



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

April 7, 1977

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise you that the next regular meeting of the Board of Trustees will be held on Saturday, April 23, 1977, commencing at 9:30 a.m. in the Art Gallery in Kilcawley Center.

Copies of the Agenda for the Board Meeting will be furnished by the President's office.

Hugh W. Manchester
Secretary to the Board of Trustees
of Youngstown State University

HWM MM

Copies of the above notice were mailed on April 7, 1977 to the nine Trustees and the President, as listed on the reverse side of this page.

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

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

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

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

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

William L. Lyden
International Brotherhood of
Electrical Workers Local Union
No. 64
291 McClurg Road
Youngstown, Ohio 44512

William G. Mittler
The Youngstown Vindicator
Vindicator Square
Youngstown, Ohio 44503

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

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

Dr. John J. Coffelt, President
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

April 7, 1977

Dr. Daniel J. O'Neill
President YSU-OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Dr. O'Neill:

Enclosed is copy of notice being mailed today relative to meeting of the Board of Trustees of Youngstown State University scheduled for Saturday, April 23, 1977, at 9:30 a.m. in the Art Gallery in Kilcawley Center.

Yours very truly,

Secretary to the Board of Trustees

HWM MM

Xc Dr. John J. Coffelt, President
Mr. Carl L. Dennison, Chairman



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

April 7, 1977

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

Dear Mr. Ingram:

Enclosed is copy of notice being mailed today relative to meeting of the Board of Trustees of Youngstown State University scheduled for Saturday, April 23, 1977, at 9:30 a.m. in the Art Gallery in Kilcawley Center.

Yours very truly,

Hugh V. Manchester

Secretary to the Board of Trustees

HWM MM

Xc Dr. John J. Coffelt, President
Mr. Carl L. Dennison, Chairman

MINUTES OF MEETING

of

BOARD OF TRUSTEES

of

YOUNGSTOWN STATE UNIVERSITY

Kilcawley Center
Saturday, April 23, 1977

Pursuant to Resolution YR 1977-26, adopted at its last regular meeting, and the foregoing Notice which had been mailed on April 7, 1977 to all Trustees (with copies to the President of the University, the President of the YSU Chapter of OEA, and to John G. Ingram, Assistant Attorney General of Ohio), a regular meeting (fifty-fourth) of the Board of Trustees of Youngstown State University convened at 9:30 a.m. on Saturday, April 23, 1977 in the Art Gallery located in Kilcawley Center.

Eight Trustees were present at the meeting: Carl L. Dennison, Edward J. DeBartolo, Jr., Dr. Thomas D. Y. Fok, Mrs. Ann L. Isroff, William J. Lyden, William G. Mittler, John M. Newman and Fred C. Shutrump, Jr. One Trustee, Dr. Bertie B. Burrowes, was absent.

Also present were Dr. John J. Coffelt, President, Dr. Earl E. Edgar, Vice President for Academic Affairs, Dr. Karl E. Krill, Vice President for Administrative Affairs, Joseph S. Rook, Vice President for Financial Affairs, Dr. Taylor Alderman, Associate Vice President for Academic Affairs, Dr. Lawrence E. Looby, Special Assistant to the President, Philip A. Snyder, Director of University Relations, John G. Ingram, Assistant Attorney General, Hugh W. Manchester, Secretary to the Board of Trustees; Miss Patricia Davis, Secretary to the President; also present were about 15 Deans, members of the Faculty, students and representatives of the News Media.

Mr. Dennison, Chairman of the Board, presided and announced that a quorum was present.

ITEM I - Proof of Notice of Meeting

Evidence to establish that due notice of the meeting had been mailed on April 7, 1977 by the Secretary to each Trustee, to the President of the University, to John G. Ingram, Assistant Attorney General, and to Dr. Daniel J. O'Neill, President, YSU-OEA, was presented and is attached to these minutes. An Agenda and supplemental materials had been furnished by the President's office to each Trustee on or about April 18, 1977.

ITEM II - Minutes of Meeting held February 12, 1977

A copy of the draft of the minutes of the fifty-third meeting of the Board of Trustees held on February 12, 1977, had been mailed on March 12, 1977 to each Trustee, to the President, each Vice President, the State Examiner, and to the Assistant Attorney General. There being no corrections or additions the minutes were approved upon motion made by Mr. Newman, seconded by Mrs. Isroff, and duly carried, and the minutes were signed by the Chairman and attested by the Secretary.

ITEM III - Recommendations of the President of the University

1. Resolution to Ratify Faculty-Staff Appointments

Eleven new appointments to the Faculty and Staff had been reported to the Board by Exhibit A, which accompanied the Agenda for the meeting. After a motion made by Mr. Lyden had been seconded by Mrs. Isroff, and had received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

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

YR 1977-27

WHEREAS, new appointments have been made subsequent to the February 12, 1977 meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1976-77 budget and with the University policy on Equal Employment Opportunity.

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

2. Resolution to Extend Privileges and Services to Certain Residency Students in Medical Education

Dr. Coffelt reported that it would strengthen medical education in Northeastern Ohio and would be of important assistance to the development of the Medical College if the privileges and services which are available to part-time graduate students were extended to graduates in medical education for residence training at associated hospitals of the Northeastern Ohio Universities College of Medicine, and he recommended that such privileges and services be extended to certain Residency students in medical education.

Upon motion made by Mr. Newman, seconded by Mr. Shutrump, and after affirmative vote by each Trustee present, the Chairman declared the following resolution duly carried:

WHEREAS, the strengthening of graduate medical education in associated hospitals of the Northeastern Ohio Universities College of Medicine is important to the development of the medical college; and

YR 1977-28

WHEREAS, Youngstown State University is desirous of assisting in the recruitment of high quality American graduate staff members at such hospitals; and

WHEREAS, these house officers are important to the achievement and maintenance of accredited clinical teaching programs.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that privileges and services available to part-time graduate students be extended to graduates in medical education for Residency training at associated hospitals of the Northeastern Ohio Universities College of Medicine located in the Youngstown area upon the payment of the established General Fee for part-time students.

3. Resolution on Promotion in Academic Rank
for 1977-78

At the request of the President, Dr. Edgar explained that regular procedures had been followed in accordance with the requirements of Article XI of the agreement between YSU-OEA and the University; that the applicable Promotion Committees had reviewed various recommendations for promotions in Academic Rank for 33 members of the nine-month faculty (as listed in Exhibit B submitted with the Agenda), and for four members of the Academic Administrators (as listed in Exhibit C submitted with the Agenda). After a motion was made by Mr. Lyden, seconded by Mrs. Isroff, and received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

WHEREAS, Article XI of the Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association (YSU-OEA) provides that recommendation for promotion in academic rank be reviewed by the Vice President for Academic Affairs for submission to the Board of Trustees. YR 1977-29

WHEREAS, School/College promotion committees, after careful consideration of each individual, have recommended promotion in academic rank for certain University employees; and

WHEREAS, the Vice President for Academic Affairs has received and reviewed the recommendations of the School/College promotion committees; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University ratify and approve promotions in academic rank for nine-month faculty as recommended in Exhibit B attached hereto, such promotions to become effective with 1977-78 contracts.

AND BE IT FURTHER RESOLVED, the Board of Trustees of Youngstown State University ratify and approve promotions in academic rank for academic administrators as recommended in Exhibit C attached hereto, such promotions to become effective with 1977-78 contracts.

4. Resolution Authorizing a Two-Year Program
in Court/Conference Reporting Leading to
the Associate in Applied Business Degree

Dr. Edgar explained that the usual procedures which would lead to a new two-year program in Court/Conference Reporting had been followed in developing a proposal for such a program as detailed in Exhibit D submitted with the Agenda; that such proposal had been approved by the Academic Senate at its meeting held on March 4, 1977 and, if approved by the Board of Trustees, would be forwarded to the Ohio Board of Regents for final approval. A copy of such proposal, marked Exhibit D, is attached as a part of the minutes of this meeting. After consideration and upon motion made by Mrs. Isroff, seconded by Mr. Newman, which received the unanimous vote of all Trustees present, the Chairman declared the following resolution duly adopted:

BE IT RESOLVED, that Youngstown State University is authorized to offer, through the Business Education and Technology Department in the College of Applied Science and Technology, a two-year program in Court/Conference Reporting in Applied Business. YR 1977-30

ITEM IV - Report of the President of the University

Dr. Coffelt reported concerning six matters as follows:

1. Pending Legislation

More than 50 Bills have been introduced which relate directly to higher education in Ohio most of which, if enacted, will have a significant impact upon the funding and governance of institutions of higher learning. He commented briefly on five of such Bills which may be enacted into law and which may be of particular interest to the Board at this time.

(a) Amended S.B. 191. On Friday, Democratic membership of the House introduced that party's Appropriation Bill to replace S.B. 191, which had been previously introduced as the Governor's executive budget. Such new Bill reduces the Governor's recommendation for higher education by some \$43 million. Of particular importance to Youngstown State University is a further reduction of the instructional subsidy appropriation by 2 per cent; elimination of any funds with which to provide for enrollment growth beyond the FTE enrollment established by the Ohio Board of Regents; and reduction by \$7 million in the amount of funds being requested by the Department of Education to implement their "Teacher Education Redesign" program.

He pointed out that during the current biennium YSU absorbed an enrollment increase of about 14%, which resulted in unfunded subsidy earnings exceeding \$2 millions. It was also submitted to a 3% across-the-board cut because of cash flow problems at the State level. This will mean that the University must seriously consider the necessity for establishing enrollment ceilings for the Fall of 1977, as well as for the Fall of 1978. The President reported that appropriations bills do not freeze student tuition fees, but the leadership in both houses has indicated that any dramatic increase in student fees might well lead to freeze by the Legislature. Of further concern is the elimination of \$5 million to absorb the State's share of mandated increase in retirement benefits previously enacted by the Legislature.

(b) H.B. 25, if enacted, would revise procedures for filing and publishing rules and regulations as originally mandated by legislation enacted in 1976. The Attorney General had ruled that Universities were exempt from such procedures and H.B. 25 would amend the current statutes to include Universities. This would require the publication in a codified form, of all regulations, bylaws, standards, or prescriptions having a general and uniform operation which were adopted by an agency under the authority of the Board, and would include regulations governing internal management. It would require either rescission or amendment of all such rules and regulations, and would require public hearings before such rules can be adopted, amended, or rescinded. Dr. Coffelt fears that such legislation would affect every academic standard and policy, as well as many administrative regulations, and that the legislation might even include negotiated agreements.

(c) H. B. 740, which has been passed by the Senate, would further change the Ethics law previously enacted to require the filing of financial disclosures by public officials or employees who are paid a salary or wage.

(d) S.B. 94, which has also passed the Senate, would permit the Regents to arrange for payment of in-state tuition by out of state students with agencies in neighboring states. Such language was vetoed from the 1975-77 appropriations act.

(e) S.B. 222, introduced by Senator Meshel, provides for establishing collective bargaining procedures between public employees and employers. It provides that any employee organization recognized by a public employer on or before July 1, 1977, shall continue to be recognized without requirement of certification, and permits continuation of existing contracts for three years from the effective date of the Act. It would

provide for establishment of a five-member Public Employment Relations Board and would give such Board broad powers with respect to verification, determination of appropriate units, mediation, and administration of the law.

2. Medical College

A visitation team, representing the American Medical Association, has recently been reviewing the Medical College Program to ascertain whether it will extend provisional accreditation for the third year of the six-year program. Written recommendations will be delayed, but the Provost reports favorably concerning the visitation and oral exit interviews.

(a) Dr. Coffelt also reported the establishment of the Mahoning Valley Medical Education Foundation, a 14-member Board, created by the Youngstown Hospital Association and St. Elizabeth Hospital Medical Center, to formulate, develop, plan and operate medical education programs jointly. This is an important step which will permit establishment of certain clinical programs essential to the last three years, but which have so far been too costly for the hospitals to separately establish and operate.

3. R. J. Wean University Lectureship

Advisory Committees have been appointed to identify individuals who may be qualified to accept lectureships under this program, it being a plan to enhance the value of the program through the appointment of prominent business men and/or artists able to relate classroom theory to outside practice. Three Committees are currently working; Wean community representatives on the Committees include James Mitchell and Forest Beckett in the field of Business; Dr. John McDonough and Mrs. Donald Libert in the field of Fine Arts, and Thomas J. Cleary, Jr. and John Nelson in the field of Engineering.

4. Personnel Office

Because of recent State and Federal regulations concerning the maintenance of personal files, collective bargaining, and the need to maintain accurate records concerning employee contracts, the necessity for consolidating the personnel function into one office has become important. Effective July 1, 1977, Dr. Taylor Alderman, presently Associate Vice President for Academic Affairs, will be promoted to Vice President for Personnel and will assume the basic responsibility for such function. This will expand Dr. Alderman's

responsibilities. The Board's Personnel Committee has concurred in the necessity for reorganizing the present organizational structure and the appropriateness of promoting Dr. Alderman to fill such responsibilities. After July 1, 1977 Dr. Alderman will report directly to the President.

5. All-Sports Complex

The community campaign for the All-Sports Complex is going well and pledges now exceed \$2,200,000. An ad hoc advisory committee to develop the educational program for planning and designing the development of the interior of the facility has been appointed. The University has asked the Controlling Board to release certain funds for such purpose, and the President has met with State Representative Tablack and has modified its request somewhat to conform with his concerns. The request will be reconsidered at the Controlling Board's next meeting and it is expected that all questions raised by such Board can be satisfactorily answered.

Dr. Coffelt reported that he had recently visited Dr. Burrowes, who is quite ill.

7. At the request of Dr. Coffelt, Mr. Ingram reported concerning certain pending matters, as follows:

(a) As shown by Communication 17, on March 23, 1977, 368 out of 402 classified employees voting were in favor of union representation for collective bargaining purposes, only 34 votes being cast against union representation. This was out of a total 460 eligible classified employees, as certified by a partner of William B. Garth & Associates, Certified Public Accountants, pursuant to Resolution No. 1977-24. The second election was scheduled for April 13 to determine which bargaining unit should represent the classified employees. One of the units filed suit for an injunction and court delay on April 7. A temporary hearing was held on April 11 and by agreement with the Court this was continued until a later date. The election was conducted on April 21, 1977 and the Ohio Civil Service Employees Association was declared the winner. While an appeal of the Court's ruling in favor of the University's position is possible, none has been filed at this time.

(b) Mr. Ingram commented upon the Attorney General's Opinion to the Chairman of the Board of Trustees of Ohio State University, reported at Communication 1, which differs from an earlier Ohio Attorney General's Opinion. Apparently donated funds may now be used pursuant to Ohio RC 3345.16 for the purchase of liability insurance protecting officers, employees

and students against personal liability, but may no longer be used to purchase liability insurance covering a state university itself or its officers in their representative capacity.

(c) He commented concerning Communication 12 and stated that the action filed by The M. J. Kelley Company in the Court of Claims, seeks \$15,000 on a First Cause of Action because of changes in work orders, and \$84,000 on a Second Cause of Action for alleged extra costs. The Court has ruled that Youngstown State University is a necessary party and any judgment assessed may possibly be collectible from unencumbered funds of the University. The Court of Appeals has affirmed the Court of Claims' position in a similar case involving Akron State University.

ITEM V - Report of the Vice President for Academic Affairs

Dr. Edgar reported concerning the following matters:

1. Dr. Luke N. Zaccaro, who was a Department Chairman and leader in Mathematics, died recently and will be greatly missed. Dr. M. Jean Charignon, former Dean of the School of Engineering, has recently undergone major surgery and hopes for his early recovery were expressed.
2. The calendar for 1977-78, Communication 6, includes three Saturday Commencements, March 25, June 17 and August 26, 1978.
3. Following the Spring Commencement in June, the graduates will separate into groups by school or college to receive their diplomas. Refreshments will be provided and it is hoped that parents will attend and meet with faculty members who will be present. It is expected that this will be more personal and provide more identification with the student's particular college than prior procedures.
4. The University's Nursing Department was visited by a consultant from the State Board of Nursing Education and Nurse Registration in March, and another visit is expected in June as a part of efforts to qualify the upper division nursing curriculum for accreditation.
5. The proposed program in Respiratory Therapy Technology which this Board approved on February 20 (YR 1977-19) has been approved by the Ohio Board of Regents and students will be admitted for the first time in the Fall of 1977.
6. Formal ceremony for dedication of Bliss Hall is scheduled for October 25, with a series of events being

planned during the following four weeks. Activities from each of the three areas in Fine Arts, (Music, Art, and Drama) are being planned.

7. The new master plan for higher education prepared by the Ohio Board of Regents has been distributed. Mr. Marvin L. Warner, Chairman of the Board, has called specific attention to the chapter on Graduation Education. Each institution is requested to submit to the Regents within a year, its formal review procedure and evaluation for identifying and maintaining quality in Graduate Education. Dr. Edgar and Dr. Rand, Dean of Graduate Studies and Research, are developing a criteria and procedures for carrying on such review at YSU. The chapter on developing quality in Higher Education recommends that each state institution begin a review of its programs on a five year cycle, with reports to the Regents. Such process is already in place for technical programs.

Upon motion by Mrs. Isroff, seconded by Mr. Newman and duly carried, the reports of the President and Vice President for Academic Affairs were accepted.

ITEM VI - Report of the Vice President for
Administrative Affairs

Dr. Krill reported concerning the following matters:

1. Enrollment for Spring Quarter

Enrollment summary dated April 21, 1977, a copy of which is attached to these minutes, shows a total enrollment for the Spring Quarter 1977 of 13,917 and FTE of 10,541.5. These are down 347 headcount and 62 FTE below the last Spring Quarter. So many factors are involved that no significant changes can be ascertained. For the first time graduate enrollment has not climbed.

2. Defective Roof on College of Applied Science and
Technology.

An agreement appears to have been reached so that the contractor will proceed with repairs to the roof beginning May 2. The contractor estimates 35 working days will be needed. A roofing consultant hired by YSU is to monitor the job for proper workmanship.

3. Remodeling and Renovations

Contract work on four projects will begin soon after July 1. Barriers to the handicapped and certain construction

deficiencies are to be removed in the Ward Beecher and Dana Recital Halls. Contract awards are now in process. Enlargement of the south elevator in Ward Beecher and work on ramps, electrical work and plumbing, and restroom changes are involved.

Bids for inside remodeling and outside renovation of Jones Hall are to be opened on May 26.

Reroofing is planned for the Physical Plant Building on Wood Street and the Dana Recital Hall.

4. Bliss Hall Occupancy

The last contractor is completing work in Bliss Hall this month. A small contract is being let to restore a portion of floor tiling and to seal the remainder of the concrete floors with a colored urethane coating. The major organ installation will be made in August and September.

5. Parking Structure

Detailed drawings are now being made for the second parking structure and the connected bridge over Wick Avenue. Alternate drawings and performance type specifications will permit all materials and construction methods to be included in the bids.

Dr. Krill was commended for the splendid work done by him and upon motion by Mr. Newman, seconded by Mr. Shutrump and unanimously carried, the report of the Vice President for Administrative Affairs was accepted.

ITEM VII - Report of the Vice President for Financial Affairs

Mr. Rook reported as follows:

1. As indicated by Communications 15 and 16 relative to new classifications for classified civil service employees, and relative to record keeping required by the Veterans Administration Educational Assistance Program, control of work assignment is becoming more difficult.

2. Financial Reports reflecting operations for the first nine months of the present fiscal year have been completed and copies of the current Schedule of Current Revenues

and Expenditures for the nine months ending March 31, 1977 were furnished to members of the Board. Income and Expense figures are both approximately \$2 million over figures for the first nine months of the preceding fiscal year. Increased revenues result from higher fee income due to increased enrollment and fee surcharges. Increased expenditures are due partially to salary and operating cost increases and partly because of a change in pay schedule for faculty members which occurred in the Fall of 1975. Due to changes in reporting and salary payment options, only half of the salaries paid are reflected in these current figures. Current estimates of revenues and expenditures of the fiscal year indicate that the probability is that the University would be within its approved budget at the end of the fiscal year.

Upon motion by Mr. Shutrump, seconded by Dr. Fok and unanimously carried, the report of the Vice President for Financial Affairs was accepted.

At this point the Trustees convened into an executive session to discuss pending negotiations concerning the agreement with the YSU Chapter of OEA and other matters involving compensation, terms and conditions of employment of various personnel.

ITEM VIII - Reports of the Committees of the Board

1. Building and Property Committee

There was no report of this Committee.

2. Budget and Finance Committee

Action on a suggested resolution to increase residence hall charges and food service meal tickets was postponed to a subsequent meeting.

3. Personnel Relations Committee

No Report.

4. Student Affairs Committee

No Report.

ITEM IX - Communications

The following communications had been submitted with the Agenda:

Attorney General Opinion 77 002 regarding use of donated funds for the purpose of purchasing liability insurance by a state university	1
Letter of President Coffelt, dated February 28, 1977, to Mr. Fred Rich, Examiner-in-Charge, regarding expenditures for travel and entertainment	2
Letter of President Coffelt, dated March 1, 1977, to Mr. H. Walter Damon, regarding First Christian Church	3
Testimony before the Senate Education and Health Committee presented by President Coffelt regarding reciprocity	4
Letter of Dean McGraw, dated March 18, 1977, to Ohio Board of Regents regarding art exhibition	5
Final Calendar 1977-78	6
Correspondence regarding a faculty grievance	7
Letter from Governor Rhodes' Office regarding YSU Resolution on Reciprocity	8
Letter of President Coffelt, dated April 8, 1977, to local banking institutions regarding public depository	9
Correspondence regarding purchase of Centrex	10
Memorandum of Vice President Edgar, dated April 12, 1977, to President Coffelt regarding Full-Service Faculty Reserve Account	11
Order of Judge Stern making YSU a party defendant in matter of The M. J. Kelley Company vs. Ohio Department of Administrative Services	12
Memorandum of Dean Paraska, dated April 15, 1977, to Vice President Edgar regarding New Costs-Court/Conference Reporting	13

Correspondence and Report on Faculty Evaluation 14

Progress Report of Vice President Rook regarding Amended Sub. H.B. 155 15

Progress Report of Vice President Rook regarding Problems with VA Educational Assistance Programs 16

Affidavit regarding election of eligible classified employees to determine whether a majority of said employees desire to be represented by a union for collective bargaining purposes 17

Ohio state universities' Dormitory Fees, 1976-77 18

Letter of President Coffelt, dated February 24, 1977, regarding promotion of Dr. Alderman to Vice President for Personnel 19

ITEM X - New Business

1. Mrs. Isroff commented concerning the dedication of Dr. Burrowes to the best interests of the University and moved for adoption the following resolution:

WHEREAS, Dr. Bertie B. Burrowes has served YR 1977-31
 asa faithful and loyal member of this Board
 of Trustees for a full term of nine years,
 since his appointment in 1968; has con-
 tributed much in time and effort toward
 the proper functions and deliberations
 of this Board, having served on many of its
 committees, as its Vice Chairman for two
 years, and as its Chairman in 1970-71; and
 having been absent only once out of forty-
 one meetings held prior to illness in 1977;
 and

WHEREAS his term as a Trustee is about to
 expire and the other members of this Board
 wish to express their appreciation for his
 assistance in helping to determine the proper
 conduct of the affairs of the University.

NOW, THEREFORE, BE IT RESOLVED that the members of this Board express their appreciation for his many services to them and the University, and that a copy of this resolution be furnished to him and be recorded in the records of this meeting.

The motion was seconded by Mr. Shutrump and after receiving the affirmative vote of each Trustee present, was declared unanimously adopted by the Chairman.

Dr. Coffelt stated some questions had been raised recently by the newly appointed State Examiner as to whether or not some expenditures were for public purposes or for personal benefit, as well as some questions as to the propriety of certain Board policies.

It was determined that a committee should be appointed to review the matters questioned by the Examiner, and to investigate proper means for securing any clarifications which may be required concerning the propriety of any expenditures or Board policies which may be involved, either through proper State officials or a possible court or other final ruling. The Chairman appointed to such committee the following: Fred C. Shutrump, Jr., Chairman, Edward J. DeBartolo, Jr. and William J. Lyden, with the understanding that Hugh W. Manchester would serve as Secretary and John G. Ingram, as Assistant Attorney General, would consult with the committee.

ITEM XI - Time and Place of Next Regular Meeting and Adjournment

Upon motion by Mr. Newman, seconded by Mr. Lyden and carried, the following resolution was declared duly adopted:

RESOLVED that the next regular meeting of the Board of Trustees of Youngstown State University will be held at 4:00 p.m. on Friday, June 17, 1977 in the Art Gallery in Kilcawley Center. YR 1977-32

The meeting was duly adjourned at noon.

Carl L. Harrison
Chairman

Hugh W. Manchester
Secretary to the Board of Trustees

Youngstown State University
 Resolution for New Appointments
 Since February 12, 1977

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPLOYMENT</u>	<u>ANNUAL SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
McCardel, E. Darlene	Associate Professor	Accounting & Finance Department	September 15, 1977	\$21,000.00	9	\$21,500 if Ph.D. completed by 9-15-77
Psenicka, Clement	Assistant Professor	Management	September 15, 1977	\$17,000.00	9	
Rao, K. Ram Mohan	Associate Professor	Management	September 15, 1977	\$18,500.00	9	
	Assistant Professor	Business Education & Technology	March 28, 1977	\$ 4,461.00	9	Temporary
Ratliff, Cecil D.	Assistant Professor	Business Education & Technology	September 15, 1977	\$15,000.00	9	Contingent upon completion of doctorate

Agenda Item D.1.
Exhibit A

RECOMMENDED FACULTY PROMOTIONS FOR 1977-78

To Professor

Department

1. Lauren Schroeder	Biology
2. Thomas McCracken	English
3. Charles Gebelein	Chemistry
4. Peter Von Ostwalden	Chemistry
5. Elmer Foldvary	Chemistry
6. Esther Niemi	Economics
7. Robert Ameduri	Elem. Educ.
8. Mervin Kohn	Management
9. Edgar Cobett	Secondary Ed.

To Associate

Department

1. Wendall Orr	Music
2. Daniel Starkey	Music
3. Lawrence Haims	Foundations of Ed.
4. Jack Devletian	Chem. Engr.
5. Wade Driscoll	Ind. Engr.
6. Dennis Bensinger	Acctg./Finance
7. Robert Wolanin	Management
8. William Binning	Political Science
9. C. William Eichenberger	Political Science
10. Stephen Graf	Psychology
11. Gratia Murphy	English
12. Martin Berger	History
13. William Jenkins	History
14. Ann Harris	Geology
15. Loretta Liptak	HPE
16. Gordon Longmuir	HPE
17. Stephen Kozarich	Mathematics
18. Joseph Altinger	Mathematics
19. John Smythe	Economics

To Assistant

Department

1. Clyde Morris	Economics
2. Frank Castronovo	Speech
3. Richard Ulrich	Art
4. Peggy Potts	Bus. Ed. & Tech.
5. James Daly	Management

Recommended Academic Administrators Promotions for 1977-78

To Professor

1. Donald W. Byo
2. Lewis B. Ringer
3. Robert J. Sorokach

Department

Music
Health & Physical Education
Industrial Engineering

To Associate

1. Barbara Brothers

Department

English

A PROPOSAL FOR A PROGRAM OF COURT/CONFERENCE REPORTING
LEADING TO
AN ASSOCIATE IN APPLIED BUSINESS DEGREE

Respectfully Submitted to
THE BOARD OF REGENTS

By
YOUNGSTOWN STATE UNIVERSITY
Youngstown, Ohio

Agenda Item D. 4.
Exhibit D

COURT/CONFERENCE REPORTING PROGRAM

I. DESIGNATION OF DEGREE AND PURPOSE

The Business Education and Technology Department of Youngstown State University proposes to offer a two-year program of Court/Conference Reporting leading to an Associate in Applied Business degree to go into effect the fall quarter of the 1977-1978 academic year.

The purposes of this new degree program are:

1. To prepare individuals to obtain jobs as court, conference, real estate, and insurance reporters.
2. To provide a formal education program to meet the demand of interested people for a court reporting program.
3. To provide a formal two-year degree program for those currently employed as court reporters who wish to upgrade their professional qualifications.

II. DESCRIPTION OF PROPOSED CURRICULUM

Admission Requirements

Applicants for admission to the two-year program of Court/Conference Reporting must have graduated from high school. Those applicants who have not graduated from high school will be considered for admission if they have passed the General Education Development test at the high school level. Out-of-state applicants will be considered for acceptance if they rank in the upper two-thirds of their high school class. The recommended minimum of secondary school units for admission to this

program is English--3 units; History, Civics/of P.O.D.--1 unit; Mathematics--2 units; Science--1 unit (Biology or Chemistry); others--10 units.

Academic Standards

Students will be required to exceed the University Academic Standards. A cumulative overall point average of 2.50 and a cumulative point average of 3.00 in major on a 4.00 system will be required for satisfactory completion of this program and the award of the Associate in Applied Business degree. Students must also be able to transcribe with 97 percent accuracy a five-minute test dictated at 225 w.p.m. and complete three ten-minute timed writings with three errors or less at a minimum speed of 60 w.p.m. The curriculum proposed will meet NCRA accrediting standards. Youngstown State University is fully accredited by the North Central Association of Colleges and Schools.

Program of Study

The curriculum of this program which follows consists of a sequence of courses totaling 102 quarter hours including health education, divided so that approximately fifty (50) percent of the work is in the area of specialization, twenty-five (25) percent in basic supportive subjects, and twenty-five (25) percent in general education course work (see page 3). Existing courses have been utilized when possible for the preparation of this new degree program offering. Only one new course, Court Reporting Practicum will be added to the current course offering of the department.

BUSINESS EDUCATION AND TECHNOLOGY

COURT/CONFERENCE REPORTING

A.A.B. DEGREE

COMMUNICATIONS

550 Basic Composition I 4 _____
 551 Basic Composition II 4 _____

POLITICAL SCIENCE

601 American National Government 4 _____

FINANCE

600 Personal Finance 3 _____

HEALTH AND PHYSICAL EDUCATION

590 Health Education 3 _____

SOCIAL STUDIES

*Electives 6 _____

SCIENCE/MATH

5 _____

TOTAL: 29 Hours

MAJOR REQUIREMENTS:

BE & T 510 Office Procedures 4 _____
 BE & T 521 Typewriting II 2 _____
 BE & T 522 Typewriting III 2 _____
 BE & T 532 Machine Shorthand I 4 _____
 BE & T 570 Legal Terminology 3 _____
 BE & T 620 Typewriting IV 2 _____
 BE & T 621 Typewriting V 2 _____
 BE & T 622 Typewriting VI 2 _____
 BE & T 632 Machine Shorthand II 4 _____
 BE & T 633 Machine Shorthand III 4 _____
 BE & T 704 Business Communications 4 _____
 **BE & T 706 Business Law 4 _____
 BE & T 732 Machine Shorthand IV 4 _____
 BE & T 733 Machine Shorthand V 4 _____
 BE & T 734 Machine Shorthand VI 4 _____
 Court Reporting Practicum 6 _____

TOTAL: 55 Hours

CRIMINAL JUSTICE

602 American Criminal Courts 4 _____
 605 Criminal Justice 4 _____
 619 Criminal Law (OR)
 630 Criminology 4 _____

MEDICAL ASSISTING

501 Medical Terminology 4 _____

ELECTIVE

Real Estate Insurance (OR) 3 _____

Total: 19 Hours

TOTAL HOURS FOR DEGREE: 103

GRADUATION REQUIREMENTS: Student must have a 3.00 in major and 2.50 overall point average to meet graduation requirements.
 Student must be able to complete three ten-minute typing exams with three errors or less (minimum speed 60).
 Student must transcribe a five-minute dictation at 225 wpm with 97% accuracy.

*Suggested electives in Social Studies: Soc. Sci. 503; Polit. Sci. 600; Polit. Sci. 640; Psych 501; or Sociology 500.

**Management 715 Business Law I and Management 716 Business Law II may be substituted.

SUMMARY AND CLASSIFICATION OF COURSES IN

COURT/CONFERENCE REPORTING

			Clock Hours		Credit Hours		
			Class	Lab	Basic	Non-Tech	Tech
<u>FIRST QUARTER</u>							
BE & T	532	Machine Shorthand I	4	4			4
CRIMJ	605	Criminal Justice	4	0		4	
ENGL	550	Basic Composition I	4	0	4		
MA	501	Medical Terminology	4	0		4	
			<u>16</u>	<u>4</u>	<u>4</u>	<u>8</u>	<u>4</u>
<u>SECOND QUARTER</u>							
BE & T	510	Office Procedures	4	0			4
BE & T	521	Typewriting II	2	2			2
BE & T	570	Legal Terminology	3	0		3	
BE & T	632	Machine Shorthand II	4	4			4
ENGL	551	Basic Composition II	4	0	4		
			<u>17</u>	<u>6</u>	<u>4</u>	<u>3</u>	<u>10</u>
<u>THIRD QUARTER</u>							
BE & T	522	Typewriting III	2	2			2
BE & T	633	Machine Shorthand III	4	4			4
BE & T	704	Business Communications	4	0			4
CRIMJ	630	Criminology (cross list Sociology 630)					
(or)							
CRIMJ	619	Criminal Law	4	0		4	
		Real Estate Elective					
(or)		Insurance Elective	3	0		3	
			<u>17</u>	<u>6</u>	<u>0</u>	<u>7</u>	<u>10</u>
<u>FOURTH QUARTER</u>							
BE & T	620	Typewriting IV	2	2			2
BE & T	732	Machine Shorthand IV	4	4			4
FINANCE	600	Personal Finance	3	0		3	
H & PE	590	Health Education	3	0	3		
POLITSCI	601	American National Government	4	0	4		
SOC ST		Elective	3	0	3		
			<u>19</u>	<u>6</u>	<u>10</u>	<u>3</u>	<u>6</u>
<u>FIFTH QUARTER</u>							
BE & T	621	Typewriting V	2	0			2
BE & T	706	Business Law	4	0			4
BE & T		Machine Shorthand V	4	4			4
CRIMJ	602	American Criminal Court	4	0		4	
SOC ST		Elective	3	0	3		
			<u>17</u>	<u>4</u>	<u>3</u>	<u>4</u>	<u>10</u>
<u>SIXTH QUARTER</u>							
BE & T	622	Typewriting VI	2	0			2
BE & T	734	Machine Shorthand VI	4	4			4
BE & T	690	Court Reporting Practicum	6	15			6
		Science/Math	5	0	5		
			<u>17</u>	<u>19</u>	<u>5</u>	<u>0</u>	<u>12</u>
GRAND TOTAL			103	45	26	25	52

III. ADMINISTRATION

This two-year degree program of Court/Conference Reporting for which authorization is being requested will be administered by the BE & T Department of the College of Applied Science and Technology. In its preparation, consultations were held with the Ad Hoc Committee for Court/Conference Reporting whose members represent professional groups interested in Court/Conference Reporting.

IV. NEED FOR THE PROGRAM

Youngstown State University is located in the heavily industrialized Youngstown-Warren Metropolitan area with a population in excess of 500,000. This area has one Federal Court, five County Courts, three Municipal Courts and over 500 practicing attorneys. The current emphasis on rendering prompt transcripts and verbatim depositions has created a demand for persons with court reporting skills. Individuals so trained are also in demand for conference reporting and to take verbatim testimony in insurance and real estate transactions. The need for court reporting services can be expected to increase and will create additional jobs.

On February 20, 1975, an appointed Ad Hoc Committee met to discuss Court/Conference Reporting in the Youngstown area. The need for court reporters was the primary topic. As the notes indicate, it was stated that there is a current demand for new people in the court reporting profession in the Youngstown area.

The Business Education and Technology Department also conducted a survey of local attorneys. This survey has indicated a demand for court reporters. Even if these figures

are optimistic, there is a shortage of people with this specialty; and a program to train court reporters is considered to be an important addition to Youngstown State's educational effort.

V. PROSPECTIVE ENROLLMENT

The Business Education and Technology Department survey of guidance counselors in local schools indicates an interest on the part of the students in the programs of court and conference reporting. The high schools responding stated that one to six students from each graduating class express an interest in enrolling in a program of this type. Those students who are making the longer-range projection may have a change of plans. However, the number of high school students expressing an interest in this program for the Fall of 1977 should be a reliable estimate of student demand and they show substantial interest in this program. In addition to the interest indicated by the high school students, there is considerable interest from people already trained for other positions and post high school graduates who wish to achieve skill qualifications for a position in the Court/Conference Reporters profession. The BE & T Department has kept an informal record of calls. During the 75-76 year, total calls recorded were 47. The Machine Shorthand I class enrollment for Fall 76 totaled 43. These students are interested in developing Court Reporting skills. Based on this data, projected annual enrollment is 30-50 students.

Total head count enrollment for Fall, 76 for the BE & T Department is 1,276 and for Youngstown State University, 15,898. BE & T Fall, 76 FTE enrollment is 894 and YSU Fall, 76 FTE is 12,000.

Other Associate Degree Programs offered by the BE & T Department are: Accounting Technology, Advertising Technology, Business Management

Technology, General Administration Technology, Graphics Technology, Marketing Technology, Public Administration Technology, Real Estate Technology, Secretarial Studies, and Transportation Management Technology. Additional Associate Degree Programs offered in the College of Applied Science and Technology include: Police Science, Civil Engineering Technology, Computer Technology, Drafting and Design Technology, Electrical Engineering Technology, Mechanical Engineering Technology, Child Care Technology, Dietary Technology and Nursing. Preliminary approval has been granted to develop Medical Laboratory Technology, Respiratory Therapy Technology, X-Ray Technology, and Labor Studies.

VI. FACULTY, FACILITIES, AND STUDENT SERVICES

The full-service faculty of the university and limited-service court reporters will teach the courses in this program. Court Reporters willing and capable to teach have been identified. Faculty members meet standards for two-year degree programs. The currently requested Associate Degree Program utilizes courses already offered as part of other existing degree programs and will build enrollment for existing course offerings. The existing facilities and equipment including 41 stenoprint machines and 80 electric typewriters are adequate to initiate this program.

Courses and labs are available to improve the student's reading speed and comprehension and writing ability. The BE & T Department offers a course for transcription skills development. Tutoring and other services are available through the student development office. The counseling center offers career guidance and aptitude testing services. The Career Planning and Placement Office is effective in placing present graduates in all fields. Financial aid from a

variety of sources is allocated by the Financial Aids Department. Total financial aid for the 76-77 academic year will exceed three million dollars. Additional aid is offered through the student work program that permits a full-time student to work up to 20 hours per week at the minimum wage.

VII. NEEDS FOR ADDITIONAL FACILITIES AND STAFF

The College of Applied Science and Technology building when fully occupied will further improve the physical plant used for this program by providing additional classrooms and laboratory space. The new university library recently opened will enable the university to enlarge its total holdings in all areas. Requests for additional required and supplemental reading material have been processed for acquisition. Qualified court reporters working in the Youngstown area will be utilized on a limited-service basis to teach the advanced machine shorthand courses presently in existence and the practicum course to be added.

VIII. PROJECTED FINANCIAL NEEDS

During the first years of operation, this degree program will be absorbed in the budget of the Business Education and Technology Department. Course offerings needed in this program will continue to be taught by both full-service and limited-service faculty as is presently done. The student tuition, combined with State subsidy at the technical level, will assure adequate funding to operate the program.

IX. USE OF CONSULTANTS AND ADVISORY COMMITTEES

Formal consulting services were not utilized in the development of the program. Initial discussions concerning the needs of this program were held in the Court/Conference Reporting committee that

studied the general needs for Court/Conference Reporters in the Youngstown area. The chairman of the Department of Business Education and Technology developed a tentative curriculum for this program and then discussed it with the Advisory Committee. The Advisory Committee reviewed the proposed curriculum, and made several suggested changes which are incorporated in the curriculum being submitted. They believe it is a sound program of instruction for training Court/Conference Reporters and recommends its approval and adoption.

YOUNGSTOWN STATE UNIVERSITY
ENROLLMENT SUMMARY

Spring 1977
(quarter) (year)

Date 4-21-77

SUMMARY OF HEAD-COUNT STATISTICS
(14th day)

	1976			1977			
	Men	Women	Total	Men	Women	Total	
Applied Science & Tech.	1918	2182	4100	1845	2400	4245	103.2
Arts & Sciences	1747	1262	3009	1581	1102	2683	89.1
Business Administration	1969	494	2463	1873	589	2462	100.0
Education	462	970	1432	403	885	1288	89.9
Engineering	803	38	841	887	47	934	111.0
Fine & Performing Arts	354	349	703	379	375	754	107.2
Graduate	943	773	1716	850	701	1551	90.4
<hr/>							
Freshmen	2525	2197	4722	2251	2127	4378	92.7
Sophomore	1751	1285	3036	1782	1409	3191	105.1
Junior	1334	901	2235	1324	1004	2328	104.2
Senior	1643	912	2555	1611	858	2469	96.6
Undergraduate Total	7253	5295	12548	6968	5398	12366	98.6
Graduate	943	773	1716	850	701	1551	90.4
University Total	8196	6068	14264	7818	6099	13917	97.6
Full-Time-Equivalent	-----10603.1			-----10541.5			

RESIDENCY AND STUDENT LOAD

	1976			1977			%
	Ohio	N-Ohio	Total	Ohio	N-Ohio	Total	
Full-Time	7752	901	8653	7995	846	8841	102.2
Part-Time	5218	393	5611	4683	393	5076	90.5
Total	12970	1294	14264	12678	1239	13917	97.6
%	90.9%	9.1%	100.0%	91.1%	8.9%	100.0%	

CREDIT-HOUR PRODUCTION

	Subsidy Model	1976			1977			%
		Ohio	N-Ohio	Total	Ohio	N-Ohio	Total	
General Studies	I	20751	1695	22446	22396	1686	24082	107.3
	II	15222	1477	16699	15979	1356	17335	103.8
	III	10601	886	11487	10332	812	11144	97.0
Technical	I	4691	450	5141	4418	442	4860	94.5
	II	411	49	460	413	18	431	93.7
	III	5978	451	6429	6215	493	6708	104.3
Baccalaureate	I	52092	6340	58432	50968	5493	56461	96.6
	II	14831	1359	16190	14612	1299	15911	98.3
	III	11084	1779	12863	11536	1868	13404	104.2
Masters	I	5335	689	6024	4537	758	5295	87.9
	II	1905	309	2214	1514	271	1785	80.6
	III	446	215	661	510	197	707	107.0
University Total		143347	15699	159046	143430	14693	158123	99.4
%		90.1%	9.9%	100.0%	90.7%	9.3%	100.0%	

	Fall 1975	Winter 1976	Spring 1976	Fall 1976	Winter 1977	Spring 1977
HC	15573	14871	14264	15898	14940	13917
FTE	11682.3	11316.2	10603.1	12000	11448.5	10541.5
FTE % HC	75.0%	76.1%	74.3%	75.5%	76.6%	75.8%

STATE OF OHIO
Executive Department

OFFICE OF THE GOVERNOR

Columbus

I, James A. Rhodes, Governor of the State of Ohio, do hereby appoint Edgar Giddens, Youngstown, Mahoning County, Ohio, as a Member, Youngstown State University, Board of Trustees for a term beginning May 2, 1977 and ending at the close of business May 1, 1986, vice Bertie B. Burrows, whose term expired.

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

S/JAMES A. RHODES

Governor

RECEIVED

MAY 16 1977

OATH OF OFFICE

President's Office

I, Edgar Giddens, promise and swear to support the Constitution of the United States and the Constitution of the State of Ohio, and to faithfully discharge the duties of the Office of Member, Youngstown State University, Board of Trustees,

to which I have been appointed for the term designated by Governor James A. Rhodes. This I shall do as I shall answer unto God.

Edgar Giddens

STATE OF OHIO

County of Mahoning, ss:

Personally sworn to before me, a Notary Public in and for said County, and subscribed to in my presence this 9th day of May, 1977.

Katherine M. Giddens

KATHERINE M. GIDDENS, Notary Public
Mahoning & Trumbull Counties, Ohio
My Commission Expires February 10, 1982



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

May 12, 1977

Trustees of
Youngstown State University

Enclosed is draft of minutes of the Meeting of
Trustees held on April 23, 1977.

Yours very truly,

Hugh W. Manchester

Secretary to the Board of Trustees
of Youngstown State University

HWM MM
Enclosure

These minutes mailed to the following on May 12, 1977:

Edward J. DeBartolo, Jr.	Dr. John J. Coffelt, President
Carl L. Dennison	Dr. Earl E. Edgar, Vice President for Academic Affairs
Dr. Thomas D. Y. Fok	Dr. Karl E. Krill, Vice President for Administrative Affairs
Mrs. Ann L. Isroff	Mr. Joseph S. Rook, Vice President for Financial Affairs
William J. Lyden	Mr. Fred W. Rich, University State Examiner
William G. Mittler	Mr. John G. Ingram, Assistant Attorney General
John M. Newman	
Fred C. Shutrump, Jr.	
*Edgar Giddens	

*Delivered to Mr. Giddens
by Dr. Coffelt

Hugh W. Manchester