.84	11.26	11.72

Effective April 1, 1993:

Step 1	2	3	4	5	6
10.05	10.33	10.67	11.08	11.50	11.96

APPENDIX B
PAY SCHEDULE FOR UNIVERSITY DISPATCHER 2

Effective January 1, 1993:

Step 1	2	3	4	5	6	7
10.69	11.00	11.32	11.70	12.10	12.57	13.09

Effective April 1, 1993:

Step 1	2	3	4	5	6	7
10.93	11.24	11.56	11.94	12.34	12.81	13.33

APPENDIX C
PAY SCHEDULE FOR UNIVERSITY POLICE OFFICER 1

Effective January 1, 1993:

Step 1	2	3	4	5	6	7	8
10.38	10.78	11.20	11.63	12.08	12.55	13.04	13.58

Effective April 1, 1993:

Step 1	2	3	4	5	6	7	8
10.64	11.02	11.44	11.87	12.32	12.79	13.28	13.82

APPENDIX D
PAY SCHEDULE FOR UNIVERSITY POLICE OFFICER 2

Effective January 1, 1993:

Step 1	2	3	4	5	6	7	8
10.92	11.34	11.78	12.24	12.71	13.26	13.85	14.50

Effective April 1, 1993:

Step 1	2	3	4	5	6	7	8
11.16	11.58	12.02	12.48	12.95	13.50	14.09	14.74

YOUNGSTOWN STATE UNIVERSITY
 Salary Schedule for Lieutenants
 1/1/93 - 3/31/94

Salary Steps

	1	2	3	4	5	6	7	8
56 LIEUTENANTS:								
January 1, 1993 to March 31, 1993	\$13.53	\$14.27	\$15.18	\$16.05	\$16.94	\$17.90	\$18.89	\$20.00
April 1, 1993 to March 31, 1994	\$13.77	\$14.51	\$15.42	\$16.29	\$17.18	\$18.14	\$19.13	\$20.24

MEMO TO: PATTY DAVIS MARTIN,
Secretary to the President

COPY TO: DR. LESLIE H. COCHRAN, President

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

DATE: JUNE 25, 1993

RE: Insertions for original Minutes
of Regular Board of Trustees
Meeting of March 19, 1993

Enclosed for insertion in the
official Minutes of the Board of Trustees of Youngstown State
University which are maintained in the President's office are the
following:

	<u>Pages</u>
I. Ribbon copy of Minutes of Regular Meeting of Board of Trustees held March 19, 1993, which were approved, signed and attested at today's meeting. These should be followed by:	23

EXHIBITS:

A - Resolution Accepting Gifts	(YR 1993-27)
B - Resolution to Ratify Faculty/Staff Appointments	(YR 1993-30)
C - Resolution Concerning Collective Bargaining	(YR 1993-31)
D - Resolution to Ratify an Affirmative Action Plan Phase I	(YR 1993-32)
E - Resolution Concerning Change of Policies Regarding Personnel	(YR 1993-33)
F - Resolution Concerning Tuition and Other Student Fees and Charges	(YR 1993-38)
G - Resolution Ratifying Changes in the Bylaws of the University Academic Senate	(YR 1993-42)
H - Motion to endorse the University Development Strategic Plan	(YR 1993-44)
I - Motion to endorse the development of a University Intercollegiate Athletics' Strategic Financial Plan	(YR 1993-45)

- 1 - Resolution Concerning Smoking Policy (YR 1993-29)
- 2 - Resolution to Ratify Tentative Modification of Article 4, Pay, of the YSU-OPBA Agreement (YR 1993-34)
- 3 - Resolution Concerning Pay Increase for Lieutenants, Intermittent Police Officers, and Intermittent Dispatchers in the Youngstown State University Police Department (YR 1993-35)

1. Copy of Secretary's Memo of June 22, 1993 forwarding copy of Minutes of March 19, 1993 meeting to Nine Trustees, the President, and two Student Trustees.
2. Copy of Secretary's Notice to Trustees dated February 15, 1993 with Certificate as to mailing thereof to Nine Trustees, the President, the Presidents of YSU-OEA and YSU-ACE, the Alumni Director, Legal Counsel and one Student Trustee.
3. Copies of Secretary's memo and letters of June 25, 1993 to the University Librarian, to the Presidents of YSU-OEA, YSU-ACE and YSU-APAS, and to the Alumni Director forwarding copies of the March 19, 1993 Board Minutes.

MEMORANDUM OF TRANSMITTAL

TO: MEMBERS OF THE BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY, AND DR. LESLIE H. COCHRAN, PRESIDENT

FROM: FRANKLIN S. BENNETT, JR., SECRETARY TO THE BOARD *FSB*

DATE: JUNE 22, 1993

RE: MINUTES OF MEETINGS

- A. REGULAR MEETING OF THE BOARD OF TRUSTEES - March 19, 1993;
- B. BUILDING AND PROPERTY - May 12, 1993;
- C. PUBLIC SERVICES - June 11, 1993;
- D. PERSONNEL RELATIONS - June 11, 1993;
- E. ACADEMIC AFFAIRS - June 14, 1993;
- F. BUILDING AND PROPERTY - June 15, 1993;
- G. ATHLETICS - June 15, 1993;
- H. BUDGET AND FINANCE - June 16, 1993; and
- I. STUDENT AFFAIRS - June 17, 1993.

Enclosed are draft minutes for the above-described meetings of the Board of Trustees of Youngstown State University and its committees. Please review these minutes noting any questions or corrections you might have. Please contact the Secretary with any corrections to these minutes.



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

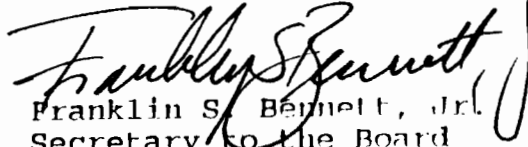
February 15, 1993

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, March 19, 1993 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, Jr.
Secretary to the Board
of Trustees

FBJ:Jlc

Copies of the above notice were mailed on February 15, 1993 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 this date to each of the six others listed on the reverse side of this page.


Secretary to the Board of Trustees

TRUSTEES AND THE PRESIDENT

Mrs. Eugenia Atkinson
Youngstown Metropolitan Housing Authority
131 W. Boardman Street
Youngstown, Ohio 44503

Mr. Bruce R. Beeghly, President
Altronic, Inc.
712 Trumbull Avenue
Girard, Ohio 44420

Y. T. Chiu, Jr., M.D.
3768 Boardman-Canfield Road
Canfield, Ohio 44406

Mrs. Elizabeth C. DeLuca
2968 Heatherbrae Drive
Poland, Ohio 44514

Attorney Edward A. Flask
DiBlasio, Flask & Associates
11 Overhill Road
Youngstown, Ohio 44512

Mr. Mark E. Lyden, Vice President
and Secretary
The Lyden Company
3711 LeHarps Road
P.O. Bcx 1854
Youngstown, Ohio 44501

Attorney Richard P. McLaughlin
McLaughlin, McNally & Carlin
City Centre One Building
Youngstown, Ohio 44503

Mr. Martin J. O'Connell
Regional Liaison for Attorney
General Lee Fisher
317 E. Kline Street
Girard, Ohio 44420

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

Dr. Leslie H. Cochran, President
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

* * * * *

MDr. John B. Russo, President YSU-OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Attorney Alan R. Kretzer
Legal Counsel
504 Stambaugh Building
Youngstown, Ohio 44503

Ms. Lori Skarbinski, Executive
Director YSU Alumni Association
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Ms. Jean Ann Gove
President, YSU-ACE
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Ms. Genevra Mann, President
Assoc. of Professional & Admn. Staff
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Mr. Phillippe Sebastian
Kilcawley House, Room 610
Youngstown State University
Youngstown, Ohio 44555

MEMO TO: DR. DAVID A. GENAWAY, Librarian

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

DATE: JUNE 25, 1993

RE: Minutes of Regular Meeting of
the Board of Trustees held on
March 19, 1993

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

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

F.B.J., Jr.

xc: Dr. Leslie H. Cochran, President
Dr. James J. Scanlon, Provost
Mr. Mark E. Lyden, Chairperson



YOUNGSTOWN STATE UNIVERSITY
YOUNGSTOWN, OHIO 44555

June 25, 1993

Dr. John B. Russo
President YSU-OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Dr. Russo:

Enclosed for your records find a copy of the Minutes of the regular meeting of the Board of Trustees held March 19, 1993.

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

Very truly yours,


Secretary to the Board of Trustees

FBJ:jlc

Enclosures

Copy to: Dr. Leslie H. Cochran, President
Ms. Shirley A. Carpenter
Executive Director of Personnel



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

June 25, 1993

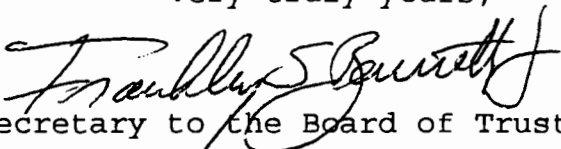
Ms. Jean Ann Gove
President YSU-ACE
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Ms. Gove:

Enclosed for your records find a copy of the Minutes of the regular meeting of the Board of Trustees held March 19, 1993.

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

Very truly yours,


Secretary to the Board of Trustees

FBJ:jlc

Enclosures

Copy to: Dr. Leslie H. Cochran, President
Ms. Shirley A. Carpenter
Executive Director of Personnel



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

June 25, 1993

Ms. Genevra Mann, President
Assoc. of Professional & Admn. Staff
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Ms. Mann:

Enclosed for your records find a copy of the minutes of the regular meeting of the Board of Trustees held March 19, 1993.

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

Very truly yours,

Franklin S. Bennett
Secretary to the Board of Trustees

FBJ:jlc

Enclosures

Copy to: Dr. Leslie H. Cochran, President
Ms. Shirley A. Carpenter
Executive Director of Personnel



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

June 25, 1993

Ms. Lori A. Factor, Executive
Director YSU Alumni Association
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Ms. Factor:

Enclosed for your records find a copy of the Minutes of the regular meeting of the Board of Trustees held March 19, 1993.

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

Very truly yours,


Secretary to the Board of Trustees

FBJ:jlc

Enclosures

Copy to: Dr. Leslie H. Cochran, President