

MEMO TO: MR. THOMAS ATWOOD, Interim Director - Maag Library  
DR. NANCY WHITE, President, YSU-OEA  
MS. BECKY LESHO, President, YSU-ACE  
MS. LYNNE R. HOWELL, President, YSU-APAS  
MS. LORI A. FACTOR, Exec. Director, YSU Alumni Assoc.

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

DATE: June 27, 1997

RE: Minutes of Regular Meeting of Board of Trustees of December 13,  
1996 (Corrected);

Minutes of Regular Meeting of Board of Trustees of March 14, 1997;

Minutes of Special Meeting of Board of Trustees of May 2, 1997.

Enclosed are copies of the official Minutes of the Board of Trustees of Youngstown State University for the above-described meetings, with Exhibits and Attachments. The minutes of the December 13, 1996 regular meeting previously supplied to you contained several typographical errors which have been corrected in the enclosed minutes. Please substitute the enclosed December 13, 1996 minutes, and discard the previous set.

xc: Dr. Leslie H. Cochran, President  
Dr. James J. Scanlon, Provost  
Ms. Shirley A. Carpenter, Executive Director - Human Resources

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

Tod Administration Building  
Friday, June 27, 1997

Pursuant to notice duly given, a regular meeting (the one hundred and eighty-fifth) of the Board of Trustees of Youngstown State University convened at 3:00 P.M., Friday, June 27, 1997, in the Board Room in Tod Administration Building.

Seven Trustees were present at the meeting, to-wit: Dr. Y. T. Chiu, Chairperson of the Board, who presided, Mr. Mark E. Lyden, Mr. Martin J. O'Connell, Mrs. Ruth Z. Wilkes, Mrs. Eugenia C. Atkinson, Dr. Chander M. Kohli and Mr. Larry E. Esterly. Absent were Mr. Bruce R. Beeghly and Mr. Joseph S. Nohra. Also present were Student Trustees Nader G. Atway and AnneMarie McCollum.

Also present were: Dr. Leslie H. Cochran, President; Dr. James J. Scanlon, Provost; Dr. G. L. Mears, Executive Vice President; Dr. Cynthia A. Anderson, Vice President - Student Affairs; and Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 40 persons, including deans, members of the faculty, students, administrators 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 notice of the meeting was mailed on June 13, 1997 to each of the nine Trustees, the Student Trustees, and to the President.

**ITEM II - OATH OF OFFICE OF NEW TRUSTEE LARRY E. ESTERLY.**

The Chairperson reported that Governor Voinovich had appointed Mr. Larry E. Esterly as a Trustee for the term expiring May, 2006. The Chairperson requested the Secretary to the Board to administer the Oath of Office to Mr. Esterly. Thereupon, the Secretary administered the Oath to Mr. Esterly, and Mr. Esterly was invited to take his seat with the Board of Trustees.

**ITEM III - DISPOSITION OF MINUTES FOR REGULAR MEETING HELD MARCH 14, 1997 AND SPECIAL MEETING HELD MAY 2, 1997.**

Prior to the meeting, the Secretary had mailed draft copies of the minutes of the Board's regular meeting held on March 14, 1997 and the Board's special meeting held on May 2, 1997 to

each Trustee, the Student Trustees, and to the President. Upon motion made by Dr. Kohli, seconded by Mr. O'Connell, the Board unanimously adopted the minutes of the regular meeting of December 13, 1996, as mailed.

**ITEM IV - EXECUTIVE SESSION.**

The Chairperson recognized Mr. O'Connell, who made the following motion:

MR. CHAIRPERSON, I MOVE THAT THE BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY VOTE BY ROLL CALL TO HOLD AN EXECUTIVE SESSION FOR THE PURPOSES OF: (1) REVIEWING NEGOTIATIONS AND/OR MATTERS INVOLVING COLLECTIVE BARGAINING WITH PUBLIC EMPLOYEES CONCERNING THEIR COMPENSATION AND/OR OTHER TERMS AND CONDITIONS OF THEIR EMPLOYMENT; AND (2) CONSIDERING MATTERS PERTAINING TO THE EMPLOYMENT, PROMOTION, AND/OR COMPENSATION OF ONE OR MORE UNIVERSITY EMPLOYEES OR OFFICIALS.

The motion was seconded by Mrs. Atkinson. The Chairperson asked the Secretary to conduct a roll call vote on the motion, the results of which are as follows (a vote of YES being a vote in favor of the motion to hold an executive session):

Mr. Lyden	YES	Mrs. Atkinson	YES
Mr. O'Connell	YES	Dr. Kohli	YES
Dr. Chiu	YES	Mr. Esterly	YES
Mrs. Wilkes	YES		

The vote being unanimous, the Chairperson declared the motion carried. The committee entered executive session in the Manchester Room at 3:07 P.M. Present in executive session were the seven trustees present at the meeting, the two student trustees, and the Secretary to the Board. While in executive session, the Board first considered matters pertaining to the President's contract of employment. At approximately 3:24 P.M., at the Board's invitation, Dr. Cochran joined the executive session. At approximately 3:52 P.M., at the Board's invitation, Mr. Phil Hirsch and Ms. Jean Waino joined the executive session. While in executive session, the Board considered matters pertaining to the status of existing Early Retirement Incentive Programs and collective bargaining negotiations with University employees.

The Board returned to public session in the Board Room at 4:13 P.M.

**ITEM V - REPORT OF THE PRESIDENT OF THE UNIVERSITY.**

Dr. Cochran provided the following informational reports:

1. Task Force on University Software Needs. Dr. Cochran distributed a document entitled, "Task Force - University Software Needs," a copy of which is attached to these minutes. Dr. Cochran stated that as the University moves forward with the development of the physical components of the Electronic Campus, it is necessary to plan for the software which gives the physical components their value. A Task Force has been appointed to review, research and recommend University software needs.

2. Division-Based Budget Plans. Dr. Cochran stated that the University is making a major change in the organization and management structure of the University. Account custodians, particularly deans and vice presidents, have been asked to be accountable for their colleges and divisions, to balance their own budgets, and to live within their means. Dr. Cochran stated that Mr. James will discuss divisional-based budgeting later in the meeting.

3. Installation of Campus Fiber Optic Network. Dr. Cochran reported that a \$3.2 million contract has been awarded to Norstan Corporation for the installation of fiber optic network "backbone" of the Electronic Campus. The fiber optic network will connect every campus office, classroom, laboratory, residence halls and the library.

4. Update on Metropolitan College/Pete and Penny's. Dr. Cochran reported that procedural manuals are being developed for courses being offered at three community sites beginning Fall Quarter 1997. Approximately 35 to 40 courses are scheduled at Metropolitan College sites for the Fall Quarter.

Dr. Cochran reported that the "Pete and Penny's" located in the Eastwood Mall is open and operating both as a student-operated store and as an advising center. Dr. Cochran stated that in the 1997 Fall Quarter, there will be 19 different courses in which students will use "Pete and Penny's" for lab work. Dr. Cochran stated that the Austintown store is open and operating, and that the Southern Park Mall store should be ready for football season.

#### ITEM VI - REPORTS OF THE COMMITTEES OF THE BOARD.

The Board considered the following committee reports and recommendations:

1. Academic Affairs Committee

Dr. Scanlon provided a brief report on the Technology Initiative Grants awarded to YSU within the past few weeks. Dr. Scanlon stated that YSU has received \$722,000 in Technology Initiative Grants through a competitive process sponsored by the Ohio Board of Regents. 43 proposals were submitted from the 2-year

colleges and 4-year universities across Ohio. Of the 22 proposals selected for funding, 3 proposals were submitted by Youngstown State University. A grant of \$400,000 was approved for Beecher Center for Technology in the Arts, a grant of \$232,000 was approved for computer supported instruction in writing, and a grant of \$93,000 was approved for computer and multimedia support for instruction in chemistry.

Dr. Scanlon stated that if the value of four recently received National Science Foundation instrumentation and laboratory improvement grants is added to the Technology Initiative Grants, the University has received nearly a \$1 million in grants focused on computers and technology.

Following Dr. Scanlon's report, the Chairperson recognized Mrs. Wilkes, chairperson of the Academic Affairs Committee, who stated that the committee was recommending one resolution for adoption by the Board. On behalf of the committee, she then moved for adoption of the following Resolution:

Resolution to Confer Honorary Degree

YR 1997-40

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Humane Letters (L.H.D.) degree, honoris causa, upon Mr. Paul J. Powers, with all the rights and privileges attendant thereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

2. Affirmative Action Committee

Dr. Mears stated that he has asked Mrs. Barbara C. Orton, Director of Affirmative Action and Disability Services, to emphasize four areas in the coming year: employment, purchasing recruiting, and construction. Dr. Mears briefly described each area, and the points of focus in each area.

Following Dr. Mears's report, the Chairperson recognized Mrs. Atkinson, chairperson of the Affirmative Action Committee, who stated that the committee had no matters for consideration or action by the Board.

3. Budget and Finance Committee

Dr. Mears noted that the annual budget resolution is today being brought to the Board for action. The proposed budget

represents the first budget in 6 years in which there is no budgeted use of carry forward balances or reserves. The proposed budget also implements the concept of divisional-based budgeting.

Mr. Edward James, Interim Executive Director of Budget and Finance, presented the recommended FY 1997-98 Budget, noting that the total budget for the fiscal year is \$89,880,000, with revenues increasing from FY 1996-97 by \$3,406,000 (3.9%). The Budget includes \$63,500,000, or 71% of the total, for compensation, and \$26,400,000 for operating expenses. When combined with auxiliary services, the current annual operating budget exceeds \$102,000,000. The largest of the individual auxiliary services budgets is intercollegiate athletics, which amounts to slightly over \$5,400,000. Mr. James stated that estimated revenues are based on 1997 Fall Quarter enrollment of between 12,500 and 12,700 students, and a tuition increase of 3.9%. The state subsidy funding remains stable at \$44,992,538, the same amount received by YSU in the 1996-97 fiscal year.

Following the reports, the Chairperson recognized Mr. Lyden, chairperson of the Budget and Finance Committee, who stated that the committee was recommending three resolutions for adoption by the Board. On behalf of the committee, he then moved for adoption of the following Resolution:

Resolution Concerning Fiscal Year 1997-98 Annual Budget

**YR 1997-41**

WHEREAS, the proposed Fiscal Year 1997-98 Annual Budget has been reviewed by the Budget and Finance Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Fiscal Year 1997-98 Annual Budget for Youngstown State University as presented to the Budget and Finance Committee and as shown in Exhibit A be approved; and that approval includes:

1. Salaries for OEA, ACE, and FOP members as provided for in the current Labor Agreements with the respective bargaining units;
2. Salaries for all other employees shall be continued at the FY 1996-97 rates subject to adjustments following conclusion of the Labor Agreement with APAS and as recommended for exempt employees;

3. The University Organizational Chart with the understanding that changes in positions reporting to the President are subject to approval by the Board of Trustees with all other positions as approved by the President;
4. Salaries for limited-service faculty at workload hour rates of \$425 for those with baccalaureates, \$525 for those with masters or J.D.'s, and \$700 for those with doctorates;
5. Salaries for graduate assistants are budgeted as follows:
  - a. in the Biology, Chemistry, and Mathematics departments and all College of Engineering departments - \$7,500 each (\$15,000 per FTE);
  - b. all other instructional departments - \$6,000 each (\$12,000 per FTE);
  - c. plus waiver of tuition and nonresident tuition surcharge for the academic year;
6. Wage rates of \$6.25 (\$6.65 September 1, 1997) per hour for research assistants, \$5.50 (\$5.90 September 1, 1997) per hour for students supervising other student employees as proved by the Executive Vice President, and \$4.75 (\$5.15 September 1, 1997) per hour for all other student employees;
7. The authority to approve expenditures and transfers as described in the budget document, noting that absolute position control shall be in effect. Each pay period the incumbent is either paid or if the position becomes vacant, the funds for the position may be used for a replacement person subject to approval by the Divisional Vice President.
8. Exemption of all professional/administrative positions from the overtime provisions of Section 124.18 of the Ohio Revised Code;
9. Contract duration for professional/administrative staff who serve on multiyear contracts under the provisions of Article III, Section 17.3 of the Policies of the Board of Trustees.

10. Approval for interfund transfers of budgeted compensation amounts as required to facilitate changes in personnel necessary in meeting University mission and goals and maintaining financial stability.
11. Affirmation of the tuition, fee, and charges schedule as approved at the May 2, 1997 special meeting of the Board of Trustees.
12. Savings accumulated under the divisional based budgeting plan will be credited to the divisional transfer accounts at the end of each year. Savings are for one time expenses. For fiscal year 1997-98 savings may not be transferred from the divisional transfer accounts until after the Fall quarter, 1997 enrollment is known and until authorized by the President.

BE IT FURTHER RESOLVED, that although designated University officers have authority to transfer monies from budgeted reserves within their budgeted areas of administrative responsibility, it shall require the approval of the Board of Trustees for transfer of money from the "Unallocated Reserve" in any fund.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

[Dr. Cochran then distributed the following proposed resolution to the Board.] Mr. Lyden then moved the adoption of the following resolution:

Resolution to Authorize Increase in the Current  
General Fund Budget Fiscal Year 1997-98

**YR 1997-42**

WHEREAS, the FY 1998-99 state biennial budget has not yet been completed and adopted by the state legislature and the Governor; and

WHEREAS, the joint legislative committee has proposed a biennial budget that provides for an increase in Institutional Subsidy funding for Fiscal Year 1997-98 for Youngstown State University beyond the previously anticipated amount; and



WHEREAS, it is prudent to plan for the responsible use of the anticipated increased funding should it be realized.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize an increase in the Fiscal Year 1997-98 Current General Fund Budget of \$1,349,776, to be allocated as follows:

\$500,000 - Current General Fund Contingency Reserve  
\$324,776 - Institutional Contingency Reserve  
\$100,000 - Institutional Enhancement Reserve  
\$100,000 - University Relations  
\$225,000 - Instructional and Departmental Research Transfer Account for the funding of academic support positions and Limited Service Faculty  
\$100,000 - Student Affairs Enhancement Reserve for the funding of additional student employment opportunities

BE IT FURTHER RESOLVED, that an increase of the Current General Fund to \$91,229,776 is authorized but shall be effective only if the additional Instructional Subsidy funds of \$1,349,776 are received

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.

On behalf of the committee, Mr. Lyden then moved the adoption of the following resolution:

Resolution Concerning Tuition  
and other Student Fees and Charges

YR 1997-43

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 Ohio Revised Code 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 provides that the University shall separately identify the Instructional Fee, the General Fee, the Tuition Charge, and the Tuition Surcharge; and

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 B to become effective Summer Term, 1997, except as may be specifically noted otherwise and to remain in effect until changed by the Board of Trustees; 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 University Outreach department;
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 programs such as the international student training programs under contract and the "Executive Master's 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 budgets. 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 University staff person and the charge shall be sufficient to recover replacement costs and with a 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 1996-26 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 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. The President or his designee shall review and, as appropriate, authorize in writing persons or departments to grant waivers with the specific understanding that no waivers will be granted that are in violation of the Ohio Revised Code or the policies of Youngstown State University.

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), and of the nonresident tuition surcharge, where applicable, shall be made in conformity with the following schedule. If the withdrawal is after the prescribed time limits, all fees are forfeited. All applicable fees, fines and penalties due must be paid before the refund is paid.

DATE OF ACCEPTANCE BY REGISTRAR

Courses with a duration of 10 weeks or more:

Prior to 7th day	100% of fee
7th day or later	No refund

Courses with a duration of 5-9 weeks:

Prior to 6th day	100% of fee
6th day or later	No refund

Courses with a duration of less than 5 weeks:

Prior to 4th day	100% of fee
4th day of term or later	No refund

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

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mr. Lyden then moved the adoption of the following resolution:

4. Building and Property Committee

The Chairperson recognized Mr. John Hyden, Director - University Facilities, who provided a status report on current construction and renovation projects. Mr. Hyden stated that the summer of 1997 will be a busy construction time at Youngstown State University. Mr. Hyden stated that the Beeghly Hall foundation is in place and that the project is on schedule. The Stambaugh Stadium seating expansion project is on schedule and will be ready for the opening football game. The seating expansion project will provide an additional 3,400 seats. The DeBartolo Stadium Club will provide a 3,000 square foot club facility, to complement the additional 14 loges. The loge expansion project will bring the

total number of loges to 26. Mr. Hyden stated that several other projects will be starting soon, including the Bliss Hall renovations project, the Beecher Center for Technology in the Arts at the Butler Institute of American Art, the installation of the fiber optic backbone of the Electronic Campus, and the installation of a patio area in front of the Noodles restaurant.

Following Dr. Mears's report, the Chairperson recognized Mr. O'Connell, a member of the Building and Property Committee, who stated that the committee was recommending one resolution for adoption by the Board. On behalf of the committee, he then moved for adoption of the following Resolution:

Resolution Concerning Additional  
Property Needed to Widen Fifth Avenue

YR 1997-44

WHEREAS, on May 2, 1997, the Board of Trustees, pursuant to Ohio Revised Code Section 3345.18, granted the City of Youngstown the right to use certain portions of University properties in connection with the City's Fifth Avenue widening project, including portions of Youngstown City Lot Nos. 3998 and 3999 (Parcel No. 3 [Project Parcel No. 10A] and Parcel No. 5 [Project Parcel No. 13], respectively, as identified in Agenda Item D.1., Exhibit A of the May 2, 1997 Board of Trustees Meeting); and

WHEREAS, ms consultants, inc., the City's street widening project engineer, has determined that small additional portions of Youngstown City Lot Nos. 3998 and 3999 are needed to achieve appropriate turning radii at the northwest and southwest corners of Lincoln Avenue and Fifth Avenue;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University, in accordance with Section 3345.18 of the Ohio Revised Code, hereby grants to the City of Youngstown the right to use in perpetuity, for street, road, or highway purposes, the land described in the legal descriptions attached to this resolution as Exhibit C, and that these legal descriptions replace the legal descriptions for Youngstown City Lot Nos. 3998 and 3999 (Parcel No. 3 [Project Parcel No. 10A] and Parcel No. 5 [Project Parcel No. 13],

respectively, in Exhibit A to Agenda Item D.1.  
of the May 2, 1997 Board of Trustees Meeting.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

5. Development Committee

Mr. Vern Snyder, Executive Director - University Development, reported that giving to the Annual Fund had increased by approximately 20% from same period of the previous year. Mr. Snyder reported that the Capital Campaign has received \$19.8 million in pledges to date. Mr. Snyder reported that 55,000 pieces were mailed to alumni this week seeking support for the Capital Campaign.

Following Mr. Snyder's report, the Chairperson recognized Mr. Lyden, a member of the Development Committee, who stated that the committee was recommending one resolution for adoption by the Board. On behalf of the committee, he then moved for adoption of the following Resolution:

Resolution Accepting Gifts

YR 1997-45

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 D attached hereto are being held pending acceptance and he recommends their acceptance.

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

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

## 6. Intercollegiate Athletics Committee

The Chairperson recognized Dr. Chander M. Kohli, chairperson of the Intercollegiate Athletics Committee, who stated that the committee had no matters for consideration or action by the Board.

## 7. Personnel Relations Committee.

The Chairperson recognized Dr. Mears who noted that the proposed resolutions for action by the Board include four policy changes and a change in the organizational structure of the administration.

The Chairperson recognized Mrs. Atkinson, a member of the Personnel Relations Committee, who stated that the committee was recommending six resolutions for adoption by the Board. On behalf of the committee, she then moved for adoption of the following Resolution:

### Resolution to Authorize Conferral of Emeritus Status

YR 1997-46

WHEREAS, Article III, Section 27 of the *Policies of the Board of Trustees* provides for the conferral of emeritus status upon faculty and professional/administrative staff who retire from the University following at least ten years of meritorious service and are recommended by the President of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that those faculty and professional/administrative staff members listed on Exhibit F attached hereto are hereby granted the emeritus title designated thereon.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mrs. Atkinson then moved the adoption of the following resolution:

Resolution to Ratify Faculty/Staff Appointments

YR 1997-47

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 March 14, 1997, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1996-97 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 E attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mrs. Atkinson then moved the adoption of the following resolution:

Resolution to Modify the Policy on Fee Remission for Continuing Education Courses

YR 1997-48

WHEREAS, in 1980-81, the Board of Trustees adopted a policy which provides an opportunity for employees and their dependents to participate in the Continuing Education program offered by the University, at no cost to the employee, within established parameters; and

WHEREAS, employees covered by collective bargaining have negotiated this benefit and the number of Continuing Education Units (CEUs) varied from contract-to-contract; and

WHEREAS, the University has entered into a Memorandum of Understanding with three of the labor unions to bring about consistency in this benefit; and



WHEREAS, it is desirous to offer this benefit consistently across all groups of employees; and

WHEREAS, the policy for employees excluded from collective bargaining requires modification to achieve the desired consistency;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of Article VIII, Section 4, Fee Remission for Continuing Education Courses as shown in the attached Exhibit G.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mrs. Atkinson then moved the adoption of the following resolution:

Resolution to Approve  
Policy Modification and/or Creation

YR 1997-49

WHEREAS, the institutional Policies are being reviewed and re-conceptualized; and

WHEREAS, these actions can result in the modification of existing Policies or the creation of new ones; and

WHEREAS, approval is required by the Board of Trustees prior to implementation of any modified or newly created Policy;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policies governing Purchasing, a Smoke-Free Environment, and Travel Reimbursement as shown in the attached *University Guidebook*, Exhibit H; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing the Display of the Flag of the United States of America as also shown in the attached *University Guidebook*, Exhibit H.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mrs. Atkinson then moved the adoption of the following resolution:

Resolution to Ratify Collective  
Bargaining Agreement (Change in Union Affiliation)

**YR 1997-50**

WHEREAS, the Board of Trustees approved a tentative Agreement, April 1997 through March 2000, between the University and the Ohio Patrolmen's Benevolent Association (OPBA) at its meeting on March 14, 1997; and

WHEREAS, subsequent ratification by the members of OPBA occurred in late March; and

WHEREAS, on April 30, 1997, a majority of the membership of OPBA voted to affiliate with the Fraternal Order of Police (FOP); and

WHEREAS, both parties are desirous of operating under the previously approved Agreement;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify the previously approved collective bargaining Agreement between the University and the law enforcement employees, contingent upon certification by the State Employment Relations Board and agreement by the Fraternal Order of Police.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mrs. Atkinson then moved the adoption of the following resolution:

Resolution Concerning Change  
in Organizational Structure

YR 1997-51

WHEREAS, the Board of Trustees of Youngstown State University has reserved to itself the approval of the organizational structure for positions reporting to the President; and

WHEREAS, the President has proposed changes in the structure of executive level positions; and

WHEREAS, the proposed changes have been reviewed by the Personnel Relations Committee and are recommended to the Board of Trustees for approval;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the executive level organization plan as shown in the attached Exhibit I.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

8. Student Affairs Committee

Dr. Cynthia A. Anderson, Vice President for Student Affairs, provided a brief staff report. Dr. Anderson stated that the 1997 Summer Camp programs had gotten off to a very successful start, and that more persons had participated in the Summer Camps programs through June, 1997 than had participated in all of the summer of 1996. Dr. Anderson described the restructuring moves being made with the administrative leadership of the Division of Student Affairs.

Following Dr. Anderson's report, the Chairperson recognized Mr. Martin J. O'Connell, chairperson of the Student Affairs Committee, who stated that the committee had no matters for consideration or action by the Board.

9. Executive Committee

The Chairperson recognized Mr. Lyden, a member of the Executive Committee who stated that the Executive Committee was recommending two resolutions for adoption by the Board. On behalf of the committee, Mr. Lyden then moved the adoption of the following resolution:

Resolution to Modify President's Employment Contract

YR 1997-52

The Board of Trustees of Youngstown State University hereby resolves to make the following modifications to the President's contract of employment:

1. That the Annual Base Salary for the period July 1, 1997 through June 30, 1998 be set at \$162,000; and
2. That the President receive an annual allowance of \$2,000, beginning September 1, 1997, and that the University reimburse him when receipt of payment is returned for insurance on his life, the benefits from which may be payable in the President's sole discretion.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mr. Lyden then moved the adoption of the following resolution:

Resolution Concerning  
University Leadership Merit Award

YR 1997-53

WHEREAS, it is appropriate for the Board of Trustees of Youngstown State University to recognize exemplary leadership efforts made on behalf of the University; and

WHEREAS, in recent years the "Bar Has Been Raised" in all areas across campus, but especially with respect to the areas of faculty employment, promotion, and tenure; and

WHEREAS, for the first time ever, Youngstown State University has implemented a comprehensive process of program review for all academic programs; and

WHEREAS, more than ninety-eight percent of Youngstown State University students are now in nationally accredited programs where accreditation is available; and

WHEREAS, recent successes in new program development, grant awards, and public service initiatives clearly evidence the strength of Youngstown State University's academic leadership team.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University hereby acknowledge the leadership of Provost James J. Scanlon in bringing the successes described above to reality; and

BE IT FURTHER RESOLVED, that the Board of Trustees does hereby direct that Provost James J. Scanlon be awarded the sum of \$3,000 as the first recipient of the University Leadership Merit Award.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

10. Nominating Committee

The Chairperson stated that the election of officers would occur later in the agenda.

**ITEM VII - COMMUNICATIONS, MEMORIALS**

There were no communications or memorials considered by the Board.

**ITEM VIII - UNFINISHED BUSINESS**

There was no unfinished business considered by the Board.

**ITEM IX - NEW BUSINESS**

There was no new business considered by the Board.

**ITEM X - ELECTION OF BOARD OFFICERS**

The Chairperson stated that the Board's *Bylaws* required the election at today's meeting of the 1997-98 Board officers. The Chairperson stated that, at March meeting of the Board of Trustees, the Board's Nominating Committee had recommended the election of the following individuals as officers of the Board for 1997-98:

Chairperson	Dr. Y. T. Chiu
Vice Chairperson	Mr. Bruce R. Beeghly

Secretary

Franklin S. Bennett, Jr.

The Chairperson asked for any further nominations from the Board. There were no further nominations. Upon motion duly made and seconded, the following individuals were unanimously elected to the following offices for the 1997-98 year:

Chairperson

Dr. Y. T. Chiu

Vice Chairperson

Mr. Bruce R. Beeghly

Secretary

Franklin S. Bennett, Jr.

**ITEM XI - TIME AND PLACE OF UPCOMING REGULAR MEETINGS**

**YR 1997-54**

Upon motion made by Mrs. Wilkes, seconded by Mrs. Atkinson, which received the affirmative vote of all trustees present, the trustees resolved to set the following date and time for the next regular meeting of the Board:

3:00 P.M., on Wednesday, September 17, 1997

3:00 P.M., on Friday, December 12, 1997

3:00 P.M., on Friday, March 13, 1998

3:00 P.M., on Friday, June 26, 1998

**ITEM XII - ADJOURNMENT**

Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at approximately 5:04 P.M.

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Chairperson

ATTEST:

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Secretary to the Board of Trustees



Youngstown State University / One University Plaza / Youngstown, Ohio 44555-3130  
Office of the Executive Vice President

(330) 742-3130

FAX (330) 742-2285

TO: Leslie Cochran, President  
FROM: <sup>slm</sup> G.L. Mears, Executive Vice President  
DATE: June 12, 1997  
SUBJECT: RECOMMENDED FY 1997-98 BUDGET

Attached are the summary tables and charts for the recommended FY 1997-98 budget. As you know, divisional-based budgeting will be implemented for the new budget year. This allows for division vice presidents to manage and be responsible for the financial resources within their respective areas. A feature of the divisional-based budgeting concept includes a "roll-over" of budget savings (estimated at \$500,000) to be used in FY 1997-98 for one-time expenses. It is anticipated that by allowing the divisions to utilize savings from the previous year, increased efficiency and more responsible decision-making will take place.

The total budget is \$89,880,000, with revenues increasing from FY 1996-97 by \$3,406,000 (3.9%). The state subsidy funding remains stable at \$44,992,538. State support accounts for 50.06% of the total FY 1997-98 budget. There are significant increases in each of the major revenue sources such as student tuition, fees, divisional-based budgeting balance forward, and other sources.

Significant increases in expenditures include funding for Gender Equity, University Promotions and Recruitment, utilities, student scholarships/financial aid, housing debt service, and salary increases for OEA, ACE, and FOP. When APAS and professional administrative exempt salaries are final, they will be reflected in revised salary working papers. This budget also includes the implementation of the Metropolitan Colleges at the Eastwood Mall, Southwood, and Austintown centers.

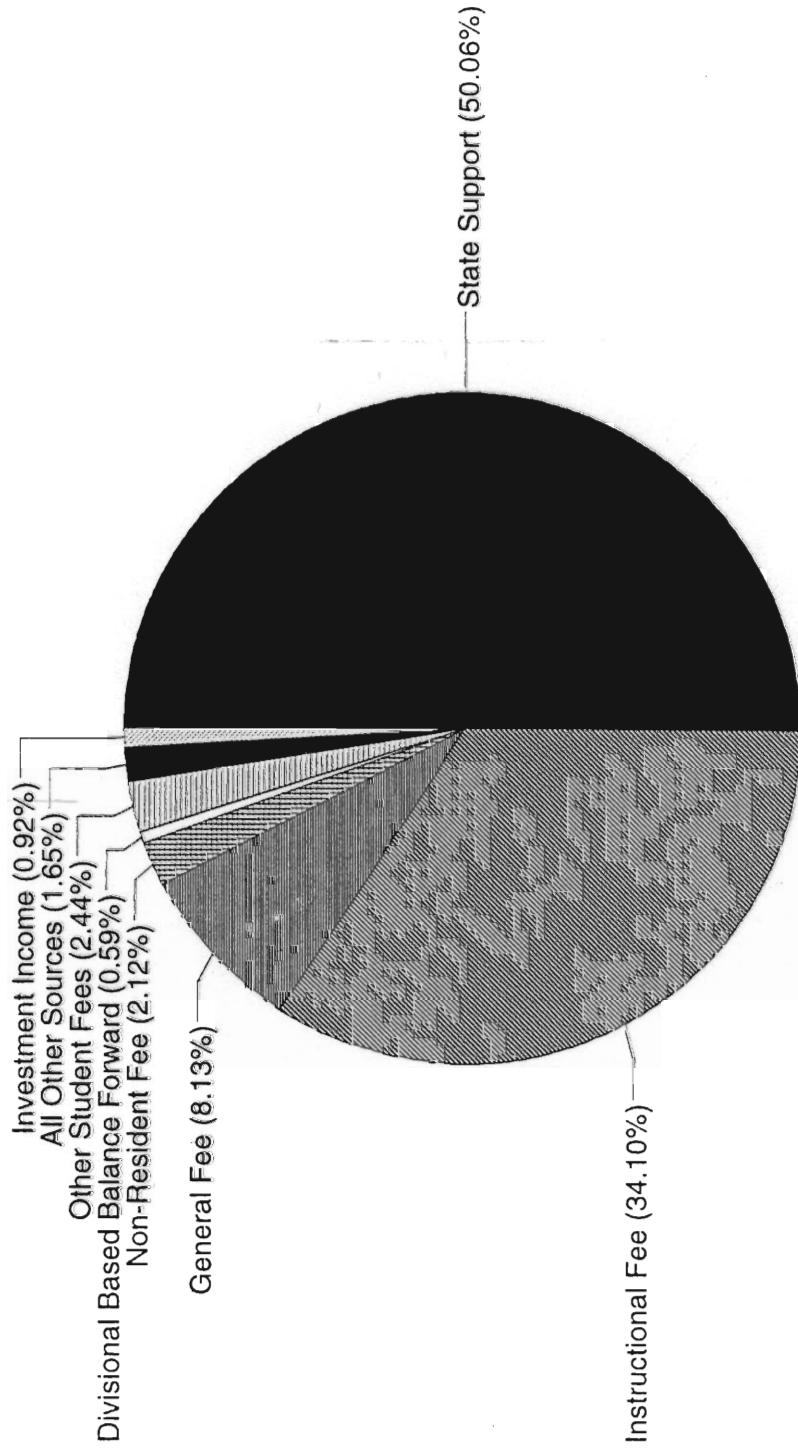
The instructional and departmental research function is budgeted at \$45,705,554. It accounts for 50.85% of the total FY 1997-98 budget, with the other categories including institutional support (14.58%), academic support (8.76%), operations & maintenance (8.66%), student services (7.74%), and other sources (9.41%).

The proposed FY 1997-98 has been prepared and reviewed by the financial staff and myself. I am recommending that it be submitted to the Board of Trustees for their approval at the June, 1997 board meeting.

Agenda Item G.3.b.  
Exhibit A

# Summary of Revenue Sources

## Current General Fund, FY 1997-98



\$89,880,000

Figure #1

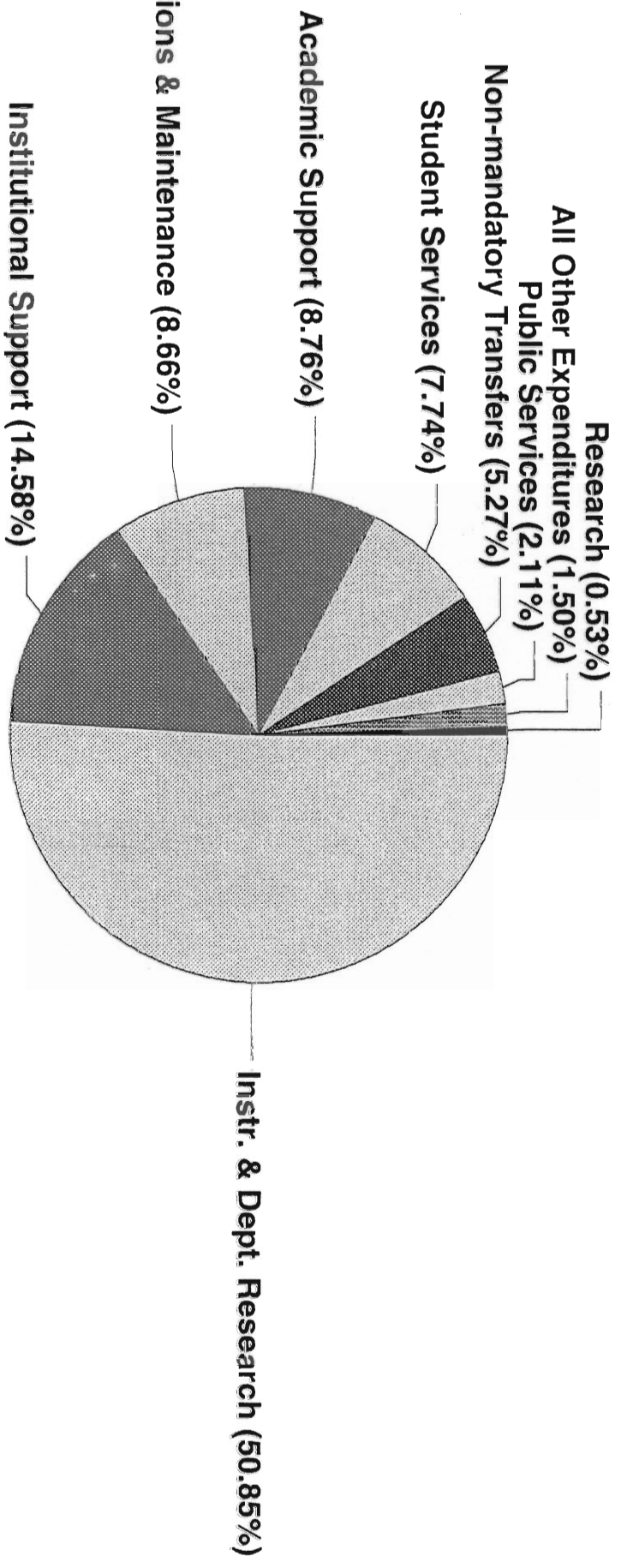


**TABLE 1**  
**YOUNGSTOWN STATE UNIVERSITY**  
**Educational and Associated Operations**  
**Current General Fund Revenue**

<u>Income Source</u>	<u>FY 1996-97 Budget</u>	<u>FY 1997-98 Budget</u>	<u>Difference</u>	
			<u>Amount</u>	<u>Percent</u>
<b>TUITION AND FEES:</b>				
Instructional Fee	\$28,865,000	\$30,650,000	\$1,785,000	6.2
General Fee	7,250,000	7,310,000	60,000	0.8
Non-resident Tuition Surcharge	2,050,000	1,905,074	(144,926)	(7.1)
Multi-service Fee		650,000	650,000	
Computer Laboratory/Lab. Materials Fee	660,000	882,959	222,959	33.8
Miscellaneous	345,000	281,318	(63,682)	(18.5)
Subtotal - Tuition & Fees	\$39,170,000	\$41,679,351	\$2,509,351	6.4
SERVICE CHARGES	\$180,000	\$148,150	(\$31,850)	(17.7)
FINES AND PENALTY ASSESSMENTS	\$170,000	\$227,000	\$57,000	33.5
SUBTOTAL	\$39,520,000	\$42,054,501	\$2,534,501	6.4
<b>STATE APPROPRIATIONS:</b>				
Instructional Subsidy	\$44,992,000	\$44,992,538	\$538	
SALES & SERV. OF EDUC. ACTIVITIES	\$390,000	\$430,000	\$40,000	10.3
<b>OTHER SOURCES:</b>				
Operating Capital Invest. Income	\$750,000	\$825,000	\$75,000	10.0
Administrative Charge - Auxiliary	177,164	458,056	280,892	158.5
Other-Miscellaneous	514,836	590,950	76,114	
Subtotal - Other Sources	\$1,442,000	\$1,874,006	\$432,006	30.0
NON-MANDATORY TRANSFER FROM:				
Contingency Reserve	\$130,000		(\$130,000)	(100.0)
RESEARCH INCENTIVE-BALANCE FWD.		\$28,955	\$28,955	
DIVISIONAL-BASED BUDGET-BAL. FWD.		\$500,000	\$500,000	
<b>TOTAL CURRENT GENERAL FUND REVENUE</b>	<b><u>\$86,474,000</u></b>	<b><u>\$89,880,000</u></b>	<b><u>\$3,406,000</u></b>	<b>3.9</b>

# Expenditures By Function

## Current General Fund, FY 1997-98



\$89,880,000

Figure #2

**TABLE 2**  
**YOUNGSTOWN STATE UN**  
**Current General Fund, Compar**  
**Classification of Expenditures, FY**

<u>Functional Classification</u>	<u>FY 1996-97 Budget</u>
a Instruction & Departmental Research	\$44,249,078
Research	461,263
a Public Services	1,787,873
Academic Support	7,686,170
Student Services	6,046,785
Institutional Support	13,312,919

**TABLE 3**  
**YOUNGSTOWN STATE UNIVERSITY**  
**Current General Fund, Comparison by Division**  
**Classification of Expenditures, FY 1996-97 and 1997-98**

DIVISION	FY 1996-97 Budget	FY 1997-98 Budget	Increase or Decrease	
			\$	%
<b>Academic Affairs</b>	\$47,735,833	\$50,512,439	\$2,776,606	5.8
<b>Business &amp; Financial Affairs</b>	14,676,783	15,261,505	\$584,722	4.0
<b>Development &amp; Community Affairs</b>	6,046,426	6,250,339	\$203,913	3.4
<b>Student Affairs</b>	5,335,588	5,823,743	\$488,155	9.1
<b>Institutional Affairs</b>	665,145	792,146	\$127,001	19.1
<b>institutional-wide Accounts</b>	12,014,225	11,239,828	(\$774,397)	(6.4)
<b>TOTAL</b>	<u>\$86,474,000</u>	<u>\$89,880,000</u>	<u>\$3,406,000</u>	3.9

**TABLE 4**  
**YOUNGSTOWN STATE UNIVERSITY**  
**Current General Fund, Division of Academic Affairs**  
**Fiscal Year 1997-98**

<u>Division Name</u>	<u>FY 1997-98</u>		
	<u>Compensation</u>	<u>Operating Expenses</u>	<u>Total</u>
<b>DIVISION OF ACADEMIC AFFAIRS</b>			
<b>Academic Support</b>			
Office of the Provost	\$443,107	\$146,317	\$589,424
Academic Senate Support	2,525	3,395	5,920
Accreditation Expenses		44,354	44,354
Commencement	6,057	49,010	55,067
Center for International Studies	174,744	19,079	193,823
Center for Teaching & Learning		8,700	8,700
Distinguished Professor Award		27,000	27,000
Diversity Seminars	510	3,000	3,510
General Education Taskforce		11,000	11,000
Institutional Research & Assessment	132,683	2,782	135,465
Instruc/Dept. Research - Transfer Account	5,598,497	1,038,959	6,637,456
Library	1,766,573	1,806,796	3,573,369
University Scholars Program	56,488	15,375	71,863
<b>TOTAL - Academic Support</b>	<b>\$8,181,184</b>	<b>\$3,175,767</b>	<b>\$11,356,951</b>
<b>College of Arts &amp; Sciences</b>			
Dean - Arts & Sciences	\$344,002	\$27,991	\$371,993
A&S-Teaching Enhancement		17,941	17,941
A&S-Transfer Account	4,099	118,308	122,407
American Studies		1,350	1,350
Biological Sciences	1,217,281	112,260	1,329,541
Black Studies	3,151	13,830	16,981
Center for Ethics		4,800	4,800
Center for Women's Studies	2,927	3,000	5,927
Chemistry	1,200,561	115,118	1,315,679
Computer/Information Sciences	1,105,948	29,427	1,135,375
Economics	1,013,060	15,208	1,028,268
English	2,083,683	34,330	2,118,013
Environmental Studies	16,813	3,650	20,463
Foreign Languages	647,801	8,307	656,108
Geography	416,602	10,454	427,056
Geology	491,859	12,344	504,203
History	1,066,888	14,849	1,081,737
Mathematics	1,743,899	31,656	1,775,555
Peace & Conflict Studies	805	3,930	4,735
Philosophy	712,490	10,612	723,102
Physics & Astronomy	704,218	18,175	722,393
Poetry Center	1,530	5,645	7,175
Political & Social Sciences	409,178	9,325	418,503
Psychology	1,304,533	18,921	1,323,454
Sociology & Anthropology	612,370	14,217	626,587
Working Class Studies		20,000	20,000
<b>TOTAL - Arts &amp; Sciences</b>	<b>\$15,103,698</b>	<b>\$675,648</b>	<b>\$15,779,346</b>

**TABLE 4**  
**YOUNGSTOWN STATE UNIVERSITY**  
**Current General Fund, Division of Academic Affairs**  
**Fiscal Year 1997-98**

Division Name	FY 1997-98		
	Compensation	Operating Expenses	Total
<b>College of Business Administration</b>			
Dean - Business Administration	\$433,944	\$40,874	\$474,818
Accounting & Finance	1,414,494	13,700	1,428,194
Executive MBA Program	1,111	63,890	65,001
Management	1,252,575	13,350	1,265,925
Marketing	1,033,518	11,500	1,045,018
WCBA-Teaching Enhancement		2,433	2,433
WCBA-Transfer Account	30,575	14,800	45,375
<b>TOTAL - Business Administration</b>	<b>\$4,166,217</b>	<b>\$160,547</b>	<b>\$4,326,764</b>
<b>College of Education</b>			
Dean - Education	\$382,168	\$42,082	\$424,250
Counseling	378,925	11,079	390,004
Ed. Admin., Research, & Foundations	912,209	17,403	929,612
Educ.-Teaching Enhancement		2,138	2,138
Education - Transfer Account	31,819	37,206	69,025
Reading and Study Skills	124,829	8,072	132,901
Student Field Experiences	97,234	22,040	119,274
Teacher Education Certification	8,493	5,267	13,760
Teacher Education	1,497,774	28,050	1,525,824
University Counseling Center	154,968	16,572	171,540
<b>TOTAL - Education</b>	<b>\$3,588,419</b>	<b>\$189,909</b>	<b>\$3,778,328</b>
<b>College of Engineering &amp; Technology</b>			
Dean - Engineering & Technology	\$343,306	\$18,840	\$362,146
CERT		100,000	100,000
Chemical Engineering	243,379	5,993	249,372
Civil & Environmental Engineering	622,086	7,590	629,676
Electrical Engineering	459,891	6,165	466,056
Engineering - Transfer Acct.		39,754	39,754
Engineering - Teaching Enhancement		1,467	1,467
Industrial & Systems Engineering	304,245	4,951	309,196
Mechanical Engineering	480,429	8,479	488,908
School of Technology	543,504	14,760	558,264
<b>TOTAL - Engineering</b>	<b>\$2,996,840</b>	<b>\$207,999</b>	<b>\$3,204,839</b>
<b>College of Fine &amp; Performing Arts</b>			
Dean - Fine & Performing Arts	\$215,065	\$24,252	\$239,317
Art	1,069,600	26,438	1,096,038
Communication & Theater	945,730	13,592	959,322
Dana Concert Series	1,006	11,656	12,662
Dana School of Music	1,634,390	67,562	1,701,952
F. & P. A. - Teaching Enhancement		2,778	2,778
F. & P. A. - Transfer Account	79,626	67,115	146,741
Forensics	14,581	15,451	30,032
McDonough Museum	78,734	34,950	113,684
University Theater	73,956	61,130	135,086
<b>TOTAL - Fine &amp; Performing Arts</b>	<b>\$4,112,688</b>	<b>\$324,924</b>	<b>\$4,437,612</b>

**TABLE 4**  
**YOUNGSTOWN STATE UNIVERSITY**  
**Current General Fund, Division of Academic Affairs**  
**Fiscal Year 1997-98**

<u>Division Name</u>	<u>FY 1997-98</u>		
	<u>Compensation</u>	<u>Operating Expenses</u>	<u>Total</u>
<b>College of Health &amp; Human Services</b>			
Dean - Health & Human Services	\$335,944	\$16,874	\$352,818
Criminal Justice	416,884	8,300	425,184
H. & H. S. - Transfer Account	25,398	139,844	165,242
Health Professions	961,433	76,864	1,038,297
Human Ecology	545,724	10,596	556,320
Human Ecology - Quantity Food Luncheons		5,600	5,600
Human Performance/Exercise Science	644,811	21,955	666,766
Lorain County Community College	27,472	13,400	40,872
Military Science	50,645	6,600	57,245
NEOUCOM Liaison	20,156	7,490	27,646
Nursing	1,282,359	20,881	1,303,240
Physical Therapy	366,596	32,100	398,696
Social Work	461,551	12,316	473,867
Teaching Enhancement		3,309	3,309
<b>TOTAL - Health &amp; Human Services</b>	<b>\$5,138,973</b>	<b>\$376,129</b>	<b>\$5,515,102</b>
<b>Graduate Studies</b>			
Dean of Graduate Studies	\$244,801	\$41,565	\$286,366
Continuing Education Courses	71,766	271,913	343,679
Faculty Research Reprints		6,000	6,000
Metropolitan College	506,547	289,897	796,444
Office of Grants/Sponsored Programs	69,745	21,951	91,696
Organized Research	185,448	82,200	267,648
Research Incentive Trans. - Instit. Resv.		62,955	62,955
University Outreach	233,485	25,224	258,709
<b>TOTAL - Graduate Studies</b>	<b>\$1,311,792</b>	<b>\$801,705</b>	<b>\$2,113,497</b>
<b>TOTAL - DIVISION OF ACADEMIC AFFAIRS</b>	<b>\$44,599,811</b>	<b>\$5,912,628</b>	<b>\$50,512,439</b>

**TABLE 5**  
**YOUNGSTOWN STATE UNIVERSITY**  
**Current General Fund, Division of Business & Financial Affairs**  
**Fiscal Year 1997-98**

<u>Division Name</u>	<u>FY 1997-98</u>		
	<u>Compensation</u>	<u>Operating Expenses</u>	<u>Total</u>
<b>Human Resources</b>			
Human Resources	\$671,793	\$62,788	\$734,581
Faculty/Staff Recognition Program		26,675	26,675
Payroll Office	174,664	10,717	185,381
Personnel Recruiting & Relocation		84,393	84,393
<b>TOTAL - Human Resources</b>	<u>\$846,457</u>	<u>\$184,573</u>	<u>\$1,031,030</u>
<b>TOTAL - DIVISION OF BUSINESS &amp; FINANCIAL AFFAIRS</b>	<u>\$11,811,230</u>	<u>\$3,450,275</u>	<u>\$15,261,505</u>



**TABLE 6**  
**YOUNGSTOWN STATE UNIVERSITY**  
**Current General Fund, Division of Development & Community Affairs**  
**Fiscal Year 1997-98**

<u>Division Name</u>	<u>FY 1997-98</u>		
	<u>Compensation</u>	<u>Operating Expenses</u>	<u>Total</u>
<b>DIVISION OF DEVELOPMENT &amp; COMMUNITY AFFAIRS</b>			
<b>Development &amp; Community Affairs</b>			
University Development	\$316,775	\$82,857	\$399,632
Alumni Association Support		5,475	5,475
Annual Fund	53,136	56,885	110,021
Area Contingency - V.P. Dev. & Community Affairs		10,000	10,000
Center for Urban Studies	260,798	22,030	282,828
Events Preparation	193,808	8,822	202,630
Media Services	780,560	97,700	878,260
Nonmandatory Transfer Intercollegiate Athletics*		3,606,265	3,606,265
Promotional Events		11,356	11,356
Special Events		14,550	14,550
University Relations	254,963	74,300	329,263
WYSU-FM	345,234	54,825	400,059
<b>TOTAL - DIVISION OF DEVELOPMENT AND COMMUNITY AFFAIRS</b>	<b>\$2,205,274</b>	<b>\$4,045,065</b>	<b>\$6,250,339</b>

NOTE:

\* Total Intercollegiate Athletic budget is \$5,439,804, which includes Student Aid/Scholarships (\$1,585,910), Football (\$904,624), Athletic Administration (\$1,594,717), Men's sports (\$572,767), and Women's sports (\$781,786).

**TABLE 7**  
**YOUNGSTOWN STATE UNIVERSITY**  
**Current General Fund, Division of Student Affairs**  
**Fiscal Year 1997-98**

<u>Division Name</u>	<u>FY 1997-98</u>		
	<u>Compensation</u>	<u>Operating Expenses</u>	<u>Total</u>
<b>DIVISION OF STUDENT AFFAIRS</b>			
<b>Student Affairs - Other</b>			
Vice President - Student Affairs	\$245,229	\$134,184	\$379,413
Area Contingency - Student Affairs		9,700	9,700
Student Activities Welcome Week		18,000	18,000
Student Affairs Enhancement Reserve		58,200	58,200
Student Orientation	14,280	18,810	33,090
University Promotions		150,000	150,000
Women's Programs	41,056	6,051	47,107
<b>TOTAL - Student Affairs - Other</b>	<u>\$300,565</u>	<u>\$394,945</u>	<u>\$695,510</u>
<b>Enrollment Services</b>			
Admissions/Data Management	\$367,434	\$53,234	\$420,668
Financial Aid & Scholarships	724,621	42,034	766,655
Registrar/Records	709,771	76,342	786,113
Special Admissions/Testing	111,799	16,590	128,389
<b>TOTAL - Enrollment Services</b>	<u>\$1,913,625</u>	<u>\$188,200</u>	<u>\$2,101,825</u>
<b>Student Life</b>			
Campus Recreation/Intramural Sports	165,850	7,715	173,565
Career Services	265,753	29,846	295,599
Center for Student Progress	297,302	29,069	326,371
Family Entertainment Series	287	3,204	3,491
Jambar	34,873	105,247	140,120
Marching Band	31,250	11,640	42,890
New Student Relations	346,264	100,909	447,173
Penguin Review		3,250	3,250
Student Activities	101,442	48,258	149,700
Student Government	11,648	100,036	111,684
Student Life	174,199	29,813	204,012
<b>TOTAL - Student Life</b>	<u>\$1,428,868</u>	<u>\$468,987</u>	<u>\$1,897,855</u>
<b>Student Services</b>			
Nonmandatory Transfer to Kilcawley Center		\$978,437	\$978,437
Student Health Services	85,673	64,443	150,116
<b>TOTAL - Student Services</b>	<u>\$85,673</u>	<u>\$1,042,880</u>	<u>\$1,128,553</u>
<b>TOTAL - DIVISION OF STUDENT AFFAIRS</b>	<u>\$3,728,731</u>	<u>\$2,095,012</u>	<u>\$5,823,743</u>

**TABLE 8**  
**YOUNGSTOWN STATE UNIVERSITY**  
**Current General Fund, Institutional Affairs**  
**Fiscal Year 1997-98**

Division Name	FY 1997-98		
	Compensation	Operating Expenses	Total
<b>INSTITUTIONAL AFFAIRS</b>			
<b>Institutional Affairs</b>			
Office of the President	\$407,870	\$110,991	\$518,861
Board of Trustees	3,200	42,350	45,550
Institutional Enhancement		30,000	30,000
Legislative Relations	20,528	6,250	26,778
Office of General Counsel	151,127	19,830	170,957
<b>TOTAL - Institutional Affairs</b>	<b>\$582,725</b>	<b>\$209,421</b>	<b>\$792,146</b>
<b>Institutional-wide Accounts</b>			
Banking & Collection Services		\$250,000	\$250,000
Compensation Adjustment Reserve		295,000	295,000
Day Care Services		40,000	40,000
Debt Service for Housing		850,000	850,000
Divisional Based Budget - Institutional Reserve		500,000	500,000
Doctor of Education Scholarships		50,000	50,000
ERIP/PERS Program		1,403,000	1,403,000
ERIP/STRS 1995		2,053,320	2,053,320
Federal Work Study Match	132,600		132,600
General Insurance		390,300	390,300
Graduate Scholarships		200,000	200,000
Nontraditional Undergraduate Scholarships		27,000	27,000
Other Student Aid		888,000	888,000
Perkins Loan Match		85,000	85,000
Professional Fees & Services		290,000	290,000
Purchased Utilities		2,900,000	2,900,000
Reserve for Salary Adjustment	309,600		309,600
Reserve for Sick Leave Payouts	125,000		125,000
Reserve for Uncollected Income		77,008	77,008
Retiree Benefits	25,000		25,000
Senate Bill 140 - Student Aid		207,000	207,000
SEOG Match		100,000	100,000
University Memberships		42,000	42,000
<b>TOTAL - Institutional-wide Accounts</b>	<b>\$592,200</b>	<b>\$10,647,628</b>	<b>\$11,239,828</b>
<b>TOTAL - INSTITUTIONAL AFFAIRS</b>	<b>\$1,174,925</b>	<b>\$10,857,049</b>	<b>\$12,031,974</b>
<b>TOTAL - CURRENT GENERAL FUND</b>	<b>\$63,519,971</b>	<b>\$26,360,029</b>	<b>\$89,880,000</b>

**TABLE 9**  
**YOUNGSTOWN STATE UNIVERSITY**  
**Operating Fund**  
**FY 1997-98 Expenditures**

<u>Fund Name</u>	<u>FY 1997-98 Budget</u>
Current General Fund	\$89,880,000
Less Non-Mandatory Transfers Out:	
Intercollegiate Athletics	(3,606,265)
Kilcawley Center	(978,437)
Current General Fund	85,295,298 a
<b>Intercollegiate Athletics:</b>	
General	3,853,894
Scholarships	1,585,910
<b>Total-Intercollegiate Athletics</b>	<u>5,439,804</u>
<b>Kilcawley Center</b>	2,019,759 c
<b>Bookstore</b>	3,711,555 c
<b>Housing Services</b>	3,341,385 c
<b>Parking Services</b>	1,878,466 c
<b>Athletic Facilities - Rentals</b>	55,058 c
<b>Athletic Facilities - Concessions</b>	129,507 b,c
<b>Pete &amp; Penny Stores</b>	445,065
<b>TOTAL</b>	<u><u>\$102,315,897</u></u>

a. Excludes Current General Fund Support to Intercollegiate Athletics and Kilcawley Center.

b. Excludes Non-Mandatory Transfer to Intercollegiate Athletics.

c. Excludes support to Current General Fund in the form of auxiliary charge.

## STUDENT FEES AND CHARGES 1997-1998

TUITION	Fiscal Year 1996-97	Fiscal Year 1997-98
<b>Instructional Fee</b>		
Part-time undergraduate	\$72 per credit (1-11 credits)	\$75 per credit (1-11 credits)
Full-Time undergraduate	\$906 per quarter (12-18 credits)	\$942 per quarter (12-18 credits)
<b>Undergraduate credits in excess of 18</b>		
per quarter	\$38 per credit	\$40 per credit
Graduate students	\$83 per credit	\$86 per credit
<b>General Fee</b>		
Students registering part-time	\$18 per credit (1-11 credits)	\$19 per credit (1-11 credits)
Students registering full-time	\$216 per quarter (12 or more credits)	\$224 per quarter (12 or more credits)
<b>NONRESIDENT TUITION SURCHARGE</b>		
<b>Regional Service Area*:</b>		
<b>Undergraduate -</b>		
Students registering part-time	\$45 per credit (1-11)	\$47 per credit (1-11)
Students registering full-time	\$540 per quarter (12-18 credits)	\$562 per quarter (12-18 credits)
Students registering for more than 18 credits	\$45 per credit	\$47 per credit
Graduate	\$49 per credit	\$51 per credit
<b>Outside of Regional Service Area:</b>		
<b>Undergraduate -</b>		
Students registering part-time	\$101 per credit (1-11)	\$106 per credit (1-11)
Students registering full-time	\$1,212 per quarter (12-18 credits)	\$1,261 per quarter (12-18 credits)
Students registering for more than 18 credits	\$101 per credit	\$106 per credit
Graduate	\$92 per credit	\$96 per credit
<b>SPECIAL PURPOSE FEES, SERVICE CHARGES AND FINES</b>		
Change of Registration Fee	N/A	N/A
Computer Assisted Course Fee	\$25 per course	\$25 per course
Computer Intensive Course Fee	\$35 per course	\$35 per course
Credit by Examination Fee	\$40 per credit	\$30 per credit
Graduate Student Application Fee	\$30	\$30
Health & Physical Education Activity Charge: Set by and paid to independent vendor. Variable to cover cost in that course.		
<b>Health &amp; Physical Education Locker &amp; Towel Charge</b>		
Student registered for H&PE Course	\$0	\$0
All others authorized use	\$25 per quarter	\$25 per quarter
I.D. Replacement Charge	\$15	\$15
<b>Inoculation fee:</b>		
Hepatitis series	\$125	\$125
Measles, Mumps, Rubella	\$30	\$30
Tetanus	\$5	\$5
International Student Credential Evaluation Fee	\$45	\$45
Intramural Team Participation Fee	\$10	\$10
Laboratory Materials Fee	\$20 per course	\$20 per course
Late Application for Graduation (after 3rd wk. of qtr.)	\$50	\$25
Late Payment Fee	\$25	\$25
Late Registration Fee	\$55	\$25 Note 2
<b>Library Fines/Curriculum Center Fines:</b>		
(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.		
<b>Multiservice Fee</b>		
Part-Time (1 - 11 credits)	\$0	\$10 Note 4
Full-Time (12 or more credits)	\$0	\$20 Note 4

	Fiscal Year 1996-97	Fiscal Year 1997-98
Drop Course Fee	\$25 per charge**	\$0 per charge Note 1
Transcript Fee	\$5 per copy	\$0 per copy Note 1
Diploma Mailing Charge (not assessed those attending commencement)	\$15	\$0 Note 1
Withdrawal Charge	\$25	\$0 Note 1
Diploma Replacement Charge	\$30	\$0 Note 1
Career Services Credentials Fee	\$10	\$0 Note 1
I.D. Validation Sticker Replacement Charge	\$10	\$0 Note 1
Graduation Fee	\$25	\$0 Note 1
Charge for second degree awarded	\$10 ***	\$0 Note 1
Orientation Fee	\$50	\$25 Note 3
<b>Parking Permit Charge:</b>		
Employees	\$35 per quarter	\$45 per quarter
Students	\$35 per quarter	\$38 per quarter
Per day without permit	\$2	\$3
Special Events	\$2	\$3
Performance Music Fee (plus tuition)	\$35 per credit	\$35 per credit
Professional Practice Participation Fee	\$55 per course	\$55 per course
Proficiency Examination Fee	\$30 per course	\$30 per course
Returned Check or Credit Card Fee	\$35	\$35
Student Locker Rental	\$15 per academic year	\$15 per academic year
Thesis Binding Charge	\$25 per copy	\$25 per copy
Tuition Installment late payment fee	\$14	\$14
Tuition Installment Payment Plan application fee	\$25 per use	\$25 per use
Tuition Loan late payment fee	\$10 per month	\$10 per month
<b>Parking Violations Fines:</b>		
Class I - All violations except those in Class II	\$10	\$10
Class II - Parking in a Handicap Zone without proper permit. Parking at a Tow Away Zone, Loading Zone, Official Use Only sign, Fire Lane, or in the Campus Core area.	\$35	\$35
Undergraduate Application Fee (first enrollment)	\$25	\$25 Note 5
Former student returning	\$0	\$0
<b>University Housing</b>		
Room and Board per academic year: payable \$1,450 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.)	\$4,200	\$4,350
Residence Hall Security Deposit (paid first quarter)	\$100	\$100
Single Room Surcharge (subject to availability)	\$250 per quarter	\$300 per quarter
Residence Hall Summer Session		
Room, per five-week session	\$350	\$385
Single Room Surcharge, per five-week session	\$120	\$150
Security Deposit	\$100	\$100
University Apartments (room only, per person per academic year)	\$2,650	\$2,730
Summer (room only - five weeks)	\$400	\$425
Voluntary Board Plan (Students not rooming in University housing)		
Nineteen-meal Plan - per week	\$615 per quarter	\$635 per quarter
Fifteen-meal Plan - per week	\$525 per quarter	\$540 per quarter
Ten-meal Plan - per week	\$420 per quarter	\$435 per quarter
Five-meal Plan - per week	\$230 per quarter	\$240 per quarter
<b>Break Housing</b>		
Winter break		\$50
Other break		\$25
<b>OTHER FEES AND CHARGES:</b>		
Career Planning Program Test Fee	\$30 per use	\$30 per use
Child Development Laboratory Charge	\$25 per quarter	\$25 per quarter
Early Childhood Practicum Charge	\$25 per quarter	\$25 per quarter
Elementary Education Reading Specialist Charge	\$25 per quarter	\$25 per quarter
Maag Library Carrel	\$25 annual charge	\$25 annual charge
Nonstudent Library Card. Issued only to members of the YSU Alumni Association or "Friends of the Maag Library Association."	\$0	\$0

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.

7 calendar days, excluding Summer Sessions. See Schedule of Classes for dates during which no charge for changes in student class schedules will be assessed and for any changes.

**NOTES:**

Note 1. These fees will be abolished and replaced with the Multi-Service fee.

Note 2. A \$25 fee will be charged to all current students who register on or after late and final registration as indicated in the current schedule of classes. The fee is assessed after the last day of registration for current students. The fee will not apply to new students or former students who have not been registered for the most recent two quarters, including Summer terms. Exceptions to the fee will be at the sole discretion of the Registrar with the expectation that few will be granted.

Note 3. The fee will be for all new students invited to either SOAR or Early Advising and Registration. No portion of the fee is applicable to tuition and the fee is nonrefundable.

Note 4. Replaces nine other fees, plus the proposed technology improvement fee.

Note 5. May be waived at discretion of Director of New Student Relations with approval of Executive Vice President.

6/12/97 Budget  
fees98.wb3

**LEGAL DESCRIPTIONS OF ADDITIONAL UNIVERSITY  
PROPERTY NEEDED TO WIDEN FIFTH AVENUE**

(Prepared by ms consultants, inc.)

**Agenda Item G.3.c.  
Exhibit C**



**PARCEL NO. 3**

**(Project Parcel No. 10A)**

Situated in the State of Ohio, County of Mahoning, Township of Youngstown, Town 2N, Range 2W, City of Youngstown, and lying on the left side of the centerline of Fifth Ave. and bounded and described as follows:

Known as being part of Youngstown City Lot No. 3998, according to the latest enumeration of Youngstown City Lots and Outlots.

Beginning at a point at the northeast corner of Youngstown City Lot No. 3998; said point being the intersection of the existing westerly right-of-way of Fifth Ave. and the existing southerly right-of-way line of Lincoln Ave.

Thence southerly along the existing westerly right of way line of Fifth Ave. and the easterly line of said City Lot No. 3998 a distance of 18.08 ft;

Thence northwesterly along the proposed right of way line of said City Lot No. 3998 a distance of 24.00 ft. to a point on the existing southerly right-of-way line of Lincoln Ave.;

Thence easterly along the existing southerly right of way line of Lincoln Ave. a distance of 15.97 ft. to the point of beginning;

The above described area is part of auditors parcel number 53-003-0-179 and contains 144 sq. ft. of land, more or less.

**PARCEL NO. 5**

**(Project Parcel No. 13)**

Situated in the State of Ohio, County of Mahoning, Township of Youngstown, Town 2N, Range 2W, City of Youngstown, and lying on the left side of the centerline of Fifth Ave. and bounded and described as follows:

Known as being part of Youngstown City Lot No. 3999, according to the latest enumeration of Youngstown City Lots and Outlots.

Beginning at a point at the southeast corner of Youngstown City Lot No. 3999; said point being the intersection of the existing westerly right-of-way line of Fifth Ave. and the existing northerly right-of-way line of Lincoln Ave.

Thence westerly along the existing northerly right-of-way line of Lincoln Ave. and the southerly line of said City Lot No. 3999 a distance of 11.60 ft.;

Thence northeasterly along the proposed right-of-way line of said City Lot No. 3999 a distance of 20.00 ft. to a point on the existing westerly right-of-way line of Fifth Ave.;

Thence southerly along the existing westerly right-of-way line of Fifth Ave. a distance of 15.87 ft. to the point of beginning;

The above described area is part of auditors parcel number 53-003-0-227 and contains 92 sq. ft. of land, more or less.



EXECUTIVE SUMMARY  
GIFTS  
FOR THE PERIOD JANUARY 1 - MARCH 31, 1997

UNIVERSITY DEVELOPMENT (SEE ATTACHMENT 1):

	NUMBER RECEIVED	TOTAL
CASH	1,084	\$101,350.30
NON-CASH	6	10,959.50
TOTAL	1,090	<u>\$112,309.80</u>

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WYSU-FM (SEE ATTACHMENT 2):

	NUMBER RECEIVED	TOTAL
CASH	243	<u>\$ 13,272.67</u>
TOTAL	243	<u>\$ 13,272.67</u>



**YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES  
UNIVERSITY DEVELOPMENT GIFT LIST  
FOR THE PERIOD OF JANUARY 1 - MARCH 31, 1997**

DESCRIPTION	NUMBER OF GIFTS	TOTAL
Cash	1,084	\$101,350.30
Non-cash	<u>6</u>	<u>10,959.50</u>
<b>Total</b>	<b>1,090</b>	<b>\$112,309.80</b>

**RANKING OF CASH GIFTS:**

	<u>NUMBER RECEIVED</u>	<u>TOTAL</u>
\$5,000+	2	\$ 15,044.36
\$1,000 - \$4,999	16	26,749.10
\$500 - \$999	23	13,187.84
Below \$500	<u>1,043</u>	<u>46,369.00</u>
<b>Total</b>	<b>1,084</b>	<b>\$101,350.30</b>

## CASH CONTRIBUTIONS BY RANK

### \$5,000+

Ronald & Emily Mackall  
Dr. Thomas A. Shipka

### \$1,000-\$4,999

Ameritech Matching Gift Services  
Bank One  
Drs. Barbara Brothers & Lawrence Haims  
Paul Brubaker  
Dr. Sherry L. Linkon  
Mr. & Mrs. James H. Moore  
Atty. Paul G. Perantinides  
Frances & Lillian Schermer Charitable Trust

Mark & Mary Shutes  
Julia Spitzer Memorial Trust  
Arnold D. Stambaugh Memorial Trust  
Estate of Margery Swander  
U.S. Can Company  
The Vindicator  
Dr. Bruce N. Waller  
Walter E. & Caroline H. Watson Foundation

### \$500 - \$999

Paul E. Beckman, Jr.  
Dr. Cynthia A. Brincat  
Bristol-Myers Squibb Foundation  
Dr. Steven R. Brown  
Dr. & Mrs. Anthony Chila  
Commercial Intertech Foundation  
Farmer's Insurance Group of Companies  
Friends of Pellegrini  
Dr. Stephen & Brigitta Hanzely  
Dr. William D. Jenkins  
Jack J. Menosky, Jr.  
Dr. Mustansir Mir

Joan Mock  
Niles Historical Society  
Dr. Martha Pallante & Glen Schaefer  
Edward W. & Alice R. Powers Trust  
Dr. John & Susan Russo  
Atty. Leonard & Gina Schiavone  
Dr. Richard Shale  
Nicholas & Ellen Taylor  
James Tressel  
Dr. L. Allen Viehmeyer  
Denise DeBartolo York

## Below \$500

Loraine C. Abernathy  
Alexander A. Adams  
Harold Adams  
Dominick J. Aimino  
Erica D. Alesi  
Joseph P. Alessi  
George & Delores Alexee  
Timothy R. Allio  
Christopher R. Anderson  
Marsha L. Anderson  
Dr. Carl & Karen Ansevin  
Thomas Antenucci  
Randall P. Argiro  
Harold & Nicole Arrowsmith  
Ernest & Janneth Artista  
John & Cynthia Asimakopoulos  
Robert & Sherry Ault  
Carol Lee Avery  
Samuel & Rose Axtell  
BFGoodrich Company  
Dr. Christopher M. Bache  
Barry N. Baisden  
Dominic A. Balkan  
Earl & Melanie Banfield  
James S. Baranski  
Frank P. Barile  
Daniel J. Barker  
Shirley A. Barnett  
Jack D. Barringer  
Donald L. Bartelmay  
Theresa A. Bartelmay  
Bart & Shirley Bartholomew  
Richard W. Bartunek  
Regina Bass  
John J. Bassetti  
James & Anita Battafarano  
Lawrence M. Baytos  
De Anna E. Beachley  
David G. Beadnell  
William & Patricia Beard  
Beaver Local Middle School  
Robert R. Becki  
Bruce & Nancy Beeghly  
Richard & Cristen Beil  
Ronald W. Beil

Tracie Ann Bender  
Harry & Patricia Benetis  
Earlyn & Gary Bentfeld  
Alex Benyo  
James & Anne Berardi  
Jane V. Berry  
Rick Bevly  
Albert P. Bezilla  
R. Bradley & Rebecca Bickel  
Dr. Michael J. Bielefeld  
Sandra J. Billec  
Patsy & Sherri Billett  
Blaine C. Bingham  
Dr. William & Maureen Binning  
Alana J. Bittner  
Donald & Bernice Blair  
Jesse F. Blasier  
Richard G. Blasko  
Rev. Dr. Christine Blice-Baum  
Jon C. Bobovnik  
Michael J. Bochenek  
Laura B. Boich  
William D. Bole  
Lawrence P. Bombara  
Marcia L. Bortner  
William H. Borts  
Katherine M. Bosak  
Thomas L. Bosse  
Don & Ellen Bosway  
Eugene S. Bova  
Philip & Rita Bova  
Thomas E. Bova  
Douglas F. Bovard  
David E. Bowen  
Dr. Bege K. Bowers  
James A. Bozin  
BP America, Inc.  
Zack Brandes, Jr.  
Jacquelyn Brauningner  
Rebecca A. Brenda  
Jill S. Bresnahan  
Carol A. Brill  
Raymond J. Briya  
Lauren J. Broderick  
Robert A. Brooks

Mary J. Brosko  
Celeste M. Brown  
Joann C. Brown  
Mary L. Brown  
Christine L. Bruger  
Cynthia A. Brunot  
Douglas G. Bryan  
Christina M. Buccino  
Richard & Mary Buchenic  
Marlane M. Bufwack  
Dr. William & Mary Bunn  
William & Joan Burby  
Linda S. Burkey  
Edward & Bonnie Burnick  
William G. Burns  
Marilynn S. Butler  
Gary A. Buttar  
Anthony & Barbara Buzzacco  
Michael S. Byce, Jr.  
Joseph & Nikki Caccarozzo  
Lynette Y. Cadle  
Anthony Cafaro, Jr.  
Cynthia A. Caffey  
Mike J. Caggiano  
Vincent & Kathy Caggiano  
Marion & James Calpin  
Betty & Gordon Campbell  
Russell P. Campbell  
Thomas & Cassandra Campean  
Donna J. Canja  
Joseph D. Caputo  
Louise A. Carawan  
Kevin J. Carlini  
Patricia A. Carlson  
Marena D. Carmello  
Renee M. Carnathan  
JoLynn V. Carney  
Norma J. Carney  
William T. Carnie  
James P. Carr  
Jeffrey P. Carroll  
Lucille Carroll  
Jack & Joanne Cartwright  
Isabelle A. Casanta  
Coreena A. Casey  
Eugene H. Castle, Jr.  
Anthony Castronova  
Dr. Frank A. Castronovo

Dorrill & Tenna Catlin  
Caroline & Emanuel Catsoules  
Anne M. Cename  
Centerior Energy Foundation  
Robert J. Cercone  
Kenneth & Frances Cernock  
Robert N. Chamberlain  
Anita M. Chambers  
Douglas M. Chandler  
Terry & Melodee Chapin  
Mark W. Cherol  
Irma Chiarcross  
Christopher M. Chieffo  
Karen A. Choppa  
John P. Christein  
Theodore S. Chrobak  
Joseph Churilla, Jr.  
Atty. Judi L. Cicatiello  
Joseph M. Ciminelli  
John & Janet Ciotola  
Gerald T. Cirka  
Dorothy H. Clark  
Tracy L. Clark  
Dr. Gregory A. Claypool  
David & Barbara Clayton  
Lena M. Clyde  
Virginia Coates  
Lee A. Cobourn  
Larry L. Coburn  
Michael A. Cochran  
Cold Metal Products Co., Inc.  
William T. Collier  
Michelle S. Collins  
Richard P. Collins  
Darrell & Karen Combs  
Consumers Water Co.  
Fred D. Conti  
Ellene E. Contis  
Mace E. Conway  
James V. Cook  
Debora A. Cooper  
Bryan P. Corning  
Casey Costa  
Debra R. Costea  
James R. Cox, Jr.  
Kevin P. Cox  
Terrance P. Coyle  
Joanne L. Craig

Virginia & Carl Crea  
Dr. Jere & Karen Creed  
Daniel J. Crews  
Ernest M. Crist, Jr.  
Troy & Janice Cross  
James J. Crowe  
Debra A. Crum  
Kenneth E. Crump  
Thomas J. Culkar  
CUNA Mutual Insurance Group  
Gregory & Nikki Cvetkovic  
John I. Czubek  
Jolene R. D'Agostino  
Joseph & Donna Dallas  
Richard & Elizabeth Danicic  
Georgia Dann-Neel  
David B. Daugherty  
Franklin & Dolores Davidson  
John W. Davidson  
Michele L. Davidson  
Carol A. Davis  
Wendy A. Davis  
Laurie Y. Debelak  
Nicholas & Joyce DeCarbo  
Bassam M. Deeb  
Donna L. DeFrank  
Diane E. DeJulio, LPC  
Frances DeJute  
Verna M. Del Duca  
Thomas L. Deley  
Maureen K. Della Penna  
John & F. Theresa Dellick  
Vicki L. Delliquadri  
Dennis & Carol Dello Stritto  
Susan L. DeMaiolo  
Mark & Julianne DeMartino  
John & Cathy Demetra  
Richard E. Denamen  
Neil & Thyra DePascal  
John F. DePiore  
David J. Derthick  
Mark D. Derthick  
Upendra K. Desai  
Dorothy A. DeSantis  
Patrick & Linda DeToro  
Nino Di Iullo, M.D.  
Vito & Sophie Di Iullo  
James R. Di Lorenzo

Gelsomina L. DiLoreto  
John & Meribeth DiLuigi  
George A. Dimitriou  
Josephine M. Dinello  
David J. Diroll, Esq.  
Thomas & Marilyn Di Sante  
Janet L. Divelbiss  
Ronda A. Dixon  
Christine L. Domhoff  
James H. Donegan  
Barbara P. Donnell  
Paula A. D'Onofrio  
Richard A. D'Onofrio  
Sandra J. Dorman  
David J. Dortin  
Maria A. Dotson  
Robert L. Dove  
Dow Chemical Company Foundation  
Dow Jones & Company, Inc.  
Alex Downie, Jr.  
Gene & Mona Draa  
John & Ruth Drabison  
Ted & Kelly Dravis  
K. William Dreier  
Timothy & Patricia Drummond  
Kathryn J. Drydyk  
Rosemary Dubos  
Lawrence & Marcia Duko  
Marla R. Dull  
Jean D. Dundee  
Dolores M. Dunstan  
Adelbert J. Durig  
Daniel & Therese Durkin  
James & Kathryn Earnhart  
David Eastham, Sr.  
Eaton Gift Matching Program  
David L. Edmondson  
John V. Edwards  
Robert & Carol Edwards  
Natalie & Ronald Elkins  
Kenneth J. Endress  
Jean S. Engle  
Pamela Jo Engle  
Daniel C. English, Jr.  
Barbara L. Eschman  
Atty. Nicholas L. Evanchan, Jr.  
Brian L. Evans  
Candace L. Evans



David & Linda Evans  
G. Taylor, III & Peggy Evans  
John J. Ewanish  
David & Michele Ewing  
William & Susan Eynon  
Elizabeth & Samuel Faccioben  
Melvin & Marsha Fader in honor of  
    Senator Robert Hagan  
Terence H. Fagan  
Dennis & Patricia Fagundes  
James & Jeanne Fairbanks  
Lisa M. Farrall  
Mark & Sally Fechtel  
Elliott N. Fedd  
Robert & Kathy Fedorchak  
Dr. Dinah Fedyna  
David & Sandra Fee  
Jennifer H. Feinberg  
Joanne L. Felden  
Andrew P. Fellingner  
Stephen E. Ference  
Michael & Gretchen Ferncez  
Lee & Collette Fine  
Gail M. Fink  
Henry A. Fink  
Michael F. Firment  
Jeffrey L. Flack  
Richard & Regina Floor  
Deborah J. Flynn  
Dennis J. Foreman  
James T. Forestal  
Emil Foriska  
David & Sharayn Forkel  
Thomas & Susan Foster  
Robert E. Foulk  
Joseph W. Fowler  
Phyllis A. Fox  
Debra Franco  
Attys. Timothy Franken & Elizabeth Bernard  
Donna M. Fredrickson  
Carl F. Freeman  
Rose Freeman  
Germayne L. Freeze  
Adam E. Frey  
Mary E. Friedman  
Friends of the Boardman Library  
Helen M. Fuller  
Kenneth & Monica Gaal

Michael T. Gabrick  
Karen & Bernard Galehan  
Anthony & Mary Gallo  
Margherita Gamberale  
James & Linda Garber  
Ronald & Susan Garchar  
Frances S. Garcia  
David N. Garden  
Randy E. Gaston  
Anthony L. Gates  
Jacquelyn A. Gawron  
Jason Gay & Kristin Eichenberger  
Pamela G. Gay  
Dr. Penelope Gay & Atty. Sean Sheely  
T. Geoffrey Gay & Susan M. Bean  
Sanford Gaylord  
Jerome & Jacqueline Gbur  
Steven W. Gealy  
Gary W. Geiger  
Joyce L. Geisel  
Paul G. Gem  
Molly F. Gerchak  
Atty. Rebecca Gerson  
Brian & Susan Gessler  
William & Eleanore Getchy  
Lynne E. Gething  
Anne Geyer  
Abe & Joan Ghods  
Matt G. Giambattista  
Thomas R. Gibbons  
Christian A. Gieseler  
Jeffrey & Kathy Gill  
Stephen & Kathleen Globeck  
Dr. James L. Gluck  
David A. Goodard  
Karen A. Golden  
Melinda J. Gonano  
Paul & Marge Gotshall  
Michael & Elaine Graban  
Ronald & Joyce Granato  
Jodi L. Grdic  
Harold & Janet Green  
Dr. Milton & Frances Greenberg  
Drs. William & Betty Greenway in memory  
- of William Hoover and Evelyn Watts  
Diane Griffin  
Lance Griffith  
Larry Griffith

John Grim  
Thomas R. Grimm  
James J. Groth  
Joyce R. Grover  
Jack & Dorothy Gruber  
John & Mary Grzebieniak  
Vincent A. Guandolo  
Patrick & Sheri Guerrieri  
Frank P. Gugliotta  
Dawn M. Guido  
Gregory A. Gustafson  
H.C. Starck, Inc.  
Richard J. Hack  
Robert Hahlen  
Audrey J. Hall  
Walter & Virginia Hall  
Andrew & Sharon Hallochak  
Gail M. Hammett  
Bernard J. Hamrock  
Barbara A. Hamzik  
Deborah Hanania  
George F. Handel  
Jean Haney  
William & Rebecca Hanlon  
Josephine A. Hanna  
Marilyn A. Hanton  
Stanley & Margaret Harasick  
Harold T. Harmon  
James & Jeanne Harper  
Mary J. Harrah  
Timothy & Laura Harrington  
James A. Harris  
Richard & Linda Hart  
Jean Hassell  
Richard & Eileen Haught  
Haworth, Inc.  
Barry & Jodi Haylett  
Jean M. Heck  
Roger T. Hedlund  
William H. Heintzelman  
Alex C. Herman  
Roberto I. Hernandez  
Gregory G. Hetson  
Edward J. Higgins  
Marybeth High  
Natalee R. Hillman  
Jerome & Ann Marie Hiznay  
Patricia J. Hjelm

Gerald L. & Nancy Hockenberry  
George & Deborah Hoffman  
Michael S. Hoffman  
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**Total Cash Contributions      \$101,350.30**



## NON-CASH CONTRIBUTIONS

Blood & Cancer Center	\$9,900.00	Dupont Analyst Instrument
Covelli Enterprises	90.00	Campus Lights Refreshments
Eagle Silkscreen	50.00	T-shirts for Phonathon
Kaufmann's	300.00	English Festival Gift Certificates
Subway	75.00	Phonathon Gift Certificates
Wedgewood Pizza	544.50	Campus Lights Pizza Party
<b>Total Non-Cash Contribution</b>	<b>\$10,959.50</b>	



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 FOR THE PERIOD OF JANUARY 1 - MARCH 31, 1997

<u>DESCRIPTION</u>	<u>NUMBER OF GIFTS</u>	<u>TOTAL</u>
Cash	243	\$ <u>13,272.67</u>
<b>Total</b>	<b>243</b>	<b>\$13,272.67</b>

**RANKING OF CASH GIFTS:**

	<u>NUMBER RECEIVED</u>	<u>TOTAL</u>
Below \$500	<u>243</u>	\$ <u>13,272.67</u>
<b>Total</b>	<b>243</b>	<b>\$13,272.67</b>

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**Total Cash Contributions**                      **\$13,272.67**

**YOUNGSTOWN STATE UNIVERSITY**  
**RESOLUTION FOR NEW APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS**  
**AS OF May 23, 1997**

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL</u>	<u>SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Ms. Jamey G. Backus	Director, Paula & Anthony Rich Ctr.	Dean's Office—College of Education	04/01/97	2,500 .25 FTE	3 Mo.	New hire: 04/01/97-06/30/97; externally funded
Ms. Jennifer L. Breckner	Administrative Assistant	McDonough Museum	02/24/97	3,263 .60 FTE	3 Mo.	New hire & contract extension: 02/24/97-05/31/97
Ms. Lisa B. Campbell	Academic Advisor	Dean's Office—College of Arts & Sciences	02/18/97	6,027 .70 FTE	4.5 Mo.	New hire: 02/18/97-06/30/97
Ms. JoLynn V. Carney	Assistant Professor	Counseling	09/15/97	38,000	12 Mo.	
Ms. Maureen L. Casey	Data Coordinator for the NEOUCOM Program	Dean's Office—College of Health & Human Services	06/02/97	2,080 .80 FTE	1 Mo.	Rehire: 06/02/97-06/30/97
Ms. Maureen L. Casey	Program Manager-Metropolitan College	University Outreach	03/03/97	7,800 Base: 31,200	3 Mo.	Rehire; temporary: 03/03/97-05/31/97
Ms. Evette N. Currie	Housing Coordinator	Housing Services	07/01/97	24,100	12 Mo.	New hire: 07/01/97-06/30/98
Ms. Annette G. El-Hayek	Coordinator of English Language Institute	Center for International Studies & Programs	01/06/97	5,019 525 FTE	5.5 Mo.	Contract extensions: 01/06/97-03/28/97 & 03/31/97-06/21/97
Ms. Johanna D. Fares	Coordinator of Disability Services	Affirmative Action	04/15/97	5,214 Base: 24,500	12 Mo.	New hire: 04/15/97-06/30/97
Mr. Ricky S. George	Research Assistant	Center for Human Services Development	05/01/97	3,740 Base: 22,400	2 Mo.	Contract extension: 05/01/97-06/30/97; externally funded

**YOUNGSTOWN STATE UNIVERSITY**  
**RESOLUTION FOR NEW APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS**  
**AS OF May 23, 1997**

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL</u>	<u>SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Ms. Cynthia E. Grier	Research Assistant	Center for Urban Studies	01/01/97	3,667 .50 FTE	4 Mo.	From full-time to part-time; Contract extension: 01/01/97-04/30/97; externally funded
Mr. Brian J. Jenkins	Assistant Football Coach	Intercollegiate Athletics	03/03/97	2,400 33 FTE	4 Mo.	New hire: 03/03/97-06/30/97
Dr. George E. McCloud	Dean & Professor	Fine & Performing Arts	07/01/97	85,000 (1997-98)	36 Mo.	New hire: 07/01/97-06/30/00
Ms. Sharon A. Mika	Admissions Assistant	Admissions	02/10/97	9,285 Base: 23,744	12 Mo.	Transferred and changed from part-time to full-time: 02/10/97 - 06/30/97
Ms. Wendy Miller	Research Assistant	Center for Urban Studies	02/10/97	8,603 Base: 22,000	12 Mo.	New hire: 02/10/97-06/30/97, externally funded
Mr. James W. Morrison	Asst. to Exec. Dir./Intercollegiate Athletics	Intercollegiate Athletics	03/01/97	8,889 .60 FTE	4 Mo.	Rehire: 03/01/97-06/30/97
Ms. Margaret T. Nash	Research Assistant/GIS Analyst	Center for Urban Studies	04/12/97	4,308 Base: 20,000	2.5 Mo.	Contract extension: 04/12/97-06/30/97
Ms. Cathy Bieber Parrott	Assistant Professor	Health Professions	09/15/97	51,420	12 Mo.	New hire
Mr. Michael Priefer	Assistant Football Coach	Intercollegiate Athletics	03/03/97	5,333 .70 FTE	4 Mo.	New hire: 03/03/97-06/30/97
Ms. Susan M. Rose	Social Work Internship Coordinator	Social Work	05/05/97	6,010 Base: 37,500	2 Mo.	Temporary replacement: 05/05/97-06/30/97

## EMERITUS RECOMMENDATIONS

NAME	TITLE
Jean E. Aboul-Ela . . . . .	Professor Emeritus
Mary Alice Budge . . . . .	Professor Emeritus
Norma Jean Carney . . . . .	Administrator Emeritus
Maureen L. Casey . . . . .	Administrator Emeritus
Lawrence A. Davis . . . . .	Professor Emeritus
David C. Genaway . . . . .	Director Emeritus
Richard L. Glunt . . . . .	Director Emeritus
Carmen Godoy . . . . .	Administrator Emeritus
Frank A. Hankey . . . . .	Professor Emeritus
Kai C. Leung . . . . .	Administrator Emeritus
Rocco A. Mediate . . . . .	Director Emeritus
James W. Morrison . . . . .	Administrator Emeritus
Ann W. Rasor . . . . .	Administrator Emeritus
Van J. Siatras . . . . .	Administrator Emeritus
David Sweetkind . . . . .	Dean Emeritus
Leslie V. Szirmay . . . . .	Professor Emeritus

## Article VIII. Undergraduate Admission, Retention, Graduation, Tuition and Fees

### Section 4. Fee Remission for Continuing Education Courses

Members of the staff who are excluded from collective bargaining and who hold positions that have an FTE of .5 or greater, SHALL BE ENTITLED TO INSTRUCTIONAL FEE REMISSION TWICE PER CALENDAR YEAR FOR NON-CREDIT COURSES ~~together with their spouses and dependent children, shall be entitled to fee remission once annually for a course offered~~ THROUGH ~~by the Department of Continuing Education OF THE DEPARTMENT OF UNIVERSITY OUTREACH.~~ THE EMPLOYEE'S SPOUSE AND DEPENDENT CHILDREN SHALL EACH BE ENTITLED TO INSTRUCTIONAL FEE REMISSION ONCE PER CALENDAR YEAR FOR SUCH NON-CREDIT COURSES, PROVIDED THAT THERE IS AN ENROLLMENT SLOT AVAILABLE ABOVE AND BEYOND THE ENROLLMENT LEVEL REQUIRED TO FUND THE COURSE. NO EMPLOYEE MAY RECEIVE MORE THAN TWO REMISSIONS PER CALENDAR YEAR. Fee remission shall not apply to materials charges, facilities charges, TEXTS AND CONSUMABLE ITEMS, or other non-instructional charges. ~~, and shall be provided when spaces are available above the minimum paid enrollment level identified by the Department of Continuing Education to permit offering the course. Classified Civil Service employees, together with their spouses and dependent children, shall be entitled to fee remission twice annually.~~





## UNIVERSITY GUIDEBOOK

NUMBER  
3001.00

PAGE 1 of 2

### Subject: Purchasing

Developed by: Shirley A. Carpenter	Authorized by: G. L. Mears
Title: Chairperson Policies & Procedures Task Force	Title: Executive Vice President
Date: February 2, 1997	Date: May 19, 1997
	<b>EFFECTIVE:</b>

**Policy:** Employees who are delegated signature authority for University accounts are authorized to make purchasing decisions for their respective areas.

RESOLUTION NUMBER: YR 1997

**Purpose:** These Procedures provide a means for purchasing necessary goods and services at a reasonable cost and for conducting this activity in the best interest of the University.

#### Parameters:

- All purchases must be in conformance with applicable codes of ethics as well as federal, state, and local laws and regulations.
- Accountability for vendor commitment and/or the actual purchase of goods or services rests with the signature authority.
- The Department of Materials Management has the primary responsibility to facilitate the purchase of goods and services, and to manage and monitor the purchasing process. Authority is also delegated to the YSU Bookstore to purchase goods for resale, and the Maag Library to purchase items to be added to its collection.
- The University assumes no obligation for any purchases made without following Purchasing Procedures.
- The University is committed to advancing opportunities for minority business enterprises and will follow applicable state guidelines. Therefore, 15% of goods and services purchased and 5% of construction procurement are set aside for minority business vendors certified by the State of Ohio Minority Business Development Office.

**Procedures:**

1. Requests for purchases are made by using the on-line CUFS system or by forwarding a Purchase Requisition Input Form to the Department of Materials Management.
2. Prior to vendor commitment and/or the actual purchase an authorized requisition (electronic or paper) for goods or services must be processed through the Department of Materials Management.
3. A bidding process, facilitated by the Department of Materials Management, is required for the purchase of goods and services totaling \$10,000 or more and construction projects of \$25,000 or more. The Department of Materials Management may determine that good business practice calls for a lower cost bid threshold or a bid waiver.
4. When bidding is required, detailed specifications regarding the purchase or a request for a bid waiver must be forwarded to the Department of Materials Management. All bid waivers must be approved by the Executive Vice President.



## UNIVERSITY GUIDEBOOK

NUMBER

4001.00

PAGE 1 of 1

### Subject: **Smoke-Free Environment**

Developed by: Shirley Carpenter

Title: Chairperson  
Policies & Procedures Task Force

Date: January 17, 1997

Authorized by: G. L. Mears

Title: Executive Vice President

Date: May 19, 1997

**EFFECTIVE:**

**Policy:** Youngstown State University is a smoke-free environment. Smoking is not permitted in any buildings, vehicles, and posted facilities, except in designated student residences.

RESOLUTION NUMBER: YR 1997

**Purpose:** The smoke-free environment procedures are designed to create and maintain an environmental quality which sustains the general health and well-being of students, faculty, staff and visitors, and also to comply with State of Ohio Executive Order 93-O1V.

#### Procedures

1. Permanent signage is posted throughout the campus designating smoke-free areas.
2. Smoking in a designated smoke-free area may be cause for an individual student, faculty, or staff member to be subject to an applicable disciplinary procedure.
3. Individuals smoking in a smoke-free area should be informed of their violation of University Policy.
4. Smoking violations may be reported to Campus Police or an appropriate authority (*e.g.*, supervisor, chairperson, director, dean, etc.).



UNIVERSITY GUIDEBOOK

**Subject: Travel Reimbursement**

Developed by:	Elaine C. Beatty	Authorized by:	G. L. Mears
Title:	Director Investments & Accounts Payable	Title:	Executive Vice President
Date:	June, 1994	Date:	June, 1994
		<b>EFFECTIVE:</b>	<b>July 1, 1994</b>

**Policy:** The Board of Trustees authorizes the establishment of the University Travel Procedures for reimbursement for official travel expenses by faculty, staff, and students. Official travel expenses includes all ordinary and necessary expenses incurred by faculty and staff members or students of Youngstown State University while away from campus and on an assignment consistent with the mission of the University.

RESOLUTION NUMBER: YR 1994 - 41

**Purpose:** The purposes of the Procedures are to facilitate travel by University faculty, staff, and students by the most expedient means at the most reasonable cost. With appropriate approval, allowable, reimbursable expenses will be reimbursed for those individuals representing the University on official business.

**Procedures:** The University Travel Procedures are found in the *University Travel Procedures: 1994 Edition* brochure. Copies are available from the Office of Accounts Payable.



## UNIVERSITY GUIDEBOOK

NUMBER  
5001.00

PAGE 1 of 1

### Subject: **Display of the Flag of the United States of America**

Developed by:	C. Vernon Snyder	Authorized by:	Leslie H. Cochran
Title:	Executive Director	Title:	President
	University Development	Date:	May 19, 1997
Date:	May 9, 1997	EFFECTIVE:	

**Policy:** The Flag of the United States of America displayed in the Veterans' Plaza and at other campus locations shall be displayed in accordance with Title 36 (Patriotic Societies and Observances), Chapter 10 (Patriotic Customs) of the United States Code. The Flag shall be flown at half-staff only during periods of national mourning as declared by the President of the United States, on Memorial Day, or as proclaimed by the Governor of the State of Ohio.

RESOLUTION NUMBER: YR 1997

#### Procedures:

1. When used on a speaker's platform, the Flag, if displayed flat, should be displayed above and behind the speaker, and if displayed from a staff in an auditorium, should be displayed in advance of the audience and at the speaker's right as the speaker faces the audience.
2. No other flag or pennant should be placed above or, if on the same level, to the right of the Flag of the United States of America.
3. The Flag, when flown at half-staff, should be hoisted to the peak for an instant and then lowered to the half-staff position. The Flag should be again raised to the peak before it is lowered for the day.
4. On Memorial Day, the Flag should be displayed at half-staff until noon only, then raised to the peak of the staff.



Youngstown State University / One University Plaza / Youngstown, Ohio 44555-0001

MEMO TO: Y. T. Chiu, Chairperson, and Board of Trustees  
FROM: Leslie H. Cochran  
President  
SUBJECT: Modifications in the 1997-98 University Organization  
DATE: June 12, 1997

Based upon our conversation and the positive comments I have received from other Board members, I have modified the projected organization for next fiscal year. Essentially, there are four major changes from last year.

First, the Division of Development and Community Affairs is created by adding the Department of Intercollegiate Athletics (from the Office of the President) and the Public Service Institute (from the Office of the Provost) to the University Development unit. Vern Snyder will be appointed as Vice President for Development and Community Affairs and Gil Peterson will be elevated to the Executive Director level.

Second, the Office of Institutional Research and Assessment is created by shifting responsibility for institutional research from Computing and Information Services and adding institutional assessment responsibilities. This Office will report to the Assistant Provost for Academic Planning, Janice Elias.

Third, a shift of responsibilities within the Division of Student Affairs is planned to create an Enrollment Management unit. Bassam Deeb, currently Executive Director of Student Life, will assume responsibilities for this unit which will include Admissions, Financial Aid and Scholarships, New Student Relations, Registration/Records, and Special Admissions and Testing.

Fourth, Judith Gaines, current Director of Career Services, will be appointed as Executive Director of Student Life. In addition to Career Services, this unit will include Campus Recreation and Intramural Sports, Center for Student Progress, Precollege Enrollment, Student Activities, Student Discipline, and advisement of Student Government and Student Publications.

I think this structure provides a strong basis for campus-wide leadership and will allow us to move forward in a substantial manner.

msb

Attachment

**Agenda Item G.7.g.  
Exhibit I**

c: C. Anderson  
G. L. Mears  
J. Scanlon  
V. Snyder



1997 - 1998  
UNIVERSITY ORGANIZATION

**PRESIDENT**  
Leslie H. Cochran

**ACADEMIC AFFAIRS**  
James J. Scanlon  
Provost

- Center for International Studies
- College of Arts & Sciences
- College of Business Administration
- College of Education
- College of Engineering & Technology
- College of Fine & Performing Arts
- College of Health & Human Services
- Maag Library
- School of Graduate Studies

**BUSINESS and FINANCIAL AFFAIRS**  
G. L. Mears  
Executive Vice President

- Administrative Services
- Budget & Finance
- Campus 2000
- Computing & Information Services
- Human Resources

**DEVELOPMENT and COMMUNITY AFFAIRS**  
C. Vernon Snyder  
Vice President

- Intercollegiate Athletics
- Media Services
- Public Service Institute
- Special Events & Events Preparation
- University Development
- University Relations
- WYSU-FM

**STUDENT AFFAIRS**  
Cynthia E. Anderson  
Vice President

- Enrollment Management
- Student Life
- Student Services



## TASK FORCE UNIVERSITY SOFTWARE NEEDS

As the University moves toward the development of the physical components of the Electronic Campus, it is necessary to plan for the software that gives the physical components their value. The University operates a variety of software systems - a combination of purchased, commercially developed, and locally developed. Some significant operations are without needed support. The systems in operation are uneven in the degree of development and in the degree to which they interface. Consequently, the current mix of software systems needs to be reviewed for upgrading or replacement.

The Task Force on University Software Needs is charged to:

- 1) Review current software, regardless of platform, to determine the adequacy with which it services the needs of campus;
- 2) Research future needs for software by operating units that they do not currently have and/or for enhancements to existing applications;
- 3) Recommend software, including enhancements to existing applications, which will satisfy both current and projected needs;
- 4) Determine University priorities for acquisitions, as well as systems development and maintenance activities; and
- 5) Evaluate and recommend solutions which will utilize, as well as further enhance, those features and facilities provided through the Electronic Campus.

Issues to be considered when evaluating alternative solutions include:

- Impact to current and future business practices and procedures
- Inter-operability with existing information systems
- Data management and administration schemes (*e.g.*, issues of security, recovery, integrity, accessibility, redundancy, *etc.*)
- Year 2000 compliance (where applicable)
- Acquisition and operational costs

The members of the Task Force include:

Tom Atwood, Maag Library  
Pam Balent, Advancement and Institutional Affairs  
Tom Bodnovich, Academic Affairs  
Shirley Carpenter, Business and Financial Affairs  
Bassam Deeb, Student Affairs  
Tom Doctor, Business and Financial Affairs  
Donna Esterly, Business and Financial Affairs  
Judy Gaines, Student Affairs  
Gordon Mapley, Electronic Campus Team  
Rick Marsico, Business and Financial Affairs  
Charles McBriarty (Chairperson), Office of the President  
K. J. Satrum, Student Affairs  
Vern Snyder, Advancement and Institutional Affairs  
Tina Weintz, Academic Affairs