



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

September 16, 1982

TO THE TRUSTEES OF  
YOUNGSTOWN STATE UNIVERSITY

I have been informed that for reasons not known at the time of the last meeting of Trustees held on August 28, 1982, the date of October 29, 1982 is not convenient for the holding of the next regular meeting of the Trustees.

Friday, November 12, 1982 at 3:00 P.M. would be a more convenient date and at the request of Dr. Fok, Chairman of the Board I am enclosing a form of Request and Consent that the next regular meeting be held on November 12 instead of on October 29. Should all Trustees fail to consent, it may become necessary to convene a meeting of less than a quorum on October 29 and adjourn the meeting to November 12 or some other date. If you will date, sign and return such Consent on or before September 30 in the enclosed return envelope, it will be appreciated.

Very truly yours,

*Hugh W. Manchester*

SECRETARY TO THE BOARD OF TRUSTEES

HWM:EVT  
Enc.

The undersigned hereby certifies that on September 16, 1982, he deposited in the U. S. Mail a copy of the foregoing letter and a copy of the form of Request and Consent attached hereto, also a return envelope (copy attached) addressed to the undersigned as Secretary of the Board of Trustees of Youngstown State University at 410 Wick Avenue with proper postage affixed to each of said letters and return envelopes, said letters being addressed to each of the individuals named at the addresses on the reverse side of this certificate.

*Hugh W. Manchester*  
Secretary to the Board of Trustees

TRUSTEES AND THE PRESIDENT

Mr. Earl W. Brauninger  
President  
Bank One of Youngstown  
6 Federal Plaza West  
Youngstown, Ohio 44503

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

Dr. Thomas Fok  
Chairman  
Thomas Fok & Associates, Ltd.  
3896 Mahoning avenue  
Youngstown, Ohio 44515

Dr. John F. Geletka  
5600 Mahoning Avenue  
Austintown, Ohio 44515

Mr. Edgar Giddens  
448 Cleveland Street  
Youngstown, Ohio 44511

Mr. William J. Lyden  
Business Manager, International  
Brotherhood of Electrical Workers  
Union Local 64  
291 McClurg Road  
Youngstown, Ohio 44512

Mrs. Emily P. Mackall  
9842 State Route 170  
Rogers, Ohio 44455

Mr. William G. Mittler  
General Manager  
Youngstown Vindicator  
Vindicator Square & W. Boardman  
Youngstown, Ohio 44503

Mr. Frank C. Watson, President  
Youngstown Welding and Engineer-  
ing Co.  
Box 2461  
Youngstown, Ohio 44509

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



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

## REQUEST AND CONSENT

The undersigned Trustee of Youngstown State University, hereby requests, consents to and approves of the proposed postponement of the next regular meeting of the Board of Trustees of Youngstown State University from Friday, October 29, 1982 to Friday, November 12, 1982 at 3:00 P.M., such meeting to be held in the Board Room in Tod Administration Building.

DATED: \_\_\_\_\_

\_\_\_\_\_  
TRUSTEE

Hugh W. Manchester, Secretary to  
the Board of Trustees  
Youngstown State University  
410 Wick Avenue  
Youngstown, Ohio 44555





# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

September 21, 1982

TO THE TRUSTEES OF  
YOUNGSTOWN STATE UNIVERSITY

Enclosed is copy of draft of Minutes of the meeting  
of the Board of Trustees held on August 28, 1982.

Yours very truly,

Secretary to the Board of Trustees

HWM:EVT  
Enc.

Copy to: Each of Nine Trustees  
Dr. John J. Coffelt, President  
Dr. Bernard T. Gillis, Provost  
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, Legal Services  
Officer  
Mr. Fred W. Rich, State Examiner

CONSENTS OF TRUSTEES TO POSTPONE 10/29/82 MEETING OF TRUSTEES

TO: 11/12/82 at 3:00 P.M.

<u>NAME</u>	<u>DATED</u>	<u>RETURNED AT YSU ON</u>
Earl W. Brauninger	9/17/82	9/20/82
Paul M. Dutton	9/17/82	9/20/82
Dr. Thomas Fok	9/23/82	9/24/82
Dr. John F. Geletka	9/18/82	9/21/82
Mr. Edgar Giddens	9/18/82	9/20/82
Mr. William J. Lyden	9/27/82	9/28/82
Mrs. Emily P. Mackall	9/20/82	9/22/82
Mr. William G. Mittler	9/17/82	9/20/82
Mr. Frank C. Watson	9/22/82	9/23/82



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

## REQUEST AND CONSENT

**RECEIVED**

SEP 20 1982

**President's Office**

The undersigned Trustee of Youngstown State University, hereby requests, consents to and approves of the proposed postponement of the next regular meeting of the Board of Trustees of Youngstown State University from Friday, October 29, 1982 to Friday, November 12, 1982 at 3:00 P.M., such meeting to be held in the Board Room in Tod Administration Building.

DATED: 9.17.82

EW Brauning  
TRUSTEE



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

RECEIVED

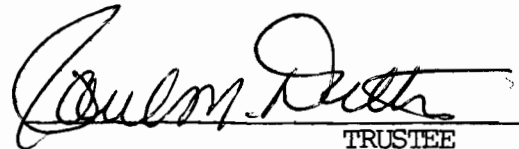
SEP 20 1982

President's Office

REQUEST AND CONSENT

The undersigned Trustee of Youngstown State University, hereby requests, consents to and approves of the proposed postponement of the next regular meeting of the Board of Trustees of Youngstown State University from Friday, October 29, 1982 to Friday, November 12, 1982 at 3:00 P.M., such meeting to be held in the Board Room in Tod Administration Building.

DATED: 9-17-82

  
TRUSTEE



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

RECEIVED

SEP 24 1982


President's Office

REQUEST AND CONSENT

The undersigned Trustee of Youngstown State University, hereby requests, consents to and approves of the proposed postponement of the next regular meeting of the Board of Trustees of Youngstown State University from Friday, October 29, 1982 to Friday, November 12, 1982 at 3:00 P.M., such meeting to be held in the Board Room in Tod Administration Building.

DATED:

Sept. 23, 1982

  
\_\_\_\_\_  
TRUSTEE



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

**RECEIVED**

SEP 21 1982

**President's Office**

REQUEST AND CONSENT

The undersigned Trustee of Youngstown State University, hereby requests, consents to and approves of the proposed postponement of the next regular meeting of the Board of Trustees of Youngstown State University from Friday, October 29, 1982 to Friday, November 12, 1982 at 3:00 P.M., such meeting to be held in the Board Room in Tod Administration Building.

DATED: Sept 18, 1982

John D. Mitchell  
TRUSTEE



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

REQUEST AND CONSENT

RECEIVED

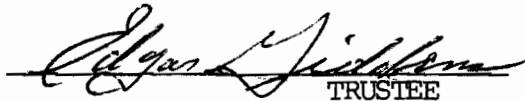
SEP 20 1982

President's Office

The undersigned Trustee of Youngstown State University, hereby requests, consents to and approves of the proposed postponement of the next regular meeting of the Board of Trustees of Youngstown State University from Friday, October 29, 1982 to Friday, November 12, 1982 at 3:00 P.M., such meeting to be held in the Board Room in Tod Administration Building.

DATED:

9/18/82

  
TRUSTEE



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

REQUEST AND CONSENT

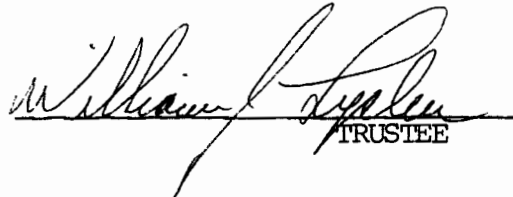
RECEIVED

SEP 28 1982

President's Office

The undersigned Trustee of Youngstown State University, hereby requests, consents to and approves of the proposed postponement of the next regular meeting of the Board of Trustees of Youngstown State University from Friday, October 29, 1982 to Friday, November 12, 1982 at 3:00 P.M., such meeting to be held in the Board Room in Tod Administration Building.

DATED: 9/27/82

  
TRUSTEE





# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

REQUEST AND CONSENT

**RECEIVED**

SEP 22 1982

**President's Office**

The undersigned Trustee of Youngstown State University, hereby requests, consents to and approves of the proposed postponement of the next regular meeting of the Board of Trustees of Youngstown State University from Friday, October 29, 1982 to Friday, November 12, 1982 at 3:00 P.M., such meeting to be held in the Board Room in Tod Administration Building.

DATED: 9-20-82

*Emily P. MacKall*  
TRUSTEE



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

REQUEST AND CONSENT

**RECEIVED**

SEP 20 1982

**President's Office**

The undersigned Trustee of Youngstown State University, hereby requests, consents to and approves of the proposed postponement of the next regular meeting of the Board of Trustees of Youngstown State University from Friday, October 29, 1982 to Friday, November 12, 1982 at 3:00 P.M., such meeting to be held in the Board Room in Tod Administration Building.

DATED: Sept. 17-1982

Wm G. Mueller  
TRUSTEE



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

**RECEIVED**

SEP 23 1982

**President's Office**

REQUEST AND CONSENT

The undersigned Trustee of Youngstown State University, hereby requests, consents to and approves of the proposed postponement of the next regular meeting of the Board of Trustees of Youngstown State University from Friday, October 29, 1982 to Friday, November 12, 1982 at 3:00 P.M., such meeting to be held in the Board Room in Tod Administration Building.

DATED: 9/22/82

Frank P. Watson  
TRUSTEE



Name and Address

Certified Mail Number

Mrs. Emily P. Mackall  
9842 State Route 170  
Rogers, Ohio 44455

P208578677

Mr. William G. Mittler  
General Manager  
Youngstown Vindicator  
Vindicator Square & West Boardman  
Youngstown, Ohio 44503

P208578678

Mr. Frank C. Watson, President  
Youngstown Welding and Engineering Co.  
3700 Oakwood Avenue  
Youngstown, Ohio 44509

P208578679

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

P208578680

and that he mailed four envelopes with 20 cents U. S. postage attached to each,  
addressed to the following four persons at the following addresses:

Dr. Thomas Shipka, President  
YSU-OEA  
Youngstown State University  
410 Wick Avenue  
Youngstown, Ohio 44555

Theodore R. Cubbison, Esq.  
Legal Services Officer  
Youngstown State University  
410 Wick Avenue  
Youngstown, Ohio 44555

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

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

Affiant says further that in each of the fourteen envelopes there was a copy of a Call dated October 6, 1982 addressed to Board of Trustees of Youngstown State University, signed by John J. Coffelt, President, a copy of which is attached hereto marked "Exhibit A" and a letter addressed to all Trustees of Youngstown State University and others dated October 7, 1982 and signed by the Affiant as Secretary to the Board of Trustees, a copy of which is attached hereto marked "Exhibit B".

Affiant says further that attached hereto marked "Exhibit C" is a sheet to which is attached the ten "Return Receipts for Certified Mail" (PS Form 3800), showing the Receipt Numbers, Names and Addresses of the ten persons listed above as being addressees of Certified Mail; and that attached hereto marked "Exhibit D" are sheets to which are attached the ten PS Forms 3811 with dates and signatures which show the ten items of certified mail mentioned above were delivered to the addressees named, on the following dates as evidenced by signatures on such forms as follows:

<u>Certified No.</u>	<u>Addressees</u>	<u>Delivery dates</u>	<u>Signed by</u>
P208578671	Earl W. Brauninger	October 8, 1982	P. M. Enj
P208578672	Attorney Paul M. Dutton	October 8, 1982	Anna Rosano
P208578673	Dr. Thomas Fok	October 8, 1982	Mary C. Bittler
P208578674	Dr. John F. Geletka	October 8, 1982	Pam DiMichaelangelo
P208578675	Edgar Giddens	October 8, 1982	K. Giddens
P208578676	William J. Lyden	October 8, 1982	Marsha L. Lyden
P208578677	Mrs. Emily P. Mackall	October 12, 1982	Ronald B. Mackall
P208578678	William G. Mittler	October 8, 1982	P. Sunbac
P208578679	Frank C. Watson	October 8, 1982	D. L. Saich
P208578680	Dr. John J. Coffelt	October 8, 1982	Jeanne Moran

Hugh W. Manchester

SWORN to before me and subscribed in my presence this 14th day of October, 1982.

EVELYN V. THOMAS, Notary Public  
State of Ohio

My Commission Expires April 9, 1984

Evelyn V. Thomas  
Notary Public

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

OFFICE OF THE PRESIDENT

October 6, 1982

To: Board of Trustees of Youngstown State University

In accordance with Article II, Section 2, of the Bylaws of the Board of Trustees, and with approval of the Chairman, I am calling a Special Meeting of the Board of Trustees of Youngstown State University to be held in the Board Room in the Tod Administration Building at 3:00 p.m. on Friday, October 15, 1982, for the purpose of considering and acting upon the following three matters:

1. Building Program for an Institute for Advanced Applied Science and Technical Studies.
2. Release of funds from the Radio Equipment Replacement Reserve.
3. Amendment of Article I of the Policies of the Board of Trustees of Youngstown State University.

I am asking the Secretary to send copies of this notice to each Trustee in accordance with the Bylaws.

Sincerely,



John J. Coffelt  
President

pdm

EXHIBIT A



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

October 7, 1982

TO: All Trustees of Youngstown State University and  
Dr. Thomas A. Shipka, President YSU-OEA  
Mr. Raymond McElroy, President of YSU-OCSEA  
Theodore R. Cubbison, Legal Services Officer  
Edward A. Flask, Esquire

Enclosed please find a copy of a Call for a Special Meeting of  
the Board of Trustees of Youngstown State University to be held  
in the:

BOARD ROOM IN TOD ADMINISTRATION BUILDING

FRIDAY, October 15, 1982 commencing at

3:00 P.M.

Such meeting is called for the purposes as stated in the Call.  
For your information, all Trustees have signed the Request and  
Consent to postpone the next regular Board Meeting from the 29th  
of October, to Friday, November 12, 1982 at 3:00 P.M., and no  
meeting will be held on October 29.

A handwritten signature in cursive script that reads "Hugh W. Manchester".

HUGH W. MANCHESTER, Secretary to  
the Board of Trustees

HWM:EVT

Enc.

Copy to: Dr. John J. Coffelt  
President

**EXHIBIT B**



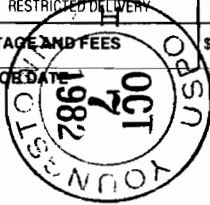
P 208 578 671

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED— NOT FOR INTERNATIONAL MAIL (See Reverse)

SENT TO	
Mr. Earl W. Brauninger,	
STREET AND NO. President	
Bank One of Youngstown	
P.O., STATE AND ZIP CODE	
6 Federal Plaza West	
Youngstown, Ohio 44503	
POSTAGE	\$
CONSULT POSTMASTER FOR FEES	
CERTIFIED FEE	€
OPTIONAL SERVICES	
SPECIAL DELIVERY	€
RESTRICTED DELIVERY	€
RETURN RECEIPT SERVICE	
SHOW TO WHOM AND DATE DELIVERED	€
SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY	€
SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY	€
SHOW TO WHOM, DATE AND ADDRESS OF DELIVERY WITH RESTRICTED DELIVERY	€
TOTAL POSTAGE AND FEES	\$
POSTMARK OR DATE	

PS Form 3800, Apr. 1976



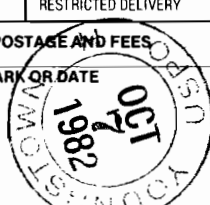
P 208 578 672

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED— NOT FOR INTERNATIONAL MAIL (See Reverse)

SENT TO	
Attorney Paul M. Dutton	
STREET AND NO. Mitchell & Reed	
709 Bank One Bldg.	
P.O., STATE AND ZIP CODE	
Youngstown, Ohio 44503	
POSTAGE	\$
CONSULT POSTMASTER FOR FEES	
CERTIFIED FEE	€
OPTIONAL SERVICES	
SPECIAL DELIVERY	€
RESTRICTED DELIVERY	€
RETURN RECEIPT SERVICE	
SHOW TO WHOM AND DATE DELIVERED	€
SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY	€
SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY	€
SHOW TO WHOM, DATE AND ADDRESS OF DELIVERY WITH RESTRICTED DELIVERY	€
TOTAL POSTAGE AND FEES	\$
POSTMARK OR DATE	

PS Form 3800, Apr. 1976



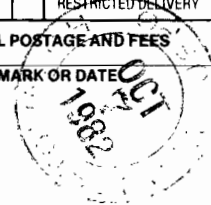
P 208 578 673

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED— NOT FOR INTERNATIONAL MAIL (See Reverse)

SENT TO	
Dr. Thomas Fok	
STREET AND NO. Thomas Fok & Associates	
Ltd.	
P.O., STATE AND ZIP CODE	
3896 Mahoning Avenue	
Youngstown, Ohio	
POSTAGE	\$
CONSULT POSTMASTER FOR FEES	
CERTIFIED FEE	€
OPTIONAL SERVICES	
SPECIAL DELIVERY	€
RESTRICTED DELIVERY	€
RETURN RECEIPT SERVICE	
SHOW TO WHOM AND DATE DELIVERED	€
SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY	€
SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY	€
SHOW TO WHOM, DATE AND ADDRESS OF DELIVERY WITH RESTRICTED DELIVERY	€
TOTAL POSTAGE AND FEES	\$
POSTMARK OR DATE	

PS Form 3800, Apr. 1976



P 208 578 674

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED— NOT FOR INTERNATIONAL MAIL (See Reverse)

SENT TO	
Dr. John F. Geletka	
STREET AND NO. 5600 Mahoning Avenue	
P.O., STATE AND ZIP CODE	
Austintown, Ohio 44515	
POSTAGE	\$
CONSULT POSTMASTER FOR FEES	
CERTIFIED FEE	€
OPTIONAL SERVICES	
SPECIAL DELIVERY	€
RESTRICTED DELIVERY	€
RETURN RECEIPT SERVICE	
SHOW TO WHOM AND DATE DELIVERED	€
SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY	€
SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY	€
SHOW TO WHOM, DATE AND ADDRESS OF DELIVERY WITH RESTRICTED DELIVERY	€
TOTAL POSTAGE AND FEES	\$
POSTMARK OR DATE	

PS Form 3800, Apr. 1976



P 208 578 675

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED— NOT FOR INTERNATIONAL MAIL (See Reverse)

SENT TO	
Mr. Edgar Giddens	
STREET AND NO. 448 Cleveland Street	
P.O., STATE AND ZIP CODE	
Youngstown, Ohio 44511	
POSTAGE	\$
CONSULT POSTMASTER FOR FEES	
CERTIFIED FEE	€
OPTIONAL SERVICES	
SPECIAL DELIVERY	€
RESTRICTED DELIVERY	€
RETURN RECEIPT SERVICE	
SHOW TO WHOM AND DATE DELIVERED	€
SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY	€
SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY	€
SHOW TO WHOM, DATE AND ADDRESS OF DELIVERY WITH RESTRICTED DELIVERY	€
TOTAL POSTAGE AND FEES	\$
POSTMARK OR DATE	

PS Form 3800, Apr. 1976

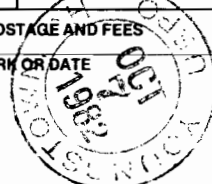
P 208 578 676

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED— NOT FOR INTERNATIONAL MAIL (See Reverse)

SENT TO	
Mr. William J. Lyden	
STREET AND NO. Bus. Mag. Int. Brotherhood	
Workers Union Local 64	
P.O., STATE AND ZIP CODE	
291 McClurg Road-Youngstown	
Ohio 44512	
POSTAGE	\$
CONSULT POSTMASTER FOR FEES	
CERTIFIED FEE	€
OPTIONAL SERVICES	
SPECIAL DELIVERY	€
RESTRICTED DELIVERY	€
RETURN RECEIPT SERVICE	
SHOW TO WHOM AND DATE DELIVERED	€
SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY	€
SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY	€
SHOW TO WHOM, DATE AND ADDRESS OF DELIVERY WITH RESTRICTED DELIVERY	€
TOTAL POSTAGE AND FEES	\$
POSTMARK OR DATE	

PS Form 3800, Apr. 1976



**P 208 578 677**  
**RECEIPT FOR CERTIFIED MAIL**

NO INSURANCE COVERAGE PROVIDED—  
 NOT FOR INTERNATIONAL MAIL  
 (See Reverse)

SENT TO		Mrs. Emily P. Mackall	
STREET AND NO.		9842 State Route 170	
P.O., STATE AND ZIP CODE		Rogers, Ohio 44455	
POSTAGE		\$	
CONSULT POSTMASTER FOR FEES	OPTIONAL SERVICES	CERTIFIED FEE	¢
		SPECIAL DELIVERY	¢
		RESTRICTED DELIVERY	¢
	RETURN RECEIPT SERVICE	SHOW TO WHOM AND DATE DELIVERED	¢
		SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY	¢
		SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY	¢
TOTAL POSTAGE AND FEES		\$	
POSTMARK OR DATE			

PS Form 3800, Apr. 1976

**P 208 578 678**  
**RECEIPT FOR CERTIFIED MAIL**

NO INSURANCE COVERAGE PROVIDED—  
 NOT FOR INTERNATIONAL MAIL  
 (See Reverse)

SENT TO		Mr. William G. Mittler	
STREET AND NO.		General Manager	
P.O., STATE AND ZIP CODE		Youngstown Vindicator Vindicator Square & W Boardman-Youngstown, Ohio 44503	
POSTAGE		\$	
CONSULT POSTMASTER FOR FEES	OPTIONAL SERVICES	CERTIFIED FEE	¢
		SPECIAL DELIVERY	¢
		RESTRICTED DELIVERY	¢
	RETURN RECEIPT SERVICE	SHOW TO WHOM AND DATE DELIVERED	¢
		SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY	¢
		SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY	¢
TOTAL POSTAGE AND FEES		\$	
POSTMARK OR DATE			

PS Form 3800, Apr. 1976

**P 208 578 679**  
**RECEIPT FOR CERTIFIED MAIL**

NO INSURANCE COVERAGE PROVIDED—  
 NOT FOR INTERNATIONAL MAIL  
 (See Reverse)

SENT TO		Mr. Frank C. Watson, Pres.	
STREET AND NO.		Yo. Welding and Engineering	
P.O., STATE AND ZIP CODE		Co. 3700 Oakwood Avenue Youngstown, Ohio 44509	
POSTAGE		\$	
CONSULT POSTMASTER FOR FEES	OPTIONAL SERVICES	CERTIFIED FEE	¢
		SPECIAL DELIVERY	¢
		RESTRICTED DELIVERY	¢
	RETURN RECEIPT SERVICE	SHOW TO WHOM AND DATE DELIVERED	¢
		SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY	¢
		SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY	¢
TOTAL POSTAGE AND FEES		\$	
POSTMARK OR DATE			

PS Form 3800, Apr. 1976

**P 208 578 680**  
**RECEIPT FOR CERTIFIED MAIL**

NO INSURANCE COVERAGE PROVIDED—  
 NOT FOR INTERNATIONAL MAIL  
 (See Reverse)

SENT TO		Dr. John J. Coffelt, Pres-	
STREET AND NO.		ident	
P.O., STATE AND ZIP CODE		Youngstown State University 40 Wick Avenue Youngstown, Ohio 44555	
POSTAGE		\$	
CONSULT POSTMASTER FOR FEES	OPTIONAL SERVICES	CERTIFIED FEE	¢
		SPECIAL DELIVERY	¢
		RESTRICTED DELIVERY	¢
	RETURN RECEIPT SERVICE	SHOW TO WHOM AND DATE DELIVERED	¢
		SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY	¢
		SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY	¢
TOTAL POSTAGE AND FEES		\$	
POSTMARK OR DATE			

PS Form 3800, Apr. 1976

**EXHIBIT C**

SENDER: Complete items 1, 2, and 3. Add your address in the "RETURN TO" space on reverse.

1. The following service is requested (check one.)  X

Show to whom and date delivered.....

Show to whom, date and address of delivery.....

RESTRICTED DELIVERY  
Show to whom and date delivered.....

RESTRICTED DELIVERY.  
Show to whom, date, and address of delivery \$ \_\_\_\_\_

(CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO:  
Mr. Earl W. Brauning, President  
Bank One of Youngstown  
6 Federal Plaza West  
Youngstown, Ohio 44503

3. ARTICLE DESCRIPTION:

REGISTERED NO.	CERTIFIED NO.	INSURED NO.
	P208578671	

(Always obtain signature of addressee or agent)

I have received the article described above.  
SIGNATURE  Addressee  Authorized agent

4. DATE OF DELIVERY  
OCT 8 - 1982

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: 44503  
CLERK'S INITIALS

POSTMARK: YOUNGSTOWN, OH BOX DIV. OCT 8 1982

★GPO : 1979-300-459

Yo. State

SENDER: Complete items 1, 2, and 3. Add your address in the "RETURN TO" space on reverse.

1. The following service is requested (check one.)

Show to whom and date delivered.....

Show to whom, date and address of delivery.....

RESTRICTED DELIVERY  
Show to whom and date delivered.....

RESTRICTED DELIVERY.  
Show to whom, date, and address of delivery \$ \_\_\_\_\_

(CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO:  
Attorney Paul M. Dutton  
Mitchell, Mitchell & Reed  
709 Bank One Bldg., Youngstown, O.

3. ARTICLE DESCRIPTION: 44503

REGISTERED NO.	CERTIFIED NO.	INSURED NO.
	P208578672	

(Always obtain signature of addressee or agent)

I have received the article described above.  
SIGNATURE  Addressee  Authorized agent

4. DATE OF DELIVERY  
10/8/82

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: CLERK'S INITIALS

POSTMARK: YOUNGSTOWN, OH OCT 8 1982

★GPO : 1979-300-459

1. The following service is requested (check one.)

Show to whom and date delivered.....

Show to whom, date and address of delivery.....

RESTRICTED DELIVERY  
Show to whom and date delivered.....

RESTRICTED DELIVERY.  
Show to whom, date, and address of delivery \$ \_\_\_\_\_

(CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO:  
Dr. Thomas Fok-Thomas Fok & Associates, Ltd.-3896 Mahoning Ave. Youngstown, Ohio 44515

3. ARTICLE DESCRIPTION:

REGISTERED NO.	CERTIFIED NO.	INSURED NO.
	P208578673	

(Always obtain signature of addressee or agent)

I have received the article described above.  
SIGNATURE  Addressee  Authorized agent

4. DATE OF DELIVERY  
10/8/82

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: CLERK'S INITIALS

POSTMARK: YOUNGSTOWN, OH OCT 8 1982

★GPO : 1979-300-459

1. The following service is requested (check one.)

Show to whom and date delivered.....

Show to whom, date and address of delivery.....

RESTRICTED DELIVERY  
Show to whom and date delivered.....

RESTRICTED DELIVERY.  
Show to whom, date, and address of delivery \$ \_\_\_\_\_

(CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO:  
Dr. John F. Geletka  
5600 Mahoning Avenue  
Austintown, Ohio 44515

3. ARTICLE DESCRIPTION:

REGISTERED NO.	CERTIFIED NO.	INSURED NO.
	P208578674	

(Always obtain signature of addressee or agent)

I have received the article described above.  
SIGNATURE  Addressee  Authorized agent

4. DATE OF DELIVERY  
10/8/82

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: CLERK'S INITIALS

POSTMARK: YOUNGSTOWN, OH OCT 8 1982

★GPO : 1979-300-459

EXHIBIT D

SENDER: Complete items 1, 2, and 3.  
Add your address in the "RETURN TO" space on reverse.

1. The following service is requested (check one.)  
 Show to whom and date delivered.  
 Show to whom, date and address of delivery.  
 RESTRICTED DELIVERY  
 Show to whom and date delivered.  
 RESTRICTED DELIVERY.  
 Show to whom, date, and address of delivery \$ \_\_\_\_\_  
 (CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO:  
 Mr. Edgar Giddens  
 448 Cleveland Street  
 Youngstown, Ohio 44511

3. ARTICLE DESCRIPTION:  
 REGISTERED NO. | CERTIFIED NO. | INSURED NO.  
 | P208578675 | |  
 (Always obtain signature of addressee or agent)

I have received the article described above.  
 SIGNATURE  Addressee  Authorized agent  
*K. Giddens*

4. DATE OF DELIVERY  
 10-8-82

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: | CLERK'S INITIALS

★GPO: 1979-380-459

SENDER: Complete items 1, 2, and 3.  
Add your address in the "RETURN TO" space on reverse.

1. The following service is requested (check one.)  
 Show to whom and date delivered.  
 Show to whom, date and address of delivery.  
 RESTRICTED DELIVERY  
 Show to whom and date delivered.  
 RESTRICTED DELIVERY.  
 Show to whom, date, and address of delivery \$ \_\_\_\_\_  
 (CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO: Mr. William J. Lyden  
 Bus. Mgr., Int. Brotherhood of  
 Electrical Workers Union Local 64  
 291 McClurg Road, Youngstown, O. 44512

3. ARTICLE DESCRIPTION:  
 REGISTERED NO. | CERTIFIED NO. | INSURED NO.  
 | P208578676 | |  
 (Always obtain signature of addressee or agent)

I have received the article described above.  
 SIGNATURE  Addressee  Authorized agent  
*Marsha L. Lyden*

4. DATE OF DELIVERY | POSTMARK

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: | CLERK'S INITIALS

★GPO: 1979-380-459

1. The following service is requested (check one.)  
 Show to whom and date delivered.  
 Show to whom, date and address of delivery.  
 RESTRICTED DELIVERY  
 Show to whom and date delivered.  
 RESTRICTED DELIVERY.  
 Show to whom, date, and address of delivery \$ \_\_\_\_\_  
 (CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO:  
 Mrs. Emily P. Mackall  
 9842 State Route 170  
 Rogers, Ohio 44455

3. ARTICLE DESCRIPTION:  
 REGISTERED NO. | CERTIFIED NO. | INSURED NO.  
 | P208578677 | |  
 (Always obtain signature of addressee or agent)

I have received the article described above.  
 SIGNATURE  Addressee  Authorized agent  
*Emily P. Mackall*

4. DATE OF DELIVERY | POSTMARK  
 10-12-82

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: | CLERK'S INITIALS  
*AK*

★GPO: 1979-380-459

1. The following service is requested (check one.)  
 Show to whom, date and address of delivery.  
 RESTRICTED DELIVERY  
 Show to whom and date delivered.  
 RESTRICTED DELIVERY.  
 Show to whom, date, and address of delivery \$ \_\_\_\_\_  
 (CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO: Mr. William G. Mittler  
 General Manager-Youngstown Vindicator  
 Vindicator Square & West Boardman  
 Youngstown, Ohio 44503

3. ARTICLE DESCRIPTION:  
 REGISTERED NO. | CERTIFIED NO. | INSURED NO.  
 | P208578678 | |  
 (Always obtain signature of addressee or agent)

I have received the article described above.  
 SIGNATURE  Addressee  Authorized agent  
*P. Simboli*

4. DATE OF DELIVERY | POSTMARK  
 OCT 8 - 1982

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: | CLERK'S INITIALS  
*AK*

★GPO: 1979-380-459

EXHIBIT II

Form 3817, Jan. 1979

**SENDER:** Complete items 1, 2, and 3. Add your address in the "RETURN TO" space on reverse.

1. The following service is requested (check one.)

Show to whom and date delivered.....

Show to whom, date and address of delivery.....

RESTRICTED DELIVERY  
Show to whom and date delivered.....

RESTRICTED DELIVERY.  
Show to whom, date, and address of delivery.\$\_\_\_\_\_

(CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO:  
Mr. Frank C. Watson, President  
Youngstown Welding & Engineering  
Co. 3700 Oakwood Ave., Youngstown,

3. ARTICLE DESCRIPTION: Ohio 44509

REGISTERED NO.	CERTIFIED NO.	INSURED NO.
	P208 578679	

(Always obtain signature of addressee or agent)

I have received the article described above.

SIGNATURE  Addressee  Authorized agent

*D. L. Lauer*

4. DATE OF DELIVERY  
OCT - 8 1982

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE:

POSTMARK: YOUNGSTOWN OHIO WEST SIDE STA OCT 8 1982

★EFD: 1979-000-000

Form 3817, Jan. 1979

**SENDER:** Complete items 1, 2, and 3. Add your address in the "RETURN TO" space on reverse.

1. The following service is requested (check one.)

Show to whom and date delivered.....

Show to whom, date and address of delivery.....

RESTRICTED DELIVERY  
Show to whom and date delivered.....

RESTRICTED DELIVERY.  
Show to whom, date, and address of delivery.\$\_\_\_\_\_

(CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO:  
Dr. John J. Coffelt, President  
Youngstown State Univ.  
410 Wick Avenue, Youngstown, Ohio

3. ARTICLE DESCRIPTION: 44555

REGISTERED NO.	CERTIFIED NO.	INSURED NO.
	P208578680	

(Always obtain signature of addressee or agent)

I have received the article described above.

SIGNATURE  Addressee  Authorized agent

*Frank Morak*

4. DATE OF DELIVERY  
10-8-82

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE:

POSTMARK: YOUNGSTOWN OHIO OCT 8 1982

★EFD: 1979-000-000

EXHIBIT D

MINUTES OF SPECIAL MEETING

of

BOARD OF TRUSTEES

of

YOUNGSTOWN STATE UNIVERSITY

Tod Administration Building  
Friday, October 15, 1982

Pursuant to a call by the President, dated October 6, 1982, and to Notices sent by the Secretary of the Board by certified mail on October 7, 1982 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 OCSEA, to Edward A. Flask, Special Counsel to the Attorney General of Ohio, and to the Legal Services Officer of the University) a special meeting (eighty-sixth) of the Board of Trustees of Youngstown State University convened at 3:00 p.m. on Friday, October 15, 1982 in the Board Room in the Tod Administration Building.

All Trustees were present at the meeting, to-wit: Earl W. Brauning, Paul M. Dutton, Dr. Thomas D. Y. Fok, Dr. John F. Geletka, Edgar Giddens, William J. Lyden, Mrs. Emily P. Mackall, William G. Mittler and Frank C. Watson.

Also present were Dr. John J. Coffelt, President, Dr. Neil D. Humphrey, Executive Vice President, Edmund J. Salata, Dean Administrative Services, Dr. Lawrence E. Looby, Associate Vice President Public Services, Dr. Charles McBriarty, Associate Vice President Student Services, Philip A. Snyder, Director University Relations, Hugh W. Manchester, Secretary to the Board of Trustees, and Patricia D. Martin, Secretary to the President. Also present were Edward A. Flask and James M. McNally, Special Counsel to the Attorney General, Senator Harry Meshel and approximately 35 persons, including deans, members of the faculty and members of the news media. Dr. Fok, Chairman of the Board, presided.

ITEM I - PROOF OF NOTICE OF THE MEETING

An affidavit of the Secretary to the Board was available, with official post office forms attached, which show that copies of the President's call of the special meeting dated October 6, 1982 and the Secretary's Notice of the meeting dated October 7, 1982 were mailed by certified mail to each Trustee and the President on October 7, 1982 and by regular mail to the Presidents of the YSU Chapters of OEA and OCSEA, the Legal Service Officer and to Attorney Edward A. Flask; that the President and eight Trustees received their notices on October 8, 1982 and that Mrs. Emily P. Mackall's notice was received on October 12, 1982. Such affidavit precedes these minutes.

ITEM II - REPORTS OF COMMITTEES OF THE BOARD

1. Building and Property Committee

Mr. Dutton read and moved for adoption the following Resolution:

- a. Resolution to Approve the Building Program for the Institute for Advanced Applied Science and Technical Studies

WHEREAS, Amended Substitute House Bill No. 552 appropriated \$12 million for the construction of a building to house academic and research programs in the fields of applied science and technical studies; and

YR 1983-16

WHEREAS, such a facility will permit the strengthening and expansion of programs that will help area business and industry become more competitive as well as attract new business and industry to the area; and

WHEREAS, said building program has been reviewed by the Building and Property Committee and recommended to the Board for adoption.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the Building Program for an Institute for Advanced Applied Science and Technical Studies attached herewith as Exhibit A, and directs the President to transmit said program to the Ohio Board of Regents; and

BE IT FURTHER RESOLVED, that the Board does hereby commend and express its appreciation to Senator Harry Meshel for envisioning and supporting legislation instrumental in constructing said facility.

The motion was seconded by Mr. Watson. In the discussion which followed, Dr. Coffelt first stated that time was of the essence and that the proposed program was of great importance to the community. He asked the Executive Vice President to describe the planning.

Dr. Humphrey then stated that he, Dr. Gillis (Provost) and Dr. Paraska (former Dean of the College of Applied Science and Technology), with the assistance of eleven others from the University (including several deans and teachers as well as planning personnel) had completed the proposed plan. They had also received some advice from specialists of the IBM organization.

Dean Paraska then described the educational specifications contemplated which would expand technical programs now available for students of all ages and experience. He described the six classrooms, the laboratory and equipment which would be needed for high technology in electronics, robotics and possible high speed rail planning; and indicated the plan was a major step into the future.

Dean Salata stated the proposed building would contain 71,538 square feet overall, with estimated costs of \$11,048,000 for the building and equipment needed for phase 1 (not including architects and other fees and expenses); that it was hoped to secure approvals by the Ohio Board of Regents, the Department of Administrative Affairs and the State Architect in time to start the construction in 1984.

Dr. Coffelt stated that effective legislative assistance in Columbus was being secured with the help of Senator Meshel, and invited his comments. Senator Meshel then expressed his own concern for YSU and commended the expansion of its vision to meet the needs for high technical training, to create more new jobs and to attract new industry to help in reviving this area of Ohio.

There being no further discussion each Trustee present voted in favor of the motion; there were no votes opposed and the Chairman declared the motion carried and the Resolution adopted.



2. Budget and Finance Committee

Mr. Lyden, Chairmen of the Committee, reported that the Committee had confirmed the need to replace the WYSU-FM radio transmitter.

He then read and moved for adoption the following Resolution:

a. Resolution Concerning Release of Special Project Monies

WHEREAS, the Board of Trustees allocated \$70,094 to the "Radio Equipment Replacement" account in the 1982-83 Special Projects document; and

YR 1983-17

WHEREAS, the University administration has proposed replacement of the WYSU-FM transmitter which is 13 years old and experiencing frequent failure; and

WHEREAS, the existing transmitter does not meet the power output needs since the station has been granted permission to increase from 22,500 watts to 45,000 watts of power; and

WHEREAS, savings in energy and maintenance costs are anticipated by replacement of the transmitter; and

WHEREAS, requests for quotation for replacement of the radio broadcast power transmitter have been distributed and six bids received, and appropriate staff have reviewed the bids and recommend award to Harris Corporation as the lowest and best bid to meet all the specifications; and

WHEREAS, the Budget and Finance Committee recommends approval of this action.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the expenditure of \$38,618 from the Radio Equipment Replacement account to purchase a radio broadcast power transmitter from Harris Corporation in conformity with the lowest and best bid submitted in response to the University's request for quotations.

The motion was seconded by Mr. Giddens, received the affirmative vote of each Trustee, and the Chairman declared the motion carried and the Resolution adopted.

### EXECUTIVE SESSION

At the suggestion of the Chairman, the Trustees retired into an executive session at 3:30 p.m. for the purpose of discussing with Mr. Flask and Mr. McNally, special counsel to the Attorney General, an action recently filed in the U.S. District Court by Northern Ohio Patrolmen's Benevolent Association and fourteen other Plaintiffs against Youngstown State University, its Board of Trustees, its Trustees and the Secretary to the Board; as well as a proposal to alter some of the duties and responsibilities of some of the administrative personnel of the University. The Trustees returned to the open meeting at 4:25 p.m.

### 3. Ad Hoc Committee on Organization

Mr. Watson, Chairman of an Ad Hoc Committee which included Mr. Dutton, Dr. Geletka and Dr. Fok, reported that the Committee was proposing changes in Article I of the Policies of the Board of Trustees, which deals primarily with the duties of the President and top management of the University. He stated that the changes being suggested will, if adopted today, benefit all segments of population in Northeastern Ohio and Western Pennsylvania and will benefit Youngstown State University.

He then read and moved for adoption the following:

#### a. Resolution to Amend Article I of the Policies of the Board of Trustees

WHEREAS, Youngstown State University can, in these times of economic recession, be of substantial support to the geographic area it serves by expanding its public service mission -- especially technology transfer activities with regional business and industry -- and by the development of programs of instruction designed to produce graduates in the field of high technology; and

YR 1983-18

WHEREAS, there is mutual benefit to Northeastern Ohio as well as Youngstown State University for the University to expand its public service mission in an effort to respond to the area's economic, cultural and social problems and needs; and

WHEREAS, the University should seek to develop and implement more effective strategies for cultivating private financial support from its alumni, from area business and industrial interests, and from foundations in order to help meet the University's operating and capital improvement needs in the decade ahead; and

WHEREAS, it is believed that this increased emphasis upon external relations should be directed by the University's senior executive officer and that this will require a major portion of his time, effort and energies; and

WHEREAS, the internal operation of the University must continue to be coordinated and directed effectively.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify and approve the reorganization of the administration of the University, effective immediately, by deletion of Article I, Administration of the University, of the Policies of the Board of Trustees of Youngstown State University and substitution of a new Article I, Administration of the University, as contained in Exhibit B; and

BE IT FURTHER RESOLVED, that the organizational chart included in the 1982-83 Youngstown State University budget document and approved in the resolution adopting that budget is hereby replaced with the organizational chart included in Exhibit C; and

BE IT FURTHER RESOLVED, that any existing Board policies that may be or appear to be in conflict with the new Article I shall be temporarily superseded and shall be brought to the Board's attention for its consideration and resolution.

The motion was seconded by Mr. Dutton. In the discussion which followed, Mr. Watson stated that the changes being proposed were an attempt to help turn the tide of difficult times and economic recession which we are experiencing and that the Trustees are very fortunate to have good well-qualified men to take on the task involved.

He had been asked if it meant that the President or some of top management are planning to leave. He stated the answer to that question is "No"; that some day they will be gone and others will take their place, but "Not Now."

At the request of the Chairman, the roll was called by the Secretary, and the oral voting on the motion was as follows:

Mr. Brauninger voted yes  
Mr. Dutton voted yes  
Mr. Fok voted yes  
Dr. Geletka voted yes  
Mr. Giddens voted yes  
Mr. Lyden voted yes  
Mrs. Mackall abstained from voting  
Mr. Mittler voted yes  
Mr. Watson voted yes

The Chairman declared the motion carried and the Resolution adopted.

ITEM III - FURTHER BUSINESS

Dr. Geletka then moved that the Ad Hoc Committee continue to function and that it report back to the Board in six months and in a year as to any need for further reorganization.

After some discussion, Dr. Geletka withdrew his motion and upon a motion made by Mr. Lyden, seconded by Mr. Giddens, and duly carried, the following Resolution was adopted:

"Resolved that Section 9 of Article III of the Bylaws of the University be reviewed and that an amendment thereof be proposed at a future meeting of Trustees which would create an additional standing committee of Trustees to be known as the 'Public Affairs Committee,' and prescribe its duties and responsibilities." YR 1983-19

ITEM IV - ADJOURNMENT

There being no further business to come before the special meeting, it was duly adjourned at 4:50 p.m. with a reminder to all present that the next regular meeting of the Board is now scheduled to convene at 3:00 p.m. on Friday, November 12, 1982 at the Board Room in Tod Administration Building.

  
CHAIRMAN

ATTEST:

  
Secretary to the Board of  
Trustees

YOUNGSTOWN STATE UNIVERSITY

BUILDING PROGRAM FOR AN INSTITUTE FOR  
ADVANCED APPLIED SCIENCE & TECHNICAL STUDIES

HOUSE BILL 552 - LINE ITEM 030

PREPARED BY:  
THE OFFICE OF CAMPUS DEVELOPMENT AND  
THE ADVISORY COMMITTEE FOR THE BUILDING PROGRAM

September 1982



YOUNGSTOWN STATE UNIVERSITY  
YOUNGSTOWN, OHIO 44555

INSTITUTE FOR ADVANCED APPLIED SCIENCE  
AND TECHNICAL STUDIES

HOUSE BILL 552 LINE ITEM 030

## PROJECT OVERVIEW

In order to thrust the University into the 21st Century in its programs for students and in its use of high technology, this Institute is proposed. By doing so, both business and industry in the region will benefit by having the personnel trained in the latest computer software, operating systems, and technological equipment, allowing business and industry to be competitive and to maintain an economic edge in their fields.

The building will be used to 1) house programs for the education and training of personnel in advanced technology in order to attract non-steel industry into the Youngstown area, and 2) to extend technology into new fields and form the basis for new industries. Any training will be directly related to higher education curricula offered by Youngstown State University or to that curricula which may be developed according to business, industrial or societal need. To the extent possible the building will serve high technology programs of regional interest that have the potential of being unique or to serve a distinctive purpose. One specific example is the High-Speed Rail Transportation Study Center, which will be located in the building. The building will incorporate features to provide maximum flexibility for programmatic or functional changes.



### SCOPE OF PROJECT

The Youngstown University, founded in 1908, joined the Ohio system of higher education in 1967 as Youngstown State University. At that time traditional education programs in Arts and Sciences, Business, Education, Engineering, and Music were offered with only slight dependence on the use of computers. The computing equipment consisted of an IBM 1620, housed in the basement of the Library, which was used primarily in administrative applications. The use of computers has vastly expanded. The present computer, an Amdahl 470 Model V/5, housed in the remodeled basement of Tod Hall, serves as the principal computing resource for both administrative and educational purposes.

This new building will be the focal point of all computing at Youngstown State University by providing adequate space to house the primary central processing unit or units and operating staff, and educational space for a variety of computer laboratories and computer related laboratories to serve the computing needs of educational programs in Business Administration, Business Education and Technology, Computer Science, Computer Technology, Engineering, Engineering Technology, all computer assisted instructional (CAI) programs, and a High-Speed Rail Transportation Study Center. Classrooms in the building will be equipped with an enclosed large screen projection systems to enhance instruction in interactive computing and have the capability of conversion to computing laboratories as need increases. The faculty offices will be

equipped with computer terminals to facilitate access to the computer. A high degree of security will be required in certain areas of the building as well as fire suppression systems, uninterruptable power supply systems, and highly reliable heating and air-conditioning systems.

The present space in Tod B125 where the Amdahl computer is located will be retained as a possible Disaster/Recovery computer site and to increase the space required for storage of permanent administrative records.

This building will be located on a site within the campus area owned by the University selected to optimize the cost of utilities connections and to be within distances that will satisfy conductance limits of other hard-wired computer facilities which will remain intact for the present. Close proximity to the underground utility tunnel will assure maximum flexibility in cable connections as computer usage in educational programs increases. A central location of the building will encourage students to make maximum use of the computer in their studies in all disciplines. A convenient and guarded parking lot would encourage 24-hour usage.

Possible sites, along with perceived advantages and disadvantages, are as follows:

A. Parking lot by Arts and Sciences Building

Advantages - ample space; potential for retention of parking beneath Institute; proximity of utility tunnels.

Disadvantages - unknown.

B. Plot between Ward-Beecher and Engineering Science Building

Advantages - proximity to Engineering Science Building  
to bridge into building for additional  
proximity to utility tunnel.

Disadvantages - possible water main location.

C. N.W. Corner Wick & W. Spring Street

Advantages - adequate space

Disadvantages - remote from Cushwa Hall and  
Engineering Science;  
remote from utility tunnel

D. N.E. Corner of Bryson & Spring Street

Advantages - adequate space.

Disadvantages - slightly remote from Cushwa Hall  
and Engineering Science Building.  
remote from utility tunnel.

E. N.E. Corner Wick and E. Spring St. (On Pollock House Site)

Advantages - adequate space

Disadvantages - remote from Cushwa Hall & Engr. Bldg;  
remote from tunnel.

The full scope needed to fulfill the anticipated academic requirements will be realized by the construction of the additional lecture halls, classrooms, seminar rooms, offices, and various laboratories projected in Phase II as presented in the University's capital request submitted in February 1982.

PROJECT BUDGET

1. The funding for this building is included in H.B. No. 552 passed in 1981 as line item 030 in the amount of \$12,000,000. No local, federal, or other funds will be used.
  2. Construction Cost (including site and fixed equipment--new construction) \$ 8,048,600
  3. State Architect's Fees 44,000
  4. Associate Architectural and/or Engineering Fees 563,400
  5. Moveable Equipment and Software 3,000,000
  6. Site survey and tests 30,000
  7. Contingency 314,000
- \$12,000,000

MOVEABLE EQUIPMENT

The Moveable Equipment budget of \$3.0M includes all computer related software and equipment for all the classrooms, offices and laboratories to be constructed in this project. In addition to the furniture described, the moveable equipment list will, in general, consist of items such as all new furniture for the six classrooms, thirteen laboratories, twenty-five offices and the students study area. This furniture will accommodate 350 student stations in classrooms, 440 student stations in laboratories, 25 faculty stations in offices and 48 student stations in the study area.

This listing is very general at present and will be updated in accordance with the final construction documents. At that time, priorities will also be established for all the moveable equipment.

OPERATIONAL COSTS

	<u>Number</u>	<u>Annual Cost</u>
1. <u>Personnel</u>		
Faculty	No increase	* -
Office Staff	No increase	* -
Building Maintenance (Custodial)	5	100,000
Other- Computer Center Staff	<u>10</u>	<u>\$ 296,000</u>
Total Personnel:	15	\$ 396,000

\*While there will be no overall increase in University personnel in these categories, the number involved with high technology programs will increase through reallocation of University resources or re-training.

2. Plant

Utilities	<u>\$ 147,000</u>
(Gas, steam, electric and water)	
Maintenance	<u>\$ 70,000</u>
Replacement Equipment	<u>\$ -0-</u>
Total Additional Operating Costs	<u>\$ 217,000</u>

3. Source of Funds.

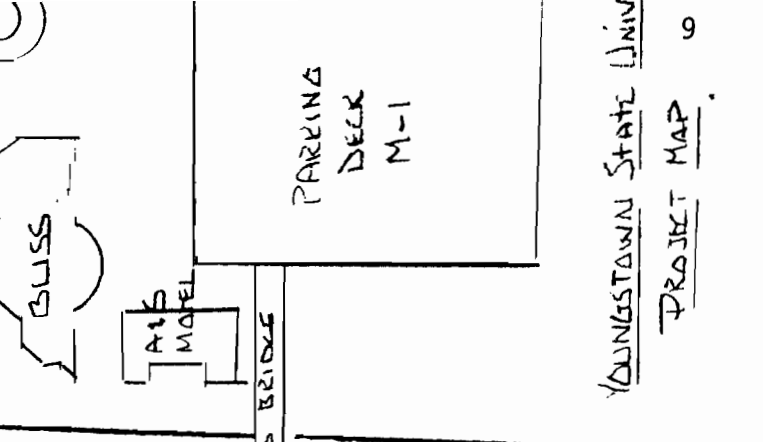
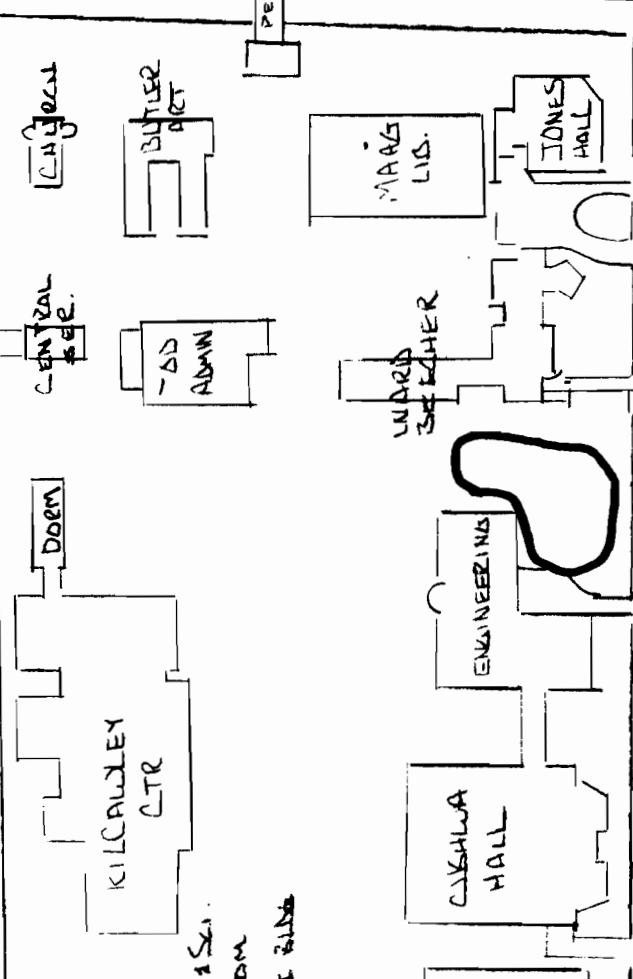
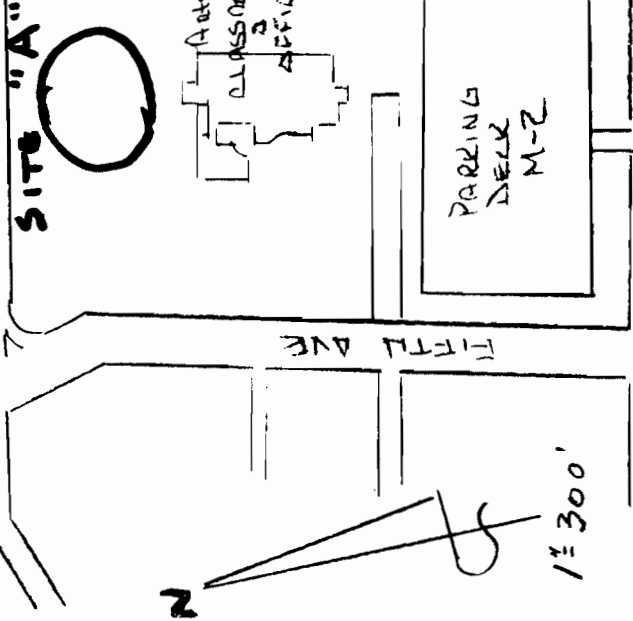
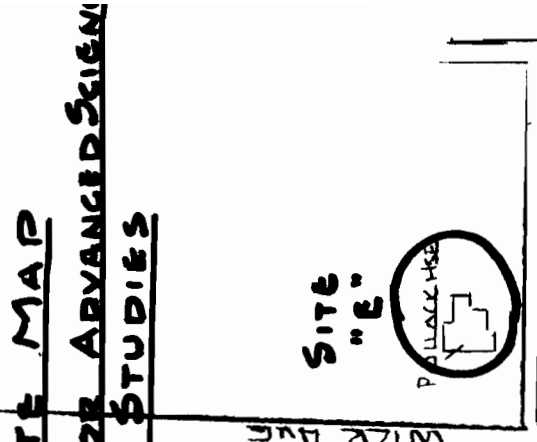
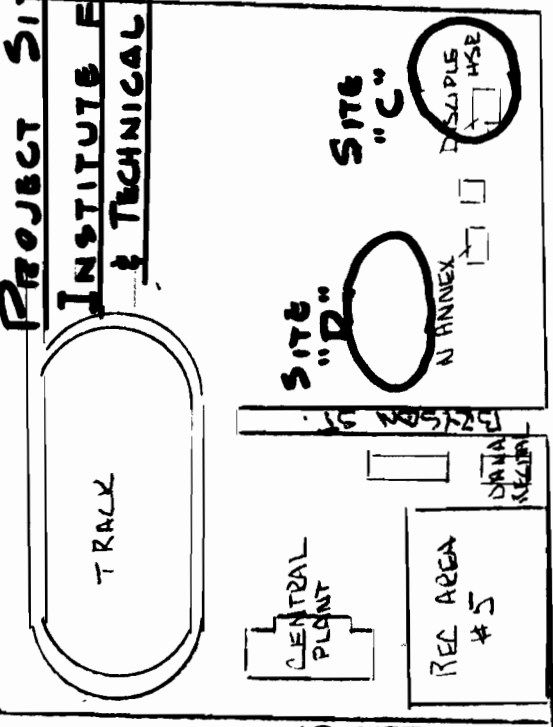
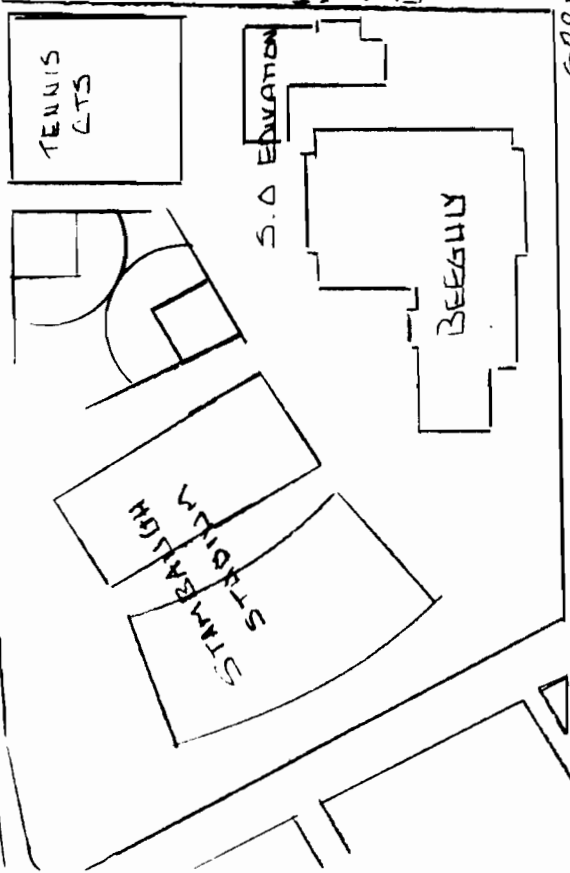
Funds for additional operating costs will come partially from Fund 1 income generated by student fees, state subsidy and other funds.

MADISON AVE

WESSLEY

# PROJECT SITE MAP

## INSTITUTE FOR ADVANCED SCIENCE & TECHNICAL STUDIES



### Site "B"

WILLIAMSON HALL

YOUNGSTOWN STATE UNIV  
PROJECT MAP



1/2" = 300'

PROPOSED BUILDING SITE

(Refer to project site map and site descriptions in scope of project)

The Associate Architect shall analyze the five possible sites listed under the scope of the project and all other sites he may deem practical and he shall make a recommendation taking into account the following:

1. Compatability with the University's Master plan of keeping an open inner core with buildings surrounding the open area.
2. Accessibility to all underground utilities.
3. Convenience to other buildings housing programs most likely to use the new facility and with other computer related equipment.
4. Adequacy of sufficient land area currently owned by Youngstown State University.

For all sites analyzed, the Associate Architect shall list the advantages and disadvantages of each and where practical a cost study. The Associate Architect shall also give consideration to the future expansion of the facility in his site analysis.



## GENERAL CHARACTERISTICS OF THE PROJECT

### 1. Type and Quality of Space to be Provided

The quality of the space shall be at least equal to other new space on campus. The building will provide the following types of space:

- Classrooms
- Laboratories
- Special Use Laboratories
- Offices and Conference Rooms
- Computer Room
- Storage - including a fireproof vault service,  
including an outdoor loading dock
- Study Space

The building should be compatible with the rest of the campus in architectural style and aesthetics and blend in as a unit for the whole campus.

### 2. Relationship to Existing Facilities and Programs

This project will provide a central location for the computer related activities including the university's principal central processing unit and the associated professional staff, classroom and laboratories for the following school and departmental programs and subject matter which require a heavy usage of computers:

BUSINESS ADMINISTRATIONAccounting

Systems Analysis

Data Banks

Management Information Systems

Finance

Capital Management Analysis

Portfolio Analysis

Management

Operations Research

Decision Making Systems

Simulation

Marketing

Systems Management Inventory

Credit Merchandise Planning Scanners

APPLIED SCIENCE AND TECHNOLOGYEngineering Technology

Computer Technology

Computer Assisted Design (CAD)

Computer Aided Manufacturing (CAM)

Microprocessors

Robotics

Business Education and Technology

Information/Word Processing

Information Management

ARTS AND SCIENCESComputer Science

Microprocessors

Computational Applied Mathematics

ENGINEERINGIndustrial Engineering

Robotics

Computer Aided Manufacturing (CAM)

Electrical Engineering

Microprocessors

Mechanical Engineering

Computer Assisted Design (CAD)

UNIVERSITY

Computer Aided Instruction (CAI)

In addition it will provide office space for selected faculty in the above programs, and a High-Speed Rail Transportation Study Center and study area of 48 student stations. The proposed site should be convenient to those buildings where use of computers will have a major impact on educational offerings so current office space and classrooms will continue to be utilized by the faculty and for classroom instruction other than in computing. The classrooms and laboratories do not replace any rooms now in use but rather fill a need for specialized spaces for technology, a need that becomes more critical each year.

The 1981-82 fall quarter report shows 86,196 WSCH generated. Using the space factors shown in the Space Planning Guidelines published in 1974 by the Ohio Board of Regents of 15 square feet per student station, a 67% occupancy rate and the room use of 31.5 hours per week results in a space factor of 0.711 NASF/WSCH. Accordingly, the space factor when applied to the 86,196 WSCH generated results with a related space need of 61,284 NASF. The same space report shows 72,206 sq.ft. for general classroom use or an abundance of 10,922 sq.ft.

This surplus of classroom space, which for the most part, is due to those scattered smaller classrooms with capacities of 25 student stations or less, cannot fulfill the specialized classroom needs of this program. These new classrooms will be equipped with large screen projector terminals to facilitate instruction in interactive computing. The programmed classroom needs are for five rooms with a capacity of 50 each and one with a capacity of

100 (Lecture Hall). These rooms must be located close to the Computer Center for maximum pedagogic effectiveness.

The specialized laboratories described in this program are not presently available on campus. Furthermore, these laboratories, like the classrooms, require a close proximity to the Computer Center to satisfy the scope of the project which describes the facility as the focal point of all computing at Youngstown State University.

Desirable Building Efficiency.

An efficiency of 65% is expected. It seems reasonable to achieve this since much of the space is devoted to large laboratories and classrooms.

Special Features and Considerations.

The building shall be easily accessible for its users including the handicapped, and it shall employ the guidelines provided in the Ohio Building Code for the handicapped. It should provide easy access to present utilities with a connection to the underground utilities tunnel; have a raised floor and twelve foot ceilings in the central processing unit room; auxiliary uninterruptable power supply generator for emergency operation of computers, independent air-conditioning, heating, and humidity control for the computer center storage space with access to loading dock; fire suppression systems and smoke alarm; adjacent twenty-four hour accessible parking; security system including TV surveillance; magnetic programmable card access control to building and various rooms within it. All assignable rooms shall be equipped with computer terminal outlets.

The Computer Center needs controlled access so should preferably be located on the top floor. The computer room (5600 s.f.) requires a structural floor to ceiling height of 12' to provide a raised floor 1-1/2' above the floor and a dropped ceiling with 2-1/2' space above. The computer room should be equipped with terminal patch panels, modern cabinets, and an indicator panel for security and environmental systems. Next to the computer room should be a storage area (600 s.f.) for computer supplies, a printing room (100 s.f.) for staff output with mailbox slots, a quality control room (400 s.f.), computer output processing and distribution area (200 s.f.), a document and reference room (400 s.f.), and a fireproof vault (150 s.f.). Offices for 38 staff personnel should be equipped with computer terminals and most offices can be double-loaded (3500 s.f.). A conference room (600 s.f.) should be equipped with a folding divider. Three consultation rooms (450 s.f.) should have folding dividers to open to form a small classroom. An electronics maintenance room (250 s.f.), an equipment check-out room (100 s.f.), four small study rooms with TV monitors (300 s.f.), a microfilm room (200 s.f.), and a vendor consultant office (250 s.f.) should be provided on this floor if space permits or on the floor below. Background music should be provided where necessary.

The floor beneath the Computer Center should be the location for the two computer terminal labs (Computer Science and Computer Technology) located adjacent to each other with a folding wall between them. Adjacent to these labs the following computer center spaces (1300 s.f.) should be provided: student service

counter and output bins, printer room, printer paper storage, consultation area, reference room, and a card punch area. A portion of the study area should be located in this area. The two CAI labs could be located on this floor as well as the large classroom (lecture hall).

The bulk paper storage room and an output dispatch area for the Computer Center (2000 s.f.) should be located on the ground floor adjacent to an outside loading dock and a freight elevator.

### PROGRAM INFORMATION

Due to growth in demand for computer usage in all of the following programs to date, together with the projected need, the proposed building is considered critical.

#### DESCRIPTION OF PROGRAMS

a. Computer Science Program. This program is administratively a part of the Mathematical and Computer Sciences Department housed in Cushwa Hall. The program has experienced very rapid growth just as the role of computers has become a dominant tool in business and industry. The graduates of this program earn a Bachelor of Science degree and are prepared to be programmers, systems analysts, micro-processors, data-based administration, computer center directors, and to pursue graduate work in Computer Science to the master's and doctoral levels.

b. Computer Technology Program. This program is administratively a part of the Engineering Technology Department. It offers application oriented computer courses leading to an Associate degree and to a Bachelor of Science in Applied Science degree with graduates prepared to be computer operators, programmers, and system analysts. This program has experienced very rapid growth and admission criteria have been established to control expansion.

c. Information/Word Processing. This is a concentration area in the Secretarial Studies Program that places emphasis on the use of electronic equipment in information and word processing. Graduates are prepared for employment in office automation, information/word processing, and information management.



d. Microprocessors and Robotics. The computer science program offers instruction and laboratory experience in the rapidly growing area of microprocessor based systems. Both the School of Engineering and the Engineering Technology Department are introducing instruction in microprocessors and robotics in their curricula in order to be current with advances in high technology. Only limited space and equipment are now devoted to the use of microprocessors and no laboratories are available for robotics.

e. Computer Assisted Design/Computer Aided Manufacturing. Just as with Microprocessors and Robotics, both the School of Engineering and the Engineering Technology Department are now hampered by lack of space and computer laboratories to introduce these developing technologies into all the appropriate curricula.

f. Systems Analysis, Business-gaming and Operations Research. The School of Business Administration requires much greater computer usage in curricula, to reflect modern business usage in the fields of accounting, systems analysis, business-gaming and simulation as well as operations research and marketing.

g. Computer Center. The Computer Center provides the computing potential through its operation and management of the central processing unit, an Amdahl computer with a variety of peripheral equipment, and three dispersed sites for student access. The Computer Center is housed in Tod B125 but this room is inadequate in size and lacks proper temperature and humidity controls.

h. General and Computer Aided Instruction. In addition to the above program and subject requirements the need for computer usage in all scientific, technical, and professional subject will expand as computer capacity permits. Computer Aided Instruction is used in a number of subjects and will increase if computing power permits.

i. High-Speed Rail Transportation Study Center. The High-Speed Rail Transportation Study Center will require access to computing power for information access, calculations, simulation and design.

2. CURRENT AND PROJECTED DATA

Current data is for Fall 1981:

(Projected data is for Fall 1985)

	<u>FTE Students</u>		<u>Student WSCH</u>		<u>NASF PROGRAM</u>	
	<u>Current</u>	<u>Projected</u>	<u>Current</u>	<u>Projected</u>	<u>Current</u>	<u>Projected</u>
Business	<u>436.99</u>	<u>470.2</u>	<u>175</u>	<u>191</u>	<u>215</u>	<u>1575</u>
Computer Science	<u>162</u>	<u>320</u>	<u>2429</u>	<u>4793</u>	<u>1440</u>	<u>6125</u>
Computer Technology	<u>240</u>	<u>320</u>	<u>4646</u>	<u>6180</u>	<u>600</u>	<u>2695</u>
Info/Word Processing	<u>15</u>	<u>30</u>	<u>231</u>	<u>450</u>	<u>2230</u>	<u>2680</u>
Microprocessors & Robotics	<u>20</u>	<u>39</u>	<u>344</u>	<u>660</u>	<u>512</u>	<u>3575</u>
CAD/CAM	<u>8</u>	<u>29</u>	<u>180</u>	<u>585</u>	<u>504</u>	<u>3150</u>
Computer Center	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>12000</u>	<u>16400</u>
CAI	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3150</u>
High-Speed Rail Transportation Center ---N.A.--			---N.A.---		<u>0</u>	<u>700</u>

Total: 40,050

The total of 40,050 sq.ft. is increased by 5,250 sq.ft. in classrooms and by 1,200 sq.ft. in the Study Area which then equals the 46,500 NASF in the new building.

### 3. CURRENT AND PROJECTED STAFFING

Increased use by existing faculty as a result of availability and reallocation of personnel account for the increases shown in projected staff.

<u>PROGRAM</u>	<u>Staff</u>		<u>Faculty</u>	
	<u>Current</u>	<u>Projected</u>	<u>Current</u>	<u>Projected</u>
Business	<u>2</u>	<u>4</u>	<u>8</u>	<u>11</u>
Computer Science	<u>0</u>	<u>0</u>	<u>6.3</u>	<u>12.6</u>
Computer Technology	<u>0</u>	<u>0</u>	<u>4.5</u>	<u>7.5</u>
Info/Word Processing	<u>0</u>	<u>0</u>	<u>1</u>	<u>3</u>
Microprocessors & Robotics	<u>0</u>	<u>0</u>	<u>.25</u>	<u>5</u>
CAD/CAM	<u>0</u>	<u>0</u>	<u>1.25</u>	<u>3</u>
Computer Center	<u>28</u>	<u>38</u>	<u>-</u>	<u>-</u>
CAI	<u>1</u>	<u>2</u>	<u>-</u>	<u>- **</u>
High-Speed Rail Trans. Study Center	<u>0</u>	<u>5</u>	<u>0</u>	<u>*</u>

\*will occupy current offices.

\*\*CAI to be available for use by all faculty

4. Data on Headcount of Faculty Requiring Research Lab Space

<u>PROGRAM</u>	<u>No. Faculty Requiring Lab Space</u>	
	<u>Current</u>	<u>Projected</u>
Business	<u>0</u>	<u>2</u>
Computer Science	<u>5</u>	<u>10</u>
Computer Technology	<u>1.5</u>	<u>3</u>
Information/Word Processing	<u>.5</u>	<u>1</u>
Microprocessors & Robotics	<u>0</u>	<u>2</u>
CAD/CAM	<u>0</u>	<u>1</u>
CAI	<u>0</u>	<u>0</u>
Computer Center	<u>2</u>	<u>4</u>
High-Speed Rail Trans. Study Center	<u>N.A.</u>	<u>8-10*</u>

\*Using current lab space

5. Description of Specialized Facilities.

(Labs, Offices, Equip, etc.)

a. BUSINESS

Micro-Computer Laboratory: 1575 sq.ft.

- to demonstrate the use and allow students hands-on experience with equipment now being used in business;
- to use in teaching various techniques of decision-making and control system development; and
- to serve as a point-of-scale terminal (scanner) plus instore processor to show the workings of communication protocols.

b. COMPUTER SCIENCE

Computer Terminal Laboratory	1575 sq.ft.
Microcomputer Laboratory	1575 sq.ft.
Mini Computer Laboratory	1575 sq.ft.
(Joint with Computer Technology)	
Ten faculty offices with terminals	1400 sq.ft.

c. COMPUTER TECHNOLOGY

*Mini Computer Laboratory	(Joint with Computer Science)
Computer Terminal Lab	1575 sq.ft.
8 Faculty Offices with Terminals	1120 sq.ft.

d. INFORMATION/WORD PROCESSING

Magnetic Media Laboratory	1200 sq.ft.
Information/Word Processing	1200 sq.ft.
2 Offices with Terminals	280 sq.ft.

e. MICROPROCESSORS & ROBOTICS

Microprocessor Laboratory	(Engineering & Engr Tech)
	1575 sq.ft.
Robotics (Automated Production Laboratory)	2000 sq.ft.

f. CAD/CAM

f. CAD/CAM

Computer Assisted Design Lab (Engineering & Engr Tech)  
1575 sq.ft.

Computer Aided Mfg. Lab (Engineering & Engr Tech)  
1575 sq.ft.

g. COMPUTER CENTER

Computer Room (12' ceiling & raised floor) 5600 sq.ft

38 offices with Terminals

(some double loaded offices) 3500 sq.ft.

Conference/Consultation Room 1300 sq.ft.

Service Rooms (including output processing  
and distribution space, electronic main-  
tenance & equipment checkout, consultant  
support space, quality control, computer  
supply, etc.) 2650 sq.ft.

Storage (including vault) 2750 sq.ft.

h. CAI

2 Computer Aided Instruction Laboratories 3150 sq.ft.

(provided with individual carrels equipped for multi-  
media presentation & direct testing response)

i. HIGH-SPEED RAIL TRANSPORTATION STUDY CENTER

5 offices with Terminals 700 sq.ft.

\*Joint use counted in total once

SPACE REQUIREMENTS BY PRIORITY

<u>Priority</u>	<u>Area (Gross S.F.)</u>	<u>Cost/S.F.</u>
1	71,538	\$112.50
2	10,000	
3	83,400	

Priority 2 and 3 space cannot be included in this program due to funding limitation so will be programmed into a later submittal as shown in Phase II in the University's capital request submitted in February 1982.



SUMMARY OF SPACES BY CLASSIFICATION

	<u>New NASF</u>	
Classrooms	5,250	
Instructional Laboratories	17,000	
Offices	3,500	
Study Area	1,200	
Special Use		
Computer Center	16,400	(Includes offices)
CAI Laboratories	<u>3,150</u>	
	46,500	

SUMMARY OF SPACES BY ROOM TYPES

<u>Room Type</u>	<u>No.</u>	<u>NASF/Rm</u>	<u>Station(s)</u>	<u>Activity</u>
Classroom	5	750	50	Lecture
Classroom	1	1,500	100	Lecture
(Lecture Hall)				
Laboratory	10	1,575	35	Computer Lab
Laboratory	2	1,200	35	Word/Proc. Lab
Laboratory	1	2,000	20	Robotics
Offices	25	140	1	Office
Computer				
Center	1	16,400	-	Computer Operation (including Software)
Study Area	1	1,200	48	Study

LIST OF FIXED EQUIPMENT REQUIRED

See section entitled Moveable Equipment (p. 7).

GENERAL PROGRAM SPECIFICATIONS & FIXED EQUIPMENT

The Associate Architect shall follow the guidelines of the "Handbook of Instructions for Architects and Engineers" issued by the State Department of Public Works and any other supplemental directives issued by that department, along with any University requirements contained herein. State requirements have precedence over University requirements.

All components of the construction program, including but not limited to, hardware, finishes, signal systems, fixed equipment, security systems, lighting, fenestration, doors, locks, toilet room accessories, shall meet fully the requirements of the University and the Department of Public Works. Certain items in the project such as a Master Key System, the Heating and Cooling System, Environmental Control System and Electrical Power System shall be designed as a part of those same systems which now exist on campus.

The building shall be accessible for the handicapped and shall, therefore, employ the guidelines provided in the Ohio Building Code for the handicapped. This includes, but is not limited to, accessible toilet facilities, lowered drinking fountains, accessible telephones, elevators and lowered elevator signal buttons.

A graphics system shall be an integral part of the building and shall be compatible in design with the graphics system of the entire University. All graphics shall be considered fixed equipment.

All spaces shall be numbered according to the University's system of space and inventory reporting.

If necessary, more than one design concept shall be prepared by the architect. Each design shall be reviewed in detail before acceptance or rejection and that review shall summarize space allocations, materials, finishes, cost estimates, time estimates, and, in general, provide a choice of selection by the University. The final design, when completed in detail, should include final working drawings, detailed cost estimates and room finishes and colors. It shall be reflective of the general concepts of this program including particularly, the financial guidelines established herein.

Throughout the design period, the Associate Architect should give consideration to the following items and shall be prepared to discuss the same with proper University personnel to resolve relevant questions and assist in the selection of alternatives where they are possible.

Construction and Phasing and Storage Areas

Traffic

Parking

Pedestrian Circulation

Interior and Exterior Environment

Fenestration

Building Management (mail, control, security, maintenance,  
custodial services, etc.)

Space Standards

Vertical and Horizontal Movement of People, Equipment and  
Supplies

Hardware

Environmental Conditions

State Code and Construction Standards

Graphics

Handicapped Facilities

Flexibility of Space and Use

Utilities

Improved Electrical Power Factor

Fixed Equipment

Moveable Equipment

Communication Systems

Acoustics

Lighting

Security

The project is to be designed with reasonable acoustic treatment throughout which should take into account any special acoustics required.

All moveable equipment will be specified and purchased by the University from funds listed in the project cost estimated.

A general standard for office furniture will consist of the following except where special needs are to be met; such as special desks for computer terminals:

Double pedestal desk with lock

Swivel chair

One side chairs

Four-drawer file with lock

Three-foot section of bookcases

Telephone

Wastebasket

Chair floor mat, if required

Any fixed equipment to be specified shall have precedence in the design of the space over any moveable equipment that may be requested.

Where utilities are to be distributed inside the building, the conduits, wiring, piping, etc. shall be concealed for heating, cooling, communication, computer and signal system.

To satisfy the revised State Building Code, a sprinkler system, if necessary, shall be connected to an alarm system in the building. The alarm system shall be connected to the fire alarm and ring in the Security Office and the local fire department.

Toilet rooms shall be designed to satisfy the Code and, particularly, the handicapped.

Bulletin boards, which are to be fixed equipment, shall be scattered throughout the building to satisfy the new offices.

Sufficient electrical convenience outlets are to be provided in all areas with at least one serving desks (for computer terminals, typewriters, office machines, desk lamps, etc.). Other

outlets shall be sufficient to satisfy janitorial needs for cleaning. If and where the open office concept or landscaped office design is used, power and telephone services can be provided with the use of power poles. In such cases, the pole shall be connected to junction boxes above the ceiling with at least six feet of flexible conduit so as to provide flexibility in determining its final location and for possible future relocation of the pole.

In all areas, conservation of energy shall be given prime consideration.

The Associate Architect shall consult with the University staff concerning any electrical equipment to be installed and for motors of 10 h.p. or larger, for the inclusion in the construction documents, certain proper sized electrical capacitors. These capacitors are to be compatible with the University's electrical systems to maintain an over-all goal of a 0.98 power factor for the University.

The architect shall also furnish to the state, as required, a lifecycle analysis, energy costs and any other such reports required or requested by the state.

A system of covering corridor walls to prevent footmarks shall be developed that is at least wainscot height. The use of built-in or wall attached bench seats is to be considered.

All office areas are to be carpeted. Storage, janitorial and maintenance or equipment rooms need not be carpeted or tiled.

Coat racks and bulletin boards should be well distributed in the office areas. In general, they should be close to the secretarial stations.

Conference rooms are to be equipped with a chalkboard and a tackboard strip across the top. These shall be at least six-feet long. One wall of each conference room shall be furnished with a matte-white surface so it can be used as a projection screen for slides and movies. Sufficient outlets should be provided for this purpose and for computer terminals.

All support space, which includes file space and space for student clerical help shall be located close to the departmental secretarial station.

All secretarial areas shall be of the open office type with sufficient sound absorbing landscape type screens to screen the individual from extraneous activity and noise. These screens shall be the type that does not use a foot support, but rather a panel support for stability. Each station shall be equipped with a telephone and computer terminal outlet.

Walls in toilet rooms, stairways, corridors and entrance ways should be as mar-proof as possible and easily washed. Floors in these areas are preferred to be of terraazzo or ceramic tile. Mechanical, janitorial and general storage rooms can be of exposed concrete if hardened and sealed or of resilient tile.

Recessed ash trays should be provided in all corridors and toilet rooms.



The building is to be heated and cooled with the mediums generated for those purposes in the University's Central Utility Plant. Connections to those utilities are to be made in the existing tunnel system or through a system of direct burial piping between the new building and tunnel system. The heating and cooling systems are preferred to be of the variable air volume type for economic purposes and better control of the same. All temperature control systems are to be connected to the central building automation system of temperature control.

A similar arrangement shall be provided to allow electrical power from the University's Central Electrical Substation enter the building through the tunnel system and a direct burial conduit system. Additional conduits shall also be provided for the transmission of computer lines, signal and communication systems.

A trash compactor shall be located near a service loading dock and all floors of the building shall have lockable openings to a trash chute which shall spill directly into the compactor.

Toilet rooms located on each floor shall be equipped with mirrors, coat racks and book shelves. Mirrors shall not be placed directly above lavatories but, rather, away from the lavatories.

All janitorial closets should be well dispersed throughout the building and large enough to house a sufficient supply of cleaning materials and supplies, a coat hook, shelves, slop sink with a threaded mixing faucet and space for at least one twenty-four inch floor scrubber-polisher. One of these janitorial closets on each floor shall be located near a freight elevator and it should be large enough to house a four-wheeled self-propelled scrubber-

polisher in addition to the items mentioned above for other janitorial closets. Each janitorial closet shall have one convenience electrical outlet in the room.

A freight elevator is to be located near an outside loading dock. Sufficient capacity in passenger elevators is to be provided for the vertical movement of people and light equipment and provided with controlled access to selected floors.

A standard classroom shall consist of tables and straight-back chairs or tablet arm chairs to fill the room for the number of student stations the space was designed to contain. In addition, a wastebasket, pencil sharpener, instructors table, chair and lecturn will be included.

Each classroom shall have at least the front wall covered with chalkboard and map hangers. Near the exit door a corkboard should be mounted.

Opaque darkening drapes should be provided in each classroom for viewing projections on a screen. The drapery should prevent any leakage of light around the windows. A projection screen shall be mounted over the front wall of the classroom and centered on the wall and as close to the ceiling as possible. The screens shall be mounted to prevent keystoneing of the projected image. The screens are to be manually operated and have a matte white finish.

At least one duplex receptacle should be provided on each of the front and rear walls of each classroom as convenience outlets.

Classroom floors are to be covered with resilient tile.

The Lecture Halls should be easily accessible from a corridor. They should be arranged with fixed upholstered seating. The front of the room should include a large projection screen electrically controlled. The lecturn should be in front of the room but offset from the center to clear the projection screen. The fixed seating may be provided on a raked floor. The entire room should be well lighted, carpeted and acoustically treated. Windows should be draped with opaque drapery.

Each laboratory should have at least the front wall covered with chalkboard and sufficient tackboards as well.

In addition to the utilities required for fixed or moveable equipment, each laboratory should have on the front and rear walls of the room a duplex convenience outlet. Clocks are to be located on the rear wall of each laboratory. Laboratory floors are to be covered with resilient tile.

All fixed equipment shall be included in the construction contracts.

In general, the fixed equipment shall include, but not be limited to the following items:

- Graphics (interior and exterior)
- Security Systems and Alarm Systems
- Bulletin Boards
- Chalkboards and Map Hangers
- Directories
- Coat Racks

Projection Screens

Toilet Room Mirrors, Coat Racks and Book Shelves

Janitorial Room Shelving, Coat Hooks, etc.

Drapery

Fixed Seating

Fixed Laboratory Cabinetry

Carrels (electrified)

Uninterruptable Auxiliary Power Supply for the

Computer Room

Fire Suppression System

Computer Status Indicator Panels

POLICIES OF THE BOARD OF TRUSTEES OF  
YOUNGSTOWN STATE UNIVERSITY

ARTICLE I ADMINISTRATION OF THE UNIVERSITY

*Section 1. Principal Administrative Officers*

The principal administrative officers of the University shall be the President, the Executive Vice President, the Provost, the Vice President-Personnel Services, the Associate Vice President-Public Services, the Associate Vice President-Student Services, and the Dean-Administrative Services. These officers shall have the authority and responsibility stated in these policies.

The duties of the Associate Provost and the deans of the schools and colleges and certain other officers are also described in these policies. The duties of all administrative staff not specifically provided for in these policies shall be determined by the President or his designee.

*Section 2. The President*

The Board of Trustees shall employ the President to hold office at the discretion of the Board. He shall hold a professional/administrative appointment subject to the stated terms of his contract of employment.

The President shall be the chief executive officer, responsible for the entire administration of the University, subject to the control and policy direction of the Board of Trustees. He shall foster and promote instruction, scholarship, and public service as the primary mission of the University. He shall enforce the Bylaws and implement the policies of the Board of Trustees and he shall be the official spokesman for the University. He shall attend all meetings of the Board of Trustees; he may attend all meetings of committees of the Board; and, he may address the Board upon all subjects concerning the University.

The President shall be a member of the University faculty and may convene and preside at meetings of the University faculty. He shall be an ex-officio member of each school or college faculty and may call meetings of such faculties.



The President shall recommend to the Board of Trustees for its approval the creation, abolition, or alteration of departments, divisions or activities of the University, and the creation or discontinuance of faculty and staff positions. He, or his designee, shall determine the workweek and establish employee compensation. He may authorize reimbursement to new faculty or professional/administrative personnel for partial or full moving expenses.

The President, or his designee, shall appoint and fix the term of all University boards, committees, and councils unless otherwise provided by Board policy. The President shall appoint, fill vacancies, and remove University members as trustees of the Skeggs Foundation.

The President shall preside at all commencements and other public academic occasions unless he has specifically delegated this responsibility to another officer. He shall sign all diplomas and certificates of completion of study that bear the University seal and he shall confer all degrees authorized to be granted by the Board of Trustees.

The President shall recommend to the Board of Trustees the adoption of an annual operating budget and such other budgets as are appropriate. He shall provide the Board appropriate reports concerning the University and shall recommend long-range operating and facility plans.

A principal responsibility of the President, consistent with the primary mission of the University, shall be to develop and implement more effective strategies for expanding its public service mission, for coordinating legislative relations, and for cultivating private financial support from its alumni, from area business and industrial interests, and from foundations.

The President or his designee shall be authorized to rent or lease facilities or equipment deemed necessary for operation of the University and he shall have the authority to rent or lease University facilities or equipment in the interest of the public good.

The President or his designee shall be authorized to pay dues and service charges to professional and other organizations on behalf of the University. He may pay consultant and professional fees and pay for legal counsel within limits prescribed by law or Board policy.

The President or his designee may close the University in cases of emergencies which present a danger to students, University personnel, or property. He shall also have authority to appoint one or more employees as special security police with duties as prescribed in ORC 3345.04.

The President may exercise the authority of any subordinate officer. He is authorized to sign all contracts for the University on behalf of the Board of Trustees, and such authority may not be exercised by any other officer or employee unless expressly so permitted by these policies. The President shall be the appointing authority (i.e. make appointments, promotions, and dismissals) for all personnel, and may delegate such authority to the Executive Vice President and/or Provost provided, however, he shall advise the Board of such acts of delegation. New appointments of principal administrative officers, as defined in Section 1, shall be approved in advance by the Board of Trustees. All other appointments (except to classified civil service positions and limited service faculty) shall be reported to the Board by the appointing authority for ratification at its next regular meeting.

The President shall designate an acting President whenever, in his judgment, his absence from the University requires such delegation. Such designee shall have full authority to act on the President's behalf.

### *Section 3. The Executive Vice President*

The Executive Vice President shall be employed by the Board upon the recommendation of the President and shall serve at the discretion of the President.

The Executive Vice President shall report to the President and shall be the principal administrative officer of the University for all areas except those identified as public service or external affairs or those assigned to the Provost by the Board's policy statement. He shall be a member of the University faculty; however, he shall hold a professional/administrative appointment subject to the stated terms of his contract of employment. He shall be responsible for leadership in the development and coordination of all activities in his area of responsibility and shall administer such support activities with the specific objectives of service to, and promoting the effectiveness of, the instructional, scholarship, and public service units of the University. He shall have authority to promulgate all rules and procedures pertaining to student rights and responsibilities at the University.



The Executive Vice President shall have authority to sign all contracts for the University on behalf of the Board, as an alternate to the President, in all non-personnel matters. The Vice President-Personnel Services, the Associate Vice President-Student Services, the Dean-Administrative Services, the Controller, the Internal Auditor, the Director of Budget and Institutional Studies, the Director of Purchasing, the Legal Services Officer, and the Director of Affirmative Action in Employment and Purchasing shall report to the Executive Vice President.

The Executive Vice President shall attend all meetings of the Board and all meetings of the Board's committees except when otherwise requested. He shall be chief financial officer of the University and shall oversee the preparation of all quarterly and annual financial reports. He shall determine that all financial management is performed in conformity with the laws of Ohio, Board policy, and generally accepted accounting standards.

#### Section 4. Provost

The Provost shall be employed by the Board upon recommendation of the President and shall serve at the discretion of the President. He shall hold a professional/administrative appointment subject to the stated terms of his contract of employment.

The Provost is the principal academic officer of the University and reports to the President. He shall be responsible for the supervision of all instructional activities and for all faculty affairs in conformity with the policies and rules of the Board of Trustees or the President. He shall be a member of the University faculty and be an ex-officio member of each school or college faculty. He may convene and preside at meetings of the University faculty or of a school or college faculty. He shall be responsible for leadership in maintenance of academic standards; the development and coordination of the instructional, research, and scholarship activities of the University; and the selection, promotion, professional development, tenure and termination of faculty members. He shall serve as liaison officer to the Northeastern Ohio Universities College of Medicine.



The Associate Provost, the deans of the schools and colleges, the Dean of Admissions and Records, the University Librarian, the Director of Continuing Education, the Director of the Media Center, the Coordinator of Developmental Education, and the Director of the Computer Center shall report to the Provost.

The Provost shall attend all meetings of the Board and all meetings of the Academic Affairs Committee of the Board and may attend meetings of the other committees of the Board except when otherwise requested.

*Section 5. The Vice President-Personnel Services*

The Vice President-Personnel Services shall be employed by the Board upon recommendation of the Executive Vice President and the President, and shall report to and serve at the discretion of the Executive Vice President.

The Vice President-Personnel Services is the personnel officer of the University for all personnel except student employees and the appointing authority for all classified civil service personnel. He shall provide leadership in the development and implementation of University personnel policies, prepare annual contracts of employment, maintain personnel files, administer performance evaluation systems, be responsible for payroll preparation, negotiate and administer collectively bargained contracts, and perform other such duties as may be assigned. He shall be a member of the University faculty; however, he shall hold a professional/administrative appointment.

*Section 6. Associate Vice President-Public Services*

The Associate Vice President-Public Services shall be employed by the Board upon recommendation of the President; and shall report to and serve at the discretion of the President.

The Associate Vice President-Public Services shall supervise and make reports and recommendations to the President as respects operations which involve any or all of the following: Intercollegiate Athletics; the Department of University Relations; the Department of Telecommunications; Center for Urban Studies; and Cushwa Center for Industrial Development. He shall serve as liaison with the Northeastern Educational Television of Ohio, Inc. (NETO), and the University Alumni association.

*Section 7. Associate Vice President-Student Services*

The Associate Vice President-Student Services shall be employed by the Board upon the recommendation of the Executive Vice President and the President; and shall report to and serve at the discretion of the Executive Vice President.

The Associate Vice President-Student Services shall have authority and responsibility for: enforcement of rules and regulations governing student conduct on property owned by or under the control of the University, as promulgated by the Executive Vice President; coordination and promotion of student extracurricular and social activities including all student-related organizations; new student orientation; research and activities intended to improve student retention; health care services; activities and operations of Kilcawley Center, including the Residence Hall and food services; career planning and placement for University students and alumni; on-campus and off-campus student housing; Bookstore; International students; Counseling and Testing Center; and Financial Aids.

The Associate Vice President-Student Services shall assist the Student Government and Student Council in their programs and shall be the channel of communication between these groups and the administration.

*Section 8. Dean-Administrative Services*

The Dean-Administrative Services shall be employed by the Board upon the recommendation of the Executive Vice President and the President; and shall report to and serve at the discretion of the Executive Vice President.

The Dean-Administrative Services shall be responsible for the administration of: physical plant operation and maintenance; facility planning, plant construction and utilization; Central Services (print shop, mail service, and telephone service); Campus Security; and Parking Services.

*Section 9. The Associate Provost*

The Associate Provost and Dean of Graduate Studies shall be employed by the Board upon the recommendation of the Provost and the President; and shall report to and serve at the discretion of the Provost. He shall be the administrative head of the Graduate School, and with the cooperation of the Deans of



the various Colleges, shall be responsible for the general supervision of the interests of the Graduate School in accordance with the policies and rules established by the Board, the President, the Provost, and the Graduate School.

Among these duties shall be to: encourage the development and maintenance of quality programs for graduate study; identify those faculty members who qualify for teaching courses that carry graduate credit; administer the procedures for the admission to the Graduate School, the prerequisites for graduate study, the requirements for graduate work, and the recruitment, counseling and registration of graduate students; assure that the candidates for graduate degrees are duly qualified by the faculty for such degrees; supervise the graduate assistantship, fellowship, and scholarship programs; stimulate, encourage and coordinate grant proposals; develop an appropriate committee structure for the Graduate School; prepare and submit reports as requested by the Provost concerning the activities, affairs, and needs of his School; and perform such other duties as may be assigned.

#### *Section 10. Deans of the Schools and Colleges*

Each Dean of a school or college shall be appointed by the Board upon the recommendation of the Provost and the President; and shall report to and serve at the discretion of the Provost. He shall be the administrative head of his respective school or college and shall be charged with the general supervision of all its interests, in accordance with the policies and rules established by the Board, the President, the Provost, the Graduate School and the University faculty.

Among these duties shall be to recommend the appointment, salary, tenure, promotion, and dismissal of faculty members after consultation with appropriate department chairmen and faculty; be responsible for the rendering of full service by faculty and report annually to the Provost on the extramural employment of the faculty within his school or college; promote the general welfare of his faculty and students; supervise the curricula, courses and methods of instruction and work to improve them; direct the attention of the faculty to trends and changes of educational thought and practice; develop and formulate policies for improvement of his college or school for the consideration of the



Academic Senate and his faculty; counsel with students; act upon student admissions to his college; supervise the registration of his students; administer rules and regulations established for the academic progress, promotion, and discipline of his students; coordinate with the Associate Provost and Dean of Graduate Studies programs of instruction and research on the graduate level in his college or school; approve the schedule of courses and examinations as prepared by the Registrar; transmit to the Provost the budget recommendations of his college or school as developed in conference with the chairmen of the departments; take reasonable precautions for the safekeeping of all instructional supplies and equipment of his college or school; call meetings of his faculty from time to time to transact college or school business; appoint members to committees of his faculty as may be established or authorized; administer academic policies, rules, and regulations; submit such reports to the Provost concerning the activities, affairs and needs of his college or school as are requested; and perform such other duties as may be assigned.

*Section 11. Academic Department Chairmen*

Academic Department Chairmen shall, subject to ratification by the Board, be appointed by the Provost upon recommendation of the cognizant dean, to serve as administrative head of the department at the discretion of the Provost.

*Section 12. Affirmative Action in Employment and Purchasing*

The Director of Affirmative Action in Employment and Purchasing shall be employed by the Board upon the recommendation of the Executive Vice President and shall report to and serve at the discretion of the Executive Vice President.

The Director of Affirmative Action in Employment and Purchasing shall certify compliance by departments with the University affirmative action plan before any person is employed. It shall be his responsibility to foster and encourage the recruitment of minority employees and to monitor and assist the Purchasing department to seek compliance with applicable minority purchasing statutes and regulations.



*Section 13. Director of Internal Audit*

The Director of Internal Audit shall be employed by the Board upon the recommendation of the Executive Vice President and shall report to and serve at the discretion of the Executive Vice President.

The Director of Internal Audit shall assist other employees of the University in the effective discharge of their responsibilities by furnishing objective analyses, appraisals, recommendations and other pertinent data concerning the activities needed by them. It shall be the responsibility of the Director of Internal Audit to verify University assets shown on the accounting records and to ensure that proper control systems are maintained. He shall report deviations from institutional policies, procedures, state and federal laws and effective business practices. All reviews or audits by the Director of Internal Audit and staff shall culminate in a written report. Reports shall be consecutively numbered, dated, and signed by the Director of Internal Audit. In addition to any other distribution considered appropriate, a copy of all issued reports shall be filed with the President and each member of the Budget and Finance Committee of the Board of Trustees.

*Section 14. Legal Services Officer*

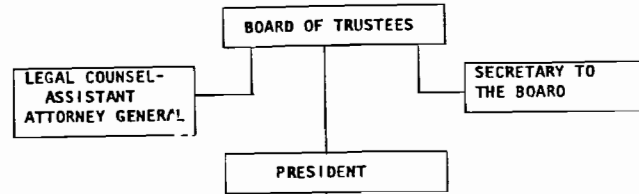
The Legal Services Officer shall be employed by the Board upon the recommendation of the Executive Vice President and shall report to and serve at the discretion of the Executive Vice President.

The Legal Services Officer shall provide legal advice to the principal administrative officers (as defined in Section 1) pertaining to University compliance with relevant state and federal laws and regulations. He shall also render legal advice and services to the Youngstown Educational Foundation as required.

The Legal Services Officer shall: review the form used for all personnel contracts; maintain an executed copy of all University contracts (except personnel employment contracts) which are appropriately segregated as to current and expired and an index thereto; review all contracts (except personnel) before execution by the Executive Vice President or the President; and

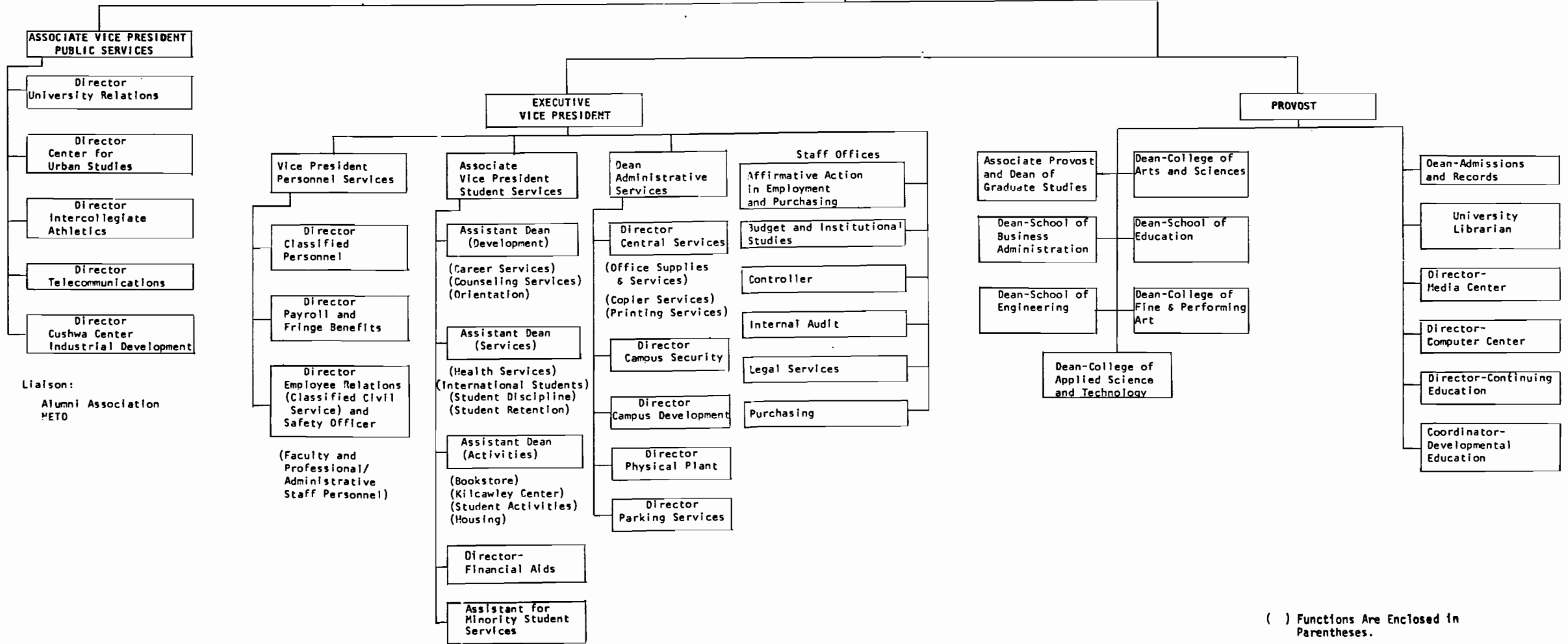
render such other services as required. The Legal Services Officer shall not be the Legal Counsel to the Board of Trustees nor represent the University in court since those responsibilities are reserved by law to the Attorney General of Ohio. He shall, however, assist appropriate University personnel in preparing information for the Attorney General and shall serve as liaison with the designated Assistant Attorney General who may be appointed to represent the University or its Board of Trustees.

YOUNGSTOWN STATE UNIVERSITY  
 ORGANIZATIONAL CHART  
 October 15, 1982



PUBLIC SERVICE AND EXTERNAL AFFAIRS

INTERNAL ADMINISTRATION



( ) Functions Are Enclosed in Parentheses.

EX-101-10



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

October 22, 1982

TO THE TRUSTEES OF  
YOUNGSTOWN STATE UNIVERSITY

Enclosed is copy of draft of Minutes of the Special meeting of the Board of Trustees held on October 15, 1982.

Yours very truly,

Secretary to the Board of  
Trustees

HWM:EVT

Enc.

Copy to: Each of Nine Trustees  
Dr. John J. Coffelt, President  
Dr. Bernard T. Gillis, Provost  
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, Legal Services  
Officer  
Mr. Fred W. Rich, State Examiner