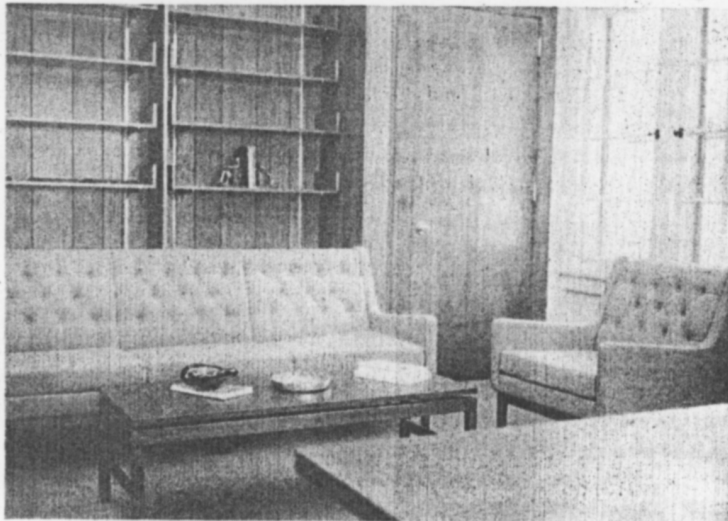


Executive Offices Remodeled

In the next few weeks the finishing touches will be added to the new Administrative Office Building. This structure houses the offices of the President of Youngstown State University, the Public Relations Office and a number of other administrative offices that were formerly located in Jones Hall.

The Administrative Office Building is located at 444 Wick Avenue and is the former home of the President Emeritus of YSU, Howard W. Jones. The structure was remodeled by the Joseph Bucheit Construction Company at a cost of \$24,910.



View of the president's office from his desk.

—P. Muter

More Pleasant Surroundings

The decision to remodel the building was made in order to give the administration officials and workers more pleasant surroundings in which to carry out their duties. The new offices provide a better appearance for the campus, especially for the President when he is holding conferences or other meetings with dig-

Youngstown State University campus.

William H. Coffield, Dean of the University, feels that the offices are a better utilization of the space available on campus. The President, for example, lacked the facilities in Jones Hall to hold large meetings or conferences. This problem has been solved by the completion of a spacious Presidential Conference Room.

Needed Work

The entire building, the Dean said, was in poor condition and "needed a great deal of repair." The remodeling included: repainting, refurnishing and recarpeting, as well as the enlargement of the heating plant and the removal of some temporary partitions.

There are presently five offices on the first floor: President Puglesy's office, a Presidential Conference Room, a Secretarial Office, the office of the Dean of the University, and a room that houses supplies and files. The second floor contains the Public Relations office of Mr. Philip A. Snyder and his secretarial staff, and the Graduate Dean's office and his secretary.

Not Complete

The second floor has not yet been completed. It has room for additional administrative personnel. There is one vacant office which Dean Coffield said would be filled by the Director of Institutional Studies. A

director will be appointed to fill this position sometime before September, 1968.

The Administration is also considering constructing a dark room to be used by the Public Relations Office. This will be placed in the basement of the building.

Relieves Secretaries

The secretaries who work for the administration officials have had a few of their problems lessened. In the former facilities provided for them in Jones Hall, they lacked the proper space in which to work comfortably. Missing from the new, attractive offices is the noise and confusion that existed in the Jones offices. This makes it easier for them to concentrate on their work.

All of the offices are spacious, attractively decorated and seem to be quite comfortable. The decor is basically green and yellow with wood paneling in many of the offices. Everything is completed except the hanging of the drapery, which will take place before Christmas.