

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

June 10, 1975

Trustees of
Youngstown State University

Gentlemen:

Enclosed is draft of minutes of the Special
Meeting of Trustees held June 2, 1975.

Yours very truly,

Secretary to the Board of Trustees
of Youngstown State University

HWM MM
Enclosure

These minutes mailed to the following on June 10, 1975

William J. Brown
Dr. Bertie B. Burrowes
Edward J. DeBartolo, Jr.
Carl L. Dennison
Thomas D. Y. Fok
Mrs. Ann L. Isroff
John M. Newman
Albert J. Shipka
Fred C. Shutrump, Jr.

Dr. John J. Coffelt, President
Dr. Earl E. Edgar, Vice President
for Academic Affairs
Dr. Karl E. Krill, Vice President
for Administrative Affairs
Mr. Joseph S. Rook, Vice President
for Financial Affairs
Mr. Hershel Rickard, University State
Examiner
Mr. John G. Ingram, Assistant to the
Attorney General of Ohio

(TRUSTEES)



June 10, 1975

Dr. Thomas D. Y. Fok
Mosure, Fok & Syrakis Co.
City Centre One Building
Youngstown, Ohio 44503

Dear Dr. Fok:

I understand that you have been appointed to the Board of Trustees of Youngstown State University.

I am enclosing herewith a copy of the Notice which was mailed on June 4 to all Trustees reminding them of the next regular meeting of Trustees scheduled for Saturday, June 21, 1975, and I am also enclosing a copy of my transmittal letter and of the draft of the Minutes of a Special Meeting of Trustees which was held on June 2, 1975.

Yours very truly

Secretary to the Board of Trustees
of Youngstown State University

HWM MM
Enclosures

Xc Dr. John J. Coffelt, President
Mrs. Ann L. Isroff, Chairman

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

June 21, 1975

Mr. Everette C. Abram, President
YSU Chapter of the OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio

Dear Mr. Abram:

For your records I enclose herewith copies of the Minutes of the Meetings of the Board of Trustees of Youngstown State University which were held on April 26, 1975 and on June 2, 1975. The originals of these Minutes were approved by the Board at today's meeting and have been signed by the Chairman and attested.

Yours very truly,

Hugh W. Manchester
Secretary to the Board of Trustees

HWM MM
Enclosure

Xc Dr. John J. Coffelt, President

TO: RICHARD J. OWEN, LIBRARIAN
YOUNGSTOWN STATE UNIVERSITY

FROM: HUGH W. MANCHESTER, SECRETARY TO
BOARD OF TRUSTEES

DATE: JUNE 21, 1975

SUBJECT: Minutes of Meetings of Board of Trustees of
Youngstown State University held on April 26,
1975 and on June 2, 1975.

Per Resolution YR 1975-4 I am enclosing herewith a xerox copy of the Official Minutes of two meetings of the Trustees of Youngstown State University, which were held respectively on April 26, 1975 and on June 2, 1975. These were approved, signed and attested today.

Xc President Coffelt
Vice President Edgar
Vice President Alderman
Mrs. Isroff

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

June 4, 1975

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise you that the next regular meeting of Trustees of Youngstown State University will be held on Saturday, June 21, 1975, commencing at 12:30 p.m. in Rooms 216-217 of Kilcawley Center.

I am informed that a light luncheon will be served to the Trustees in a room near Rooms 216 and 217 in Kilcawley Center immediately following the commencement exercises.

The President's office will advise as to the Agenda.

Hugh W. Manchester

Secretary to the Board of Trustees
of Youngstown State University

HWM MM

Copies of the above Notice were mailed on June 4, 1975 to the 9 persons listed on the reverse side of this page.

Hugh W. Manchester

William J. Brown
The Youngstown Vindicator
Vindicator Square
Youngstown, Ohio 44503

Dr. Bertie B. Burrowes
529 North Avenue
Youngstown, Ohio 44502

Mr. Edward J. DeBartolo, Jr.
Edward J. DeBartolo Corporation
7620 Market Street
Youngstown, Ohio 44512

Carl L. Dennison
Butler, Wick & Company
6th Floor, Union Natl. Bank Bldg.
Youngstown, Ohio 44503

Mrs. Ann L. Isroff, Chairman
11 Wildfern Drive
Youngstown, Ohio 44505

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

Albert J. Shipka
c/o United Steel Workers of
America
Realty Building
47 Central Square
Youngstown, Ohio 44503

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

Dr. John J. Coffelt, President
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44503

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

June 4, 1975

Mr. Everette C. Abram
President YSU-OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio

Dear Mr. Abram:

Enclosed is copy of notice being mailed today,
relative to meeting of the Board of Trustees of Youngs-
town State University scheduled for 12:30 p.m. in
Rooms 216-217 of Kilcawley Center.

Yours very truly,

Hugh W. Manchester

Secretary to the Board of Trustees

HWM MM
Enclosure

Xc Dr. John J. Coffelt, President
Mrs. Ann L. Isroff, Chairman

YOUNGSTOWN STATE UNIVERSITY
YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

June 4, 1975

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

Dear Mr. Ingram:

Enclosed is copy of notice being mailed today,
relative to meeting of the Board of Trustees of Youngs-
town State University scheduled for 12:30 p.m. in Rooms
216-217 of Kilcawley Center.

Yours very truly,

Hugh W. Manchester
Secretary to the Board of Trustees

HWM MM
Enclosure

Xc Dr. John J. Coffelt, President
Mrs. Ann L. Isroff, Chairman

John
you are expected
at the luncheon,
about 11⁴⁵
Hugh.

Executive Department

OFFICE OF THE GOVERNOR

Columbus

I, James A. Rhodes, Governor of the State of Ohio, do hereby appoint Thomas D. Y. Fok, Austintown, Mahoning County, Ohio, as a Member, Youngstown State University Board of Trustees, for a term beginning May 2, 1975 and ending at the close of business May 1, 1984, vice Robert E. Williams, whose term expired.

IN WITNESS WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the State of Ohio to be affixed at Columbus, this 6th day of June, in the year of our Lord, one thousand nine hundred and seventy-five.

Governor



JAMES A. RHODES
GOVERNOR

STATE OF OHIO
OFFICE OF THE GOVERNOR
COLUMBUS 43215

June 10, 1975

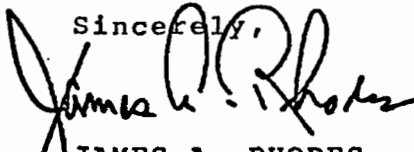
Dr. Thomas D. Y. Fok
325 S. Canfield-Niles Road
Austintown, Ohio 44515

Dear Dr. Fok:

I am most grateful for your willingness to serve as a Member, Youngstown State University Board of Trustees, and it is a real pleasure for me to send you herewith your Letter of Appointment to that office for your new term.

Also enclosed are three copies of the required Oath of Office. Will you please return your executed Oaths to this office, in accordance with the enclosed instructions, at your earliest convenience.

Sincerely,

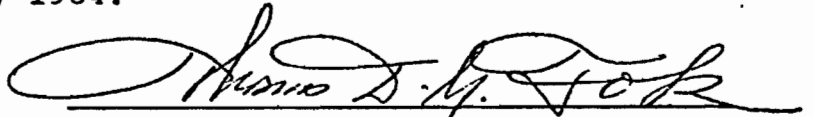

JAMES A. RHODES,
Governor

JAR:bp

encl.

OATH OF OFFICE

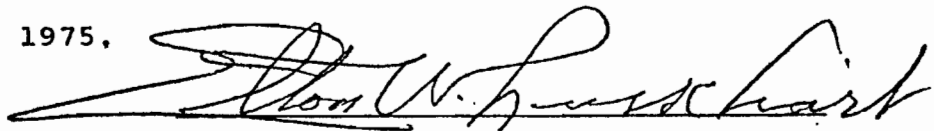
I, Thomas D. Y. Fok, promise and swear to support the Constitution of the United States and the Constitution of this State, and faithfully to discharge the duties of the office of Member, Youngstown State University Board of Trustees, to which I have been appointed for a term beginning May 2, 197⁵ and ending at the close of business May 1, 1984.



STATE OF OHIO

County of Mehoning, ss:

Personally sworn to before me, a Notary Public in and for said County, and subscribed to in my presence this 16th day of June, 1975.



My commission has no expiration date.
Section 147.03 R.C.

ELTON W. LUCKHART, Attorney At Law
Notary Public - State of Ohio
My commission has no expiration date.
Section 147.03 R.C.

Thomas D. Y. Fok
325 S. Canfield-Niles Road
Austintown, Ohio 44515

June 16, 1975

Honorable James A. Rhodes, Governor
Office of the Governor
Capital Building
Columbus, Ohio 43215

Dear Governor Rhodes:

It was indeed a great pleasure and honor to receive your letter dated June 10, 1975, announcing that I have been appointed a Trustee of Youngstown State University.

Following your instructions, I have taken my oath of Office today, June 16, 1975, before Attorney Elton W. Luckhart, a Notary Public. Three copies of the executed oath are enclosed.

I will insure your faith and trust and serve the board with my best efforts for our fellow citizens of the State.

Your kind consideration and help will always be appreciated and gratefully remembered.

Any advice from you will be most welcome.

With my best and warmest regards.

Respectfully yours,



Thomas D. Y. Fok

jn

June 10, 1975

Dr. Thomas D. Y. Fok
Mosure, Fok & Syrakis Co.
City Centre One Building
Youngstown, Ohio 44503

Dear Dr. Fok:

I understand that you have been appointed to the Board of Trustees of Youngstown State University.

I am enclosing herewith a copy of the Notice which was mailed on June 4 to all Trustees reminding them of the next regular meeting of Trustees scheduled for Saturday, June 21, 1975, and I am also enclosing a copy of my transmittal letter and of the draft of the Minutes of a Special Meeting of Trustees which was held on June 2, 1975.

Yours very truly

Hugh W. Manchester

Secretary to the Board of Trustees
of Youngstown State University

HWM MM
Enclosures

Xc Dr. John J. Coffelt, President
Mrs. Ann L. Isroff, Chairman

MINUTES OF MEETING

of

BOARD OF TRUSTEES

YOUNGSTOWN STATE UNIVERSITY

Kilcawley Center
Saturday, June 21, 1975

Pursuant to determination by the Board at its last regular meeting, and the foregoing Notice which was mailed on June 4, 1975 to all Trustees (with copies to the President of the University and to the President of the YSU Chapter of OEA), a regular meeting (forty-fifth meeting) of the Board of Trustees of Youngstown State University convened at 12:30 p.m. on Saturday, June 21, 1975 in Room 216 in Kilcawley Center.

Six Trustees were present at and throughout the meeting: Mrs. Ann L. Isroff, William J. Brown, Dr. Bertie B. Burrowes, Carl L. Dennison, Dr. Thomas D. Y. Fok and John M. Newman. Three Trustees were absent: Edward J. DeBartolo, Jr., Albert J. Shipka and Fred C. Shutrump, Jr.

Also present were Dr. John J. Coffelt, President, Dr. Earl E. Edgar, Vice President for Academic Affairs, Dr. Karl E. Krill, Vice President for Administrative Affairs, Joseph S. Rook, Vice President for Financial Affairs, Dr. Taylor Alderman, Assistant Vice President for Academic Affairs, Dr. Lawrence E. Looby, Special Assistant to the President, Philip A. Snyder, Director of University Relations, Dr. William O. Swan, Faculty Personnel Administrator, John G. Ingram, Assistant Attorney General, Miss Patricia Davis, Secretary to the President, Hugh W. Manchester, Secretary to the Board of Trustees; and about twenty-five other persons, including students, deans, faculty and staff and representatives of the news media.

Mrs. Isroff, Chairman of the Board, presided and announced that a quorum was present.

ITEM I - Proof of Notice of Meeting

Evidence to establish that due notice of the meeting had been mailed by the Secretary to each Trustee was presented and precedes these minutes. An Agenda for the meeting and supplemental materials had been furnished by the President's office to each Trustee on or about June 16, 1975.

ITEM II - Minutes of the Meetings held April 26 and June 2, 1975

Copies of the draft of minutes of the forty-third meeting held on April 26, 1975 had been mailed on May 14, 1975 and copies of the draft of minutes of the forty-fourth meeting held on June 2, 1975 had been mailed on June 10, 1975 to each Trustee, the President, each Vice President and the State Examiner, and copies of the minutes of the meeting of June 2, 1975 had been mailed to the Assistant Attorney General. There being no changes or corrections suggested for any of such minutes, the same were duly approved and were signed by the Chairman and attested by the Secretary.

ITEM III - Installation of New Member of Board of Trustees

Mrs. Isroff welcomed Dr. Thomas D. Y. Fok as a new member of the Board. He had been appointed to the Board for a term beginning May 2, 1975 and ending May 1, 1984, to replace Robert E. Williams whose term had expired, by James A. Rhodes, Governor of Ohio, by an appointment dated June 6, 1975, and an oath of office had been signed by him on June 16, 1975. An oath of office as Trustee of Youngstown State University was again administered to Dr. Fok by John G. Ingram, Notary Public and an Assistant to the Attorney General of Ohio in the presence of the Board.

Copies of his appointment, of Governor Rhodes' letter to him dated June 10, 1975, of his oath of office dated June 16, 1975, and his letter of June 16, 1975 to Governor Rhodes precede the minutes of this meeting.

ITEM IV - Recommendations of the President

(1) Resolution on Faculty/Staff Appointment

Dr. Coffelt reported two new appointments to the faculty. Upon motion by Mr. Newman, seconded by Dr. Burrowes and after affirmative vote of all Trustees present, the Chairman declared the following resolution duly carried:

WHEREAS, the Regulations of the Board of Trustees direct the President to appoint such employees as are necessary to effectively carry out the operation of the University; and

YR 1975-45

WHEREAS, new appointments have been made subsequent to the April 26, 1975 meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1974-75 budget and with the University policy on Equal Employment Opportunity.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby ratify and confirm the appointments as listed in Exhibit A attached hereto.

(2) Confirmation of the Conferral of the Honorary Degree, Doctor of Laws, on Sidney Rigelhaupt

Upon motion by Mr. Newman, seconded by Mr. Brown and after affirmative vote by all Trustees present, the Chairman declared the following resolution duly carried:

With great appreciation for his service to his YR 1975-46 profession, his community, the University, and the State of Ohio, the Board of Trustees of Youngstown State University hereby records its previously polled approval for the conferral of the honorary degree, Doctor of Laws, upon Sidney Rigelhaupt, the distinguished graduate, alumnus, and jurist at the 1975 Spring Commencement.

(3) Resolution to Approve a Policy on Human Subjects Research

Dr. Edgar explained that safeguarding the rights and welfare of human subjects and protecting the right of faculty and staff members to conduct legitimate research are major concerns of Youngstown State University. Needed are policies and procedures which govern all research involving human subjects and conducted under the auspices of Youngstown State University. Guidance has been provided by the document developed by the Department of Health, Education and Welfare, The Institutional Guide to DHEW Policy on Protection of Human Subjects. A Human Subjects Research Committee appointed by President Coffelt early this year was charged with recommending a policy and a set of procedures under which the policy would be carried out.

Upon recommendation of the administration and after a motion by Mr. Brown was seconded by Mr. Dennison and received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

BE IT RESOLVED, that no proposal for a grant, YR 1975-47 contract, or award for research involving human subjects be approved for submission unless a review establishes that the project

or activity, as described in the application, will not interfere with or impair the rights and welfare of the subjects, nor involve risks that outweigh either potential benefits to the subjects or the expected value of the knowledge sought. No project or activity involving human subjects shall deny the rights of the subject to adequate and appropriate informed consent. After such a project or activity has been initiated, it shall be subject to continuing review.

BE IT FURTHER RESOLVED, that all research conducted under University auspices and which involves human subjects shall fall under the purview of this policy, whether the project is to be funded by the University, an outside agency, or by the investigator himself.

BE IT FURTHER RESOLVED, that the Administration of the University shall establish procedures and regulations consistent with this policy and required for its implementation.

(4) Resolution on Credit by Examination

Dr. Edgar explained the reasons for proposing that a fee of only \$15 be charged for examinations to establish credit in certain subjects toward meeting graduation requirements in situations where the particular student involved had not received the instruction in the particular subject at the University.

Upon recommendation of the administration and after a motion by Dr. Burrowes was seconded by Dr. Fok and received the affirmative vote by each Trustee present, the Chairman declared the following resolution duly carried:

BE IT RESOLVED, that the present regulation YR 1975-48 requiring payment of fees charged at the student's regular rate for each hour of credit honored for graduation when such credit is given as the result of examination, be replaced by the following:

"Credit by Examination Fee - A fee of \$15 is charged for an examination provided by an academic department of the University to determine proficiency and to establish credit in certain subjects toward meeting graduation requirements."

(5) Resolution on Promotion in Academic Rank
for 1975-76

Dr. Coffelt reported proposed promotions for 39 full-time faculty members and recommended approval of such promotions.

After motion by Mr. Dennison and seconded by Dr. Fok received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

WHEREAS, Article IX of the Agreement between YR 1975-49
Youngstown State University and Youngstown
State University Chapter of the Ohio Educa-
tion Association (YSU-OEA) provides that re-
commendations for promotion in academic rank
be reviewed by the President and submitted
to the Board of Trustees with his recommenda-
tions for approval; and

WHEREAS, the University Promotion Committee, after
careful consideration of each individual, has re-
commended promotion in academic rank for 39 faculty
members; and

WHEREAS, the President has received, reviewed, and
approved the report of the University Promotion
Committee; and

WHEREAS, the costs of these recommendations will be
within the funds provided for this purpose.

NOW, THEREFORE, BE IT RESOLVED, that the Board of
Trustees of Youngstown State University ratify and
approve promotions in academic rank as recommended
by the President to become effective with the 1975-76
year, as listed in Exhibit B attached hereto.

(6) Resolution Authorizing a Two-Year Program in
Social Services Technology Leading to the
Associate in Applied Science Degree

Dr. Edgar explained that at its meeting of May 2, 1975
the Academic Senate approved the establishment of a two-year
program in Social Services Technology leading to the Associate
in Applied Science Degree. Prior approval to develop such a pro-
posal has been received from the Office of the Vice Chancellor
for Two-Year Programs of the Ohio Board of Regents. The program
will be administered by the Technical & Community College in
close collaboration with the Department of Sociology & Anthro-
pology, which offers a major in Social Work.

The proposed program had been reviewed by the Trustees and after motion by Mr. Brown was seconded by Dr. Burrowes and received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

BE IT RESOLVED, that Youngstown State University is authorized to offer a two-year program in Social Services Technology leading to the Associate in Applied Science Degree. YR 1975-50

ITEM V - Report of the President

Dr. Coffelt reported concerning the following matters:

(1) Because of difficulties in television reception from Channel 45, the Ohio Educational Television Network Commission proposed the installation of a translator at the Salem Installation. More extensive transmitting facilities will be needed to assure proper reception in the Youngstown area and a meeting with the legislators and other persons involved in solving the problem has been scheduled for Thursday, June 26, 1975 at the Network Operations Center of the Ohio Educational Television Network Commission in Columbus.

(2) At the suggestion of the Auditor of the State new contract forms for employment of administrative and staff personnel, classified staff personnel, and faculty members have been prepared which will make clear that the employment is subject to the constitution and laws of Ohio, the rules and regulations of the Trustees of the University, and is contingent upon the sufficiency of legislative subsidy appropriation, the rendering of full-time service, and the submission of accurate records showing proper education and training for the position held. Copies of such forms had been furnished to each Trustee with the data for the meeting.

(3) The Secretary's report as to attendance at Board meetings held between June 22, 1974 and June 2, 1975 had been furnished as Communication No. 10 with the data supplied with the Agenda.

(4) The Ohio Board of Regents meeting which is scheduled for September 19, 1975 will be held at Youngstown State University.

(5) Mr. Philip Rogers has been having frequent conferences with various members of the General Assembly of Ohio pertaining to problems at Youngstown State University, and has been of great service to the University. The Chairman stated that she will write expressing appreciation to the legislators involved.

ITEM VI - Report of the Vice President for Academic
Affairs

In addition to the matters involved in connection with Resolutions YR 1975-47, 48 and 50, Dr. Edgar reported that the Board of Regents which has heretofore had policies forbidding off-campus instruction, is now considering a change in such policy which will permit some off-campus instruction, but under very strict controls. The preparation of an off-campus instructional plan for Youngstown State University will be prepared in the near future for submission to the Chancellor's office and cooperation with other universities will be involved in the preparation of such plan.

Dr. Edgar also reported that Rule 2 of the Regents, dealing with the definition of full-time equivalent enrollment for subsidy purposes, will possibly be revised.

ITEM VII - Report of Vice President for Administrative
Affairs

Dr. Krill reported that landscaping work is under way in the Butler-Bryson Street Area and will soon be extended to the Central Core Area.

Because of strikes in the construction trades, work on Bliss Hall, the Technical and Community College Building, the new Library, and the remodelling in the School of Education, building is significantly delayed. Neither the Technical and Community College Building nor the Library will be available for the fall quarter. This will cause extreme difficulty in the fall quarter in assigning classrooms because only 100 classrooms will be available when 111 had been expected.

ITEM VIII - Report of the Vice President for Financial
Affairs

Mr. Rook submitted and commented upon a Statement of Income and Expenditures for the period July 1, 1974 to May 31, 1975, and Schedules of Investments held as of May 31, 1975. He stated that both the Income and Expense items were in line with the figures budgeted for the year 1974-75.

ITEM IX - Reports of Committees of the Board

(1) Building and Property Committee

A. Resolution on Naming of the University
Library

Mr. Dennison reported that it is presently the Board's policy to permit the naming of buildings for individuals who have made outstanding contributions to the University, the community and to the State of Ohio. In accordance with Board policy, an Ad hoc Committee was appointed on January 20, 1975 to consider the desirability of naming the new University Library for an individual. It was the recommendation of this Committee that the building be named in honor of Mr. William F. Maag, Jr. in recognition of his generosity, interest and support of the University and community libraries. A summary of Mr. Maag's contributions to the University, the community and the State of Ohio had been furnished with the data submitted with the Agenda.

After a motion by Mr. Dennison was seconded by Mr. Newman and received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly adopted:

BE IT RESOLVED, that in grateful appreciation YR 1975-51 to Mr. William F. Maag, Jr. for supporting and encouraging the development of the University Library and his work on behalf of the University and the Community, the Board of Trustees of Youngstown State University does hereby direct that the new Library building be named the William F. Maag, Jr. Library as a fitting reminder of the appreciation of his contribution to the University, the community, and the State of Ohio.

BE IT FURTHER RESOLVED, that a plaque, sign, or other suitable method of identifying the Library's name be placed in a conspicuous location in, on or adjacent to the building in order to make known to all who use the facility, the grateful appreciation of the University, its students and its friends.

B. Resolution Confirming Acquisition of Certain Properties as Provided Under YR 1970-24

Mr. Dennison reported that one property had recently been acquired with the University funds, and after a motion by Mr. Dennison was seconded by Dr. Burrowes and received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly adopted:

BE IT RESOLVED, that the acquisition of the YR 1975-52 following properties acquired as provided under YR 1970-24, be hereby confirmed and approved.

UNIVERSITY FUNDS

274 Adams Street, City Lot No. 9023 part,
City of Youngstown
Purchased from: Joseph Bennings and Thomas
R. Kelly.

(2) Budget and Finance Committee

Dr. Coffelt reported that the current operating budgets of the University include the Instructional and General Budget, five Auxilliary Enterprise Budgets, and several smaller budgets funded from the General Fee Allocation, and exclude Capital expenditures which are separately funded by the General Assembly of Ohio.

Proposed Operating Budget for the 1975-76 fiscal year being recommended aggregates \$26,087,601, which is an increase of \$2,813,850, or 12% over the budget for the current fiscal year. Of this total 88% is for the Instructional and General Budget in the amount of \$22,987,651 and \$3,099,950 is for expenditures in auxillary enterprise and student activity budgets.

The Instructional and General Budget is divided into three areas of expenditure for Instruction, Organized Research, and Public Services. Income comes from three sources, to wit: 60% from State Appropriations, 36% from Student Fees, and 4% from Miscellaneous Income.

Dr. Coffelt stated that the proposed budget would necessitate an increase of \$10 in instructional fee for full-time students to \$190 per quarter, and an additional \$10 increase in non-resident tuition surcharge for full-time students to \$200.

Of the \$2.4 million over the current budget, \$1.5 million is for increases in compensation and fringe benefits and continued filled positions; and \$.5 million is to cover increases due to inflation and fixed cost increases, and \$.4 million is for program expansion and enrichment.

Budgeted expenditures for personal services are increased by 9.4%, which excludes mandated civil service increases pending enactment by the Ohio General Assembly. An increase in student wages to comply with Federal minimum wage requirements is included and the budget provides for 7.2% increase in student work hours.

Fixed cost increases are due to new building construction (23%), space increase and increase in utility charges (25%).

The proposed Program Expansion and Enrichment includes establishment of an Allied Health Department, establishment of an Office of Instructional Improvement, Staff Expansion for the new Library, continuation of the Adult Outreach Program, funding of the New Planning Office, funding of Bicentennial Activities for 1976, additional Faculty Positions in Areas of Anticipated Enrollment Increases, continuation of the Instructional Development Fund, addition of Computer Terminals for the expansion of the Computer Center, and reestablishment of an Alumni Office.

The General Fee increases proposed, \$5.00 per quarter for part-time students, and \$6.00 per quarter for full-time students, has been recommended by an Advisory Committee of eight, including five students. General Fee expenditures of \$1,216,800 (\$230,000 increase over current year) were recommended. Most of the increase will go into the Intercollegiate Athletic Program to support women's athletics and expansion of the Kilcawley Center Operating Budget.

After a motion made by Dr. Burrowes and seconded by Mr. Brown had received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

WHEREAS, the Budget and Finance Committee YR 1975-53 has carefully reviewed the proposed Operating Budget for 1975-76, and considers that this Budget is a fair expenditure plan within presently estimated resources of the University for that year.

THEREFORE, BE IT RESOLVED, that the University Operating Budget for 1975-76 be and is hereby approved, and that such approval includes changes of title, positions and Civil Service classifications as noted therein, and changes required by action of this Board at this meeting.

(C) Resolution on Student Fees

After a motion by Dr. Burrowes had been seconded by Mr. Newman and received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

WHEREAS, the current schedule of student YR 1975-54 charges for Youngstown State University was adopted by the Board of Trustees at its meeting of June 16, 1973 (YR 1973-28); and

WHEREAS, the higher cost of operation and salary improvements require an increase in student fees and tuition.

NOW, THEREFORE, BE IT RESOLVED by this Board that the following fee changes be effective with the fall quarter of the academic year 1975-76:

STUDENT FEES AND TUITION*

	<u>CURRENT</u> Per Quarter Effective Fall Quarter 1973	<u>PROPOSED</u> Per Quarter Effective Fall Quarter 1975
FOR FULL-TIME STUDENTS (12-16 quarter hours)		
Instructional Fee	\$180.00	\$190.00
General Fee	30.00	36.00
Nonresident Tuition Surcharge.....	190.00	200.00
Applied Music Fee per Applied Quarter Hour	14.00	14.00
Charges per Quarter House Above 16 Hours **		
Instructional Fee	18.00	18.00
Nonresident Tuition Surcharge	19.00	19.00
FOR PART-TIME STUDENTS (below 12 quarter hours)		
Instructional Fee per Quarter Hour ..	18.00	18.00
General Fee	10.00	15.00
Nonresident Tuition Surcharge per Quarter Hour	19.00	19.00
Applied Music Fee per Applied Quarter Hour	14.00	14.00

BE IT FURTHER RESOLVED, that in accordance with Bylaw Article IV, Section 3, Paragraph C, all other fees of the University, in effect at the close of the present fiscal year be continued for the fiscal year beginning July 1, 1975.

*The University reserves the right to change any fee without notice.

**These charges previously applied above 17 hours.

(D) Resolution Designating an Official Depository

After motion by Dr. Burrowes was seconded by Mr. Dennison and received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

BE IT RESOLVED, that for the period beginning July 1, 1975 and ending June 30, 1977 The Dollar Savings and Trust Company, Youngstown, Ohio be designated as the official depository for all monies payable to the University, and the President is hereby authorized to enter into such contract for and on behalf of the Board of Trustees of Youngstown State University. YR 1975-55

BE IT FURTHER RESOLVED, that all funds available for investing for a period of thirty days or longer shall be invested in accordance with the Board's policy on the Investment of University Funds.

(3) Special Committee on Insurance

(A) Resolution to Authorize the Employment of Fee-Basis Insurance Consultants

It was reported that following the February 1, 1975 meeting of the Board the firm of Carlin-Black Company of Columbus, Ohio, had been retained to make a study of the total insurance program of the University and that the report of such Company had commended most of the insurance program of the University and had been considered by the Special Committee on Insurance.

After a motion by Mr. Dennison was seconded by Mr. Newman and received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

WHEREAS, the Carlin-Black Company has completed their study and made recommendations with respect to adequacy of coverage, cost structure, administrative procedures, and insurance bidding practices; and

YR 1975-56

WHEREAS, on the basis of a recommendation by Carlin-Black Company that professional counselors be retained to draft specifications, review bids, prepare recommendations for the awarding of contracts, and provide consultation on contract administration; and, the Ad Hoc Committee on insurance at their meeting of May 9, 1975 resolved to recommend to the Board of Trustees that professional, fee-basis consultants be engaged; and

WHEREAS, paragraph E (a) of the Bylaws and Regulations of the Board of Trustees, Article IV, Section 3, states that "All Insurance shall be purchased through the President or his designate, subject to prior approval of the Board of Trustees."

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University hereby approves the engaging of a professional fee-basis insurance consulting firm to provide services to the University.

(4) Student Affairs Committee

(A) Resolution Ratifying Student Records Policy

It was reported that the Student Records Policy had been carefully prepared and had been reviewed and recommended by the Student Affairs Committee.

After a motion made by Mr. Newman was seconded by Dr. Burrowes and received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

WHEREAS, the establishment and maintenance of student records are essential to the orderly operation of the University; and

YR 1975-57

WHEREAS, care must be exercised to insure that records maintained shall in no way violate the legal or constitutional rights of any student.

THEREFORE, BE IT RESOLVED that the Board of Trustees of Youngstown State University hereby ratifies the Student Records Policy attached hereto as Exhibit C.

The Chairman recognized Edward Sturgeon and Joseph Simko who were present, and expressed appreciation for their services on the Student Affairs Committee.

(5) Committee on Bylaws and Regulations

(A) A document containing 113 pages entitled "Policies of the Board of Trustees" which had been prepared by the Committee on Bylaws and Regulations, had been submitted to each Trustee with the Agenda for the meeting, and it was reported that such document was recommended for approval by the Board, subject to correction of typographical errors and changes in grammar, and the possible inclusion of omitted policies heretofore adopted by the Board, which had not yet been included.

After a motion by Mr. Newman was seconded by Mr. Brown and received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

WHEREAS, upon recommendation of an Ad Hoc Committee on Bylaws and other matters (appointed by the Chairman of this Board on January 26, 1974), the Bylaws of the Board of Trustees for the conduct of its affairs and meetings and the administration of the University through its President, Faculty and Staff were revised by Resolution YR 1974-30, adopted on April 30, 1974; and

WHEREAS, such Committee on Bylaws has had under consideration the advisability of amending and updating the Code of Regulations of the University which was originally adopted on August 15, 1967 by YR 67-4 as such Code of Regulations has been amended and supplemented from time to time by resolutions and policies adopted by the Board of Trustees; and

WHEREAS, such Committee has prepared and recommended approval of a document entitled "Policies of the Board of Trustees", containing 113 pages, copies of which have been furnished to each Trustee and which have been considered at this meeting; and

WHEREAS, it is believed that such "Policies of the Board of Trustees" contains all of those policies, rules and regulations of this Board which currently govern the administration and organization of the University; matters of policy as respects faculty, staff, and students of the University and other policies, including but not limited to the conferring of degrees and certificates, relations with the public and various organizations, tuition and fee charges, and other miscellaneous matters; and

WHEREAS, it is deemed advisable that the rules, regulations, and policies to be followed hereafter in maintaining and continuing the operations of Youngstown State University be made current and embodied in one published document for the convenience of all persons who may be interested or concerned in the operations of the University.

NOW, THEREFORE, BE IT RESOLVED, that such "Policies of the Board of Trustees" be and it is hereby approved, it being understood that such declaration of policies shall and does supersede that Code of Regulations which was originally adopted on August 15, 1967 (YR 1967-4) and any and all amendments, changes, or supplements thereto thereafter adopted (whether made as amendments to such original Regulations or by adoption of any resolution or policy which in any way may have changed such original Regulations as amended); and

BE IT FURTHER RESOLVED, that such Ad Hoc Committee on Bylaws and other matters hereafter continue its review and study of the policies pertaining to the operations of the University for the purpose of suggesting any amendments or changes in such declaration of policies which such Committee from time to time may believe should be recommended for consideration and action by the Board of Trustees; and

BE IT FURTHER RESOLVED, that the President cause copies of such "Policies of the Board of Trustees" to be printed and made available to such persons as may be interested in the same; and

BE IT FURTHER RESOLVED that the Bylaws adopted by this Board of Trustees on April 30, 1974 (by YR 1974-30) shall continue in full force and effect, until changed or amended.

ITEM X - Communications

A tabulation of the 10 communications which had been furnished to each Trustee with the Agenda for the meeting is as follows:

1. Letter to Dr. Robert Smith dated April 21, 1975 regarding Bicentennial
2. Correspondence regarding Mr. Kenneth E. Lewis, Service Employees International Union, being recognized at the June 21, 1975 Board meeting
3. Correspondence regarding award from The George Gund Foundation
4. Memorandum from Assistant Attorney General James Michael dated May 21, 1975 regarding Brief Amicus Curiae filed in Ohio Supreme Court, Sigall v. Aetna Cleaning Contractors
5. Youngstown State University Project Planning Schedule dated June, 1975
6. Communications regarding Ohio Educational Television Network Commission
7. Letter to Labrenz Riemer dated June 2, 1975 regarding University Central Core Area Project
8. Letter of Harold Oyster to Chancellor Norton dated June 10, 1975 regarding Thirty-mile Radius--Jim Michael's Opinion
9. Sample copies of new "Contract" forms

10. Secretary's Report regarding attendance of Trustees at Board Meetings for the year ending June 15, 1975.

ITEM XI - New Business

Mrs. Isroff reported that the President had advised Mr. Kenneth E. Lewis, President of Service Employees International Union Local 627, on May 5, 1975 that he would be recognized to speak at this meeting, in accordance with his request to the Chairman of the Board dated April 30, 1975. It appeared that Mr. Lewis had failed to appear in accordance with his prior request.

ITEM XII - Election of Officers

Mr. Brown reported for the Nominating Committee, which included himself as Chairman, and Dr. Burrowes; that the Committee wished to nominate the following officers of the Board to serve for the year 1975-1976:

Chairman	Mrs. Ann L. Isroff
Vice Chairman	Fred J. Shutrump, Jr.

There being no further nominations and after motion by Mr. Brown was seconded by Dr. Burrowes and received the affirmative vote of each Trustee present, the following resolution was declared adopted:

RESOLVED that the nominations be closed and that Mrs. Ann L. Isroff be elected as Chairman of the Board, and that Fred J. Shutrump, Jr. be elected as Vice Chairman of the Board, to serve for the ensuing year and until their successors are elected and qualified. YR 1975-59

ITEM XIII - Committee Appointments

Mrs. Isroff expressed her appreciation for the assistance of each member of the Board during the past year and announced the appointment of the following Committees of the Board.

BUILDING AND PROPERTY COMMITTEE

Carl L. Dennison, Chairman
Edward J. DeBartolo, Jr.
Fred J. Shutrump, Jr.
Albert J. Shipka

BUDGET AND FINANCE COMMITTEE

John M. Newman, Chairman
William J. Brown
Dr. Bertie B. Burrowes
Carl L. Dennison

PERSONNEL RELATIONS COMMITTEE

William J. Brown, Chairman
Dr. Thomas D. Y. Fok
John M. Newman
Fred C. Shutrump, Jr.

STUDENT AFFAIRS COMMITTEE

Dr. Bertie B. Burrowes, Chairman
Edward J. DeBartolo, Jr.
Dr. Thomas D. Y. Fok
Albert J. Shipka
William Edward Brown
Linda Motosko

YSU HOUSING COMMISSION

Dr. John J. Coffelt
Ann L. Isroff
Joseph S. Rook

BYLAWS AND REGULATIONS COMMITTEE

John M. Newman, Chairman
Fred C. Shutrump, Jr.
Ann L. Isroff
Hugh W. Manchester

REPRESENTATIVE TO THE IUC

Ann L. Isroff

ITEM XIV - Dates for Regular Meetings 1975-1976


It was suggested that the dates for the regular meetings for the year 1975-76 be as follows:

Thursday	August 28, 1975
Saturday	December 6, 1975
Saturday	February 14, 1976
Saturday	April 24, 1976
Saturday	June 19, 1976

Upon motion made by Mr. Newman, seconded by Mr. Brown and carried by unanimous vote, the following resolution was adopted:

RESOLVED that the next regular meeting of YR 1975-60
the Board of Trustees of Youngstown State
University be held on Thursday, August 28,
1975 at 12:30 p.m., following the summer
commencement.

There being no further business to come before the
meeting the same was duly adjourned upon motion made by Dr. Fok
at 1:40 p.m.



Chairman of the Board of Trustees

ATTEST:



Secretary to the Board of Trustees

Youngstown State University
Resolution for New Appointments
Since April 26, 1975

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPLOYMENT</u>	<u>ANNUAL SALARY RATE</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
James, Edward A.	Chief Accountant	Finance Office	May 1, 1975	\$14,500	12 months	From Classified Position
Kougl, Kathleen Mary	Instructor	Speech and Dramatics	September 15, 1975	\$ 9,500	9 months	

Agenda Item E.1.
Exhibit A

UNIVERSITY PROMOTIONS COMMITTEE

Recommended Promotions
1975-76

PROMOTION:

DEPARTMENT:

Associate to Full Professor

- | | |
|-------------------------|--|
| 1. DI GIULIO, Robert | Guidance, Counseling & Pupil Personnel |
| 2. DOMONKOS, Leslie | History |
| 3. HARE, Mary Virginia | English |
| 4. KIRIAZIS, James | Sociology |
| 5. PEJACK, Edwin | Mechanical Engineering |
| 6. SAMPLE, Duane | Dana School of Music |
| 7. SPIEGEL, Leonard | Chemistry |
| 8. SWEENEY, Christopher | Psychology |
| 9. VOGEL, Donald | Dana School of Music |

Assistant to Associate Professor

- | | |
|-----------------------|-----------------------------|
| 1. BABISCH, Joseph | Art |
| 2. BARRETT, Eugene | Health & Physical Education |
| 3. BISHOP, Edwin | Physics |
| 4. BROWN, Dean | Mathematics |
| 5. BUONI, John | Mathematics |
| 6. EMINHIZER, Eugene | Philosophy |
| 7. FAIRES, Douglas | Mathematics |
| 8. GAY, Carol | English |
| 9. HENKE, James | English |
| 10. KOCINSKI, Marilyn | Health & Physical Education |
| 11. KULCHYCKY, George | History |
| 12. LINKHORN, Renee | Foreign Languages |
| 13. LONG, Joseph | Management |
| 14. LUKIN, Marvin | Chemistry |
| 15. MADDICK, Russell | Art |
| 16. MITCHELL, Richard | Art |
| 17. MOONEY, Edward | Physics |
| 18. MORRISON, James | Psychology |
| 19. PHILLIPS, Richard | Chemistry |
| 20. RONAGHY, Hassan | Economics |
| 21. RONDA, James | History |
| 22. SATRE, Lowell | History |
| 23. YEMMA, John | Biological Sciences |

Instructor to Assistant Professor

- | | |
|----------------------|--------------------------------|
| 1. GARTLAND, Beverly | Sociology |
| 2. GUBSER, Marie | Special Studies |
| 3. HARRIS, Larry | Dana School of Music |
| 4. JEFFREY, Helen | Nursing |
| 5. SCHEETZ, Anne | Nursing |
| 6. STEPHENS, David | Geography |
| 7. TAYLOR, Ronald | Advertising & Public Relations |

YOUNGSTOWN STATE UNIVERSITY

STUDENT RECORDS POLICY

I. INTRODUCTION

- A. The major purpose for maintaining student information at Youngstown State University is based upon the University's objective of providing for the optimal educational development of its students. Therefore, only the information germane to that purpose should be maintained, collected, and processed. The collection, retention, and dissemination of information about individual students should be based on the following two criteria: (1) to enable the University to better serve its objectives, and (2) to strengthen the efforts to protect students from any damage that might result from a misuse of the information.
- B. General principles regarding this policy are:
1. Professional judgement, common sense, and a high regard for ethical practice should guide the use of student information by all University personnel. Demonstrated academic interest based upon the "need to know" must be the guide to the transfer of student information.
 2. In no way should any provisions of this policy be construed as a limitation upon the University's ability to help or assist the individual student or student groups. The ability to help or assist students is the overriding thrust and intent of this document, and should be the primary impetus in the implementation of this policy.
 3. When mandated by law, court order, or summons, the University will transmit to court, to governmental agencies, or to parents certain information pertinent to the student's progress within the University. In such instances the University shall notify the student of releasing the information, in advance if time permits.
 4. Subsequent state or federal law supersedes the guidelines and procedures of this policy.

II. DEFINITION OF TERMS

- A. For purposes of this policy, file and records shall be used to indicate any discrete gathering of information relating to an individual which is stored in a fashion to facilitate recovery of that information by reference to the individual.
- B. The following files or records are deemed official student records and covered by this policy:
1. The Official Academic Record is the "permanent record card" plus supporting written documents and files maintained by the Office of Admissions and Records. The Dean of Admissions and Records is the official custodian of these records and the Dean, or designee, is the only one legally authorized to speak for the University regarding them.
 2. Advisement Records are the materials maintained in the College and academic departmental office for the use only in advising and/or preparing the recommendations for state certification. These are not to be confused with the aforementioned official academic record.
 3. Discipline Records including preliminary notification, proceedings, results, and action taken as a result of disciplinary committee hearings, are maintained in the Office of the Dean of Student Affairs. The Dean of Student Affairs is the official custodian of these records and the Dean, or designee, is the only one who is legally authorized to speak for the University regarding them.
 4. Counseling Records include the confidential information retained about individual students in the University Counseling Center. The Director of the Counseling Center is the official custodian of these records.
 5. Financial Aids Records including application, parents' confidential statement, need analysis form, promissory note, employment and other related information, are maintained in the Office of Financial Aids. The Director of Financial Aids is the official custodian of these records and the Director, or designee, is the only one who is legally authorized to speak for the University regarding them.

II. DEFINITION OF TERMS (Continued)

- B. 6. Placement Records including applications, resumes, letters of reference, and related information are maintained in the office of Career Planning and Placement. The Director of Career Planning and Placement is the official custodian of these records and the Director, or designee, is the only one who is legally authorized to speak for the University regarding them.
- 7. Health Records including physical examination forms, physician's notes and related information are maintained in the Health Clinic. The Dean of Student Affairs is the official custodian of these records.

III. ACCESS TO RECORDS

- A. A student shall have access to his * own official student records as described in the "Definition of Terms" portion of this policy. All information in the official student records may be reviewed by the student except for (1) financial records of the parents, and (2) confidential letters and statements of recommendation which are dated prior to January 1, 1975.
- B. A student may waive the right of access to his official student records. Such waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the University.
- C. Individual members of the academic community may maintain for their personal reference and use information regarding students. As long as this information is not used in a manner which conflicts with this policy, such information need not be subject to scrutiny.

IV. RELEASE OF INFORMATION

- A. All institutional personnel should be alert to refer promptly to the official custodian of the appropriate office any requests for information. Faculty members and the various institutional offices should restrict their responses to that information germane to their sphere of responsibility in relationship to the student, e.g., faculty advisor, major professor, academic dean. It is noted that government investigative agencies as such have no inherent legal right of access to student files or records.
- B. Information contained in student records may be released under the conditions outlined below:
 - 1. Public Information includes the following data: name, local address and phone number, permanent address and phone number, signature verification, place and date of birth, citizenship status, race, class rank, class schedule, number of academic hours completed, academic major, college, full or part-time status, academic and nonacademic honors, letters of commendation, high school attended, scholarship information and amount, withdrawal record, other academic institutions attended, degree obtained and date conferred, campus activities, leadership positions, and dates of attendance.

Public information may be disclosed on an unlimited basis by University personnel in response to oral or written requests.

A current student may petition to have any part of the public information restricted by presenting written request to the Dean of Admissions and Records within the first seven (7) days of each academic quarter. A former student may petition to have public information restricted permanently by presenting a written request to the Dean of Admissions and Records.

- 2. Restricted Information is generally disclosable without student consent on a "need to know" basis with considerable latitude left to the professional judgement of the University staff members involved. There are two categories of restricted information:

* In this policy the masculine pronoun has been used for the sake of convenience. Unless otherwise noted, this policy shall be considered as including the female pronoun in each instance.

IV. RELEASE OF INFORMATION (Continued)

- B. 2. a. Restricted-internal and external use: These data may be disseminated without prior student consent to sources external from the University which requests them. However, these data are only available for disclosure at the discretion of authorized University personnel again with emphasis on a "need to know" basis. Requests for restricted information from sources external to YSU must be presented by an identified representative of a federal, state, or local agency, institution or employer. If the request is legitimate and serves the basic purpose of the University's maintenance of records, information may be interpreted to the requester from the file by a staff member who is authorized by the University to provide such information.

Restricted information for both internal and external use includes the following data: name of parent or guardian, marital status, name of spouse, address of parent or guardian, and physical disabilities.

- b. Restricted internal use (externally unavailable): These data are available only for the dissemination to other offices within the University community by authorized staff members. Requests from members of the University community acting in their official capacities will be considered on a "need to know" basis. If release of the requested information is obviously for the educational benefit of the student involved or in concert with the general educational mission of the University, data may be released. Each office maintaining this category of information will have a regular employee designated who is authorized to determine the "need to know" basis.

Restricted information for internal use includes the following data: identification photograph, academic record, grade point average, academic action to include dismissal and probationary status, college board and other test scores, admissions application form, high school and other college transcripts, student financial aids other than scholarships awarded, University disciplinary actions, and narrative Security Office incident reports.

3. Confidential Information includes the following data: counseling or referral information and names of personal references. Personal reference statements are confidential and provided only to bona-fide prospective employers or school of application upon written request or permission of the student involved. Counseling or referral information is available for disclosure only upon written consent of both student and the professional staff member.
4. Exceptions to this "release of information" section include:
- a. if the student has given written consent.
 - b. to complete transfer admissions forms requested by the student. Only disciplinary status of students currently on Disciplinary Probation or Suspension, or of students who have been expelled, shall be released.
 - c. if research studies are being conducted in such a manner as will not permit the personal identification of the student except to researcher.
 - d. if required by accrediting agencies in order to carry out their accrediting functions.
 - e. if required by lawfully issued court order, subpoena or summons.
 - f. if an emergency situation arises where the information is deemed necessary to protect the health, safety, or welfare of the student or other persons.
5. The release of non-directory information to external parties must be recorded in the individual student file.

V. CHALLENGE TO THE CONTENT OF THE RECORDS

If after reviewing his official student record a student wishes to challenge a perceived inaccuracy, misleading statement, or other perceived violation of his privacy or other rights, the following procedure is available:

- A. The student shall be provided an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data and to insert into such records a written explanation. A student may challenge a grade only on the ground that it was inaccurately recorded, not that it was lower than the instructor ought to have awarded.
- B. If the official custodian of the records and the student agree that information is inaccurate, misleading, or otherwise in violation of the student's rights, the official custodian of the records may make the necessary corrections or remove the information.
- C. Upon the request of either the official custodian of the records or the individual student, a hearing may be conducted to settle disputes.
- D. The Dean of Student Affairs will serve as hearing officer. Should the hearing officer have a direct interest in the outcome of the hearing the Dean of Admissions and Records will serve as hearing officer. The following guidelines are to be followed:
 1. The hearing shall be conducted and decided within a reasonable period of time following the request for hearing.
 2. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised.
 3. The decision of the hearing officer shall be in writing to the student, and inserted into the file within a reasonable period of time after the conclusion of the hearing.

TO: RICHARD J. OWEN, LIBRARIAN
YOUNGSTOWN STATE UNIVERSITY

FROM: HUGH W. MANCHESTER, SECRETARY TO
BOARD OF TRUSTEES

DATE: JUNE 21, 1975

SUBJECT: Minutes of Meetings of Board of Trustees of
Youngstown State University held on April 26,
1975 and on June 2, 1975.

Per Resolution YR 1975-4 I am enclosing herewith a xerox copy of the Official Minutes of two meetings of the Trustees of Youngstown State University, which were held respectively on April 26, 1975 and on June 2, 1975. These were approved, signed and attested today.

Xc President Coffelt
Vice President Edgar
Vice President Alderman
Mrs. Isroff

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

June 21, 1975

Mr. Everette C. Abram, President
YSU Chapter of the OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio

Dear Mr. Abram:

For your records I enclose herewith copies of the Minutes of the Meetings of the Board of Trustees of Youngstown State University which were held on April 26, 1975 and on June 2, 1975. The originals of these Minutes were approved by the Board at today's meeting and have been signed by the Chairman and attested.

Yours very truly,

Hugh W. Manchester
Secretary to the Board of Trustees

HWM MM
Enclosure

Xc Dr. John J. Coffelt, President

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

July 2, 1975

Trustees of
Youngstown State University

Gentlemen:

Enclosed is draft of minutes of the Meeting
of Trustees held June 21, 1975.

Yours very truly,



Secretary to the Board of Trustees
of Youngstown State University

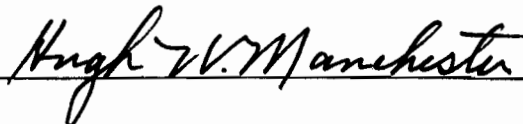
HWM MM
Enclosure

These minutes mailed to the following on July 2, 1975

William J. Brown
Dr. Bertie B. Burrowes
Edward J. DeBartolo, Jr.
Carl L. Dennison
Thomas D. Y. Fok
Mrs. Ann L. Isroff
John M. Newman
Albert J. Shipka
Fred C. Shutrump, Jr.

(TRUSTEES)

Dr. John J. Coffelt, President
Dr. Earl E. Edgar, Vice President
for Academic Affairs
Dr. Karl E. Krill, Vice President
for Administrative Affairs
Mr. Joseph S. Rook, Vice President
for Financial Affairs
Mr. Hershel Rickard, University
State Examiner
Mr. John G. Ingram, Assistant
to the Attorney General of
Ohio



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

July 24, 1975

Trustees of
Youngstown State University

Gentlemen:

Enclosed is a corrected copy of page 18 from the draft of the June 21, 1975 minutes, which were mailed to you under date of July 2.

Under the Student Affairs Committee, Mr. Shipka's name was inadvertently omitted, and the correct name of Mr. Brown is William Edward Brown, a student. Will you please substitute the enclosed sheet for page 18 previously sent to you.

Yours very truly,

Hugh W. Manchester

Secretary to the Board of Trustees
of Youngstown State University

HWM MM
Enclosure

Corrected page 18 mailed to the following on July 24, 1975:

William J. Brown
Dr. Bertie B. Burrowes
Edward J. DeBartolo, Jr.
Carl L. Dennison
Thomas D. Y. Fok
Mrs. Ann L. Isroff
John M. Newman
Albert J. Shipka
Fred C. Shutrump, Jr.

(TRUSTEES)

Dr. John J. Coffelt, President
Dr. Earl E. Edgar, Vice President
for Academic Affairs
Dr. Karl E. Krill, Vice President
for Administrative Affairs
Mr. Joseph S. Rook, Vice Pres.
for Financial Affairs
Mr. Hershel Rickard, University
State Examiner
Mr. John G. Ingram, Assistant
to the Attorney General of
Ohio

Hugh W. Manchester