



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

October 18, 1979

To the TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise that the next regular meeting of the Board of Trustees will be held on Saturday, November 3, 1979, in the Board Room in Tod Administration Building at 12:00 noon.

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

HUGH W. MANCHESTER

Secretary to the Board of Trustees
of Youngstown State University

HWM:EVT

Copies of the above notice were mailed on October 18, 1979 to each of the nine Trustees and to the President, as listed on the reverse side of this page; and a copy was also mailed on the same date to each of the four others listed on the reverse side of this page.

Hugh W. Manchester

TRUSTEES AND THE PRESIDENT

Attorney Paul M. Dutton
Mitchell, Mitchell & Reed
709 Union Bank Building
Youngstown, Ohio 44503

Dr. Thomas D. Y. Fok
Thomas Fok & Associates, Ltd.
3896 Mahoning Avenue
Youngstown, Ohio 44515

Dr. John F. Geletka, D.D.S.
5600 Mahoning Avenue
Youngstown, Ohio 44515

Mr. Edgar Giddens
448 Cleveland Street
Youngstown, Ohio 44511

Mrs. Ann Isroff
11 Wildfern Drive
Youngstown, Ohio 44505

Mr. William J. Lyden, Business Mgr.
International Brotherhood of
Electrical Workers
291 McClurg Road
Youngstown, Ohio 44512

Mr. William G. Mittler, Advertising Mgr.
Youngstown Vindicator
Vindicator Square & W. Boardman
Youngstown, Ohio 44503

Mr. Fred C. Shutrump, Jr., President
Shutrump and Associates
3749 Mahoning Avenue
Youngstown, Ohio 44515

Mr. Frank C. Watson, President
Youngstown Welding and Engineering Co.
3700 Oakwood Avenue
Youngstown, Ohio 44515

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

- - - - -

Dr. David J. Robinson, President
YSU-OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44503

Theodore R. Cubbison, Esq.
Director Legal Services
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44503

Attorney Edward A. Flask
424 City Centre One
Youngstown, Ohio 44503

Mr. Ray McElroy, President
YSU Chapter of OCSEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44503

MINUTES OF MEETING

of

BOARD OF TRUSTEES

of

YOUNGSTOWN STATE UNIVERSITY

Tod Administration Building
Saturday, November 3, 1979

Pursuant to Resolution YR 1980-15 and to Notices mailed on October 18, 1979, by the Secretary to the Board to each Trustee, copies of which precede these Minutes (with copies to the President of the University, the Presidents of the YSU Chapter of the OEA and the YSU Chapter of OSCEA, to Edward A. Flask, Special Counsel to the Attorney General of Ohio, and to the Director of Legal Services of the University) a regular meeting (seventieth) of the Board of Trustees of Youngstown State University convened on Saturday, November 3, 1979 in the Board Room in the Tod Administration Building at 12:00 noon.

Eight (8) Trustees were present at the meeting, to-wit: Paul M. Dutton, Dr. Thomas D. Y. Fok, Dr. John F. Geletka, Mrs. Ann L. Isroff, William J. Lyden, William G. Mittler, Fred C. Shutrump, Jr. and Frank C. Watson. Trustee Edgar Giddens was absent.

Also present were Dr. John J. Coffelt, President, Dr. Earl E. Edgar, Vice President for Academic Affairs, Dr. Neil D. Humphrey, Vice President for Financial Affairs, Dr. Taylor Alderman, Vice President, Personnel Services, Edmund J. Salata, Dean-Administrative Affairs, Dr. Charles McBriarty, Associate Vice President-Student Affairs, Edward A. Flask, Legal Counsel, Hugh W. Manchester, Secretary to the Board of Trustees and Miss Patricia Davis, Secretary to the President. Also present were approximately 20 Deans and members of the faculty and members of the news media.

In the absence of Mr. Giddens, Dr. Fok, Vice Chairman of the Board, presided as Chairman of the meeting.

ITEM I - Proof of Notice of Meeting.

Evidence was available to establish that due notice of the meeting had been sent on October 18, 1979 by the Secretary to each of the nine Trustees and to the President, and that copies had also been sent to the Presidents of the YSU Chapters of OEA and OCSEA, to Edward A. Flask, Legal Counsel and to Theodore Cubbison, Director of Legal Services. Such evidence precedes these minutes.

ITEM II - Minutes of the Meeting held August 25, 1979.

Copies of the draft of the Minutes of the Meeting of the Board of Trustees held on August 25, 1979, had been mailed to each Trustee, to the President, the three Vice Presidents, the Dean of Administrative Affairs, the State Examiner, the Special Counsel to the Attorney General and the Director of Legal Services. There being no corrections or changes suggested, the Minutes of both such meetings were approved on motion by Mrs. Isroff, seconded by Mr. Mittler and duly carried, and were signed by the acting Chairman and attested by the Secretary.

ITEM III - Recommendations of the President of the University.

1. Resolution to Ratify Faculty/Staff Appointments.

Sixteen (16) Faculty/Staff appointments and promotions made since the August 25, 1979 meeting of the Board were reported.

After a motion made by Mr. Watson had been seconded by Dr. Geletka and had received the affirmative vote of each Trustee present, the Chairman declared the following resolution adopted:

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

YR 1980-16

WHEREAS, new appointments have been made subsequent to the August 25, 1979 regular meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1979-80 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 on Changes in Charter and Bylaws of the Academic Senate.

The President reported that some minor changes had recently been made in the Charter and Bylaws of Academic Senate, and recommended that such changes be approved by the Board. After an explanation of the changes, by Dr. Edgar, and after a motion made by Mrs. Isroff had been seconded by Mr. Mittler and had received the affirmative vote of each Trustee present, the Chairman declared the following resolution adopted:

"WHEREAS, in authorizing the operation of the Academic Senate of Youngstown State University (YR 1974-41), the Board of Trustees stated that 'this charter and all ac-

YR 1980-17

tions of the Academic Senate are subject to the Board's right to review and approve, or reject,'; and

WHEREAS, a change in the Charter, and changes in certain Bylaws as shown in Exhibit A-1 attached hereto have been approved by the Senate in accordance with Bylaw 11 (Amendments) at its meetings of March 4, May 6, and May 20, 1977; and

WHEREAS, these actions have not been challenged by the President of the University.

NOW, THEREFORE, BE IT RESOLVED, that Article VI, Section 1 (b) of the Charter of the Academic Senate of Youngstown State University, and Bylaws 4, 5, and 6, be modified as shown on Exhibit A-1 attached hereto."

ITEM IV - Report of the President of the University.

Dr. Coffelt reported concerning the following subjects:

1. Enrollment. Enrollment for the 1979 Fall Quarter (14th day) is 15,303 headcount, 11,662 F.T.E. The trend over the past six years was reviewed. Present headcount is down 2.3%, while F.T.E. is up by 3.3%. While this indicates probable stable income, because of mandated increases for classified service employees, the expected appropriations will be about 4.32% short of meeting such required increases, and if state tax revenues are down the University may have to absorb a possible 5% in State subsidy.
2. N.E.T.O. Mr. Torey Southwick, who is experienced in both commercial and educational television and who has served since 1972 as Vice President and Director of Programming of KPTS-TV, in Wichita Kansas has been appointed as the new general manager for channels 45-49, to start on November 5, 1979.
3. Funding of the Charles B. Cushwa Center for Industrial Development. Funding for the fiscal year ending June 30, 1980 will require a total of \$86,454.00 to cover budgeted expenses for its personnel, operations and a contingency reserve. Of such budgeted amount, \$70,201.00 is available from an income balance carried forward and \$16,253.00 is to come from Youngstown Educational Foundation for such purpose.
4. Recent Changes in Law as to Some Contracts. H.B. 204, adopted by the General Assembly on July 30, 1979 will have a substantial and costly impact on state universities. It provides that whenever purchases from any particular supplier of professional services, technical services, advise of experts, labor, personal services, or materials, or of any combination thereof, exceed \$10,000.00 in any 12 month period, such purchases must be either competitively bid, or have been approved by the State Control Board. The Attorney General's

office is endeavoring to comply with such changes in the law, and the Purchasing office has reviewed the impact of the legislation on YSU purchasing practices. The Board's policy as respects purchasing (Article IX, Sec. 4) will need study and probable change, a new record system (to reflect when cumulative purchases from a vendor approach 10,000) will be needed, and substantial increased controls and expense will be required. Delays and complications will be involved in such areas as obtaining industrial films for teaching, chartering transportation for athletic teams, broadcasting programs, piano tuning, insurance and other technical advisors, external judgments as to the wisdom of expenditures, and extensive documentation and appearances needed to secure control board approvals.

5. Lease of Space. Recent leases of space in Kilcawley Residence Hall to William J. Phelps, Account Executor for Fiduciary Administrative Services Company of New York City at \$720.00 per year (8.18/square feet per year) and in the North Annex Building to Mahoning Shenango Area Health Education Network Inc., at \$8,400.00 per year (7.29 per square feet per year) were reported. In exercise of his authority to lease equipment and space for use by non-University organizations the President has been guided by two principles, to-wit: (1) not to lease space unless the function or activity of the lessee is clearly related to a basic mission of the University; and (2) to lease only if the University is reimbursed for the fair market value of the facilities and cost of maintenance. Mr. Phelps handles Student Insurance Programs and assists in processing student claims under health insurance coverage, and the Health Education Network, Inc., has a special grant from NEOUCOM to develop a health education center as part of a network of statewide health services.
6. Administrative Staff on Multiple Year Contracts. The names and periods of employment of twelve individuals who occupy various administrative positions and who have received multi-year contracts of employment in lieu of tenure (under Policy Article III Sec. 17.2) were reported.
7. Developmental Education. On October 19, 1979 the Ohio Board of Regents approved distribution of \$111,316.00 from legislative appropriations to be used at YSU only for basic skill instruction in developmental education, including academic tutoring. This is an increase of about \$15,000.00 for such purpose.
8. State Auditors Report for Fiscal Year 1976-77. Such report was not made known to Trustees and officers of the University until October 16, 1979. It included 10 to 12 recommendations which are presently under study by the Administrative staff and which will be reported upon at the next regular Board meeting. It also included 5 findings for the recovery of money, some of which, in the opinion of the President, are in conflict with the findings, conclusions and judgment of the Court of Common Pleas of Mahoning County, Ohio, rendered

on August 4, 1978 in an action for Declaratory Judgment, No. 78-CV-1046 in such court which involved similar questions previously raised by the State Examiner.

The administrative officers need further direction, for in their opinion the expenditures questioned are lawful and are essential in carrying out the Board's policies. Such officers have suggested that an ad hoc committee be appointed to make a full and thorough review of the resident examiner's findings, to report back to the Board its findings and conclusions as to each expenditure alleged to be improper or funded from improper sources and that the Board advise such administrative officers of its conclusions and what further action, if any, should be taken in response to the Auditor's report.

Dr. Fok reported that Mr. Giddens, Chairman of the Board, had appointed to such ad hoc committee, the following individuals: Mrs. Ann L. Isroff, to act as Chairman, William J. Mittler, Fred C. Shutrump, Jr., John M. Newman (a former Board member), such Trustees and former Trustees to consult with Edward A. Flask, as Legal Counsel and with Hugh W. Manchester, as Secretary to the Board.

ITEM V - Report of the Academic Vice President.

Dr. Edgar reported concerning the following subjects:

1. Accreditation with Qualifications. Accreditation with qualifications of the University's Respiratory Therapist Program was granted for one year on October 17, 1979 by the Committee on Allied Health Education and Accreditation. This was an initial accreditation, with a requirement that inadequate clinical coordination be corrected and recommendations that improvements be made in the areas of: (1) more secretarial support; (2) clinical exposure earlier in the program; and (3) integration of laboratory and clinical experience. Review and re-evaluation is expected by October, 1980.
2. Weekend Programs. Weekend programs are being scheduled for Friday evenings, Saturday mornings and afternoons. Of 50 classes initially offered, 46 are being taught. 49 classes are presently offered, with present enrollment (Winter 1980 weekend program) of 910 average (20 per class) in 7 Friday evening classes, 38 Saturday morning classes and 4 Saturday afternoon classes. All schools except Engineering are involved. Studies indicate that the program is most attractive to students above 25 years of age.
3. Faculty Tenure and Rank Distribution. Studies show that the proportions of tenured faculty have been fairly stable for the past three years, except in Engineering where faculty turnover has been greater, and in Education where there has been little faculty turn-

over. However, such studies show that during the past eight years the number of professors has about tripled, the number of associate professors has increased greatly, the number of assistant professors has dropped more than half and the number of instructors has varied. Present policy is to fill vacancies occurring among the senior ranks at the instructor level whenever feasible.

4. Policy Regarding Gifts. Through efforts of Dr. Sidney Roberts of the History Department, some papers of former Congressman Michael Kirwan and Charles Carney were placed in the University Library. On November 1, 1979 Dr. Roberts was served with a subpoena to produce Mr. Carney's papers, for purposes so far undisclosed. It was suggested that the Board's policy as respects acceptance of gifts (Article IX, Sec. 12) should be reviewed for possible revision.

ITEM VI - Report of the Executive Vice President.

Dr. Humphrey reported concerning six matters, as follows:

1. Gifts and Financial Aid. Gifts and financial aid for the year ended June 30, 1979, were summarized as follows:

For Student Aid (from 17 sources)	\$4,220,685.00
From 3 Endowment Funds	\$ 18,350.00
From 16 unrestricted gifts	\$ 3,395.00
From 6 restricted gifts	\$ 216,619.00
Total Gifts	<u>\$4,459,049.00</u>

2. EDATA. Use of the Computer Center by EDATA has been restricted to prepaid use only until such time as it pays the University \$20,860.40 due for the Forensic Laboratory.
3. Insurance Report. Copies of a 10 page report which identified insurance in force, with descriptions of risks covered, premiums and terms involved and report as to claims thereunder had been previously furnished to each Trustee. Such reports were discussed, various buildings, valued at \$110,901,492.00 replacement costs, and contents valued at \$12,098,462 replacement costs under a 90% blanket, with provisions for some deductions where particular losses do not exceed \$10,000.00.
4. Real Property Report. Copies of an inventory of Real Property owned by the State and for the Board (12 pages), which showed total carrying values of \$4,165,144.14 had likewise been furnished to each Trustee.
5. Buildings Report. Copies of an inventory of 27 buildings of the University as to June 30, 1979, showing names and addresses of buildings, gross areas, years of acquisition and book valuations (aggregating \$55,415,000.00) had also been furnished to each Trustee.

6. Copies of a printed financial report of the University for the year ended June 30, 1979 (40 pages) had also been furnished to each Trustee, and copies were available for discussion. Such report indicated gross source and use of current funds aggregating a total of \$39,595.619.00 for the year; and summaries will be published and furnished as is required by law.

ITEM VII - Report of the Vice President - Personnel Services.

Dr. Alderman reported concerning three matters:

1. Classification of Civil Service Positions. New classifications, mandated by legislation effective in 1976, resulted in over 30,000 appeals statewide, of which 185 were from YSU, and has caused many problems and unrest among employees affected. As of now the classified Personnel Office can report on 182 position audits (which include 45 reclassifications). Audits of approximately 280 classified positions are now completed, and audits of most of the remaining 240 positions are in process. It is expected that before the end of 1979, uniform position descriptions for all classified civil service positions on campus will be completed and a system to control and modify position classifications as an ongoing basis can be developed which will establish clear guidelines, and provide administrative accountability for unauthorized changes in duties which could lead to unauthorized changes in classification.
2. Fringe Benefits. Comparison of fringe benefits at YSU for faculty and staff rate very high when compared with an evaluation system based on a national survey of such benefits at 117 institutions due largely to the favorable Ohio retirement system and YSU's health and life insurance programs.
3. Mr. George Angel was recently on campus, in process of studying the effects of collective bargaining at nine different institutions of higher education. His published monograph is now available; his basic conclusion is that collective bargaining is working well where in use.

ITEM VIII - Report of the Dean of Administrative Services.

Dean Salata reported concerning the following matters:

1. Wick Avenue Pedestrian Bridge. Structural steel is in place; the deck is 50% complete; and beneficial occupancy is scheduled in January, 1980.
2. New Parking Deck Facility (M-1). The 2,100 car parking facility is complete. All contract work (General, Electrical, Plumbing and HVAC) is complete and contractors are completing final punch list items. Landscaping is substantially complete.

The installation of the parking deck controls (Phase II) is 40% complete and should be completed by February 1, 1980.

The roll-up grilles at both the Wick Avenue and Walnut Street entrances will be installed by the A.P. O'Horo Company. This is another step to provide safety and security for the facility.

3. Parking Lots and Spaces. Regrading, paving, curbing, lighting, parking controls, pavement marking, and necessary drainage were completed as of October 29, 1979 on Lots S1, S2, S4 and V2. Of 5,513 spaces now available, 317 are in leased lots and 825 are in lots to be closed during the year. 258 free permits have been issued for spaces east of Walnut and North of Madison freeway. 44 persons have taken advantage of a control car pool area. Over 700 drivers are now using the Walnut Street entrance to the Wick Avenue deck. Improvements to the deck to be installed include centrally controlled electric signals, television monitors, communication and alarm systems. Employed students circulate to promote safety and to assist those who need help.
4. Chemical Storage Building. The contracts are 90% complete; completion date is December 1, 1979.
5. Kilcawley Center Expansion Phase III. Mr. James Olsavsky, Associate Architect, has completed preliminary drawings. These were approved by the Building Committee and completion of working drawings has been authorized. The preliminary plans have been sent to the office of the State Architect and are currently under review by his staff. The program is on schedule and calls for the completion of working drawings by the first of March, 1980.
6. Kilcawley Center Mansard Damage. Plans for the replacement of the mansard damaged by high winds on April 6, 1979 are complete and under review by the office of the State Architect. The Associate Architect, Mr. James Olsavsky, will be securing the permit from the Ohio Department of Industrial Relations within the next two weeks. We will advertise for bids in late November.
7. Kilcawley Residence Hall Contract. Work, which commenced in May, 1979, to renovate the interior is now complete.
8. Exchange of Property - Amended S.B. No. 28. Exchange and recording of deeds between the Holy Trinity Romanian Orthodox Church and the University should be completed during the week of November 5, 1979.
9. The Rayen Property. Legal procedures needed to terminate our lease with the Rayen Trustees continues and it will be several months before the lease can officially be cancelled.

10. Removal of Handicapped Barriers. Working drawings are being prepared by the Architect, Nelson, Harris and Associates, and will be completed for bidding in sixty (60) days.
11. Earth Satellite Station. Erection of the antenna is complete. Installation of equipment is scheduled to start on December 21, 1979, and completion and start-up of the project is scheduled for January 9, 1980.
12. Completion of Central Utility Plant Phase II. Work is 98% complete and should be completed by November 14, 1979, when a final inspection will be made.
13. Health & Physical Education/All-Sports Complex. The grading and foundation contracts are complete. The utilities work will be substantially complete next week. Bids for the structure are to be received at the office of the State Architect in Columbus, Ohio on Tuesday, November 27, 1979. The Osborn Company, Associate Architect for the project, has suggested various changes to the project budget and provided several alternates to be bid, which they estimate will bring the structure and playing field within the current budget figures.
14. Energy Conservation Measure Projects-NECPA-Title III (National Energy Conservation Policy Act-Title III)
As a result of the 1976 Federal Energy Act, federal funds are available on a 50% matching basis to develop technical programs recommending energy conservation measures and also to fund the implementation of those recommendations. Funding for the remaining 50% is currently available through the Ohio Board of Regents with funds appropriated by the State Legislature (\$4 million reappropriated in Amended Sub H.B. 830). Technical programs recommending energy conservation projects on three of our structures have been complete by the Hoag-Wismar Partnership under contract to the Ohio Board of Regents and the Department of Administrative Services. These include the Engineering Science Building, Bliss Hall, and Maag Library. Implementation of the recommendations identified in the technical reports, which would result in a reduction of 82,085 kilowatt hours of power consumption and 80,113 MCF gas saved, translate to a savings of \$222,499.00 in power costs to Youngstown State University. It is estimated that the total costs for the above installations would be \$403,000.00. Deadline for applications for participation in the Federal Energy Program has been extended to November 23, 1979. The Department of Administrative Services and the Ohio Board of Regents have contracted with the Hoag-Wismar Partnership to perform technical programs on two additional buildings: the Beeghly Health & Physical Education Building and the School of Education. The completion date for this report is mid-February, 1980. Necessary applications for participation in the program will be submitted.

15. Director of Campus Security Position. Forty-eight (48) applications were received for this position. The applications were reviewed by an advisory search committee which has recommended the names of six (6) candidates. Interviews with these six candidates are being scheduled.
16. Reappropriation Amended Sub. H.B. No. 830. The reappropriations bill (Amend. Sub. H.B. No. 830) has been passed and signed by Governor Rhodes. Projects and funds reappropriated by this act include:

Central Utility Plant	\$ 11,000.00
Classroom and Faculty Office Building	\$ 33,000.00
Jones Hall Renovation	\$ 7,400.00
Physical Education Facility	\$6,451,000.00
Chemical Storage Building	\$ 16,000.00
Wick Avenue Pedestrian Bridge	\$ 3,200.00
Total Youngstown State University	\$6,521,600.00

17. Capital Appropriations Bill Amended Sub H.B. No. 834. The Capital Appropriations Bill (Amend. Sub. H.B. No. 834) for the biennium of October 1, 1979 through September 30, 1981 in its present form recommends twelve (12) line items or projects totalling \$20,019,000.00. Our request for capital improvements for the 1979-81 biennium totaled \$8,011,000.00. All of the projects, with the exception of the Child Care Center - \$1.5 million, was part of our request for either the 1979-81 or the 1981-83 biennium. Attached marked Exhibit A-2 is a tabulation comparing the current legislative proposal for capital improvements with the Univeristy's June 1978 request made to the Ohio Board of Regents.
18. Land Acquisition East of Wick Avenue. A project summary showing the status of the land acquisition east of Wick Avenue pursuant to the Board of Trustees Resolution of August 26, 1978 (YR 1979-11) shows:

Land Acquisition (current summary)

Property acquired	32
Ohio Board of Regents:	
Approved for Closing	1
Pending Approval	0
Outstanding Offers Made	6
Appraisals in Progress	13
Total Number of Parcels	<u>52</u>

Parcels Acquired But Not Previously Reported and Cost of Each:

215 Carlton Street	City Lot No. 13365	\$ 9,500.00
117 Grove Street	City Lot No. 3690 pt.	\$11,500.00
207 Kirtland Avenue	City Lot No. 16381	\$14,500.00
320 N. Walnut Street	City Lot No. 3678 pt.	\$12,400.00

340 N. Walnut Street	City Lot No. 3479	\$ 3,400.00
61 Wick Oval	City Lot No 11416	\$17,000.00
71 Wick Oval	City Lot No. 11414	\$15,000.00
	Total Purchases	<u>\$83,300.00</u>

ITEM IX - Reports of Committees of the Board.

1. Personnel Relations Committee. Mrs. Isroff, Chairman of the Committee, presented and read three resolutions which had been considered by the Committee and recommended for adoption by the Board as follows:

(a) Resolution to Amend Policy on Earned and Courtesy Rank for Professional Administrative Personnel.

"WHEREAS, on February 12, 1977, the Board of Trustees adopted YR 1980-18 a policy on 'Earned and Courtesy Rank for Professional Administrative Personnel' (Article III, Section 17 of the Policies of the Board of Trustees of Youngstown State University); and,

WHEREAS, this policy was formulated to facilitate the phasing in of the elimination of Earned Faculty Rank and Faculty Tenure for non-teaching administrative personnel other than tenured academic deans; and,

WHEREAS, the phasing in of this policy is now completed.

BE IT RESOLVED, by the Board of Trustees of Youngstown State University that Article III, Section 17 of the Policies of the Board of Trustees be and is hereby amended as set forth in Exhibit B attached hereto.

BE IT FURTHER RESOLVED, that this amended policy supercedes any and all previous policies in conflict herewith."

Mrs. Isroff moved that such resolution be adopted. Mr. Shutrump seconded the motion. After discussion each Trustee present voted "aye", and none voted "no". The chairman declared the motion carried and the resolution adopted.

(b) Resolution to Amend Policy on Vacations.

"WHEREAS, Article III, Section 6 ('Vacations') of the Policies YR 1980-19 of the Board of Trustees of Youngstown State University addresses vacation only for 12-month unclassified administrative staff members; and,

WHEREAS, some members of the University's unclassified administrative staff are appointed on 9-month and 9.5-month contracts.

BE IT RESOLVED, by the Board of Trustees of Youngstown State University that Article III, Section 6 of the Policies of the Board of Trustees of Youngstown State University is hereby amended and adopted as set forth in Exhibit C attached hereto.

BE IT FURTHER RESOLVED, that this amended policy supercedes any and all previous policies in conflict herewith."

After reading the above resolution, Mrs. Isroff moved its adoption. The motion was seconded by Mr. Mittler and received the affirmative vote of each Trustee present, whereupon the Chairman declared the motion carried and the resolution adopted.

(c) Resolution to Amend Policy on Resignations.

"BE IT RESOLVED, by the Board of Trustees of Youngstown State University that Article III, Section 7 ('Resignations') of the Policies of the Board of Trustees of Youngstown State University is hereby amended as set forth in Exhibit D attached hereto. YR 1980-20

BE IT FURTHER RESOLVED, that this amended policy supercedes any and all previous policies in conflict herewith.

After reading the above resolution, Mrs. Isroff moved its adoption. The motion was seconded by Mr. Shutrump. After each Trustee present voted in favor of the motion, the Chairman declared the motion carried and the resolution adopted.

2. Budget and Finance Committee. Mr. Lyden, Chairman of the Committee, reported that such Committee had met and had taken action to recommend adoption of resolutions by the Board on five subjects as follows:

(a) Resolution accepting the 1978-79 Financial Report and Requesting an Audit.

"WHEREAS, the financial report for the fiscal year July 1, 1978 through June 30, 1979 (FY 79) has been presented; and YR 1980-21

WHEREAS, it has been noted in the letter of transmittal that the report is unaudited and that when the 'Report of Examination' of the Auditor of State is presented for FY 79 it becomes a part of the financial statement as required by the Policies of the Board of Trustees; and

"WHEREAS, the 'Report of Examination' of the Auditor of State is not issued until more than two years after the end of a fiscal year and it is not practicable to wait that long to publish a year-end financial report.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept the FY 79 financial report subject to audit; and

BE IT FURTHER RESOLVED, that in view of the fact that the most recent audit for fiscal year 1976-77 'Does not present either the financial position or results of operations in conformity with generally accepted accounting principles' (p. 12), the Board of Trustees does hereby respectfully request the Auditor of State to:

1. Perform an audit of fiscal year 1978-79 in conformity with generally accepted auditing standards as adopted by the American Institute of Accountants; and
2. Complete such audit prior to June 30, 1980, in order that this Board and its administration might have full benefit of that audit prior to closing the books for fiscal year 1979-80."

After reading the foregoing resolution, Mr. Lyden moved its adoption. Mr. Watson seconded the motion. After discussion each Trustee present voted in favor of the motion, with no votes against. The Chairman declared the motion carried and the resolution adopted.

(b) Resolution to Amend a Budget.

"WHEREAS, the University administration wishes to fully YR 1980-22
account for all tickets to athletic events given without
charge as a public relations device; and

WHEREAS, it has been determined that the best way to do
this is to record all such gratis tickets as an expenditure
offset by a like receipt; and

WHEREAS, the 1979-80 budget for Intercollegiate Athletics
was approved in the total amount of \$1,057,559.00 without
utilization of this control technique.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees
does hereby amend the Intercollegiate Athletic budget for
1979-80 by increasing the Ticket Sales income by \$25,000.00
and establishing a new expenditure account (S.O.C. 580)
'Complimentary Admission Tickets' with a budget of \$25,000.00
and directs that all free tickets distributed by the Athletic
Director or his subordinates shall be charged to this account."

Mr. Lyden read the foregoing resolution, and moved its adoption. The motion was seconded by Mr. Watson. In discussion as to who should direct the distribution of free tickets, upon request of the mover, Mr. Lyden, and with consent of Mr. Watson, who seconded the motion, the wording of the resolution was changed to provide as follows:

"WHEREAS, the University administration wishes to fully account for all tickets to athletic events given without charge as a public relations device; and

WHEREAS, it has been determined that the best way to do this is to record all such gratis tickets as an expenditure offset by a like receipt; and

WHEREAS, the 1979-80 budget for Intercollegiate Athletics was approved in the total amount of \$1,057,559.00 without utilization of this control technique.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby amend the Intercollegiate Athletic budget for 1979-80 by increasing the Ticket Sales income by \$25,000.00 and establishing a new expenditure account (S.O.C. 580) 'Complimentary Admission Tickets' with a budget of \$25,000.00 and directs that all free tickets distributed by the appropriate area officer or his designate shall be charged to this account."

After further discussion Mr. Dutton moved that the resolution be amended by adding at the end thereof the words "and a report thereof shall be made annually to the Trustees." Mr. Lyden seconded the motion to amend. Upon a vote being taken on the motion to amend, Mr. Dutton, Mr. Lyden and Mr. Shutrump voted yes. Mrs. Isroff, Dr. Geletka, Mr. Mittler and Mr. Watson voted no. Dr. Fok was not voting because he was acting as Chairman, but indicated his opposition to the amendment. The amendment was declared lost.

Upon a vote being taken on the motion to adopt the resolution as reworded, Dr. Geletka, Mrs. Isroff, Mr. Lyden, Mr. Mittler, Mr. Shutrump and Mr. Watson each voted "aye" and Mr. Dutton voted "no". The Chairman declared the motion carried and the resolution adopted.

(c) Resolution Concerning Transfers from Unallocated Reserve.

"WHEREAS, the 'Insutructions Concerning Administration in 1979-80,' adopted by the Board of Trustees as a part of the 1979-80 Operating Budget, provide that transfers out of the unallocated Reserve require approval of the Board of Trustees; and,

YR 1980-23

WHEREAS, the following transfers have been requested by appropriate University personnel and recommended by the President and budget credits in like amounts for authorized but unfilled positions in the library and computer center budgets have been identified as reverting to the Unallocated Reserve.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby authorize and approve the following transfers from the Unallocated Reserve in University Operation -- Fund One:

Tr. No.

- BT 1 \$7,775 to Maag Library, Wages (3060-SOC 140) to increase student employees necessary due to vacant classified positions of P. Loverich and D. Beronja.
- BT 2 \$18,518 to the Computer Center to provide funds for emergency and Saturday overtime pay, and additional student programming consultants, as follows:
- | | |
|-------------------------------|-----------------|
| Classified Overtime (SOC 135) | \$ 6,012 |
| Student Wages (SOC 140) | \$11,578 |
| Fringe Benefits (SOC 200) | \$ 928 |
| | <u>\$18,518</u> |
- BT 3 \$4,490 to establish an Attrition/Retention Program including \$2,200 for personal services, and \$2,290 for supplies, travel, printing and postage.
- BT 4 \$3,500 to the Purchasing Department to employ students (3657-SOC 140) to help establish proper records and provide additional clerical support in order to comply with recent legislation involving Professional Services costing \$10,000 or more".

Mr. Lyden read the above resolution and moved its adoption. The motion was seconded by Mr. Watson. Upon vote being taken each Trustee present voted. The Chairman declared the motion carried and the resolution adopted.

(d) Resolution Concerning Computer Center Rates for External Users.

"WHEREAS, the Youngstown State University Computer Center has been serving a limited number of non-University users

YR 1980-24

(e.g. Youngstown Board of Education, Canfield Board of Education, etc.) and allowing University faculty and staff doing private consulting to use computer facilities; and

WHEREAS, the rates set for these services have not been adjusted recently and, since the 'computer hour' is the principal rate and the new computer is five to six times as fast as the former computer, an inequity results; and

WHEREAS, the Computer Advisory Committee considered the matter and adopted two motions without opposition:

1. The rate schedule for external users proposed by Mr. Doctor is his memo to Executive Vice President Humphrey should be adopted.
2. Full-time University employees doing consulting for a fee should be permitted to use the YSU computer at the same rate or charge as outside commercial users.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby adopt the rates for computer services included in the 'proposed' column of the table entitled 'Comparison of Rates for Computer Services' attached hereto as Exhibit E; authorized the administration to sell computer time and related services to users now being served and such other governmental or not-for-profit organizations as may need service; further, authorizes the same services and rates to be offered to full-time University employees doing consulting for a fee; and such rates shall become effective January 1, 1980, and shall be in effect until December 31, 1980, or until changed after that date; and

BE IT FURTHER RESOLVED, that the administration is instructed to proceed in this matter with caution, to not sell time to non-University profit enterprises in competition with private industry, nor to increase the access of not-for-profit, governmental, and University consultant users to the point where there is a detrimental impact on usage by the University for academic and administrative computing."

Mr. Lyden read the foregoing resolution and moved its adoption. Mr. Dutton seconded the motion. Each Trustee present voted in favor of the motion. The Chairman then declared the motion carried, and the resolution adopted.

(e) Resolution Concerning Helen Goering Schmitt Endowment.

"WHEREAS, \$2,721.21 has been received from the estate of Helen Goering Schmitt for scholarships in the Dana School of Music; and, YR 1980-25

WHEREAS, Dr. William R. McGraw, Dean, College of Fine and Performing Arts, has requested that this be established as an endowment fund, the income from which would be devoted to scholarships for students in the Dana School of Music.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby designates this bequest as a fund functioning as an endowment and directs that the initial income be added to the principal to establish a corpus of \$3,000.00 and henceforth the annual income be made available for scholarships for Dana School of Music Students and the scholarship fund administered in the same manner as similar scholarship funds."

Mr. Lyden read and moved for adoption the above resolution. Mr. Watson seconded the motion, and after each Trustee present had voted in favor of the motion, the Chairman ordered the motion carried, and the resolution adopted.

(f) President's Travel Allowance.

Mr. Lyden reported that the matter of possible changes with respect to travel expenses of the President would be referred to Counsel.

- 3. There were no reports from either the Building and Property Committee or the Student Affairs Committee.

ITEM X - Communications.

A list of documents, copies of which had been furnished to each Trustee prior to the meeting, included the following:

Enrollment Summary, Fall 1979	1
Appointment of New NETO General Manager	2
Letter of President Coffelt, dated October 10, 1979, responding to complaint regarding Fonda/Hayden lecture. . . .	3
Letter of President Coffelt, dated October 5, 1979 regarding unrestricted gift from Mr. Arnold Stambaugh	4
Correspondence regarding use of Republic Steel Corporation property for parking	5

Operating Budget for Charles B. Cushwa Center for Industrial Development	6
Letter of Attorney Cubbison, dated October 18, 1979, to CNA insurance regarding audit report of State Examiner	7
Memorandum of Attorney Cubbison, dated September 10, 1979, regarding loan of money by YSU to the YSU Alumni Corporation.	8
Memorandum of Chancellor Moulton, dated September 17, 1979, regarding H.B. 204 provision on student residential facilities	9
Letter of First Assistant Attorney General, dated September 14, 1979, to President Coffelt regarding contracts with special legal counsel	10
Correspondence regarding a new contract between Board's legal counsel and office of Attorney General	11
Letter of George E. Lord, Assistant Attorney General, dated August 27, 1979, regarding disposing of certain real estate	12
Statement of services rendered by Board's legal counsel, July 24, 1979 through August 27, 1979	13
Lease of 114 Kilcawley Residence Hall	14
Lease of top floor of North Annex Building at 34 W. Spring Street.	15
Gifts and Financial Aid Report, year ended June 30, 1979 . . .	16
Correspondence regarding Computer Center service to EDATA	17
Memorandum regarding student employment pay increase	18
Memorandum of Vice President Alderman, dated October 22, 1979, regarding faculty tenure and rank distribution	19
Report on Administrative Staff on Multiple-Year Contracts and Holding Faculty Tenure	20
Memorandum of Vice President Alderman, dated October 1, 1979, regarding classification of Civil Service positions. . .	21

Correspondence regarding dental and optical insurance benefits 22

Memorandum of Vice President Alderman, dated October 19, 1979, regarding fringe benefits analysis 23

ITEM XI - New Business.

Mr. Dutton stated that he had been one of the 1e members of the Board of Trustees of the Youngstown State University Alumni Association, that because of his appointment to the Board of Trustees of Youngstown State University he was resigning from the Board of the Alumni Association. The constitution of the Alumni Association provides that two of its Trustees be named by the Board of the University and he suggested that J. Phillip Richley, an alumnus and Mayor of Youngstown be named as Trustee of the Alumni Association.

On motion by Mr. Dutton, seconded by Mr. Shutrump, which was carried by affirmative vote of each Trustee present, the following resolution was declared adopted:

"Resolved that J. Phillip Richley be and he is hereby appointed as a Trustee of the Youngstown State University Alumni Association, as one of the two Trustees to be appointed by the Board of Trustees of Youngstown State University, to succeed Paul M. Dutton upon his resignation as a Trustee of such Association." YR 1980-26

ITEM XII - Time and Place of Next Regular Meeting.

There being no further business, on motion made by Mr. Shutrump, seconded by Dr. Geletka which was carried by the affirmative vote of each Trustee present, the Chairman declared the following resolution adopted:

"RESOLVED that the next regular meeting of the Board of Trustees of Youngstown State University be held in the Board Room in Tod Administration Building on Saturday, February 9, 1980, at noon." YR 1980-27

The meeting was duly adjourned at 3:00 p.m.

ATTEST:


Chairman


Secretary to the Board of Trustees

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF November 3, 1979

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>ANNUAL SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
La Lumia, James P.	Instructor	Speech, Communication and Theatre	9/15/79	\$13,000	9	
Pacak, Darice K.	Instructor	Allied Health	9/15/79	\$11,000	9	
Jackson, Floyd E.	Director	Media Center	9/17/79	\$16,322 (12-Mon.base:\$20,600)	12	
Messuri, Anthony	Instructor	Engineering Technology	9/15/79	\$14,000	9	Temporary/Terminal.
Kuhr, Hans J.	Assistant Professor	Engineering Technology	9/15/79	\$17,000	9	
Tokuz, Riza Yucel	Assistant Professor	Civil Engineering	9/15/79	\$19,000	9	
Warren, Homer B.	Instructor	Political Science and Social Science	9/15/79	\$13,656	9	1 year terminal; Replacing Hudzik while on leave.
Citano, Alice	Instructor	Business Education and Technology	9/15/79	\$12,200	9	Temporary/Terminal.
Guzell, Stanley D., Jr.	Assistant Professor	Management	9/15/79	\$18,675	9	
Peterson, Cynthia A.	Instructor	Business Education and Technology	9/15/79	\$13,000	9	Temporary/Terminal.
David, Lawrence A.	Instructor	Economics	9/15/79	\$10,379	9	1 year terminal; 2nd of this nature.
Baglan, Thomas N.	Instructor	Speech, Communication and Theatre	9/15/79	\$13,500	9	Temporary/Terminal.
Heltzel, D. Terence	Counseling Psychologist	Counseling Center	11/15/79	\$11,912 (12-Mon.base:\$19,000)	12	

Exhibit A
Agenda Item D.1.

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF November 3, 1979

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>ANNUAL SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
McCoy, Robert A.	Associate Professor	Chemical Engineering and Materials Science	11/1/79	\$18,277 (9-Mon.base:\$22,000)	9	
Laitman, Leon	Associate Professor	Geography		\$17,800 (9-Mon.base:\$26,700)	9	LWOP Fall Qtr; Revised Renewal 1979-80 contract; Resign 6/15/80.
Ruggles, David P.	Assistant Dean	School of Education	11/1/79	\$16,291 (12-Mon.base:\$24,484)	12	3 year contract.

Agenda Item D.1.
Exhibit A

ARTICLE VI

Section 1. (b) At the meeting of the Senate at which the Amendment is to be considered, the Charter and Bylaws Committee Chairman shall place the Amendment before the Senate. Upon affirmative majority vote of the Senate, the Amendment shall be submitted to the faculty by the Secretary for mail balloting. The ballot shall include a complete statement of the proposed Amendment and shall provide a space for the faculty to vote for or against the adoption of the proposed Amendment. In order to be tallied, the ballot shall be returned to the Secretary within ten days after it is mailed by the Secretary. THE SECRETARY SHALL BE ASSISTED BY TWO TELLERS WHO ARE MEMBERS OF THE ACADEMIC SENATE AND THE RESULTS SHALL BE ANNOUNCED AT THE NEXT SENATE MEETING.

BYLAW 4

Section 1. Chairman (AND VICE CHAIRMAN) of the Senate.

- (a) All Senate members shall be eligible for election as Chairman (OR VICE CHAIRMAN) of the Senate.
- (b) Candidates for ~~this-office~~ (THESE OFFICES) shall be nominated at the organizational meeting of the Senate. (THE PERSON RECEIVING THE HIGHEST NUMBER OF VOTES SHALL BE CHAIRMAN AND THE PERSON RECEIVING THE SECOND HIGHEST NUMBER OF VOTES SHALL BE VICE CHAIRMAN.)

BYLAW 5

Section 2. Secretary.

The Secretary shall be responsible for the circulation of materials as prescribed in Article III, Section 5 (c) of the Charter. The Secretary shall maintain a permanent file of the results of all balloting. AT ALL SENATE MEETINGS THE SECRETARY SHALL MAINTAIN A RECORD OF ATTENDANCE AS EVIDENCED BY SIGNATURES OF MEMBERS. A SUMMARY OF ATTENDANCE SHALL BE DISTRIBUTED PRIOR TO THE AT-LARGE ELECTIONS EACH YEAR.

BYLAW 6

Section 2. (k) THE STUDENT GRIEVANCE COMMITTEE.

- (1) TO COORDINATE AND IMPLEMENT THE STUDENT ACADEMIC GRIEVANCE PROCEDURE AND TO RECOMMEND NEW POLICIES AND CHANGES IN EXISTING POLICIES CONCERNING ACADEMIC STUDENT GRIEVANCE PROCEDURES.
- (2) THE MEMBERSHIP SHALL CONSIST OF ONE FACULTY MEMBER FROM EACH COLLEGE, ONE STUDENT MEMBER FROM EACH SCHOOL, AND ONE ADMINISTRATOR.

Exhibit A1

(1) THE HONORS COMMITTEE.

- (1) TO RECOMMEND TO THE SENATE NEW POLICIES AND CHANGES IN EXISTING POLICIES PERTAINING TO THE HONORS PROGRAM, AND TO REPORT ANNUALLY TO THE SENATE.
- (2) THE MEMBERSHIP OF THIS COMMITTEE SHALL CONSIST OF ONE FACULTY MEMBER FROM EACH SCHOOL/COLLEGE INCLUDING ONE FROM EACH OF THE THREE AREAS OF THE ARTS AND SCIENCE COLLEGE (HUMANITIES, SOCIAL SCIENCE, AND SCIENCE/MATHEMATICS), TWO STUDENTS, AND ONE ADMINISTRATIVE MEMBER.

CURRENT LEGISLATIVE PROPOSAL (HB834)
FOR YSU CAPITAL IMPROVEMENTS

	YSU CAPITAL IMPROVEMENT REQUEST (June 1978)	<u>HB834 AS PASSED BY THE HOUSE</u>
014 Utilities and Renovation	\$ 2,468,000	\$ 2,468,000
Utility Monitoring & Control System		
Substation Transformer & Power Factor Correction		
Extension of Chilled Water to Central Services		
Waterproofing Concrete CAST Building (Cushwa)		
Extension of Chilled Water to Elm Building (School of Education)		
Improvements of Outdoor Lighting		
Extension of Chilled Water to Beeghly		
Chilled Water Piping and Condensate Return System Modification		
Various Improvements to Central Plant		
General Repairs to Beeghly Health and Physical Education Building		
Landscaping		
022 Lincoln Project Remodeling	1,380,000	1,380,000
023 Cast Building Skylight (Cushwa)	125,000	125,000
024 Central Plant Boiler Addition	288,000	288,000
025 Physical Plant Warehouse Renovation	115,000	115,000
026 Land Purchase	1,000,000	1,000,000
027 Developmental Preschool Center	163,000	163,000
Handicapped Barrier Removal	185,000	185,000

029	Energy Conservation Refit Systems	2,225,000	2,225,000
	Vestibule Additions		
	Reglazing and Sunshades		
	Storm Windows and Doors		
	Ceiling Insulation		
	Pipe Insulation (no building breakdown)		
	Heat Recovery Systems (no building breakdown)		
	Recovery of Water in Air Conditioning Units (CAST Building TV Area - Cushwa Building)		
	Temperature controls and single taps on lavatories (all buildings)		
	Shut-off valves in tunnel		
030	Ward Beecher Hall Remodeling & Addition	10,400,000*	10,400,000*
031	Dana Recital Hall Renovation	170,000*	170,000*
032	Child Care Center	<u>-0-</u>	<u>1,500,000</u>
	TOTAL YOUNGSTOWN STATE UNIVERSITY	<u>\$18,519,000</u>	<u>\$20,019,000</u>

* Projects requested for the 1981-83 biennium.

YSU's 1979-81 biennium Capital Improvement request totaled \$8,011,000.

The current legislation (HB834) includes all YSU's 1979-81 biennium Capital Improvement less the construction of an Emergency Medical Technology Laboratory in the Cushwa Building that was installed this past year with University funds. The current legislation (HB834) also includes the Ward Beecher Hall remodeling and addition (\$10,400,000) and the Dana Recital Hall renovation (\$169,500) which were recommended for the 1981-83 biennium and a Child Care Center (\$1,500,000) that was not part of YSU's request.

SECTION 17.

EARNED AND COURTESY FACULTY RANK FOR
PROFESSIONAL ADMINISTRATIVE PERSONNEL

17.1: SOME CURRENT PROFESSIONAL ADMINISTRATIVE PERSONNEL AT THE UNIVERSITY ARE FORMER MEMBERS OF THE UNIVERSITY'S REGULAR TEACHING FACULTY, AND CURRENT MEMBERS OF THE REGULAR TEACHING FACULTY ARE ELIGIBLE FOR APPOINTMENT TO PROFESSIONAL ADMINISTRATIVE POSITIONS. THIS POLICY DEFINES THE RIGHTS TO EARNED FACULTY RANK AND TENURE HELD BY CURRENT ADMINISTRATIVE STAFF WHO ARE FORMER FACULTY MEMBERS, BY CURRENT FACULTY WHO ACCEPT APPOINTMENTS TO ADMINISTRATIVE POSITIONS, AND BY NEW ADMINISTRATIVE STAFF MEMBERS WHO ARE RECRUITED FROM OUTSIDE THE UNIVERSITY.

17.2: DEFINITIONS. EARNED FACULTY RANK IS CONFERRED BY APPOINTMENT BY THE PRESIDENT, AS RATIFIED BY THE BOARD OF TRUSTEES, UPON TEACHING FACULTY MEMBERS IN DEPARTMENTS OFFERING INSTRUCTION FOR ACADEMIC CREDIT. THERE ARE FOUR FACULTY RANKS: PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR, AND INSTRUCTOR. TENURE IS THE RIGHT OF THE FACULTY MEMBER HOLDING EARNED RANK TO CONTINUED EMPLOYMENT, PROVIDED THE FACULTY MEMBER HOLDS THE EARNED RANK OF ASSISTANT PROFESSOR OR HIGHER, HAS COMPLETED A SPECIFIED PROBATIONARY PERIOD, AND HAS BEEN INFORMED BY THE PRESIDENT IN WRITING THAT TENURE HAS BEEN GRANTED. COURTESY FACULTY RANK IS CONFERRED UPON A PROFESSIONAL ADMINISTRATOR WHEN IT IS DETERMINED THAT COURTESY FACULTY RANK IS APPROPRIATE TO THE POSITION AND WHEN THE INDIVIDUAL HOLDS ACADEMIC CREDENTIALS APPROPRIATE TO THE SPECIFIED COURTESY FACULTY RANK; HOWEVER, COURTESY FACULTY RANK DOES NOT LEAD TO TENURE.

17.3: ELIGIBILITY FOR MULTIPLE-YEAR CONTRACTS: NEW

PROFESSIONAL ADMINISTRATIVE STAFF MEMBERS HIRED FROM OUTSIDE THE UNIVERSITY ARE NOT ELIGIBLE FOR EARNED FACULTY RANK OR TENURE. IN LIEU THEREOF, PERSONS APPOINTED AS VICE PRESIDENT, ASSOCIATE OR ASSISTANT VICE PRESIDENT, ACADEMIC DEAN, ASSOCIATE OR ASSISTANT ACADEMIC DEAN, AND OTHERS, AS APPROVED BY THE BOARD OF TRUSTEES, SHALL RECEIVE THREE-YEAR CONTRACTS OF EMPLOYMENT, RENEWABLE AT TWO-YEAR OR THREE-YEAR INTERVALS, FOLLOWING PERFORMANCE EVALUATION AND REVIEW.

17.4: RELINQUISHMENT OF TENURE: UNIVERSITY FACULTY MEMBERS WITH EARNED RANK AND TENURE ELIGIBILITY WHO ACCEPT APPOINTMENTS TO PROFESSIONAL ADMINISTRATIVE POSITIONS SHALL HAVE A GRACE PERIOD IN WHICH TO DECIDE IF THEY WISH TO REMAIN IN THEIR PROFESSIONAL ADMINISTRATIVE POSITIONS OR IF THEY WISH TO REVERT TO REGULAR FACULTY STATUS IN THE ACADEMIC DEPARTMENT IN WHICH THEY HOLD EARNED FACULTY RANK. FOR FACULTY APPOINTED TO AN ACADEMIC DEANSHIP, THE GRACE PERIOD SHALL BE TWO (2) YEARS FROM THE EFFECTIVE DATE OF THE APPOINTMENT AS DEAN; FOR FACULTY APPOINTED TO OTHER ADMINISTRATIVE POSITIONS, THE GRACE PERIOD SHALL BE ONE (1) YEAR FROM THE EFFECTIVE DATE OF THE APPOINTMENT. DURING THE GRACE PERIOD, THE INDIVIDUAL MAY BE RETURNED TO FACULTY STATUS WITHOUT PREJUDICE AT HIS OR HER REQUEST OR AT THE REQUEST OF HIS OR HER ADMINISTRATIVE SUPERIOR. IF, AT THE END OF THE GRACE PERIOD, THE INDIVIDUAL CHOOSES TO REMAIN IN THE ADMINISTRATIVE POSITION, HE OR SHE SHALL AS A CONDITION OF REAPPOINTMENT TO THE ADMINISTRATIVE POSITION RELINQUISH EARNED FACULTY RANK AND TENURE OR ELIGIBILITY FOR TENURE.

17.5: EXCLUSIONS: EXCLUDED FROM THE PROVISIONS OF THIS POLICY SHALL BE 1) ACADEMIC DEANS AND ASSISTANT ACADEMIC DEANS WHO HELD EARNED FACULTY RANK AND TENURE ON FEBRUARY 12, 1977; 2) ACADEMIC DEPARTMENT CHAIRPERSONS, WHO RETAIN EARNED FACULTY RANK AND TENURE OR TENURE ELIGIBILITY; AND 3) ADMINISTRATIVE STAFF WHO ON FEBRUARY 12, 1977 AND WITHOUT INTERRUPTION SINCE THAT TIME HAVE HELD EARNED FACULTY RANK IN A SPECIFIED DEPARTMENT, HAVE BEEN ASSIGNED PARTIALLY TO THAT DEPARTMENT IN THE UNIVERSITY BUDGET, AND HAVE TAUGHT IN THAT DEPARTMENT ON A REGULAR BASIS. INDIVIDUALS IN THESE THREE CATEGORIES RECEIVE ONE-YEAR RENEWABLE CONTRACTS OF EMPLOYMENT. THESE INDIVIDUALS RETAIN THE RIGHT TO DETERMINE UNILATERALLY THAT THEY WISH TO BE REASSIGNED TO REGULAR FACULTY STATUS IN THE ACADEMIC DEPARTMENTS IN WHICH THEY HOLD EARNED FACULTY RANK. FOR THESE INDIVIDUALS, THE 9-MONTH FACULTY SALARY THE INDIVIDUAL WOULD RECEIVE UPON REVERSION TO FACULTY STATUS SHALL BE ANNUALLY CALCULATED, COMMUNICATED TO THE INDIVIDUAL, AND RECORDED IN THE OFFICIAL PERSONNEL FILE. PROFESSIONAL ADMINISTRATIVE STAFF WHO HOLD COURTESY FACULTY RANK BUT DO NOT HOLD EARNED RANK AND TENURE RETAIN NO RIGHTS OF CONVERSION OR REVERSION TO FACULTY STATUS. HOWEVER, THE BOARD OF TRUSTEES RETAINS THE RIGHT TO REASSIGN ADMINISTRATIVE STAFF TO FACULTY STATUS IF IT IS DEEMED TO BE IN THE BEST INTERESTS OF THE UNIVERSITY.

Section-6:--Vacations

After-one-full-year-of-service-all-unclassified-administrative personnel-and-others-with-twelve-(12)-month-appointments-are entitled-to-one-month-of-annual-leave.--Such-vacation-shall-be arranged-at-their-convenience-and-at-the-convenience-of-the University.--They-shall-advise-the-Dean-of-their-college-or their-administrative-superior-in-advance-concerning-the-time-they wish-to-be-away.--Ordinarily;-employees-will-arrange-to-take their-vacation-at-times-when-the-University-is-not-in-session. Vacation-time-may-be-accumulated-from-the-previous-fiscal-year and-must-be-used-by-January-1-of-the-year-following.

SECTION 6. VACATIONS

ALL UNCLASSIFIED ADMINISTRATIVE PERSONNEL WITH 12-MONTH APPOINTMENTS ARE ENTITLED TO TWENTY-TWO WORKING DAYS OF PAID VACATION EACH FISCAL YEAR. INDIVIDUALS IN THIS CATEGORY WHOSE EMPLOYMENT BY THE UNIVERSITY BEGINS OR ENDS DURING A GIVEN FISCAL YEAR SHALL RECEIVE A PRORATED AMOUNT OF VACATION DURING THE FRACTION OF THE FISCAL YEAR EMPLOYED. VACATION MAY BE ACCRUED FROM THE PREVIOUS FISCAL YEAR, BUT MUST BE USED BY JANUARY FIRST OF THE YEAR FOLLOWING THE FISCAL YEAR DURING WHICH THE VACATION WAS EARNED. NO VACATION SHALL ACCRUE UNTIL THE EMPLOYEE HAS COMPLETED ONE FULL YEAR OF SERVICE.

UNCLASSIFIED ADMINISTRATIVE PERSONNEL SERVING ON 9-MONTH
APPOINTMENTS DO NOT EARN VACATION. ACADEMIC DEPARTMENT
CHAIRPERSONS, SERVING ON 9.5-MONTH APPOINTMENTS, ARE ENTITLED
TO 15 DAYS TIME OFF EACH YEAR; THIS TIME OFF MAY NOT BE CARRIED
FORWARD TO A SUBSEQUENT APPOINTMENT OR CONVERTED TO CASH PAYMENT.
UNCLASSIFIED ADMINISTRATIVE PERSONNEL WHOSE APPOINTMENTS ARE
FUNDED BY EXTERNAL SOURCES ARE ENTITLED TO VACATION AS PROVIDED
BY THE BOARD'S POLICY ON 'EXTERNALLY FUNDED PERSONNEL CONTRACTS.'"

ALL VACATIONS AND TIME OFF SHALL BE SCHEDULED AT A TIME OR TIMES
MUTUALLY CONVENIENT TO THE INDIVIDUAL AND THE UNIVERSITY. WRITTEN
APPROVAL FROM THE ADMINISTRATIVE SUPERIOR MUST BE OBTAINED AND
SUBMITTED FOR RECORD-KEEPING PURPOSES TO THE VICE PRESIDENT--
PERSONNEL SERVICES PRIOR TO GOING ON VACATION. ACCRUED VACATION
MUST BE TAKEN PRIOR TO THE EFFECTIVE DATE OF RESIGNATION OR
RETIREMENT.

Section 7. Resignation

Any UNCLASSIFIED PROFESSIONAL employee who proposes to resign from the University shall give official notice of such intent at the earliest possible date to obviate serious embarrassment and difficulty to the University in filling the vacated position. Whenever possible, the intention to leave the University service shall be made known to the University before the budget for the ensuing year has been prepared in order that the change may be reflected in the budget. Failure to provide WRITTEN notice of resignation NINETY DAYS IN ADVANCE may adversely affect the employee's ~~accumulated-sick-leave~~ and vacation benefits.

Oct. 3, 1979

COMPARISON OF RATES FOR COMPUTER SERVICES

<u>Service</u>	<u>Unit of Measure</u>	<u>Current</u>	<u>Proposed</u>
+Computer Time	Computer Hour	\$295/325/354/420	\$ 2,500
Disk Space	1 Megabyte/mo.	\$6.00/6.12	\$ 6.25
Scanner Terminal	Clock Hour	\$ 10	\$ 10
RJE (Academic Installations)	Clock Hour	None	\$ 27
Video Terminal	Clock Hour	\$ 5	\$ 3
Printer Terminal	Clock Hour	\$ 10	\$ 6
Typewriter Terminal	Clock Hour	None	\$ 4
Portable Terminal	Clock Hour	None	\$ 3
Keypunch	Clock Hour	None	\$ 5
*CICS	Computer Hour	None	\$ 325
Technical Staff	Clock Hour	\$10-15	\$ 25
Computer Operator	Clock Hour	None	\$ 12
Magnetic Tape & Reel	One (purchase only)	\$ 10	\$ 15
Computer Cards	1,000 cards	None	\$ 4

Agenda Item J.2.d.
Exhibit E

†currently some customers are charged \$80-\$140 per month in addition to the per hour charges.

*currently this cost is part of the \$420 per hour charge for computer time.

NOTE: Current rates were established in 1976 (June).

TO: RICHARD J. OWEN, Librarian
FROM: HUGH W. MANCHESTER, Secretary to
the Board of Trustees
DATE: November 3, 1979

SUBJECT: Minutes of Meeting of Board of Trustees
of Youngstown State University held on
August 25, 1979

I am enclosing xerox copies of the official
Minutes of the Board meeting referred to above. The original Minutes
were approved, signed and attested at today's meeting of the Board of
Trustees.

Hugh W. Manchester

HWM:EVT

xc: President Coffelt
Vice President Edgar
Vice President Alderman
Edgar Giddens



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

November 3, 1979

Dr. David J. Robinson, President
YSU Chapter of OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Dr. Robinson:

Enclosed for your records find a copy of the Minutes of the meeting of the Board of Trustees of Youngstown State University, which was held on August 25, 1979.

The Minutes were approved at today's meeting of the Board and have now been signed by the Chairman and attested.

Yours very truly,

HUGH W. MANCHESTER

HWM:EVT
Enclosure
xc: Dr. John J. Coffelt



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

November 3, 1979

Mr. Ray McElroy, President
YSU Chapter of OCSEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Mr. McElroy:

Enclosed for your records find a copy of the Minutes of the meeting of the Board of Trustees of Youngstown State University which was held on August 25, 1979.

The Minutes were approved at today's meeting of the Board and have now been signed by the Chairman and attested.

Yours very truly,

Hugh W. Manchester
Secretary to the Board of Trustees

HWM:EVT
Enclosure
xc: Dr. John J. Coffelt



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

November 29, 1979

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

Enclosed is copy of draft of Minutes of the Meeting of Trustees
held on November 3, 1979.

Yours very truly,

HUGH W. MANCHESTER

Secretary to the Board of Trustees

HWM:EVT
Enc.

Copies to:

Each of Nine Trustees

Dr. John J. Coffelt, President

Dr. Earl E. Edgar, Academic Vice President

Dr. Neil D. Humphrey, Executive Vice-
President

Dr. Taylor Alderman, Vice President-Personnel
Services

Edmund J. Salata, Dean-Administrative Services

Attorney Edward A. Flask, Legal Counsel

Attorney Theodore R. Cubbison, Director of
Legal Services

Mr. Fred W. Rich, State Examiner