

## YOUNGSTOWN STATE UNIVERSITY

## Board of Trustees Meeting

Pollock House, 10:30 a.m.,

Wednesday, April 10, 1968

AGENDA

- a) Roll call.
- c) Disposition of Minutes of Meeting of January 10, 1968.
- d) Recommendations from the President of the University.
  - 1. Revision of Regulations of the Board of Trustees.
  - 2. Establishment of Several Accounts.
  - 3. Approval of the Budget for 1968-69.
  - 4. Application Fee for the Graduate School.
  - 5. Modification of Fringe Benefit Regulations.
  - 6. Resolution on Medical School
  - 7. Discontinue Installment Payment of Fees.
  - 8. Expression of Appreciation to Y.M.C.A.
- e) Report of the President of the University.
- f) Report of Committees of the Board.
- g) Communications, Petitions and memorials.
- h) Unfinished Business.
- i) New Business.

April 10, 1968, Agenda Item d) 1.

Revision of Regulations of the Board of Trustees

The budget for the coming year calls for the creation of two Vice Presidencies and a Dean of Admissions and Records. I have been reluctant to enlarge the administrative staff, even while recognizing that most state universities of our size and complexity have four Vice Presidents or more, but the need for these changes is now clear.

In the past, Youngstown University assigned the functions of Academic Vice President to the Dean of the University. Youngstown State University has followed the same practice. The Regulations of the Board show this position as the number two position in the University, for the Dean of the University serves as acting President in the absence of the President. The title should now be changed to that of Vice President for Academic Affairs, and the title of Dean of the University should be discontinued. The excellent work done by Dean Coffield during the past year warrant both the additional visibility and the salary increase proposed.

A second position of Vice President for Administrative Affairs is recommended. This will require a modification to the Regulations. The general administrative structure of the University then will provide three principal divisions, one for academic matters, one for administrative matters, and one for financial matters, in the three positions of Vice President for Academic Affairs, Vice President for Administrative Affairs, and the Business Manager. I am pleased to report that with the concurrence of Dr. McCann I have located a man ideally qualified for the position. He is Dr. John H. Coffelt. For the past six or seven years he has held the position of Vice-Chancellor of the Oklahoma State Regents system. In terms of Ohio he holds a position similar to that of the number two man under Chancellor Millett. Oklahoma has a coordinated system very much like that of Ohio and his experience will be invaluable in dealing with Dr. Millett and his staff, as well as work with the legislature. Dr. Coffelt is broadly experienced in institutional matters. I have talked with Chancellor Millett about Dr. Coffelt and he was most enthusiastic about bringing him to Ohio. I have known Dr. Coffelt for at least five years and have worked closely with him while I was consultant to the Oklahoma State Regents in the development of their comprehensive planning for the 18 Oklahoma state institutions. Conversation this week with Chancellor Dunlap of the Oklahoma State Regents confirms that Dr. Coffelt will be available effective July 1.

A third position of major importance is proposed as that of Dean of Admissions and Records. The coordination of these services is essential. We have not located the person for this position yet. Prior to the adoption of the budget, therefore, the following resolution will be necessary.

"BE IT RESOLVED that the Regulations of the Board of Trustees YR 1968-8 be revised and amended as follows:

"Under Officers of Academic Administration, Section 2, Dean of the University, rescind Section 2 and substitute the following:

"Section 2, Vice-President for Academic Affairs.

"The Vice-President for Academic Affairs shall be appointed by the Board upon recommendation of the President and the Board. He shall be responsible to the President for the supervision of the academic

April 10, 1968, Agenda Item d) 1.

Page 2

functions of the University in accordance with the policies and rules established by the Board and the President. He shall serve as acting President in the absence of the President, and be ex-officio member of each faculty and division group.

"Among his duties shall be: To coordinate and approve all official University publications prior to their issue; coordinate the academic offerings of the various colleges and schools, and the academic research activities of the institution; take primary responsibility for the standards, selection and employment of faculty and staff, and for the development of the instructional budget; submit reports concerning the activities, affairs, and needs of the operations under his jurisdiction; supervise the University Computer Center and the University Library, chair the Academic Council which is advisory to him, and perform such other duties as may be assigned.

"Substitute the following for present Section 3:

"Section 3, Vice President for Administrative Affairs.

"The Vice President for Administrative Affairs shall be appointed by the Board upon recommendation of the President and shall hold office at the discretion of the President and the Board. He shall be responsible to the President for the supervision of administrative functions of the University as opposed to academic and financial functions in accordance with the rules and policies established by the Board and the President. He shall serve as acting president of the University in the absence of the President and Vice-President for Academic Affairs and be an ex-officio member of each faculty and division group.

"Among his duties shall be: To assist the President in his contacts with members of the General Assembly, coordinate all reports submitted to the Board of Regents, supervise the activities of the Dean of Admissions and Records, the Dean of Men, the Dean of Women, the Placement Office, the Director of the Counseling Center, the Director of Institutional Research and the Director of the University Union for Program Development.

"The Vice President for Administrative Affairs shall submit reports as requested by the President and other offices of the Administration concerning the activities, problems and needs of the operation under his jurisdiction, and perform such other duties as may be assigned to him by the President."

"Rename Sections 3, 4, and 5 to become Sections 4, 5, and 6 without changes in their content.

"Rename Section 6 to become Section 7 as follows:

"Section 7, Dean of Admissions and Records.

"The Dean of Admissions and Records shall be appointed by the Board upon recommendation of the President and shall be responsible to the President through the Vice President for Administrative Affairs. The

Dean of Admissions and Records shall hold office at the discretion of the President and shall coordinate all activities relating to admissions, admissions standards, admissions practices, student registration and classification, evaluation of transfer credit, preparation and maintenance of student academic records, class and examination schedules, assignment of classrooms and laboratories for academic use in accordance with rules and policies of the Board, the President and the University Senate. He shall not be responsible for the admission of students to the Graduate School for this lies within the province of the Dean of the Graduate School, except that he shall maintain the official student records of graduate students. Responsible to the Dean of Admissions and Records shall be the Registrar, the Director of Admissions and the Records Office. The Dean of Admissions and Records shall submit reports as requested by the President and other officers of the administration concerning the activities, problems and needs of the operation under his jurisdiction, and perform such other duties as that may be assigned to him by the President."

"Delete old Section 6, Registrar, and old Section 7, Director of Admissions since these are secondary positions now responsible to the Dean of Admissions and Records.

"Section 8, Director of Library remains unchanged.

"Under Organization of Instruction, modify Section 9 by adding the Technical and Community College to the list.

"Modify Section 10 by changing all references to the Dean of the University to read Vice President for Academic Affairs, and by adding the Vice President for Administrative Affairs and the Dean of Admissions and Records to the positions named.

"Modify Sections 11, 12 and 13 by changing all references to the Dean of the University to read Vice President for Academic Affairs, and by adding the Vice President for Administrative Affairs and the Dean of Admissions and Records to the positions indentified as members.

"Section 14 requires no change.

"Modify Section 15 by substituting title Vice President for Academic Affairs for Dean of the University.

"Modify Section 16 by substituting the Vice President for Academic Affairs for Dean of the University under heading 'Loss of Tenure'.

"Modify Section 17 by substituting the Vice President for Academic Affairs for Dean of the University."

Establishment of Reserve Accounts

In preparing the budget for the current year (1967-68), the income was anticipated from State subsidy, student fees and miscellaneous sources. At the time the budget was prepared we were not sure whether our state subsidy would be for 10 months or for 12 months. Although we operated during the fiscal year as a state institution on a ten-month basis (September 1, 1967 to June 30, 1968) our subsidy was for 12 months to provide for start up costs. Final details of the transfer of the private Youngstown University to Youngstown State University were not completed until December, 1967, and the uncertainties of the amount needed to complete the transfer made it necessary to hold substantial reserves available. The unused subsidy funds for the two-month period based on ten-months operation and the accumulations from budgeted academic and administrative positions which were not filled therefore constitute a reserve which should now be identified and held for future use.

It is recommended that we use these funds to finance equipment, rental and other facilities, planning and general academic and other improvements. Therefore, the following five resolutions are submitted:

Rental and Equipment Reserve Account

"BE IT RESOLVED, that \$500,000 be transferred from the unused funds of the University in the 1967-68 Operating Budget to a Rental and Equipment Reserve Account for Facilities and Equipment needed for the continued expansion and development of the University." YR 1968-9

Beeghly Physical Education Center Equipment,  
Furnishing and Contingency Account

"BE IT RESOLVED, that \$400,000 be transferred from the unused funds of the University in the 1967-68 Operating Budget to an Equipment, Furnishings and Contingencies Reserve Account relating to the initial occupancy of the new Mr. and Mrs. W. A. Beeghly Physical Education and Health Center." YR 1968-10

Building Maintenance Reserve Fund

"BE IT RESOLVED, that \$300,000 be transferred from the unused funds of the University in the 1967-68 Operating Budget to a Building Maintenance Reserve Fund to meet unanticipated contingencies and deferred maintenance." YR 1968-11

Special Fund for Additional Student Services

"BE IT RESOLVED, that \$500,000 and other student service fees that may be collected and are not otherwise budgeted for a specific activity be transferred to a Special Fund for Additional Student Services, including the planning and construction of a University Union addition." YR 1968-12

University Improvement Reserve Fund

"BE IT RESOLVED, that \$350,000 from the unused salary resources YR 1968-13 due to the difference between the 12-month Operating Budget and the actual 10 months of operation (September 1, 1967 to June 30, 1968), and \$850,000 accumulating from approved administrative and faculty positions due to lateness of filling or continued vacancies be transferred to a Reserve Fund for future Administrative and Academic improvement of the University."

April 10, 1968 Agenda Item d) 3.

Approval of the Budget for 1968-69

The Operating Budget presented to you follows the state Classifications of Accounts, and includes estimates of revenue from state subsidy; income from student fees and tuitions; and income from other sources including gifts, federal funds, auxiliary services, etc. It is a balanced budget, but because we are still a developing institution it includes some reserves in many places to provide for development yet to come. Nevertheless, the general expenditures by Classifications of Instruction and Research, Instructional Services, Libraries, Student Services, General Expense, Plant Operation and Administration follow the average percentages of the total recommended by the Chancellor's office.

The non-faculty salaries have now all been classified according to the State Civil Service descriptions and appropriate pay scales. We therefore respectfully recommend approval of the proposed budget:

"BE IT RESOLVED, that the operating budget for 1968-69 be approved."

YR 1968-14

April 10, 1968 Agenda Item d) 4.

Application fee for the Graduate School

The University presently charges a \$15 application fee to cover the cost of processing the application of each new student at the undergraduate level. It is proposed that in common with the practices of the other Ohio state universities the application fee also be assessed for graduate school applications, irrespective of whether the students have paid the undergraduate application fee. The following resolution is suggested to clarify this matter:

"BE IT RESOLVED, that the non-refundable application fee of \$15.00 required of each student seeking admission to the University at the undergraduate level also be assessed of each student making application to the Graduate School irrespective as to whether this fee has been paid at the undergraduate level." YR 1968-15



Modification of Fringe Benefit Regulations

The fringe benefit program of the University provides no authorization of payment by the University for Blue Cross, Blue Shield, major medical, or term insurance during periods when full service faculty and employees are on leave without pay. It should be remembered that a leave without pay status means that the University agrees to return the individual to an active pay status upon return.

Leave without pay is granted to persons who wish to improve their education by further study, or for other reasons such as ill health. For example, a full service faculty member was taken ill at the conclusion of the quarter. Being on a 9 month basis he earned no annual leave. When his sick leave was exhausted he was placed upon leave without pay. Under our present regulations the University could not continue to carry his Blue Cross, Blue Shield, major medical or term insurance. It has seemed to me that leave without pay for medical reasons is quite different than leave without pay for other reasons since it is involuntary. It is recommended therefore, that our Regulations under YR 1967-14 and YR 1967-48 be modified to allow the University to carry Blue Cross, Blue Shield, major medical and term insurance for full service persons placed on leave without pay for reasons of health as covered by the following resolution:

"BE IT RESOLVED, that when the service of full service employees of the University are interrupted for reasons of health, and that when such full service employees are placed upon leave without pay for this reason, they may be covered at University expense by Blue Cross, Blue Shield, major medical and insurance for the duration of such leave without pay." YR 1968-16

Resolution on Medical School

The Comprehensive Master Plan for the development of higher education in Ohio carries the recommendation that a Medical School be established in North-eastern Ohio. This would be the fourth medical school supported by the state. Ohio State University has a medical school, the University of Cincinnati, now state affiliated, has a medical school and a new medical school is being built at Toledo. Originally this was a part of the University, but it is now being separated. The Toledo development is going much more slowly than programmed and is costing a great deal more money.

There has been much interest in Cleveland, Akron, Kent, and Youngstown to capture the proposed new medical school. Even though it is extremely unlikely that a decision will be made in the near future, it seems desirable for Youngstown State University to provide official indication of its interest in having the Medical Center located here. During the period when the University was a private institution, but was preparing plans for its membership, we were requested to provide information pertaining to the capital improvement needs of the University. I requested \$65 million in academic buildings and \$60 million to begin construction of a Medical Center. This information was used by the Ohio Regents as a part of the proposal for the Governor's bonding authority and we were included for \$24 million for academic buildings. The Regents' plan did not include anything for the proposed Medical Center. Unfortunately, the proposal was soundly defeated over the state and therefore the approved capital improvement plan was not funded. Since that time I have discussed the development of the Medical Center with Chancellor Millett and have been assured by him that at the appropriate time the Ohio Board of Regents will employ a consultant who will work with the four interested universities and with the Board in the development of general recommendations concerning where the Medical School should be established, what form it should take, what institutional affiliation it should have, and what financing will be required.

Aggressive movement on the part of the supporters of the previously named institutions has resulted in considerable political activity relative to the issue. Two weeks ago The Kent State University Trustees passed a resolution seeking the new facility. The University of Akron has made representations to legislators during the last session at a special meeting of legislators in Columbus addressed by President Alden. I firmly believe that all of these motions are premature. Chancellor Millett also believes this, and at the last meeting of the Presidents of the state universities he indicated that he desired a cooling off period relative to this issue and that it would probably be some years until the state was ready to finance another Medical Center. The urgent needs of the institutions for other capital improvements would tend to support this position. However, less than a week after his statement to the presidents and his private discussion with the Ohio Board of Regents who concur in his position, the Kent State University Trustees took the action referred to above. In view of our interest it appears that a similar action is necessary here to retain our visibility in the community, with the legislature and with the Board of Regents. It is therefore recommended that a resolution be passed indicating such interest. I have cleared this with Chancellor Millett who concurs that in view of the actions of the other institutions this is about the only thing we can do. The following resolution is therefore recommended:

"WHEREAS, the Board of Trustees of Youngstown State University, YR 1968-17 assembled on April 10, 1968, is in full accord with the recommendation of the Master Plan for state policy in higher education calling for an increased capacity for medical education in Ohio and specifying that the location of such expansion shall be in the Northeastern Ohio area; and by reason of the geographical location, the population concentration, the availability of medical resources, the extensive community support, and the rapidly developing Youngstown State University, this location provides exceptional advantages to the state as the site for the proposed Medical School;

"AND WHEREAS, the Ohio Board of Regents will be expected to recommend to the General Assembly concerning the location of the proposed Medical School after undertaking suitable studies to evaluate all matters which might contribute to their recommendation;

"BE IT RESOLVED, that this Board express its interest and belief that such medical facilities may most appropriately be located in Youngstown in connection with Youngstown State University; that it hereby urges the State Board of Regents at the appropriate time to undertake suitable studies which can provide an adequate base for that Board to recommend to the General Assembly; and that the Youngstown State University Trustees hereby pledge their cooperation, assistance and support to the Ohio Board of Regents in preparing such studies and recommendations for the General Assembly."

April 10, 1968 Agenda Item d) 7.

Discontinuing Installment Payment of Fees

The current University catalogue on page 70 describes the practice of fee payment by installments. This originated when the University was private. Present practice permits a minimum down payment of \$75, or one half the total charges, whichever is greater. A deferred fee is charged on the remaining balance according to the following schedule.

<u>Remaining Balance</u>			<u>Deferred Fee</u>
<u>From</u>	<u>To</u>		
\$ 1	\$ 49.50	=	\$ 2.50
50	74.50	=	5.00
75	99.50	=	7.50
100	124.50	=	10.00
125	149.50	=	12.50
150 and over		=	15.00

During the spring quarter of last year 2833 students paid \$18,452.50 in deferred fees. During the fall quarter of the present year approximately 3,300 students paid \$21,860.00. The estimated income from deferred fees for the next academic year would amount to approximately \$70,000. In spite of the income the University believes that a policy should be adopted to require full cash payment of fees before classes begin each quarter. Collections are often difficult with the deferred payments, and misunderstandings arise frequently.

The University also has been troubled by a number of students paying their first installment late. During the fall quarter 761 students were late, in the winter quarter 1,177 were late. Each was assessed a \$5 late fee. The income from this source was \$9,691.

Late payment of fees has been one of the prime reasons that accurate class rosters have not been available on time. The University cannot be assured of classes being properly sized with the practice. It is recommended, therefore, that the following resolution be approved:

Discontinuing Installment Payment of Fees

"BE IT RESOLVED, that effective with the fall quarter of the 1968-69 YR 1968-19 academic year, the installment or deferred payment plan for the Instructional Fee, the Student Services Fee, and the out of state Tuition Fee be discontinued. These fees and tuitions shall be due and payable in full 10 days prior to the opening day of classes, or as otherwise shown in the academic calendar of the University. Should payment be late, a late fee of \$15 shall be charged."

Expression of Appreciation to the Board of Trustees  
Of the Youngstown Y.M.C.A.

"BE IT RESOLVED, that this Board of Trustees of Youngstown State University express its deep appreciation to the Board of Trustees of the Young Men's Christian Association of Youngstown, Ohio for its helpful and considerate treatment of the problems attendant to the transition of Youngstown University to Youngstown State University."

YR 1968-19

LAW OFFICES

MANCHESTER, BENNETT, POWERS & ULLMAN

UNION NATIONAL BANK BUILDING

YOUNGSTOWN, OHIO 44503

TELEPHONE 743-1171 AREA CODE 216

CURTIS A. MANCHESTER  
1902-1951

JAMES E. BENNETT  
1917-1954

FRANKLIN B. POWERS  
1914-1960

JOHN W. FORD  
COUNSEL

MYRON E. ULLMAN  
WILLIAM T. SWANTON  
JOHN H. RANZ  
HUGH W. MANCHESTER  
RICHARD B. WILLS  
JOHN F. ELSAESSER  
PAUL J. FLEMING  
JAMES E. BENNETT, JR.  
JOHN WEED POWERS  
FRANKLIN S. BENNETT  
DON E. TUCKER  
CHARLES H. OWSLEY  
JOHN D. LIDER  
W. STEPHEN MELOY  
ROBERT N. DINEEN

May 3, 1968

RECEIVED  
MAY - 4 1968  
PRESIDENT'S  
OFFICE

Trustees of  
Youngstown State University

Gentlemen:

Enclosed is draft of minutes of the meeting of Trustees  
held April 10, 1968.

Yours very truly,

*Henry W. J. Manchester*

Secretary, Youngstown State University

HEM MM  
Encl.

Attached letter of Hugh W. Manchester dated May 3, 1968, and copy of minutes of meeting of April 10, 1968, were mailed on May 3, 1968 to the following trustees and the President, and on May 8, 1968, copy of the minutes was mailed to the following other officers:

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

John N. McCann, MD  
2722 Mahoning Avenue  
Youngstown, Ohio 44509

Clarence J. Strouss  
Northwestern Mutual Life Ins. Co.  
Dollar Bank Building  
Youngstown, Ohio 44503

Carl W. Ullman, President  
Dollar Savings and Trust Company  
Youngstown, Ohio 44503

Robert E. Williams  
Youngstown Sheet and Tube Company  
Youngstown, Ohio 44501

Raymond M. Wean, Jr.  
Wean United, Inc.  
North River Drive, N. E.  
Warren, Ohio 44480

Mrs. Ethel Fisher  
166 Mill Creek Drive  
Youngstown, Ohio 44512

John A. Saunders  
General Fireproofing Company  
East Dennick Avenue  
Youngstown, Ohio 44505

Clarence L. Robinson  
1040 Foster Street  
Youngstown, Ohio 44510

Dr. Albert L. Pugsley, President  
Youngstown State University  
410 Wick Avenue  
Youngstown, Ohio 44503

Dr. Wm. H. Coffield, Vice President  
Youngstown State University

Dr. Earl Edgar  
Dean of Graduate School  
Youngstown State University

Joseph Rook, Business Manager  
Youngstown State University

Hershel Rickard  
University State Examiner  
Youngstown State University

*Hugh W. Manchester*  
*Secretary*

MYRON E. ULLMAN  
WILLIAM T. SWANTON  
JOHN H. RANZ  
HUGH W. MANCHESTER  
RICHARD B. WILLS  
JOHN F. ELSAESSER  
PAUL J. FLEMING  
JAMES E. BENNETT, JR.  
JOHN WEED POWERS  
FRANKLIN S. BENNETT  
DON E. TUCKER  
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W. STEPHEN MELOY  
ROBERT N. DINEEN

LAW OFFICES  
**MANCHESTER, BENNETT, POWERS & ULLMAN**

UNION NATIONAL BANK BUILDING  
YOUNGSTOWN, OHIO 44503  
TELEPHONE 743-1171 AREA CODE 216

CURTIS A. MANCHESTER  
1902-1951  
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1917-1964  
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1914-1960  
JOHN W. FORD  
COUNSEL

May 3, 1968

Trustees of  
Youngstown State University

Gentlemen:

Enclosed is draft of minutes of the meeting of Trustees  
held April 10, 1968.

Yours very truly,

*Hugh W. Manchester*  
Secretary, Youngstown State University

HEM MM  
Encl.



MINUTES OF MEETING  
of  
BOARD OF TRUSTEES  
YOUNGSTOWN STATE UNIVERSITY

Pollock House, 10:30 a.m. Wednesday, April 10, 1968

The fifth meeting of the Board of Trustees of Youngstown State University convened at 10:30 o'clock on Wednesday morning, April 10, 1968 at the Pollock House

Members present were Dr. McCann, in the chair, Mrs. Fisher and Messrs. Robinson, Saunders, Strouss, Ullman, Wean and Williams. Mr. Brown was absent.

Officers present included Dr. Pugsley, President, and Mr. Manchester, Secretary. A quorum was declared to be present.

ITEM 1 - PROOF OF NOTICE OF MEETING.

Receipts were presented indicating that due notice of and the agenda for this meeting had been received by all Trustees.

ITEM 2 - MINUTES OF MEETING OF JANUARY 10, 1968.

Copies of minutes of the fourth meeting of Trustees held on January 10, 1968 having been furnished to all Trustees, and there being no suggested additions or corrections, the same were approved upon motion made by Mr. Wean, seconded by Mrs. Fisher and carried by unanimous vote of all Trustees present.

ITEM 3. REVISION OF REGULATIONS.

Dr. Pugsley recommended revision of certain portions of the Regulations of the Board of Trustees which relate to Officers of Academic Administration, so as to provide for three new officers to be called (1) Vice President for Academic Affairs; (2) Vice President for Administrative Affairs; and (3) Dean of Admissions and Records, with appropriate changes in the duties of some other officers in the interests of providing means for efficient operations.

His remarks and reasons included the following:

"The budget for the coming year calls for the creation of two Vice Presidencies and a Dean of Admissions and Records. I have been reluctant to enlarge the administrative staff, even while recognizing that most state universities of our size and complexity have four Vice Presidents or more, but the need for these changes is now clear.

In the past, Youngstown University assigned the functions of Academic Vice President to the Dean of the University. Youngstown State University has followed the same practice. The Regulations of the Board show this position as the number two position in the University, for the Dean of the University serves as acting President in the absence of the President. The title should now be changed to that of Vice President for Academic Affairs, and the title of Dean of the University should be discontinued. The excellent work done by Dean Coffield during the past year warrant both the additional visibility and the salary increase proposed.

A second position of Vice President for Administrative Affairs is recommended. This will require a modification to the Regulations. The general administrative structure of the University then will provide three principal divisions, one for academic matters, one for administrative matters, and one for financial matters, in the three positions of Vice President for Academic Affairs, Vice President for Administrative Affairs, and the Business Manager. I am pleased to report that with the concurrence of Dr. McCann I have located a man ideally qualified for the position. He is Dr. John H. Coffelt. For the past six or seven years he has held the position of Vice-Chancellor of the Oklahoma State Regents system. In terms of Ohio he holds a position similar to that of the number two man under Chancellor Millett. Oklahoma has a coordinated system very much like that of Ohio and his experience will be invaluable in dealing with Dr. Millett and his staff, as well as work with the legislature. Dr. Coffelt is broadly experienced in institutional matters. I have talked with Chancellor Millett about Dr. Coffelt and he was most enthusiastic about bringing him to Ohio. I have known Dr. Coffelt for at least five years and have worked closely with him while I was consultant to the Oklahoma State Regents in the development of their comprehensive planning for the 18 Oklahoma state institutions. Conversation this week with Chancellor Dunlap of the Oklahoma State Regents confirms that Dr. Coffelt will be available effective July 1.

A third position of major importance is proposed as that of Dean of Admissions and Records. The coordination of these services is essential. We have not located the person for this position yet."

Dr. Pugsley also submitted a proposed resolution which would permit such a reorganization. The resolution and proposal were fully discussed by the President and Trustees present.

Mr. Williams then moved for adoption the following resolution:

"BE IT RESOLVED that the Regulations of the Board of Trustees be revised and amended as follows:

YR 1968-8

"Under Officers of Academic Administration, Section 2, Dean of the University, rescind Section 2 and substitute the following:

"Section 2, Vice President for Academic Affairs.

"The Vice President for Academic Affairs shall be appointed by the Board upon recommendation of the President and the Board. He shall be responsible to the President for the supervision of the academic functions of the University in accordance with the policies and rules established by the Board and the President. He shall serve as acting President in the absence of the President, and be ex-officio member of each faculty and division group.

"Among his duties shall be: To coordinate and approve all official University publications prior to their issue; coordinate the academic offerings of the various colleges and schools, and the academic research activities of the institution; take primary responsibility for the standards, selection and employment of faculty and staff, and for the development of the instructional budget; submit reports concerning the activities, affairs, and needs of the operations under his jurisdiction; supervise the University Computer Center and the University Library, chair the Academic Council which is advisory to him, and perform such other duties as may be assigned.

"Substitute the following for present 3:

"Section 3, Vice President for Administrative Affairs.

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"Among his duties shall be: To assist the President in his contacts with members of the General Assembly, coordinate all reports submitted to the Board of Regents, supervise the activities of the Dean of Admissions and Records, the Dean of Men, the Dean of Women, the Placement Officer, the Director of the Counseling Center, the Director of Institutional Research and the Director of the University Union for Program Development.

"The Vice President for Administrative Affairs shall submit reports as requested by the President and other officers of the Administration concerning the activities, problems and needs of the operation under his jurisdiction, and perform such other duties as may be assigned to him by the President.

"Renumber Sections 3, 4, and 5 to become Sections 4, 5, and 6 without changes in their content.

"Renumber Section 6 to become Section 7 as follows:

"Section 7, Dean of Admissions and Records.

"The Dean of Admissions and Records shall be appointed by the Board upon recommendation of the President and shall be responsible to the President through the Vice President for Administrative Affairs. The Dean of Admissions and Records shall hold office at the discretion of the President and shall coordinate all activities relating to admissions, admissions standards, admissions practices, student registration and classification, evaluation of transfer credit, preparation and maintenance of student academic records, class and examination schedules, assignment of classrooms and laboratories for academic use in accordance with rules and policies of the Board, the President and the University Senate. He shall not be responsible for the admission of students to the Graduate School for this lies within the province of the Dean of the Graduate School, except that he shall maintain the official student records of graduate students. Responsible to the Dean of Admissions and Records shall be the Registrar, the Director of Admissions and the Records Office. The Dean of Admissions and Records shall submit reports as requested by the President and other officers of the administration concerning the activities, problems and needs of the operation under his jurisdiction, and perform such other duties as that may be assigned to him by the President."

"Delete old Section 6, Registrar, and old Section 7, Director of Admissions since these are secondary positions now responsible to the Dean of Admissions and Records.

"Section 8, Director of Library remains unchanged.

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"Modify Section 16 by substituting the Vice President for Academic Affairs for Dean of the University under heading 'Loss of Tenure'.

"Modify Section 17 by substituting the Vice President for Academic Affairs for Dean of the University."

Mr. Wean seconded the motion, and after further discussion and after all Trustees present voted "aye" in favor of the resolution, the Chairman declared the resolution duly adopted.

### ITEM 3. ESTABLISHMENT OF RESERVE ACCOUNTS

Dr. Pugsley explained that in preparing the budget for the current year (1967-68), the income was anticipated from State subsidy, student fees and miscellaneous sources, and that at the time the budget was prepared no one knew whether the State subsidy would be for 10 months or for 12 months. Although operations during the fiscal year as a State institution were on a ten-month basis (September 1, 1967 to June 30, 1968) the State subsidy was for 12 months to provide for start up costs. Final details of the transfer of the private Youngstown University to Youngstown State University were not completed until December, 1967, and the uncertainties of the amount needed to complete the transfer made it necessary to hold substantial reserves available. The unused subsidy for the two-month period based on ten-months operation and the accumulations from budgeted academic and administrative positions which were not filled therefore constitute a reserve which should not be identified and held for future use.

He recommended that the University use these funds to finance equipment, rental and other facilities, planning and general academic and other improvements, and suggested that the following five resolutions would permit future use of funds for such purposes.

#### Rental and Equipment Reserve Account

"BE IT RESOLVED, that \$500,000 be transferred from the unused funds of the University in the 1967-68 Operating Budget to a Rental and Equipment Reserve Account for Facilities and Equipment needed for the continued expansion and development of the University." YR 1968-9

#### Beeghly Physical Education Center Equipment, Furnishing and Contingency Account

"BE IT RESOLVED, that \$400,000 be transferred from the unused funds of the University in the 1967-68 Operating Budget to an Equipment, Furnishings and Contingencies Reserve Account relating to the initial occupancy of the new Mr. and Mrs. W. A. Beeghly Physical Education and Health Center." YR 1968-10

Building Maintenance Reserve Fund

"BE IT RESOLVED, that \$300,000 be transferred from the unused funds of the University in the 1967-68 Operating Budget to a Building Maintenance Reserve Fund to meet unanticipated contingencies and deferred maintenance." YR 1968-11

Special Fund for Additional Student Services

"BE IT RESOLVED, that \$500,000 and other student service fees that may be collected and are not otherwise budgeted for a specific activity be transferred to a Special Fund for Additional Student Services, including the planning and construction of a University Union addition." YR 1968-12

University Improvement Reserve Fund

"BE IT RESOLVED, that \$350,000 from the unused salary resources due to the difference between the 10-month Operating Budget and the actual 10 months of operation (September 1, 1967 to June 30, 1968), and \$850,000 accumulating from approved administrative and faculty positions due to lateness of filling or continued vacancies be transferred to a Reserve Fund for future Administrative and Academic improvement of the University." YR 1968-13

After a full discussion, in which it was pointed out that such reserve funds could be profitably invested, under the supervision of the Business Manager and the Finance Committee, until needed; and that reports on such investments should be made at each meeting of the Board, Mr. Wean moved for adoption the five resolutions submitted, i.e.; Nos. YR 1968-9 through YR 1968-13 as above set forth. Mrs. Fisher seconded the motion and all Trustees voted "aye in favor of adopting the five resolutions submitted, and the Chairman declared such five resolutions duly adopted.

ITEM 4. APPROVAL OF BUDGET FOR 1968-1969

Copies of the proposed Budget for 1968-1969 (in the total amount of \$15,130,185) had been furnished to all Trustees with the agenda for the meeting, and copies were available and reviewed at the meeting.

Dr. Pugsley explained that the Operating Budget presented follows the State Classifications of Accounts; and includes estimates of revenue from State subsidy; income from student fees and tuitions; and income from other sources including gifts, federal funds, auxiliary services, etc. It is a balanced budget, but because we are still a developing institution it includes some reserves in many places to

provide for development yet to come. Nevertheless, the general expenditures by Classifications of Instruction and Research, Instructional Services, Libraries, Student Services, General Expense, Plant Operation and Administration follow the average percentages of the total recommended by the Chancellor's office.

He reported that non-faculty salaries have now all been classified according to the State Civil Service descriptions and appropriate pay scales, and recommended approval of the proposed budget.

He also submitted copies of an analysis re faculty salaries proposed, entitled "1968-69 Salary Summary" which indicates average annual salaries, without fringe benefits, of \$10,030 per year (and including fringe benefits of \$11,600 per year); also an analysis entitled "Distribution of Faculty by Rank and Earned Doctorates". The latter indicates that Faculty members who have Doctorate Degrees constitute 29.1% of presently filled positions, and that such percentage will increase to 44.8% for the year 1968-69 if the vacant positions included in the proposed budget are filled. Copies of such analysis are attached to these minutes. Dr. Pugsley and Mr. Coffield both reported concerning success to date in securing new faculty personnel who have their Doctorate or other terminal degrees.

After full discussion of the proposed budget, and upon motion made by Mr. Ullman, seconded by Mr. Wean and carried by unanimous "aye" vote of all Trustees present, the following resolution was declared duly adopted:

"BE IT RESOLVED, that the operating budget for 1968-69 YR 1968-14  
be approved."

Further discussion of financial matters indicated that the past average annual increase of about 1,000 full time students can be expected to continue and that it is not expected that the current increase in the draft will interfere with the new Masters Degree program.

It was indicated, without formal vote, that the Trustees will wish to have presented at each future meeting a short summary to indicate how the actual income and expense of the University compares with the budget for the year involved.

#### ITEM 5. APPLICATION FEE FOR THE GRADUATE SCHOOL

Dr. Pugsley reported that the University charges a \$15 application fee to cover the cost of processing the application of each new student at the undergraduate level. He proposed that in common with the practices of the other Ohio State universities the

application fee also be assessed for graduate school applications, irrespective of whether the students have paid the undergraduate application fee.

At his suggestion and upon motion made by Mr. Wean, seconded by Mr. Strauss and carried by unanimous vote of the Trustees present, the following resolution was adopted:

"BE IT RESOLVED, that the non-refundable application fee of \$15.00 required of each student seeking admission to the University at the undergraduate level also be assessed of each student making application to the Graduate School irrespective as to whether this fee has been paid at the undergraduate level." YR 1968-15

ITEM 6. MODIFICATION OF FRINGE BENEFIT REGULATIONS.

Dr. Pugsley reported that the fringe benefit program of the University provides no authorization of payment by the University for Blue Cross, Blue Shield, major medical, or term insurance during periods when full service faculty and employees are on leave without pay, and that a leave without pay status means that the University agrees to return the individual to an active pay status upon return.

Leave without pay is granted to persons who wish to improve their education by further study, or for other reasons such as ill health. Under present regulations the University cannot always continue to carry Blue Cross, Blue Shield, major medical or term insurance for persons who are on leave without pay because of ill health. He explained that leave without pay for medical reasons is quite different than leave without pay for other reasons since it is involuntary. He recommended therefore that our Regulations under YR 1967-14 and YR 1967-48 be modified to permit the University to carry Blue Cross, Blue Shield, major medical and term insurance for full service persons placed on leave without pay for reasons of health.

Mrs. Fisher moved, and Mr. Robinson seconded, the following resolution:

"BE IT RESOLVED, that when the service of full service employees of the University are interrupted for reasons of health, and that when such full service employees are placed upon leave without pay for this reason, they may be covered at University expense by Blue Cross, Blue Shield, major medical and insurance for the duration of such leave without pay."

After discussion, action on the proposed resolution was deferred pending further review as to the time during which such fringe benefits should be continued.



ITEM 7. RESOLUTION CONCERNING MEDICAL SCHOOL

Dr. Pugsley reviewed State proposals that a fourth Medical School, to be a part of the State System, be established in Northeastern Ohio; and he reported concerning activities in Cleveland, Akron, Kent and Youngstown to secure such new Medical School; also concerning his discussions with Chancellor Millett as to Youngstown's interests in securing such medical school when State assistance becomes available.

Mr. Saunders moved for adoption the following resolution:

"WHEREAS, the Board of Trustees of Youngstown State University, assembled on April 10, 1968, is in full accord with the recommendation of the Master Plan for State policy in higher education calling for an increased capacity for medical education in Ohio and specifying that the location of such expansion shall be in the Northeastern Ohio area; and by reason of the geographical location, the population concentration, the availability of medical resources, the extensive community support, and the rapidly developing Youngstown State University, this location provides exceptional advantages to the State as the site for the proposed Medical School;

YR 1968-16

"AND WHEREAS, the Ohio Board of Regents will be expected to recommend to the General Assembly concerning the location of the proposed Medical School after undertaking suitable studies to evaluate all matters which might contribute to their recommendation;

"BE IT RESOLVED, that this Board express its interest and belief that such medical facilities may most appropriately be located in Youngstown in connection with Youngstown State University; that it hereby urges the State Board of Regents at the appropriate time to undertake suitable studies which can provide an adequate base for that Board to recommend to the General Assembly; and that the Youngstown State University Trustees hereby pledge their cooperation, assistance and support to the Ohio Board of Regents in preparing such studies and recommendations for the General Assembly."

The motion was seconded by Mr. Wean, and after discussion, was adopted by unanimous "aye" vote of all Trustees present.

ITEM 8. DISCONTINUING INSTALLMENT PAYMENT OF FEES

Dr. Pugsley explained present regulations which permit deferred payment of fees and the resulting difficulties which follow from such practice. He recommended that the practice be discontinued.

Upon motion by Mrs. Fisher, seconded by Mr. Williams and carried by unanimous "aye" vote of all Trustees present, the following resolution was adopted:

"BE IT RESOLVED that effective with the full quarter of the 1968-69 academic year, the installment or deferred payment plan for the Instructional Fee, the Student Services Fee, and the out of state Tuition Fee be discontinued. These fees and tuitions shall be due and payable in full 10 days prior to the opening day of classes, or as otherwise shown in the academic calendar of the University. Should payment be late, a late fee of \$15 shall be charged." YR 1968-17

ITEM 9. EXPRESSION OF APPRECIATION TO THE BOARD OF TRUSTEES OF THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF YOUNGSTOWN.

Mr. Manchester reviewed briefly the historical antecedents of the present University, which had grown from prior educational opportunities provided by the YMCA of Youngstown. Such opportunities were offered commencing about 1908, through the Educational Department of the YMCA. Separate facilities were acquired and constructed about 1931 and for many years were supervised by a Board of Governors appointed by the Board of Trustees of the YMCA. In March, 1937 such Board caused The Youngstown University to be incorporated. In 1944 the YMCA relinquished its control of the financing of the educational programs and caused the campus and facilities to be conveyed and transferred to The Youngstown University upon conditions, however, which would assure that such facilities would be used thereafter for educational purposes. In connection with the litigation and problems which arose after it was determined in 1966 that The Youngstown University should become a part of the State University system, the Board of Trustees of the YMCA was cooperative and helpful.

At the suggestion of Dr. Pugsley and upon motion by Mr. Ullman, seconded by Mr. Wean, and carried by unanimous "aye" vote of all Trustees present, the following resolution was adopted"

"BE IT RESOLVED that this Board of Trustees of Youngstown State University express its deep appreciation to the Board of Trustees of the Young Men's Christian Association of Youngstown, Ohio, for its helpful and considerate treatment of the problems attendant to the transition of Youngstown University to Youngstown State University." YR 1968-18

ITEM 10. POSSIBLE PROGRAMS FOR TECHNICAL AND VOCATIONAL EDUCATION.

Dr. Pugsley reported concerning needs for two year programs of technical and vocational education at the post high school

level in the Youngstown area and the advisability of developing methods of meeting such needs.

At his suggestion, and upon motion made by Mr. Ullman, seconded by Mr. Williams, and carried by unanimous vote of the Trustees present, the following resolution was adopted:

"WHEREAS the Trustees of the Mahoning County Community College and the Youngstown State University Trustees have mutual concerns in the development of appropriate higher educational opportunity in the areas of technical and vocational education for the benefit of youth and adults at a post high school educational level; and

YR 1968-19

WHEREAS a discussion of these interests and concerns by members of both Boards is in the public interest; and

WHEREAS it is the desire of both Boards to discuss these matters with the purpose of arriving at a mutual understanding, now therefore,

BE IT RESOLVED that this Board hereby authorizes its Chairman to appoint a committee of three Board members to join with three Board members of the Mahoning County Community College Trustees in the formation of a committee to study and make recommendations to both Boards for the development of the Technical and Community College as a part of Youngstown State University."

ITEM 11. REPORT OF THE PRESIDENT.

Dr. Pugsley reported briefly concerning additions to the faculty.

He suggested that policies be developed as respects discussions with various Union representatives who may wish to discuss matters relating to employment of some portions of University personnel.

He also presented copies of a current campus development plan, and a memorandum concerning the present status of such plan. Copies are attached to these minutes. A discussion followed concerning the possibility of having the State Architect and the State Director of Public Works secure proposals for developing a Master Plan from more than one firm of Architects. The matter was left for further recommendations of the Building Committee and the President.

ITEM 12. AUTHORIZATION FOR APPROVAL OF DEGREES.

Following a discussion as to the conferring of degrees and titles and upon motion of Mr. Williams, seconded by Mr. Saunders and

carried by unanimous "aye" vote of the Trustees present, the following resolution was adopted:


"RESOLVED that hereafter the conferring of degrees or titles, including those from time to time offered by Youngstown State University through its regularly established programs of discipline, be authorized and approved when the conferring of such degrees or titles has been approved by the Chairman or a Vice Chairman of the Board of Trustees upon the recommendation and finding of the faculty and the President that the candidates therefor have satisfied all of the University's requirements for such degrees or titles; provided, however, that no honorary degrees shall be conferred without specific recommendation by the President and Faculty and specific authorization by the Board of Trustees."

YR 1968-20

There being no further business the meeting was duly adjourned at 12:45 p.m. with the understanding that the Chairman would fix the time and place for the next meeting of Trustees.

  
 \_\_\_\_\_  
 Chairman

Attest:

  
 \_\_\_\_\_  
 Secretary

1968-69 SALARY SUMMARY

9 Months				
	No.	High	Low	Average
Professors	14	\$15,500	\$12,500	\$13,771
Associate Professors	75	15,000	9,500	11,818
Assistant Professors	167	13,500	7,000	9,881
Instructors	93	9,500	5,900	7,547
All Ranks	349	15,500	5,900	9,831

12 Months				
	No.	High	Low	Average
Professors	12	\$20,500	\$14,500	\$17,660
Associate Professors	19	17,500	12,000	13,957
Assistant Professors	10	15,000	9,700	11,990
Instructors	1	-	9,300	9,300
All Ranks	42	20,500	9,300	14,436

All salaries benefit by fringe benefit program equal to about 16% additional.

Average of all teachers salaries translated to 9-month basis

349 @ 9 months \$3,431,030

42 @ 9 months (9/11 x 606,300) 496,062

\$3,927,092 ÷ 391 = \$10,030 average without fringe benefits

11,600 average with fringe benefits

Exclusive of Deans and other administrators

DISTRIBUTION OF FACULTY BY RANK AND EARNED DOCTORATES

	Filled	Ph.D.'s	Vacant	Ph.D.'s	Total Pos.	Total Ph.D.'s	Rank Distribution
Professors	26	21	7	7	33	28	8.1 %
Associate Professors	75	45	20	20	95	65	23.5 %
Assistant Professors	115	23	65	65	180	88	44.6 %
Instructors	90		6		96		23.8 %
Total	306	89	98	92	404	181	100.0 %

Per Cent Ph.D.'s

29.1 %  
in filled positions

44.8%  
including vacant positions



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

April 9, 1968

Memo to: The Youngstown State University Board of Trustees

From: President A. L. Pugsley

At the last meeting of the Board of Trustees Mr. Williams suggested that he would appreciate a brief review of the campus development plan of the University. Attached is a copy of the land use plan approved by the Youngstown City Planning Commission and the City Urban Renewal Office under which Phases II and III are to be accomplished. Phase I already is in existence and is shown on the map by the circled arabic number 1 on Fifth Avenue. Phase I extends from Fifth Avenue to Bryson Street running east and west, and includes the site on which the new Engineering Building was erected and the presently used parking area noted as P-1. The plan calls for the construction of three decks of parking on P-1 to accommodate 1500 cars over which will be constructed four floors of academic buildings, beginning with the Technical and Community College section on the east end of P-1.

Phase II shown as circled arabic number 2 on Fifth Avenue includes the area within the heavily dot-dash lines. The northern shaded area of this segment is the location of the Mr. and Mrs. L. A. Beeghly Physical Education and Health Center. Ultimate development of the area south of Spring Street to Arlington Street calls for the erection of a new Library south of the Kilcawley Student Center, the extension of the Kilcawley Student Center to the west, and the erection of other academic buildings in the other shaded portions. Elm Street within this area will be totally closed. Arlington Street also will be closed to vehicular traffic and used as a pedestrian thoroughfare.

Phase III includes all other lands not included as private property to the north of Spring Street and will provide in area P-2 and P-3 parking for no fewer than 2400 cars in two levels with the possibility of 3600 cars being parked in three levels. Over this construction could be built future dormitories or academic buildings. The open land areas between Spring Street and Grant Street provide opportunity for a football practice field, for tennis courts, for baseball diamonds and for other outdoor play and recreation areas.

The present Library Building would be extended to provide additional classroom space at the time a new Library Building is erected. The present Science Hall would be completed to a quadrangle for science education. The total campus land within these confines approaches 80 acres and is designed to provide for an enrollment of around 25,000 students.

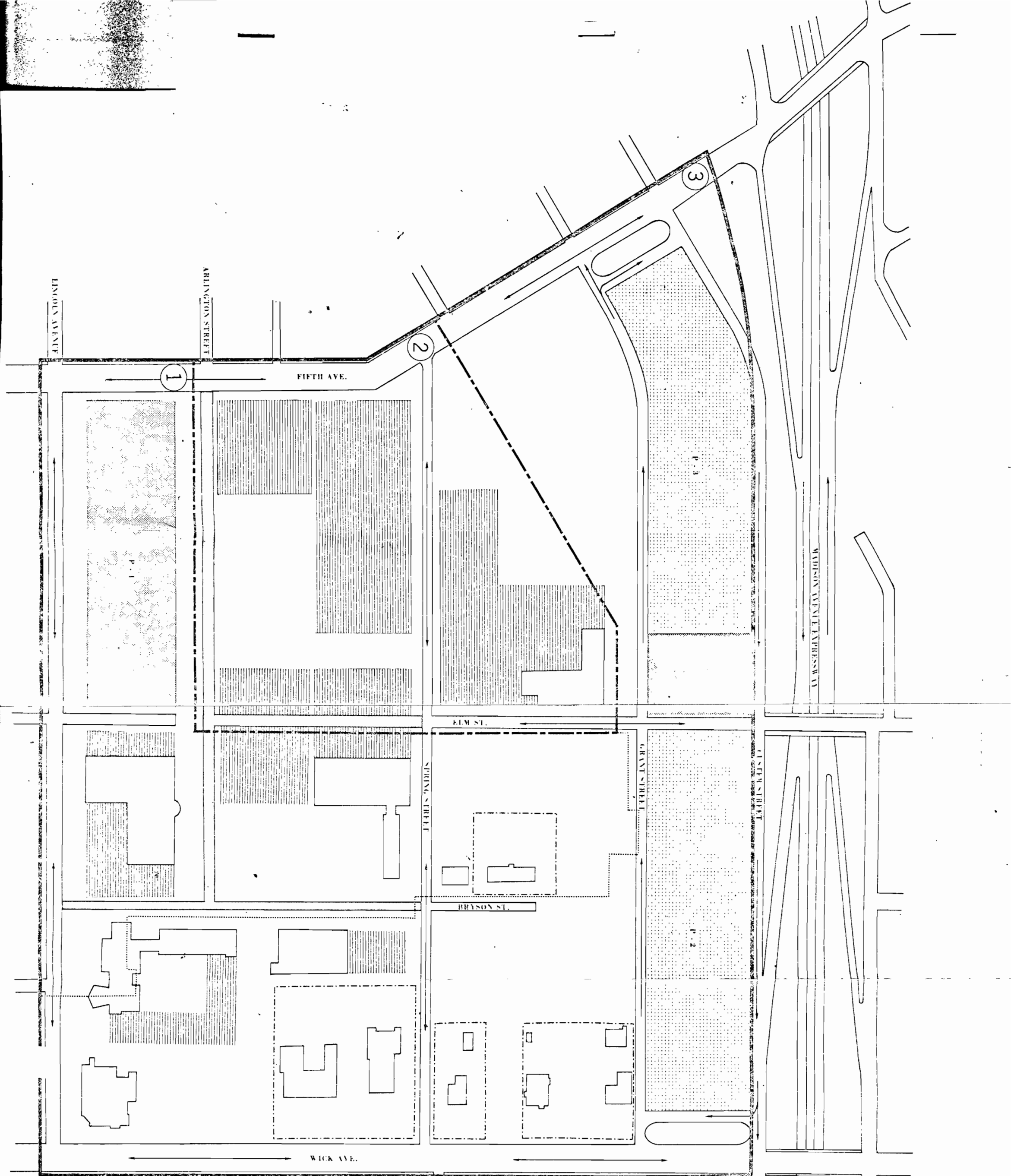
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Memo to: Youngstown State University Board of Trustees  
Re: Review of the Campus Development of the University

Conversations with Mr. Bentz, state architect, and Mr. Gienow, Director of Public Works, reveal that they would be sympathetic to the employment of a master planning firm to provide for the buildings on the general plan and development of the master plan, these three dimensional elements then to be translated into working drawings by local architects. A proposal is expected to come from Caudill, Rowlett, and Scott, Architects of Houston, Texas. Members of the Building Committee of the Board of Trustees met with Mr. Williams, a partner in this firm, several weeks ago. The firm has been recommended to us by Mr. Bentz, and it enjoys one of the most distinguished reputations for educational building in the United States.

When the proposal from Caudill, Rowlett, and Scott has been received, the University will analyze its various aspects, will discuss the proposal with the State Architect and the Director of Public Works, will discuss aspects of the plan with the local architects suggested by the state architect, who incidentally has the legal responsibility for their employment, and will provide to the Building Committee of the Board the results of the University's findings and recommendations.





**LEGEND:**

- TABULATION OF PARKING AREA**
- P-1 500 CARS / LEVEL
  - P-2 530 CARS / LEVEL
  - P-3 620 CARS / LEVEL
  - DIRECTIONAL FLOW OF TRAFFIC

**LAND USE**

- [Hatched Box] GENERAL ACADEMIC
- [Hatched Box] RESIDENTIAL - GENERAL ACADEMIC
- [Hatched Box] PARKING
- [Hatched Box] RESIDENTIAL - GENERAL ACADEMIC
- [Hatched Box] PARKING - SERVICE
- [Hatched Box] GENERAL ACADEMIC - PARKING
- [Hatched Box] PEDESTRIAN WALK
- [Hatched Box] NOT A.L. PROPERTY
- [Hatched Box] OPEN SPACE
- [Hatched Box] UNIVERSITY AREA G.N.R.P.

**PROJECT NUMBER**

- 1 OHIO R-68
- 2 OHIO R-87
- 3 OHIO R-119
- [Hatched Box] BUILDINGS TO REMAIN

CAMPUS DEVELOPMENT PLAN  
 PROJECT NO. II, OHIO R-87  
 UNIVERSITY AREA G.N.R.P. (R OHIO R-96GN)  
 YOUNGSTOWN, OHIO



CITY OF YOUNGSTOWN  
 CITY PLANNING COMMISSION  
 YOUNGSTOWN, WASHINGTON COUNTY, OHIO

DRAWN BY R. P. H.  
 MARCH 7, 1967 MAP NO. R-214-6