



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

January 26, 1983

TO THE TRUSTEES  
OF YOUNGSTOWN STATE UNIVERSITY

This notice is to advise that the next regular meeting of the Board of Trustees will be held at 3:00 P.M. on Friday, February 11, 1983 in the Board Room in Tod Administration Building.

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

Very truly yours,

HUGH W. MANCHESTER

Secretary to the Board of Trustees

HWM:EVT

Copies of the above notice were mailed on January 26, 1983 to each of the Nine Trustees and to the President, as listed on the reverse side of this page; and a copy was also mailed on the same date to each of the five others listed on the reverse side of this page.

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Secretary to the Board of Trustees

TRUSTEES AND THE PRESIDENT

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

Attorney Paul M. Dutton  
Mitchell, Mitchell & Reed  
709 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 44555

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

Mr. Frank C. Watson, President  
Youngstown Welding and Engineering Co.  
Box 2461  
Youngstown, Ohio 44509

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

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

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

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

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

Mrs. Judith Parmenter, Executive  
Director, YSU Alumni Association  
Youngstown State University  
410 Wick Avenue  
Youngstown, Ohio 44555

MEMO TO: DR. DAVID C. GENAWAY  
Librarian

FROM: Hugh W. Manchester, Secretary to  
the Board of Trustees

*H.W.M.*

DATE: February 11, 1983

SUBJECT: Minutes of Meeting of the Board of  
Trustees of Youngstown State University  
held November 12, 1982

I am enclosing a xerox copy of the  
original Minutes of the Board of Trustees Meeting referred to above.

The original Minutes were approved,  
signed and attested at today's meeting of the Board of Trustees.

H.W.M.

HWM:EVT

Enc.

xc: President John J. Coffelt  
Provost Bernard T. Gillis  
Vice President Taylor Alderman  
Dr. Thomas Fok, Chairman of the  
Board



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

February 11, 1983

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

Dear Dr. Shipka:

Enclosed for your records find a copy of the Minutes of the Meeting of the Board of Trustees of Youngstown State University held on November 12, 1982.

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

Yours very truly,

*Hugh W. Manchester*

HWM:EVT

Enc.

xc: Dr. John J. Coffelt  
Dr. Taylor Alderman





# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

February 11, 1983

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

Dear Mr. McElroy:

Enclosed for your records find a copy of the Minutes of the Meeting of the Board of Trustees of Youngstown State University held November 12, 1982.

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

Yours very truly,

HUGH W. MANCHESTER  
Secretary to the Board of Trustees

HWM:EVT

Enc.

xc: Dr. John J. Coffelt  
Dr. Taylor Alderman



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

February 11, 1983

Mrs. Judith Parmenter,  
YSU Alumni Director  
Youngstown State University  
410 Wick Avenue  
Youngstown, Ohio 44555

Dear Mrs. Parmenter:

Enclosed for your records find a copy of the Minutes of the meeting of the Board of Trustees of Youngstown State University held on November 12, 1982.

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

Yours very truly,

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

HUGH W. MANCHESTER  
Secretary to the Board of Trustees

HWM:EVT

Enc.

xc: Dr. John J. Coffelt  
Dr. Taylor Alderman

MINUTES OF MEETING

of

BOARD OF TRUSTEES

of

YOUNGSTOWN STATE UNIVERSITY

Tod Administration Building  
Friday, February 11, 1983

Pursuant to Resolution YR 1983-31 and to Notices mailed on the 26th day of January, 1983 by the Secretary to the Board to each Trustee, a copy of which precedes 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 appointed by the Attorney General of Ohio, to the Legal Services Officer of the University and to the Executive Director of YSU Alumni Association) a regular meeting (eighty-eighth) of the Board of Trustees of Youngstown State University convened at 3:00 p.m. on Friday, February 11, 1983 in the Board Room in the Tod Administration Building.

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

Also present were Dr. John J. Coffelt, President, Dr. Neil D. Humphrey, Executive Vice President, Dr. Bernard T. Gillis, Provost, Dr. Taylor Alderman, Vice President Personnel Services, Edmund J. Salata, Dean Administrative Services, Dr. Lawrence E. Looby, Associate Vice President Public Services, Dr. Charles A. 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 approximately 50 deans, members of the faculty, students and members of the news media. Included were about 25 students, some with placards indicating a wish to participate in determining amounts to be expended for athletics.

Dr. Fok, Chairman of the Board, presided.

ITEM I - Proof of Notice of Meeting.

Evidence was available to establish that due notice of the meeting had been mailed on January 26, 1983 by the Secretary, to each of the nine Trustees and to the President, and that copies had also been mailed to the Presidents of the YSU chapters of OEA and OCSEA, to Edward A. Flask, Special Counsel, to Theodore R. Cubbison, Legal Services Officer and to Mrs. Judith Parmenter, Director, YSU Alumni Association. Such evidence precedes these Minutes.

ITEM II - Minutes of Meetings Held on November 12, 1982

Copies of the draft of the Minutes of the Meeting of the Board of Trustees held on November 12, 1982, had been mailed to each Trustee, to the President, the Executive Vice President, Provost, Vice President Personnel Services, the Dean of Administrative Services, the State Examiner, the Special Counsel and the Legal Services Officer. The Minutes of such meeting were approved on Motion by Mr. Watson, seconded by Mr. Dutton and duly carried, and were signed by the Chairman and attested by the Secretary.

ITEM III - Recommendations of the President of the University

Dr. Coffelt recommended that three Resolutions be adopted by the Trustees.

1. Resolution to Ratify Faculty/Staff Appointments

After Dr. Gillis had introduced Dr. Gary L. Pielemeier, who is the newly employed Assistant Dean/MBA Director of the Williamson School of Business Administration, and after a Motion, which was made by Mr. Lyden and seconded by Mr. Giddens, had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution duly adopted:

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

YR 1983-32

WHEREAS, new appointments have been made subsequent to the November 12, 1982 regular meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1982-83 Budget and with the University policy on Equal Employment Opportunity.

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

2. Resolution Accepting Gifts

After a Motion which was made by Mr. Dutton and seconded by Mr. Mittler, had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution duly adopted:

WHEREAS, Resolution YR 1980-34 provides that the President shall compile a list of gifts to the University for each meeting of the Board of Trustees and present the list accompanied by his recommendation for action by the Board; and

YR 1983-33

WHEREAS, the President has reported that the gifts as listed in Exhibit B attached hereto are being held pending acceptance and he recommends their acceptance.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept these gifts on behalf of Youngstown State University and instructs the President to acknowledge such acceptance to the donors and to express our gratitude for their generosity to the University.

3. Resolution to Amend Bylaws and Policies

By agreement of all Trustees present, consideration of a proposed resolution to amend the Bylaws and Policies of the Board was deferred until the subject of unfinished business was reached.

4. Resolution to Permit Use of the University's Name

Dr. Coffelt stated that the Youngstown Educational Foundation, which had been created by Youngstown University prior to the creation of Youngstown State University with the intention that its assets be used to support Youngstown State University, its students, activities and/or programs, now wishes to change its corporate name to Youngstown State University Founda-

tion to more closely identify it with Youngstown State University. The discussion, in which the President of the Youngstown Educational Foundation and several persons who were Trustees of both the University and the Foundation participated, indicated the advisability of furnishing Trustees of Youngstown State University with a copy of annual reports of the Foundation, as well as the need for both institutions at times to seek to raise funds, each without interfering with similar efforts of the other.

After a Motion, which was made by Mr. Dutton and seconded by Mr. Watson had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution duly adopted:

WHEREAS, the Youngstown Educational Foundation was founded to assist the University by providing support for educational, literary, charitable and scientific activities and programs; and

YR 1983-34

WHEREAS, the Foundation has determined that it should choose a new name that would more closely identify it with the institution it serves as well as eliminate confusion with certain other local organizations having a similar name; and

WHEREAS, the Foundation has requested permission to use the name, "Youngstown State University Foundation."

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize and permit the Board of Trustees of the Youngstown Educational Foundation to use the name of Youngstown State University as part of its new name, and it requests that a copy of the annual reports of the Foundation be furnished hereafter to each Trustee of the University.

ITEM IV - Reports of the President and Other Officers of the University

1. Dr. Coffelt, President, reported concerning the following matters:

A. Impact on YSU of further cuts in appropriation for Higher Education.

As the state financial problems mount, higher education is again to bear the brunt of budget cuts. In addition to a previous 10% cut, an additional 5% cut is expected. This 15% cut will mean about \$3.9

million less for YSU for this fiscal year than was appropriated; and is in addition to a 7% cut for FY 1981 and a 5.5% cut for FY 1982. Higher Education which receives only 14% of the State's General Fund has suffered 52% of the cuts. As resources are falling, the demands on higher education are increasing due to needs for retraining opportunities; needs to establish or strengthen programs and to educate more persons.

Since 1978-79 it has been necessary to increase tuition and fees at YSU four times, for a total 56.6% increase, and it is apparent that another increase must be made. Restoration of funding cuts is essential to the colleges and universities in Ohio if they are to continue providing quality education and assisting in solution of economic problems.

B. Enrollments for the winter term 1983 are now 14,497 headcount, an all time high. FTE is 11,408.

C. The Attorney General has advised that because of pending litigation which already involves the constitutional validity of ORC 125.081 (which statute mandates that certain percentages of both operating and capital purchases be from approved minority businesses) he cannot now give YSU an opinion as to the application and validity of such statute.

2. Dr. Humphrey, Executive Vice President, reported concerning the following:

A. At Dr. Humphrey's request, Dr. Alderman (Vice President - Personnel Services) reported concerning two pending arbitration proceedings: one involves the separation last year of a classified civil service employee who alleges discrimination because of his role as a union steward, contrary to the Labor Agreement, whereas the University claims the separation was because of his physical impairment; the other involves a former member of the Administrative staff who holds a Juris Doctor degree from the University of Chicago and who was appointed, effective January 3, 1983, as an Assistant Professor in the Department of Management. He was advised that his Juris Doctor would be considered an earned doctorate degree for purposes of the Agreement provisions concerning promotion in rank. The YSU-OEA has grieved such element of his appointment, and the matter was heard on January 31. Decision is expected within a month.

Dr. Alderman also submitted a report as to Appointments and Separations from The Classified Staff and Appeals for the fourth quarter of 1982, which indicated 473.5 positions, of which 458.5 were filled as of 12/31/82.

B. At Dr. Humphrey's request, Dean Salata reported that the State Architect's office is attempting to resolve the problems connected with the seating failures at Stambaugh Stadium and that a study is being made which may lead to a change in the telephonic system in use at the University.

C. Dr. Humphrey presented a comparison of Budgeted and Actual Revenue and Expenditures for the six months ended December 31, 1982; which he stated showed no unusual items.

3. Dr. Gillis, Provost, reported concerning the following matters:

A. Long range plans for computing services which may be needed on campus are under development at the same time that facilities for a high technology building are being planned.

B. A proposed report to the Accreditation Board on Engineering and Technology, Inc. is under review by consultants before final completion and submission of such report.

C. The proposed Labor Relations Program will be resubmitted to the Ohio Board of Regents, together with a new report on its fiscal impact.

D. The third quarter Commemorative Calendar and List of Events for the Diamond Jubilee of the University featured the Northeastern Ohio Universities College of Medicine in January, the College of Applied Science and Technology in February (along with Black History Month) and the Rayen School of Engineering will be featured in March. The final quarter of April, May, and June will feature the College of Arts and Sciences, the Graduate School and Research, and Alumni Months respectively. A University-wide open house is tentatively set for Sunday, May 22, 1983.

E. A calendar of operations for the academic area for 1983-1984 has been developed. Copies were furnished.

F. The speaker for the March 26, 1983 commencement is to be Richard Thornburgh, Governor of the Commonwealth of Pennsylvania.

G. A resolution will be advanced by the Academic Affairs Committee of the Board of Trustees to recommend deletion of the program in Educational Media.

H. Recent publications by and other recognition of YSU faculty members include 3 books:



The Police Personnel System, by  
Dr. Calvin J. Swank and Dr. James A. Conser  
John Wiley & Sons, Inc.

Marketing Research, by  
Dr. H. Robert Dodge, Sam Fullerton and David Rink  
Charles Merrill Publishing Co., and

Shutdown at Youngstown (Public Policy  
for Mass Unemployment), by  
Dr. Terry F. Buss and F. Stevens Redburn  
State University of N. Y. Press - Albany

And the appointment of Dr. Edward Mooney, Assoc.  
Prof. of Physics, to a Los Alamos National Laboratory  
Task Committee to investigate scattering length of the  
neutron.

#### EXECUTIVE SESSION

The Trustees retired into an executive session at 3:30 p.m. for about 70 minutes, after motion duly made, seconded and carried, for the purpose of considering matters relating to the employment of personnel, before returning to the open meeting in the Board Room.

#### ITEM V - Reports of the Committees of the Board

##### 1. Personnel Relations Committee

Mr. Giddens reported that the Committee was recommending two Resolutions for adoption by the Board. He then read and moved for adoption the following Resolution:

##### a. Resolution to Modify Personnel Policies for Full-Time Athletic Coaches

WHEREAS, the Board of Trustees of Youngstown State University in Resolution YR 1983-14 directed that the University should seek competitive regional prominence in football and basketball and competitive proficiency in other areas of intercollegiate athletics; and

YR 1983-35

WHEREAS, the Board of Trustees of Youngstown State University further directed the establishment of personnel practices necessary to accomplish these goals.

THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that Article III, Sections 13.4, 17.3, and 20 be and are hereby amended as specified in Exhibits D, E, and F appended hereto.

The Motion was seconded by Mr. Watson and, after discussion, received the affirmative vote of all Trustees present. The Chairman declared the Motion carried and the Resolution adopted.

Mr. Giddens next read and moved for adoption the following Resolution:

- b. Resolution to Modify Policy on Faculty Improvement Leaves for Chairpersons

WHEREAS, Article III, Section 25 of the Policies of the Board of Trustees provides for Faculty Improvement Leaves for academic department chairpersons, and YR 1983-36

WHEREAS, it is appropriate that chairpersons granted Faculty Improvement Leaves receive financial support equal to that received by full-service faculty who are on such leaves.

THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that effective June 15, 1983 Article 25.6 of the Policies of the Board of Trustees be amended to provide 100% of salary to chairpersons on Faculty Improvement Leaves, as specified in revised Article 25, Section 25.6 attached hereto as Exhibit G.

The Motion was seconded by Mrs. Mackall and, after discussion, received the affirmative vote of all Trustees present. The Chairman declared the Motion carried and the Resolution adopted.

2. Building and Property Committee

Mr. Dutton stated that the Building and Property Committee had determined to recommend the adoption of two Resolutions by the Board of Trustees.

He then read and moved for adoption the following Resolution:

- a. Resolution to Approve the Kilcawley Center Residence Dining Area Improvement Project

WHEREAS, the Kilcawley Residence Dining area was originally constructed in 1965, and no improvements or major renovations have been made to the dining area since 1975; and YR 1983-37

WHEREAS, due to the age of the equipment and the condition of the area, it is necessary to make certain improvements to this area; and

WHEREAS, the continued use of the Residence Dining Area is essential in providing the necessary food service for the Residence Hall occupants; and

WHEREAS, the estimated cost for the proposed improvements is \$52,000 and funds are available in the Kilcawley Center Fund Balance; and

WHEREAS, the Board of Trustees Building and Property Committee has reviewed this project and recommends adoption by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED, that the Youngstown State University Board of Trustees does hereby approve the Kilcawley Residence Hall Dining Area Improvement Project as attached hereto in Exhibit H and authorizes release of \$52,000 from the Kilcawley Center Fund Balance subject to approval of bids by the Building and Property Committee of the Board.

The Motion was seconded by Mr. Watson and, after discussion, received the affirmative vote of all Trustees present. The Chairman declared the Motion carried and the Resolution adopted.

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

b. Resolution Concerning Transfer of Land

WHEREAS, the University wishes to exchange Youngstown City Lot No. 3493 in Smoky Hollow for Youngstown City Lot No. 9645 owned by Joseph Cassese; and

YR 1983-38

WHEREAS, the Ohio General Assembly has enacted legislation authorizing the Governor to effect such transfer; and

WHEREAS, title to Lot No. 3493 is with the Youngstown State University Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Youngstown State University Board of Trustees does hereby authorize transfer of Youngstown City Lot No. 3493 to the State of Ohio in order that it may be exchanged for Lot No. 9645 owned by Joseph Cassese.

The Motion was seconded by Mr. Giddens and after discussion, received the affirmative vote of all Trustees present. The Chairman declared the Motion carried and the Resolution adopted.

3. Budget and Finance Committee

Mr. Lyden stated that the Budget and Finance Committee had determined to recommend the adoption of one Resolution by the Board of Trustees.

He then read and moved for adoption the following Resolution:

Resolution Concerning Improvement of Beeghly  
Physical Education Center

WHEREAS, the Building and Property Committee of the Board of Trustees has determined that it is desirable to expand the seating capacity of the Beeghly Physical Education Center by 1,600 seats; and YR 1983-39

WHEREAS, the Budget and Finance Committee of the Board of Trustees has reviewed the financing possibilities for such a project and has recommended reallocation of Plant Fund monies by non-mandatory, intra-fund transfer.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the transfer within the Plant Funds group of \$370,000 from the Major Repairs and Renovations fund, \$190,000 from the Property Acquisition fund, and \$300,00 from the Office Building Renovation fund to the Beeghly Remodeling fund and authorizes its expenditure for expansion of the seating capacity of the gymnasium in Beeghly Physical Education Center subject to approval by the Building and Property Committee of the architectural plans and specifications and the construction bid.

The Motion was seconded by Mr. Dutton and, after discussion, received the affirmative vote of all Trustees present. The Chairman declared the Motion carried and the Resolution adopted.

4. Student Affairs Committee

Mr. Mittler stated that such Committee had determined to recommend the adoption of one Resolution by the Board of Trustees, and he then read and moved for adoption the following:

Resolution to Authorize Co-educational Housing on a Continuing Basis

WHEREAS, the Board of Trustees of Youngstown State University on April 25, 1981 authorized and permitted the administration to offer accommodations on a trial basis for both men and women in Kilcawley Residence Hall; and

YR 1983-40

WHEREAS, a floor of the Kilcawley Residence Hall has been devoted to housing women students since the 1981-82 fall quarter; and

WHEREAS, the Associate Vice President, Student Services has reported that the Establishment of a women's floor in Kilcawley Residence Hall has been a positive factor in improving the overall atmosphere of the Residence Hall and the dining facilities; and

WHEREAS, the residents of the Hall have demonstrated an increased level of participation in and appreciation of Hall activities and programs.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does authorize and permit the administration to continue to provide housing for men and women students in Kilcawley Residence Hall segregated by floor; and

BE IT FURTHER RESOLVED, that the Associate Vice President, Student Services be directed to annually review and establish the appropriate ratio of living unit floors devoted to the housing of men and women students within Kilcawley Residence Hall.

The Motion was seconded by Mr. Giddens and, after discussion, received the affirmative vote of all Trustees present. The Chairman declared the Motion carried and the Resolution adopted.

5. Academic Affairs Committee

Mr. Watson stated that such Committee had a Resolution to recommend for approval by the Board. He then read and moved for adoption the following Resolution:

Resolution to Delete the Academic Program Educational Media

WHEREAS, deletions or changes in academic programs and new programs leading to degrees require Board of Trustees action; and

YR 1983-41

WHEREAS, the university's Academic Senate approved the dropping of the academic program in Educational Media at its December, 1982 meeting; and

WHEREAS, the University Administration concurs in such program deletion as necessary and proper.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve and authorize deletion of the academic program, Educational Media, from the University's approved list of instructional programs.

The Motion was seconded by Mr. Mittler and, after discussion, received the affirmative vote of all Trustees present. The Chairman declared the motion carried and the Resolution adopted.

ITEM VI - Communications, Memorials

No formal communications or memorials were presented. A list of nineteen items of information which had been furnished to each Trustee for informational purposes, prior to the meeting, is as follows:

Enrollment Summary, Winter 1983 . . . . .	1
Memorandum of Chancellor Moulton, Ohio Board of Regents, dated December 22, 1982, regarding Institutional Subsidy Distribution . . . . .	2
Memorandum of Chancellor Moulton, Ohio Board of Regents, dated January 6, 1983, regarding study of enrollments in college and university remedial English and Mathematics . . . . .	3

Listing of Board of Regents members . . . . .	4
Memorandum of President Coffelt, dated January 26, 1983, regarding Executive Order "Buy Ohio" . . . . .	5
Memorandum of Jim Delany, Commissioner, Ohio Valley Conference dated November 30, 1982, regarding ABC and WTBS TV revenue . . . . .	6
Letter of Judith Wilcox Fortman, Assistant Attorney General, dated November 15, 1982, in response to YSU request for an AG opinion concerning the constitutionality and application of R.C. 125.081 . . . . .	7
Letter Agreement between Office of the Attorney General and Fisher, Wayland, Cooper and Leader to provide legal services to represent YSU in all matters before the Federal Communica- tions Commission . . . . .	8
Statements for legal services rendered by Board's legal counsel . . . . .	9
Pending Litigation in Court and Matters before Board's and/or Commissions . . . . .	10
Correspondence of Ohio Civil Rights Commission regarding Hodesson v. YSU Police Department . . . . .	11
Memorandum of Attorney Cubbison, dated January 10, 1983, regarding John M. Hudzik Estate v. YSU . . . . .	12
Letter of Raymond McElroy, President, OCSEA, dated December 30, 1982, regarding modification of present <u>Agreement</u> . . . . .	13
Correspondence regarding non-renewal of a personnel contract . . . . .	14
Recommendation regarding a negative tenure decision . . . . .	15
Campus Security, Monthly Activity Report -- October November, December 1982 . . . . .	16
Correspondence regarding minority purchasing . . . . .	17
Memorandum of Provost Gillis, dated December 15, 1982, regarding special Library allocation for accreditation . . . . .	18
Memorandum of Senate Academic Affairs Committee regarding open hearings on proposal for unconditional admission . . . . .	19

ITEM VII - Unfinished Business

The review of Bylaws and Policies of the Board, as initiated on October 15, 1982 by the adoption of Resolutions YR 1983-18 and 1983-19 was again taken under consideration. The last clauses in a proposed resolution, which had been submitted as Item D 3 with the agenda for this meeting were modified for the purpose of assuring that there was no intention to alter those changes made today as respects the Personnel Policies for Full-Time Athletic Coaches and the Policy on Faculty Improvement leaves for Chairpersons, by the adoption of Resolutions YR 1983-35 and 1983-36 (Exhibits D, E, F and G to these minutes).

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

Resolution to Amend Bylaws and Policies

WHEREAS, the Board of Trustees did adopt YR 1983-18      YR 1983-42 amending Article 1 of its Policies and did direct the President to present non-substantive amendments which would bring Article II through IX and the Appendices into harmony and compliance with the revised Article 1; and

WHEREAS, the Board of Trustees did also adopt YR 1983-19 directing that its Bylaws be amended to establish an additional standing committee of Trustees to be known as "Public Affairs Committee."

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify and approve the amendments to Article II through IX and the Appendices of the Policies, and the amendment to Article III, Section 9, of its Bylaws to establish a standing committee to be known as the "Public Affairs Committee;" and

BE IT FURTHER RESOLVED, that the revised Policies and Bylaws of the Board of Trustees of Youngstown State University as set forth in Exhibit C attached hereto are hereby ratified and adopted, effective immediately, it being understood that such Policies and Bylaws shall and do supersede all Policies and Bylaws as in effect immediately prior to the adoption of this resolution,



except only Sections 13.4, 17.3, 20 and 25.6 of Policy Article III which shall remain as provided in Exhibits D, E, F, and G attached to these minutes and approved at this meeting by Resolutions YR 1983-35 and 1983-36.

The Motion was seconded by Mr. Watson and, after further discussion, received the affirmative vote of all Trustees present. The Chairman declared the Motion carried and the Resolution adopted.

ITEM VIII - New Business


No new business was presented.

ITEM IX - Time and Place of Next Regular Meeting


There being no further business, on Motion made by Mr. Lyden, seconded by Mr. Watson, which was carried by the affirmative vote of each Trustee present, the Chairman declared the following Resolution duly adopted:

"RESOLVED that the next regular meeting of the Board of Trustees of Youngstown State University be held in the Board Room in Tod Administration building on Friday, April 22, 1983 at 3 p.m." YR 1983-43

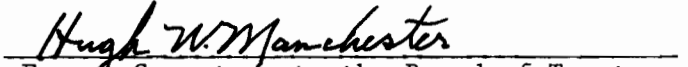
The meeting was duly adjourned at 5:00 p.m.

  
\_\_\_\_\_  
CHAIRMAN

ATTEST:

  
\_\_\_\_\_  
Secretary to the Board of Trustees

APPROVED:

  
\_\_\_\_\_  
Former Secretary to the Board of Trustees

YOUNGSTOWN STATE UNIVERSITY  
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS  
 AS OF February 11, 1983

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>ANNUAL SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Pielemeier, Gary L.	Assistant Dean/MBA Director	Williamson School of Business Administration	January 3, 1983	\$17,366 (12-Month Base:\$35,000)	12	3-year contract; Courtesy Rank of Associate Professor.
Adsit, Robert W.	Tennis Coach	Intercollegiate Athletics	December 1, 1982	\$10,215 ( 9-Month Base:\$14,127)	9	
Chacona, Anne	Program Coordinator	Kilcawley Center	January 3, 1983	\$ 9,171 (12-Month Base:\$18,485)	12	
Harris, Bernard W.	Instructor	Management	January 3, 1983	\$10,590 ( 9-Month Base:\$17,500)	9	Temporary/Terminal.
Souther, George C.	Risk Manager and Safety Officer	Vice President-- Personnel Services	January 18, 1983	\$12,254 (12-Month Base:\$27,000)	12	
West, Dorothy	Assistant Professor	Home Economics	January 3, 1983	\$12,103 ( 9-Month Base:\$20,000)	9	Temporary/Terminal.

Agenda Item D.1.  
Exhibit A

YOUNGSTOWN STATE UNIVERSITY  
 RESOLUTION ACCEPTING GIFTS  
 as of February 11, 1982

<u>DONOR</u>	<u>AM'T AND/OR DESCRIPTION</u>	<u>RESTRICTION OR PURPOSE OF GIFT</u>
The Tamarkin Co.	\$ 5,000	WYSU-FM - Basketball Broadcast
Mr. Donald Volenik	100	Unrestricted
The Standard Oil Co.	200	Career Services
Mr. Richard Rymer	Stereo Record Collection (\$140 Value)	WYSU
Mr. Alfred P. Raghanti	10	Wilcox Curriculum Materials Center
Dowell Division of Dow Chemical USA	1,000	School of Engineering
J. Ford Crandall Memorial Foundation	15,000	Scholarship Fund
Mr. Robert V. Galbreath	250	Unrestricted
Mr. Ken Burdman	83	Intercollegiate Athletics
Dr. John Geletka	140	" "
Mr. Dennis E. Mytinger	6	" "
Tasco Insulation	12	" "
M. Berkowitz Co.	6	" "
Mr. H. Davis	14	" "
Falcon Foundry	6	" "
Mr. Raymond Jaminet	120	" "
Mr. Dominic Bosco	100	Unrestricted

Agenda Item D.2.  
Exhibit B

<u>DONOR</u>	<u>AM'T AND/OR DESCRIPTION</u>	<u>RESTRICTION OR PURPOSE OF GIFT</u>
Mrs. Glen D. Graff	\$ 250	Dean R. Miller Scholarship
Walter E. Watson-Bequest	2,000	Annual Faculty Awards
Dr. Thomas Kenyhercz	500	Chemistry Department
Mr. Charles B. Schaff	1,500 SCR'S (\$1,100 Value)	CAST - Engineering Tech.
All-Sports Complex Campaign Committee	70,000	All-Sports Complex
Cecilia Abel	20	WYSU
David E. Anderson	20	"
Wilbur Campbell	10	"
Jean Kukura	10	"
Irwin M. Urling	20	"
Rev. Gordon Butcher	30	"
Linda Davis	35	"
Mrs. Marvel Flint	20	"
Pat Hall	20	"
Donald Reagan	20	"
Dennis Reynolds	20	"
Georgene Stephanic	20	"
Steven Torsky	20	"
Dr. & Mrs. Ronald Gould	20	"
William E. Himes	20	"
Steve E. Keister	250	"
Mrs. D. W. Smith	20	"
Richard L. Brown	40	"
June E. Phillis	50	"
Carol F. Schultz	50	"
Catherine McPhee	10	"
Donald G. Stitt, M.D.	20	"
Susan E. Golegrove	20	"
Frank Farragher	35	"
Mr. & Mrs. George Haushalter	50	"
Dorothy Howerton	20	" Agenda Item D.2. Exhibit B

<u>DONOR</u>	<u>AM'T AND/OR DESCRIPTION</u>	<u>RESTRICTION OR PURPOSE OF GIFT</u>
Frank Marzano	\$ 20	WYSU
Mr. & Mrs. Fred Alexander	100	"
Mrs. Olive H. Blough	20	"
Emery E. Ellis	20	"
Alfonso L. Garcia	100	"
Bob Hummer	52	"
Rev. Tony Pastucci	20	"
Nancy James Stillwagon	25	"
Lew Carbone	20	"
Dr. & Mrs. Herschel Cooper	50	"
Carol J. Doyle	20	"
Paul Farwell	50	"
Dr. A. J. Bilbert	20	"
Margaret & Alan Gittis	35	"
Ardith Henderson	5	"
Mary Ann Hoffman	20	"
Peter Leonard	20	"
Roy Rohrabough	50	"
Esther Szakach	25	"
Mr. & Mrs. Philip Thompson	50	"
Mrs. Ralph Towers	35	"
Sieglinde Warren	25	"
Dr. & Mrs. Emil Dickstein	20	"
Bette R. Killey	35	"
D. Todd Murdock	25	"
Mr. & Mrs. Stan Palumbo	25	"
Shirley Peterson	20	"
John Wissinger	10	"
Helen Adamiak	10	"
Charlotte Buchman	30	"
Roy Buchman, Jr.	30	"

Agenda Item D.2.  
Exhibit B

<u>DONOR</u>	<u>AM'T AND/OR DESCRIPTION</u>	<u>RESTRICTION OR PURPOSE OF GIFT</u>
Carol Farnum	\$ 30	WYSU
Ronald Homrighausen	50	"
Norman Park	25	"
Chester Rufh	20	"
Richard Stypula	25	"
Anne Suliot	20	"
Elizabeth Vargo	20	"
Eric Wingler	40	"
Julia Catchpole	50	"
Martin J. Posner	35	"
D. M. Simpson, M.D.	20	"
Bill Abell	35	"
Mrs. Narciso Domingo	20	"
Jerry Geier	35	"
William Holt	5	"
Eleanor Jones	20	"
James P. Ronda	50	"
Dr. Christopher Thomas	250	"
Dr. & Mrs. Kurt Wegner	50	"
Stephen Grennek	20	"
Mr. & Mrs. Michael Klasovsky	35	"
George Livingston	25	"
Dr. Nicholas A. Szilagye	50	"
Lois Tamplin	20	"
Dr. John Andrews	25	"
Dr. & Mrs. Frank Krautter	50	"
Robert S. Munn	25	"
Walter Weickenand	25	"
Leonard Cirelli	20	"
Mrs. Paul McNicholas	20	"
Donald Buckey	20	"
James Little	25	"
Mr. & Mrs. Joseph Stoler	20	" Agenda Item D.2.
Robert Van Nuys	60	" Exhibit B

<u>DONOR</u>	<u>AM'T AND/OR DESCRIPTION</u>	<u>RESTRICTION OR PURPOSE OF GIFT</u>
Roseanne Zocco	\$ 20	WYSU
J. Robert Bruya	20	"
Kate Cullum	35	"
Mr. & Mrs. Roger B. Lamson	30	"
James A. Deiwert	25	"
John Wissinger	10	"
Marilyn Durr	35	"
Frank Costa	20	"
Dr. Richard Schroeder	35	"
Mrs. D. W. Smith	20	"
Mary W. Thompson	20	"
Louis Paskoff	50	"
Laurence Soges	25	"
George Random	10	"
Elizabeth Stewart	5	"
Randall C. Jones	50	"
Sonja Wagner	20	"
Paul Kalinchak	10	"
Emil Volchko	15	"
Ardith Henderson	5	"
Irving Oehler	100	"
Virginia W. Pugh	50	"
Norman Giust	20	"
Robert Hendrickson	50	"
Elliot P. Legow	25	"
Jennifer Davis	20	"
Marianne Speicher	25	"
Anna Turley	20	"
Westinghouse Electric Fund	100	"
William Farragher	60	"
Sidney Greenberg	25	"
Daniel Levine	25	"
Marian R. Marshall	20	"

Agenda Item D.2.  
Exhibit B

<u>DONOR</u>	<u>AM'T AND/OR DESCRIPTION</u>	<u>RESTRICTION OR PURPOSE OF GIFT</u>
Mrs. D. W. Smith	\$ 20	WYSU
Raul E. Gonzalez, M.D.	50	"
Robert E. Doyle	3	"
Fred W. Schweitzer	20	"
Gary G. Gadzia	20	"
Marjorie K. Katope	10	"
Mary A. Loomis	15	"
Ardith E. Henderson	5	"
Gulf & Western Foundation	150	"
Anonymous	100	"
Mary E. Patton	15	"
Louis Zona	25	"

TOTAL WYSU CONTRIBUTIONS THIS REPORT \$ 4,670  
TOTAL ALL OTHER CONTRIBUTIONS  
THIS REPORT 95,897  
TOTAL CONTRIBUTIONS THIS REPORT: \$100,567

Agenda Item D.2.  
Exhibit B



BYLAWS

ARTICLE I. DEFINITION AND PURPOSES

As used in these Bylaws:

- (a) "Board" means the Board of Trustees of Youngstown State University.
- (b) "University" means Youngstown State University.
- (c) "Chairman" means Chairman of the Board of Trustees of the University.

Explanation of Changes in Copy:

1. PRINTED COPY is that previously approved by the Board.
2. TYPED COPY is that previously approved by the Board, but not yet set in printed type.
3. TYPED COPY WITH CAPITAL LETTERS AND DASHES are those revisions needed to bring Article II through IX and Appendices into compliance with the revised Article I of the Policies; and to amend Bylaws to establish a "Public Affairs Committee."
4. While comparing this document with the currently published document, several errors (which were made during the publishing process) were noted. They are indicated as follows:

\* The red asterisk in the manuscript indicates editorial changes to bring Bylaws and Policies into compliance with Resolutions which have already been approved by the Board.

\* The blue asterisk in the manuscript indicates errors in printing, i.e. words left in capital letter form that should have been put into lower case; and in two instances, several words were inadvertently omitted.

## ARTICLE II. BOARD OF TRUSTEES — MEETINGS

### Section 1. Regular Meetings

The Board shall meet at least five times each year, and at such other times as are necessary for the best interest of the University. Meetings shall be called at such times as the Board prescribes; provided, however, that one of said meetings shall be subsequent to May 15, but before July 15. At the time of adjournment of each meeting, the Board shall provide, by resolution, the time and place for the holding of the next regular meeting. The Secretary of the Board shall give written notice of said meeting to the residence or business address of each member of the Board at least fifteen (15) days prior thereto.

### Section 2. Special Meetings

Special meetings of the Board may be called by or at the written request of the Chairman of the Board, the President of the University, or upon the written request of three members of the Board. A call for a special meeting shall specify the time and purposes thereof, although other business than that specified in the call may be considered at any such meeting. The person or persons calling said special meeting or on request made to the secretary by such person or persons, the secretary shall give written notice thereof, at least three (3) days, or as otherwise required in these Bylaws, delivered personally or sent by certified mail or telegram with return receipt requested to the residence or business address of each member of the Board. Any Board member may waive notice of any such meeting. The attendance of a Board member at such meeting shall constitute a waiver of notice of such meeting.

### Section 3. Place of Meeting

All regular and special meetings of the Board, unless the Board otherwise specifies, shall be held on University property, and the place of the meeting shall be specified in the call for that meeting.

### Section 4. Quorum

A majority of the members of the Board, when duly convened, shall constitute a quorum for the transaction of business at any meeting of the Board; if less than a majority of the members of the Board are present at said meeting, a majority of the members present may adjourn the meeting from time to time without further notice. At any such adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified. At any meeting where a quorum is present, a majority vote of those present shall be required for any official action of the Board, except as otherwise required by law or by these Bylaws.

### Section 5. Organization of Meetings

At each meeting of the Board, the Chairman, or in his absence, the Vice Chairman of the Board or in the absence of both, a chairman chosen by a majority of the Trustees present, shall preside. The Secretary of the Board, or in his absence any person appointed by the Board, shall keep the minutes thereof, and otherwise perform the duties of the Secretary.

**Section 6. Order of Business**

The order of business at all regular and special meetings of the Board shall be as follows:

- (a) Roll call
- (b) Proof of notice of meeting (if a special meeting)
- (c) Disposition of minutes (Minutes shall be prepared and mailed to members as soon as practicable after each Board Meeting in order that members may be prepared for discussion)
- (d) Recommendations of the President of the University
- (e) Report of the President of the University
- (f) Report of committees of the Board
- (g) Communications, petitions and memorials
- (h) Unfinished business
- (i) New business
- (j) Election of Officers of the Board as pertinent
- (k) Time and place of next regular meeting
- (l) Adjournment

**Section 7. Parliamentary Procedure**

On questions of parliamentary procedure not covered in these Bylaws, Robert's Rules of Order shall prevail.

**Section 8. Procedures for Presentation of Items to be Considered**

- (a) Any proposed action which is to be introduced by a Board member which will substantially affect University policy shall be presented to the other Board members prior to the meeting at which the matter is to be considered by the Board.
- (b) The annual Budget and all other major questions of University policy to be recommended by the President of the University shall be presented to each member of the Board prior to the meeting at which the matter is to be considered by the Board.
- (c) Any business to be presented to the Board other than from a Board member or from the President of the university shall be submitted in writing to the Chairman of the Board at least three weeks prior to the meeting. The Chairman may direct that said matter be placed on the agenda.

**Section 9. Public Notice of Meetings**

- (a) Authority — This Bylaw is adopted in compliance with, and under the authority of, Section 121.22 (F), Ohio Revised Code, as amended, effective November 28, 1975.
- (b) Any person or news media may ascertain the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings by:
  - (1) Written request mailed or delivered to the President of the University;

- (2) Inquiry by telephone or in person at the office of the President during normal business hours.
- (c) Any representative of a news media may obtain notice of all special meetings by requesting in writing that such notices be provided and by paying an annual fee of \$15 to compensate the University for the special services required of it. Such notices will be furnished, however, to only one representative of any particular publication or radio or television station. Any request for such notification shall be addressed to the Secretary to the Board of Trustees of the University.

Each request shall provide the name of the individual media representative to be contacted, his or her mailing address, and not to exceed two telephone numbers at which such representative may be reached. The Secretary to the Board of Trustees shall maintain a list of all representatives of the news media who have requested notice of special meetings pursuant to this Section 9, Paragraph 3, and have paid the annual service charge provided for above.

In the event of any special meeting which is not of an emergency nature, the Secretary shall notify each media representative on such list of such meeting by doing at least one of the following:

- (1) Sending written notice, which must be mailed no later than three calendar days prior to the day of the special meeting;
- (2) Calling a representative by telephone no later than twenty-four hours prior to the special meeting; such telephone notice shall be complete if a message has been left for the representative, or if, after reasonable effort, the Secretary has been unable to provide such telephone notice;
- (3) Informing such representative personally no later than twenty-four hours prior to the special meeting.

Should a special meeting of an emergency nature be called, notice to each representative on the list of media representatives may be given by any means deemed practical, depending upon the circumstances.

Any such notices shall be given as promptly as may be feasible.

In furnishing any notices required by this Section (9) the Secretary may rely on assistance provided by the President of the University, (or by his designee), and any such notice is complete if given in the manner provided in this Section (9).

- (d) The Secretary shall maintain a list showing the names, addresses and telephone numbers and business affiliation, if given, of all persons who have requested, in writing, notice of all meetings of the Board of Trustees of Youngstown State University, and of all news media representatives who have qualified for notices as to the time, place and purpose of all special meetings.

ARTICLE III. BOARD OF TRUSTEES —  
OFFICERS AND ORGANIZATION

**Section 1. Powers of the Board**

The Board shall have the power, not inconsistent with law or by these Bylaws, to do all things necessary for the proper maintenance and successful and continuous operation of the University. No Trustee or Committee of the Board shall have authority to commit the Board to any policy, action or agreement unless specifically authorized by the Board.

**Section 2. Officers of the Board**

The officers of the Board shall be a Chairman, Vice Chairman, and Secretary. The Board may appoint such other officers or employees as the interest of the University requires, such officers and employees to have the authority and perform the duties prescribed by the Board.

**Section 3. Qualifications, Election, Term of Office**

The Chairman and Vice Chairman must be members of the Board. The qualifications of all other officers shall be determined by the Board. The officers of the Board shall be annually elected at the meeting of the Board first following May 15. Said officers shall take office immediately following adjournment of the meeting at which they are elected and shall hold their offices until their successors are elected and qualified.

**Section 4. Chairman**

The Chairman, when present, shall preside at all meetings of the Board, and perform generally all duties incident to the office of Chairman, and such other duties as may be assigned to him by the Board. The members of all committees of the Board shall be appointed by the Chairman annually. Appointments to standing and special committees shall be subject to the approval of the Board. Unless specifically provided to the contrary by the Board, the Chairman may assign any of his duties to another member of the Board.

**Section 5. Vice Chairman**

At the request of, or in the absence or disability of the Chairman, the Vice Chairman shall perform all the duties of the Chairman and, while so acting, shall have all the powers and authority of, and be subject to all the restrictions upon the Chairman.

**Section 6. Secretary**

The Secretary shall prepare and maintain, in the office of the President, minutes of all meetings and proceedings of the Board in one or more books provided for that purpose. The Secretary shall give notice of all meetings of the Board, when required by the provisions of Article II Section 1 or 2 of these Bylaws, and he shall submit a written report of attendance at Board meetings at the meeting of the Board first following May 15. He shall perform such other duties as from time to time may be assigned to him by the Board or by the Chairman.

**Section 7. Attorney General**

The Attorney General of the State of Ohio shall be the legal adviser to and represent the University and/or the Board of Trustees in all matters civil or criminal involving the University or the Board of Trustees.

#### Section 8. Removal of Board Officers

Upon Proper notice, any officer of the Board may be removed as such officer at any time, either with or without cause, by resolution adopted by six members of the Board at any meeting thereof, the notices of which have specified that such removal action was to be considered.

#### Section 9. Board Committees

- (a) The Chairman of the Board and the President of the University shall be ex-officio members of all Board committees. Whereas the Chairman shall have power to vote, the President shall not have power to vote, unless otherwise provided by law.
- (b) Standing Committees — Subject to the approval of the Board, the Chairman shall appoint three or more Board members to each of the following standing and special committees whose duties and responsibilities shall be as follows:
  - (1) Budget and Finance Committee — To review and advise the Board on University budgetary and fiscal policy, management and audits of University finances and affairs.
  - (2) Buildings and Property Committee — To review and advise the Board as to the acquisitions and dispositions of real property, the selection of architects and engineers, and the planning of new facilities and major remodeling.
  - (3) Personnel Relations Committee — To review and advise the Board on new policies and changes in existing policies and regulations related to University employees.
  - (4) Youngstown State University Housing Commission — The Youngstown State University Housing Commission was created by the General Assembly as a part of Amended House Bill No. 134 effective August 15, 1967, and consists of the Chairman of the Board, the President of the University and the Executive Vice President.
  - (5) Student Affairs Committee — To review and advise the Board on new policies and changes in existing policies and regulations related to students. Two additional members of this committee appointed by the Chairman of the Board shall be full-time undergraduate students.
  - (6) Academic Affairs Committee — To review new policies and change existing policies relating to academic matters requiring Board action, and to advise the Board thereon. Such academic policy matters shall include statements of institutional mission; academic master plans; University-wide standards of admission, retention and graduation; and deletions or changes in academic programs and new programs leading to degrees.
  - (7) PUBLIC AFFAIRS COMMITTEE - TO REVIEW AND ADVISE THE BOARD ON NEW POLICIES AND CHANGES IN EXISTING POLICIES AND REGULATIONS RELATED TO THE PUBLIC SERVICE ACTIVITIES OF THE UNIVERSITY, AS DISTINGUISHED FROM THE INSTRUCTION AND SCHOLARSHIP/RESEARCH ACTIVITIES.
- (c) Ad Hoc Committees — The Chairman may appoint from time to time such ad hoc committees as may be required for the proper and continuous operation of the University.
- (d) Committee Chairman — A member of the Board shall be appointed chairman of each committee by the Chairman of the Board.
- (e) Quorum — A majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.
- (f) Rules — Each committee may adopt rules for its own government not inconsistent with these Bylaws or rules adopted by the Board.

## ARTICLE IV. ADMINISTRATION OF THE UNIVERSITY

### Section 1. President of the University, Faculty and Staff

\* The Board shall employ the President of the University, and shall employ, fix the compensation of, and remove such number of professors, teachers and other employees as the Board may deem necessary. It shall do all things necessary for the proper maintenance and successful continuous operation of the University, and may act under such ~~regulations~~ POLICIES as it may approve.

### Section 2. Other Personnel

\* The employment, classification, wage scales and dismissal of all personnel not otherwise under contract to the Board of Trustees, shall follow the ~~regulations~~ POLICIES established by this Board and the Laws of Ohio.

### Section 3. Reports to the Board

- (a) Budget — At an appropriate time annually, the President of the University shall present to the Board the budget for the ensuing fiscal year. The budget shall be presented in a form showing estimated income and the allocations for the University's major areas of expenditure in accordance with general account classifications of the State of Ohio, and shall be accompanied by a review describing the major changes. As may be necessary, the budget may be revised from time to time by the Board. After approval by the Board, the budget shall govern financial transactions. The President of the University shall establish procedures for the expenditure of all budgeted funds in accordance with the regulations of the Board of Trustees.

In administering the budget, the President of the University may make or authorize transfers or adjustments in individual budget accounts or in local unrestricted accounts provided that no such action shall increase the total of budgeted expenditures.

Whenever income fails to meet budgeted income, the President of the University shall direct reductions in budgeted expenditure of a corresponding amount.

- \* (b) Revisions of Fees and Other Charges — From time to time, at least once a year, the President of the University shall recommend to the Board for its approval, a continuation or revision of the instructional fees, tuition, general fees, and other UNIFORM charges which he may deem appropriate.
- (c) Service Charges — The President may fix and announce other fees, fines, and rental or service charges. No such other fees or charges shall be imposed until authorized by the President.
- (d) Purchase of Insurance —

- (1) The President of the University shall cause to have prepared and submitted to the Board, at its first regular meeting after September 1 of each year, a report that tabulates all insurance policies in force, including coverage, premiums, and agents servicing these policies. This report shall include, but is not limited to: general, fire, liability, bonds, property, automobile, comprehensive, medical and hospitalization contracts, or any other policy for the protection of Youngstown State University's personnel and property.

- (2) All insurance shall be purchased through the President, or his designee, subject to prior approval of the Board of Trustees.
- (e) Inventory of Real Property — At the close of each fiscal year, the President shall cause to be prepared and to submit to the Board, an inventory of all real property managed, owned, leased, rented, or under option to the University. This report shall include acreage held, an estimate of land and building values, general statement on the condition of the physical plant, and such other details as may be directed by the Board of Trustees or the President of the University.
- (f) Annual Financial Report — At the end of each fiscal year, the President shall cause to be prepared and submitted to the Board, a comprehensive Financial Report. The report should summarize all financial transactions, note changes in fund balances, and tabulate expenditures in accordance with generally accepted accounting principles for state agencies.

**Section 4. Purchasing Practice**

\* All purchases by the University shall be made in accordance with the Regulations **POLICIES** of the Board of Trustees and the Laws of Ohio.



## ARTICLE V. UNIVERSITY ORGANIZATION

### Section 1. Auxiliary Agencies

As recommended by the President and approved by the Board, certain University operations, whose income includes substantial amounts of other than imposed fees or appropriated revenue, shall be designated as auxiliary services. For budgeting purposes, an auxiliary service is a fiscal entity. The President shall cause to be prepared and submitted to the Board an annual report including an itemization of income and expenditures and a resume of the operation for the year.

Except for those auxiliary activity accounts otherwise restricted, there may be a transfer of balances among them or to other University purposes as directed by the President with the approval of the Finance Committee.

\* BUDGET AND FINANCE COMMITTEE

The rental policies of the University as approved by the Board of Trustees also apply to all auxiliary activity facilities.

## ARTICLE VI. INSTRUCTION AND DEGREES

### Section 1. Degrees and Certificates

Degrees, titles and certificates shall be awarded by the Board upon recommendation of the University faculty, transmitted to the Board by the President of the University. All diplomas issued to those receiving degrees and titles from the University shall be signed by the Chairman, the President of the University, and the Secretary of the Board. Facsimile signatures may be used.

## **ARTICLE VII. MISCELLANEOUS**

### **Section 1. Appearances Before Governmental Offices**

Subject to specific control by the Board, the preparation and presentation of requests for appropriations from the State of Ohio, and all appearances, communications and representations made on behalf of the University with all federal, state, and local government offices, boards, and agencies shall be under the direction of the President of the University. Unauthorized appearances, communications, and representations before federal, state, and local government offices, boards, and agencies are hereby prohibited.

### **Section 2. Use of University Facilities**

The use of University facilities shall be governed by such rules and regulations as may be promulgated by the President.

\* ARTICLE VIII. BYLAWS, RULES AND REGULATIONS:  
POLICIES: THEIR PROMULGATION,  
AMENDMENT AND REPEAL.

Section 1. Statement of Purpose

\* These Bylaws, including additions or amendments, outline the major administrative and governing functions of the Board of Trustees. Detailed rules, regulations; POLICIES, and ordinances for the operation of the University may be enacted or amended by action of the Board of Trustees or may be promulgated by the President of the University, provided such shall not conflict with Regulations POLICIES or Bylaws of the Board of Trustees.

\* Section 2. Rules and Regulations: POLICIES:  
Promulgation, Amendment and Repeal

\* Detailed rules and regulations POLICIES for the organization, administration, and operation of the University may be promulgated, amended, and repealed by the Board, in consideration of recommendations of the President of the University.

Section 3. Amendments to Bylaws

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by the Board at any regular meeting of the Board, and at any special meeting of the Board, if at least fifteen (15) days written notice is given of intention to alter, amend, or repeal, or to adopt new Bylaws at such special meeting.

Et C

P

**POLICIES**

**BOARD OF TRUSTEES**

**OF**

**YOUNGSTOWN STATE UNIVERSITY**

**PREAMBLE**

Pursuant to the laws of Ohio under which Youngstown State University was created and exists, and to carry out the duties imposed upon its Board of Trustees by Chapter 3356 of the Revised Code of Ohio to govern such University, this declaration of Policies is adopted for the purpose of making known to all persons who may be interested or concerned, the rules, regulations, and policies of the Board of Trustees to be followed in maintaining and continuing the operations of Youngstown State University; it being understood that this declaration of Policies shall and does supersede the Code of Regulations originally adopted on August 15, 1967, (by YR 1967-4) and any and all amendments, changes or supplements thereto thereafter adopted (whether made as amendments to such original Regulations or by adoption of any resolution or policy which in any way may have changed or supplemented such original Regulations as amended). Previously enacted Board resolutions not inconsistent or in conflict with these published Policies shall continue to be in effect until rescinded by Board action.

The Board of Trustees of Youngstown State University shall take all actions deemed necessary for the proper operation of the University and it shall adopt, and may periodically amend, policies necessary for the proper maintenance and successful continuous operation of the University.

It shall be the responsibility of the President and his designees to carry out the University policies as formulated by the Board.<sup>1</sup> No employee or student of the University and no University committee shall have the authority to commit the Board or University to any policy or action unless such authority is specifically delegated.

Administrative decisions concerning the utilization of available resources, organizational structure, disciplinary procedures, and administrative personnel shall be the exclusive prerogative of the Board of Trustees. Any delegation of authority by the Board shall be accompanied by appropriate standards of guidance concerning expected objectives in the exercise of such delegated authority, and shall be accompanied by periodic review of the exercise of this delegated authority to the end that the public interest, in contrast to any institutional or special interest, shall be served.

The President is empowered to adopt and to implement rules and regulations consistent with the Board policies which are necessary for the operation of the University.

<sup>1</sup>In these Policies the masculine pronoun has been used for the sake of convenience. Unless otherwise noted, these Policies shall be considered as including the feminine pronoun in each instance.

## ARTICLE 1. 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 objective 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.

## ARTICLE II. ORGANIZATION OF THE UNIVERSITY

### Section 1. Organization of Instruction

Youngstown State University is a state university operating under the laws of the State of Ohio and consists of the following colleges, schools, and divisions of instruction:

\* WARREN P. WILLIAMSON, JR.

The College of Arts and Sciences  
The School of Business Administration  
The William Rayen School of Engineering  
The School of Education  
The College of Fine and Performing Arts  
The Dana School of Music  
The Graduate School  
The College of Applied Science and Technology

Colleges, schools, and divisions may be established, altered or abolished upon the recommendation of the President and approval of the Board of Trustees.

Recommendations for the establishment, alteration and abolition of administrative units shall be made by the President and approved by the Board of Trustees.

### Section 2. University Faculty

The University Faculty shall consist of all those employed as full-service faculty who hold academic rank, either earned or courtesy rank.<sup>2</sup> Their home department shall be that academic department in which the majority of their time is budgeted. In cases where a major portion cannot be defined, the home department shall be the academic department where the person holds academic rank.

Meetings of the University Faculty shall be held as needed during the academic year, but normally at the beginning of each academic year. Such meetings will be held on the call of the President ~~who shall be the presiding officer.~~

OR THE PROVOST AND THE ONE CALLING THE MEETING SHALL PRESIDE

A person who teaches on a part-time basis at the University shall be defined as a limited-service faculty member. Limited-service faculty may not acquire tenure.

#### 2.1 College/School Faculties

In addition to instruction, the functions of the faculty of a school or college shall be to prepare and recommend appropriate curricula and courses for the college or school, requirements for admission to and graduation from the college or school. The faculty shall meet at stated times or upon call of the President, the Academic-Vice-President PROVOST, or the Dean of the School or College.

<sup>2</sup> Earned rank is distinguished from courtesy rank which, when existent, is attached to a position and, subsidiarily, to a person only during his term of office in that position.



### Section 3. The Graduate Faculty

The Graduate Faculty shall consist of the President of the University, the Academic-Vice-President PROVOST, the ASSOCIATE PROVOST AND Dean of Graduate Studies and-Research, the Deans of the degree-granting colleges or schools, and other faculty members qualified to teach graduate courses as determined by the ASSOCIATE PROVOST AND the Dean of Graduate Studies and-Research and the Graduate Faculty.

The Graduate Faculty shall meet at stated times or upon the call of the President, THE PROVOST, or the ASSOCIATE PROVOST AND Dean of Graduate Studies and Research. It shall recommend standards for admission to graduate work, standards and requirements for the various graduate degrees, and rules and procedures to give uniformity to the quality of graduate instruction throughout the University. It shall encourage the development and improvement of graduate work and research.

There are two types of membership on the Graduate Faculty: senior members who may teach graduate courses (i.e., 900 and 1000 level courses), direct master's theses, serve on master's examination committees, are voting members of the Graduate Faculty and serve on the Graduate Council and other Graduate Faculty Committees; and associate members who may teach designated courses carrying graduate credit upon the specific approval of the ASSOCIATE PROVOST AND Dean of Graduate Studies and Research and upon the recommendation of the faculty member's department head, and, on occasion, serve on master's examination committees with the approval of the ASSOCIATE PROVOST AND Dean of Graduate Studies and-Research. The ASSOCIATE PROVOST AND Dean of Graduate Studies and-Research should be consulted for more detailed criteria regarding senior membership on the Graduate Faculty.

#### 3.1 The Graduate Council

There shall be a Graduate Council consisting of the ASSOCIATE PROVOST AND Dean of Graduate Studies and-Research, one elected representative from each school or college of the University offering a graduate program, two representatives elected at large from the Graduate Faculty, and an elected graduate student member.

The Graduate Council shall make recommendations to the Graduate Dean and the Graduate Faculty on matters of rules, regulations, programs and curriculum. The Graduate Council shall serve as the Executive Committee of the Graduate School between meetings of the Graduate Faculty. It shall have the following advisory functions and powers: to make recommendations on specific problems on the Graduate School operations as shall be properly brought before the Council; to review and make recommendations to the Graduate Dean and/or Graduate Faculty on policies and regulations of the Graduate School, including the composition, nature, and functions of the Graduate Council; to review and make recommendations to the Graduate Faculty on all new graduate courses and graduate programs, including changes in courses and programs; to review and make recommendations to the Graduate Dean and Graduate Faculty on nominations for Graduate Faculty membership; to serve as a channel of communication between the Graduate Faculty and the Graduate Dean to ensure that all matters of concern be

given both due and prompt consideration; and to make such studies and take such actions as it deems necessary and proper to foster the development of graduate work of high quality.

#### **Section 4. Youngstown State University Academic Senate**

An Academic Senate of Youngstown State University shall be maintained and shall function for the purposes and pursuant to the provisions of the Charter for such Senate as approved on June 22, 1974, by Youngstown State University Board of Trustees' Resolution 74-41, and as amended from time to time by the Youngstown State University Board of Trustees, or as such Charter may be amended (with the approval of the Board of Trustees). The Academic Senate may establish bylaws for its own operation provided they are consistent with the Charter approved by the Board, and with approved policies of the Board of Trustees. (See Appendix A)

##### **4.1 Scope of Responsibility of the Academic Senate**

It is the intent of the Board of Trustees as defined in Article I, Section 9.4 and Article II, Sections 3 and 3.1 of these *Policies* that rules, regulations, programs and curriculum matters pertaining to the Graduate School are to be under the jurisdiction of the Graduate Dean, the Graduate Council, and the Graduate Faculty.

It is the Board of Trustees' intent to limit the Senate's responsibilities to academic policy matters only as they pertain to undergraduate programs and activities.

## ARTICLE III. PERSONNEL

### Section 1. Board Authority

The Board of Trustees retains the exclusive right and duty to manage, direct, and supervise the operation of the University and all its personnel.

The Board of Trustees shall formulate, and retain the right to amend University personnel policies and under its general supervision delegate the authority for the execution to the President and his representatives as provided in these policies.

### Section 2. Equal Employment Opportunity

The Board of Trustees of Youngstown State University recognizes its responsibility under federal and state laws and executive orders relating to fair employment practices; therefore, it shall be the policy of the Board that there shall be no discrimination on the basis of age, race, color, sex, religious belief, handicap, country of national origin or ancestry in the operations or activities of Youngstown State University. The University shall apply this policy to all operational aspects of the University involving students and University employees; to the use of University buildings and other facilities; and in the promotion and discharge of faculty members or other employees.

### Section 3. Collective Bargaining

The University acknowledges the expressed desire on the part of full-service faculty members and full-time classified civil service employees to be represented by associations for the purpose of collective bargaining. Excluded from collective bargaining shall be the principal administrative officers of the University including the President, PROVOST, Vice Presidents, Associate or Assistant Vice Presidents, Assistants to the President, Deans, Assistant or Associate Deans, chairmen, all administrative and professional staff, part-time faculty, all supervisory employees, those handling confidential matters of the University and those defined as supervisors under Section 2 (II) of the National Labor Relations Act.

### Section 4. Retirement

The mandatory retirement age for all unclassified administrative staff personnel in the University, exclusive of faculty members represented by the Youngstown State University Chapter of the Ohio Education Association, shall be seventy (70) years of age. An employee shall be permitted to serve until the end of the fiscal year during which he or she reaches the age of seventy (70).

#### 4.1 Retirement Allowances, Pensions, Insurance Benefits

All full-service employees shall be eligible for participation in the various University retirement programs permitted by law.

#### 4.2 Tax-deferred Annuity Contributions

The President, or his designee, shall be authorized to approve on behalf of this Board, and in compliance with Section 401 through 409 of the Internal Revenue Code of 1954, as amended, the written request of any employee for such an amendment to his salary and the application of the reduced amount to an

annuity contract for the employee with premiums not to exceed the amount of such reduction and the individual's current exclusion allowance.

The President, or his designee, shall be authorized to handle the administrative aspects with the various companies involved and to provide for a yearly joining period and the periodic payment of premiums in respect to the annuities provided thereunder. In no event shall the University be obligated to pay annuity premiums after the termination of an individual's employment.

Neither the President, nor his designee, shall make any representation regarding the advisability or appropriateness of a tax-deferred annuity arrangement for any particular employee or accept any responsibility for the tax consequences of the procedure authorized hereby.

#### **4.3 Deferred Compensation Program**

Full-time University employees who are members of the Public Employees Retirement System are eligible to participate in the Ohio Public Employees Deferred Compensation Program, which is established under the authority of Sections 145.71 through 145.73 of the Ohio Revised Code. Under this program, eligible employees may defer a portion of their income from current liability for state and federal taxes; various investment options are available.

This program is administered by the Ohio Deferred Compensation Board, which is solely responsible for advising eligible employees regarding participation in the program.

### **Section 5. Sick Leave**

All unclassified civil service employees of the University shall earn one and one-quarter days of sick leave for each calendar month of service. Sick leave may be accumulated without limit.

Classified civil service employees shall earn 4.6 hours of sick leave for each completed 80 hours of service. Sick leave for classified civil service employees may be accumulated without limit.

All full-time employees of Youngstown State University at the time of retirement who have completed ten (10) or more years of active service with the University or a combination of ten (10) or more years of active service with the University together with other State of Ohio units as specified by law, shall receive payment based on the employee's rate of pay at retirement for one-fourth of the employee's accrued, but unused, sick leave at retirement, up to a maximum accrual of two hundred (200) days. The maximum payment shall be one-fourth of 200 days (50 days). Upon accepting such payment, all sick leave credit accrued up to that time shall be eliminated. Such payment shall be made only once to an employee. An employee who returns to University service or any other State service after retiring may accrue and use sick leave as before, but may not convert the unused sick leave at the time of second retirement. Sick leave conversion does not apply to any termination or separation other than retirement.

## Section 6. Vacations

All unclassified administrative personnel with 12-month appointments are entitled to twenty-two working days of paid vacation each fiscal year. Individuals in this category whose employment by the University begins or ends during a given fiscal year shall receive a prorated amount of vacation during the fraction of the fiscal year employed. Vacation may not be accrued beyond a maximum of thirty-three (33) days. Vacation is accrued during the first year of service, contingent upon re-appointment beyond the first year, but vacation may not be taken during the first year of service.

Unclassified administrative personnel serving on 9-month appointments do not earn vacation. Academic department chairpersons, serving on 9.5-month appointments, are entitled to 15 days time off each year; this time off may not be carried forward to a subsequent appointment or converted to cash payment. Unclassified administrative personnel whose appointments are funded by external sources are entitled to vacation as provided by the Board's policy on "Externally Funded Personnel Contracts."

All vacations and time off shall be scheduled at a time or times mutually convenient to the individual and the University. Written approval from the administrative superior must be obtained and submitted for record-keeping purposes to the Vice President—Personnel Services prior to going on vacation. Accrued vacation must be taken prior to the effective date of resignation or retirement.

## Section 7. Resignation

Any unclassified professional employee who proposes to resign from the University shall give official notice of such intent at the earliest possible date to obviate serious embarrassment and difficulty to the University in filling the vacated position. Whenever possible, the intention to leave the University service shall be made known to the University before the budget for the ensuing year has been prepared in order that the change may be reflected in the budget. Failure to provide written notice of resignation ninety days in advance may adversely affect the employee's vacation benefits.

## Section 8. Classified Civil Service Employees

Full-time employees of Youngstown State University except students and those engaged in teaching, administration or research, shall be appointed under a classified civil service system. The responsibility for administration of civil service laws and regulations as they relate to University employees in the classified civil service shall be assigned by the Board of Trustees through the President AND THE EXECUTIVE VICE PRESIDENT to the Vice President—Personnel Services. The University shall make such revisions as may be required to conform to statutory enactments, revisions in Board policy and administrative regulations.

The Vice President—Personnel Services shall serve as the appointing authority for the classified civil service employees of Youngstown State University pursuant to Chapter 124 of the Ohio Revised Code subject at all times to the authority of the President to appoint and remove. Periodic reports shall be made to the Board of Trustees through the President of discretionary actions taken under this policy.

For Intermittent classified Civil Service employees, a year of service for purposes of defining eligibility for longevity pay shall consist of twenty-six pay periods during which the employee was on active pay status.

#### **Section 9. Policy on Non-University Employment**

Since the continued value of a faculty member is to a high degree dependent upon his growth as a creative worker in his field, it is desirable that he be encouraged to carry on constructive professional work, to support professional organizations both national and local, and to contribute to public service. Such efforts, if rightly undertaken, will not only increase the value of the individual as an educator but also afford the University legitimate and desirable recognition. However, the full-service faculty member's first obligation is to the University, and each shall hold paramount the duty to maintain the quality of his University work, and each shall avoid the dangers of overtaxing his energies with any undue burden of outside activities, and each shall adhere to instructional schedules and other definite University commitments, including student advisement.

It shall be the policy of the University to comply with the Auditor of State's regulations concerning extramural employment by full-service employees. No full-service faculty or staff member may engage in extramural employment, if, by doing so, it prohibits him from rendering full service to the University during the term of his employment.

##### **9.1 Supplemental Payment to Employees for Teaching and Consulting**

On occasion it is appropriate to have employees perform services above and beyond their normal scope of duties; and to pay employees for these additional services. It is the general policy of the University, however, that the formal assignments of employees to additional duties for supplemental compensation will not be approved as a routine manner or on a regular basis; rather, such assignments will be utilized to enable the University to deal with short-range staffing problems involving unusual circumstances, unanticipated difficulties, or situations in which normal staffing practices will not suffice. Supplementary payments to an employee during any fiscal year may not exceed the lesser of 20% of his or her base salary or \$4,000. Supplementary payment to persons so employed is authorized under the conditions stipulated in Appendix I.

#### **Section 10. Military Leave**

Employees of the University who are members of the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, or other reserve components of the armed forces of the United States, shall receive military leave with pay for periods for such time as they are in the military service on field training or active duty for periods not to exceed 31 days in any one calendar year.

An employee who is ordered involuntarily to extended active military duty shall be granted military leave with pay for any remaining part of the 31 days of the calendar year and Leave Without Pay for the remainder of such service. Such leave shall not be granted for any voluntary enlistments, reenlistments, or extensions of military service. Upon release from military service with a discharge under honorable conditions, the employee shall, upon his application within 90 days from discharge, be returned to his or her former position or a

similar position. Returning employees shall be entitled to other rights provided by relevant state and federal statutes and regulations. A person employed as a temporary replacement for an employee on military leave shall be employed with the understanding that such employment is temporary.

Employees qualifying for military leave under either of the provisions of this policy shall submit a copy of written military orders to the University at the earliest possible time.

The provisions of this policy shall not apply to employees covered by negotiated agreements on the matter of military leave.

### Section 11. Jury Duty

Full-service employees shall be granted court or jury duty leave during normal work hours without loss in compensation. All compensation received from court or jury duty shall be deposited with the University's Bursar's Office; however, fees earned during such duty on an employee's day off do not have to be remitted to the University.

An employee shall be expected to return to his work assignment if he is temporarily excused from court or jury duty service.

### Section 12. Employee Records

Each department or unit within the University shall be responsible for the establishment and maintenance of such records as are necessary for its normal operation pursuant to the provisions contained within the policy ratified on April 26, 1975, by the Youngstown State University Board of Trustees' Resolution 1975-35. (See Appendix B)

### Section 13. Appeals Procedure for Continuity of Employment

- 13.1 **Definition:** Continuity of Employment is the right of Professional/Administrative staff to continued employment at the University, subject to the due process provisions of this policy. Continuity of Employment is granted to Professional/Administrative staff following completion of five complete contract years of service, reappointment for the sixth contract year, and notification in writing by the President of the University that Continuity of Employment has been granted. Professional/Administrative staff who have served at the University as members of the full-service faculty immediately prior to being appointed to the Professional/Administrative staff will receive credit for such service (up to a maximum of three years) toward the achievement of Continuity of Employment as Professional/Administrative staff. Professional/Administrative staff will receive credit for such service (up to a maximum of three years) if such service was in a position highly similar to the Professional/Administrative staff position to which the individual has been appointed; ~~the President of the University shall make this determination in each case.~~ Continuity of Employment creates no vested rights in any specific position, title, or salary. Persons holding Continuity of Employment may be removed for just cause (which includes but is not limited to incompetence, dishonesty, and insubordination) or due to program curtailment or financial exigency.

**13.2 Notification and Procedure (Probationary):** If the Department head or other administrative superior recommends that a probationary Professional/Administrative staff member's contract not be renewed for the following year, the individual shall be informed of the recommendation, in writing, no later than three months prior to the effective date of recommended termination if the individual has served less than one complete contract year, and no later than six months prior to the effective date of recommended termination if the individual has served more than one complete contract year. A probationary staff member whose non-renewal is recommended may, within thirty calendar days after receipt of notification, submit a written appeal for a review to the President of the University. If the staff member has served less than three complete years at the University, the President shall review the appeal, shall make a final disposition of the appeal, and shall notify the staff member of the disposition within thirty calendar days after receipt of the appeal. If the probationary staff member has served three complete years or longer at the University, the President shall appoint an ad hoc committee to review the recommendation and the appeal, and to submit a report to the President within thirty calendar days; the committee's review and report shall be limited to whether the staff member was informed of the recommendation in a timely fashion and whether there is any evidence that the recommendation did not rest wholly upon considerations related to job performance. The President shall review the report, shall make a final disposition of the appeal within thirty calendar days of receipt of the report. The staff member shall receive a copy of the report.

**13.3 Notification and Procedure (Non-Probationary):** If the Department head or other administrative superior recommends the non-renewal of a Professional/Administrative employee with Continuity of Employment, the individual shall be informed of the recommendation no later than six months prior to the effective date of recommended termination of employment. Notification shall include a statement of reasons for the recommended non-renewal of employment. If the reasons relate to program curtailment or financial exigency, the individual shall be informed that non-renewal is not related to the quality of the individual's performance, and the University shall make a reasonable effort to assist the individual to relocate in another position. If the reasons relate to just cause, the individual may, within thirty calendar days after receipt of written notification, submit an appeal for a review to the President of the University. The President shall, upon receipt of the appeal, appoint a panel of three members to review the appeal, and to consult with the



staff member, the department head, the area officer, and others as appropriate. The panel's review of the recommendation and the appeal shall address the following matters: the timeliness of the notification to the individual, an evaluation of whether the recommendation is related to job performance; and a recommendation of whether termination of employment is justified. The panel shall submit its report to the President no later than sixty calendar days following its charge to review the matter. A copy of the panel's report shall be provided to the staff member. Within thirty calendar days after receiving the panel's report, the President shall inform the individual in writing of the disposition of the appeal. The President shall present to the Board of Trustees at its next regular meeting the disposition of an appeal of this nature.

- 13.4 Exclusions: Excluded from the provisions of this policy shall be the President of the University, Vice Presidents, PROVOST, Associate and Assistant Vice Presidents, the Dean-Administrative Services, persons serving under multi-year contracts as provided for by Article III, Section 17 of the *Policies of the Board of Trustees*, persons holding earned faculty rank and tenure, and persons serving under externally funded contracts provided by Article III, Section 21 of the *Policies of the Board of Trustees*.

#### Section 14. Travel Policy for University Employees

Travel regulations shall be applicable to all University employees and shall be adopted by Resolution and published in the Administrative Manual of the Executive Vice President.

#### Section 15. Conduct on Campus

While clearly recognizing the Constitutional guarantees of freedom of speech and peaceful assembly, and in no way intending to limit or restrict these freedoms, the University is cognizant of its responsibility to maintain law and order on the campus, and to prevent the disruption of the educational functions of the University. In consideration of these responsibilities, and in compliance with the mandates of Section 3345.21, The Ohio Revised Code, the Board of Trustees of Youngstown State University hereby adopts the following regulations and prohibits all persons, including visitors, from engaging in or participating in any of the practices enumerated below, and delegates the responsibility to enforce said regulations to the President, or his designee:

- 15.1 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions or of other authorized activities, on University-owned or -controlled property;
- 15.2 Physical abuse of any person on University-owned or -controlled property or at University-sponsored or -supervised functions, or conduct which threatens or endangers the health or safety of any person;

- 15.3 Theft of, or damage to, property of the University or property of a member of the University community or the property of a campus visitor;
- 15.4 Unauthorized entry to, or use of, University facilities, including both buildings and grounds;
- 15.5 Violation of University policies or of campus regulations including those regulations concerning the registration of student organizations, the use of University facilities, or legally justified procedures concerning the time, place, and manner of public expression;
- 15.6 Violation of rules governing residence in University-owned or -controlled property;
- 15.7 Disorderly conduct, breach of the peace, aiding, abetting, or procuring another to breach the peace, or lewd, indecent, or obscene conduct or expression on University-owned or -controlled property or at University-sponsored or -supervised functions;
- 15.8 Use, possession, or distribution of narcotic or illegal drugs on University-owned or -controlled property, such as marijuana and lysergic acid diethylamide (LSD), except as expressly permitted by law;
- 15.9 Failure to comply with directions of University officials or police and any other law enforcement officers acting in performance of their duties, and failure to identify one's self to these persons when requested to do so;
- 15.10 Obstruction of the free-flow of pedestrian or vehicle traffic;
- 15.11 Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals or fire extinguishers on University-owned or -controlled property.

The University regards student behavior on or off the campus as its concern, and expects all students and faculty members to conduct themselves on or off campus as responsible adults.

Any person, including visitors, who violates these regulations may be ejected from University-owned or -controlled property and is subject to criminal prosecution and/or University discipline which may include, but is not limited to, suspension or expulsion from the University if a student, or termination of employment if an employee.

The University administration is empowered to adopt and publish additional provisions for the administration and enforcement of these regulations.

Members of the University security staff are hereby authorized to assist in the enforcement of the above regulations and all other regulations and laws which are designed to preserve the good order on the campus and to prevent the disruption of the

educational functions of the University.

The appropriate University officers, when unable to deal effectively with the incidents of misconduct specified above, or any violation of municipal, state, or federal law occurring on the campus, are hereby authorized to seek the assistance of other appropriate law enforcement officers.

**Section 16. Regulations Governing Political Activities  
by University Employees**

Informed political participation is a necessary element in our democratic process; however, the Board of Trustees is obligated to ensure that the public funds are not spent for any private or partisan purposes. Therefore, the following regulations shall apply to all unclassified employees of Youngstown State University.

- 16.1 *Campus Mail:* Political literature will be distributed through campus mail only if it is received from the United States postal agencies.
- 16.2 *Endorsement of Political Candidates:* Individuals and groups are free to express political opinions in the form of endorsement of candidates; such endorsement shall not imply official University sanction or action.
- 16.3 *Political Office for Unclassified Employees:* Unclassified University employees are free to run for, and hold, an elected office insofar as such commitment does not infringe upon fulfillment of their responsibilities as employees of the University. In the event an unclassified civil service employee is elected to an office which, in the judgment of the President, prevents him from devoting a proper and judicious part of his workweek to his responsibilities, said employee will be required to take a leave of absence without pay for the duration of his term.

**Section 17. Earned and Courtesy Rank for Professional and  
Administrative Personnel**

- 17.1 Some current Professional Administrative personnel at the University are former members of the University's regular teaching faculty, and current members of the regular teaching faculty are eligible for appointment to professional administrative positions. This policy defines the rights to earned faculty rank and tenure held by current administrative staff who are former faculty members, by current faculty who accept appointments to administrative positions, and by new administrative staff members who are recruited from outside the University.

## 17.2 Definitions

- a. *Earned faculty rank* is conferred by appointment by the President, as ratified by the Board of Trustees, OR BY PROMOTION BY THE PROVOST, upon teaching faculty members in departments offering instruction for academic credit. There are four faculty ranks: Professor, Associate Professor, Assistant Professor, and Instructor.
- b. *Tenure* is the right of the faculty member holding earned rank to continue employment, provided the faculty member holds the earned rank of Assistant Professor or higher, has completed a specified probationary period, and has been informed by the President PROVOST in writing that tenure has been granted.
- c. *Courtesy faculty rank* is conferred BY APPOINTMENT BY THE PRESIDENT upon a professional administrator when it is determined that courtesy faculty rank is appropriate to the position and when the individual holds academic credentials appropriate to the specified courtesy faculty rank; however, courtesy faculty rank does not lead to tenure.

## 17.3 Eligibility for Multiple-Year Contracts

New professional administrative staff members hired from outside the University are not eligible for earned faculty rank or tenure. In lieu thereof, persons appointed as vice president, PROVOST, associate or assistant vice president, academic dean, associate or assistant academic dean, and others, as approved by the Board of Trustees, shall receive three-year contracts of employment, renewable at two-year or three-year intervals, following performance evaluation and review.

## 17.4 Relinquishment of Tenure

University faculty members with earned rank and tenure eligibility who accept appointments to professional administrative positions shall have a grace period in which to decide if they wish to remain in their professional administrative positions or if they wish to revert to regular faculty status in the academic department in which they hold earned faculty rank. For faculty appointed to an academic deanship, the grace period shall be two (2) years from the effective date of the appointment as dean; for faculty appointed to other administrative positions, the grace period shall be one (1) year from the effective date of the appointment. During the grace period, the individual may be returned to faculty status without prejudice at his or her request or at the request of his or her administrative superior. If, at the end of the grace period, the individual chooses to remain in the administrative position, he or she shall as a condition of reappointment to the administrative position relinquish earned faculty rank and tenure or eligibility for tenure.

## **17.5 Exclusions**

Excluded from the provisions of this policy shall be (1) academic deans and assistant academic deans who held earned faculty rank and tenure on February 12, 1977; (2) academic department chairpersons, who retain earned faculty rank and tenure or tenure eligibility; and (3) administrative staff who on February 12, 1977, and without interruption since that time have held earned faculty rank in a specified department, have been assigned partially to that department in the University budget, and have taught in that department on a regular basis. Individuals in these three categories receive one-year renewable contracts of employment. These individuals retain the right to determine unilaterally that they wish to be reassigned to regular faculty status in the academic departments in which they hold earned faculty rank. For these individuals, the 9-month faculty salary the individual would receive upon reversion to faculty status shall be annually calculated, communicated to the individual, and recorded in the official personnel file. Professional administrative staff who hold courtesy faculty rank but do not hold earned rank and tenure retain no rights of conversion or reversion to faculty status. However, the Board of Trustees retains the right to reassign administrative staff to faculty status if it is deemed to be in the best interests of the University.

## **Section 18. Regulations and Procedures on Accepting and Listing Degrees of Employees**

The regulations and procedures for accepting and listing of degrees of employees is described in Appendix H of these policies. Any policies previously adopted which may be inconsistent or in conflict with the policy adopted by Youngstown State University Board of Trustees' Resolution YR-1978-1 are hereby rescinded.

## **Section 19. Leave Without Pay**

Unclassified administrative employees of the University may be granted Leave Without Pay by the President in any of three situations.

**CATEGORY A:** Individuals may be granted Leave Without Pay to secure additional formal education or training, or other appropriate professional experience, when such training or experience will serve to enhance the individual's contribution to the University and when suitable arrangements can be made to cover the employee's duties during the period of absence. Category A leaves may be granted for periods ranging from one week to one year.

**CATEGORY B:** Employees suffering from illness or injury which leads to an exhaustion of accrued sick leave and vacation time may be granted a Leave Without Pay for a period of up to two years. Individuals requesting Category B leave may be required by the University to undergo a physical

examination at the University's expense to confirm the state of the employee's health.

**CATEGORY C:** Individuals may be granted Leave Without Pay for personal reasons for a period of up to one year, when the individual's services can be spared.

All employees on Leave Without Pay shall have the option of maintaining the University's group insurance benefits by paying the University the group rate for the coverage in effect at the time of the leave.

#### **Section 20. Administrative Salary Ranges**

The Board of Trustees has directed the President of the University to take necessary action to develop a salary schedule for unclassified administrative employees of the University including salary minima and maxima.

The President of the University is charged with the ongoing administration of the program including the assignment and reassignment of individual employees to salary ranges in the program, and with reporting to the Board at appropriate intervals regarding the implementation of the system and such changes and revisions as may be required.

#### **Section 21. Externally Funded Personnel Contracts**

The University employs a small number of persons whose positions are specifically funded by sources external to the University: research grants, special appropriations, endowments, etc. Employees in this category are typically engaged in temporary or impermanent activities and projects. Employees in this category shall be members of the unclassified administrative staff: no employee in this category shall be eligible for earned faculty rank or tenure or for administrative continuity of employment. Employees in this category shall not be assigned to an administrative salary range. Each employee in this category shall receive the standard insurance benefits provided administrative staff members. Each employee in this category shall receive 1.83 working days of vacation each month, which (effective January 1, 1980) must be taken during the contract period in which it is earned; vacation may not be carried forward to a succeeding contract period or converted to cash payment. (Under unusual circumstances, the President may approve carrying forward vacation from one contract period to another, to be taken no later than six months after the effective date of reappointment.) Employees in this category shall accrue sick-leave at the standard rate of 1¼ days for each month of service. Employees in this category shall be members of the State Teachers Retirement System or other appropriate State retirement system. Each person employed in this category shall be informed at the time of appointment or reappointment that his or her employment is subject to the provisions of this policy, and is further subject to termination at any time the funding of the position ceases, providing the employee receives two weeks notice of termination of employment.

#### **Section 22. Adjunct Staff**

Effective Fall Quarter 1979, professionals employed by cooperating agen-

cies in the Youngstown area which participate in various programs at the University that require students to gain experience in clinical or field settings may be designated as Adjunct Staff. Although Adjunct Staff members will have no formal teaching assignments at the University, and receive no compensation from the University, they provide valuable assistance to the teaching mission of the University by sharing with students a professional environment directly related to an academic program. Such appointments are made on an annual basis by the President of the University upon recommendation by the Academic-Vice-President PROVOST, and suitable recognition may be given to those so designated and to the Agency in which they are employed.

### **Section 23. Part-Time Administrative Staff**

The University utilizes the services of a limited number of part-time professional/administrative staff members. Such individuals are under the direct supervision and control of the University as to the method and results of work performed. Such individuals perform non-teaching duties of a professional, administrative, or research nature which are not covered by existing Ohio Civil Service position classifications and regulations. University students are not eligible for appointments of this nature.

Part-time professional/administrative staff members are enrolled in the Public Employees Retirement System (PERS) unless they qualify for exclusion from coverage and choose to be excluded. Part-time professional/administrative staff members are not covered by the University's insurance program, and do not earn vacation. Part-time professional/administrative staff members are not eligible for continuity of employment. Part-time professional/administrative staff are not assigned to professional/administrative salary ranges.

Part-time professional/administrative staff members are appointed to a specified part-time equivalence, not to exceed .75; for purposes of this policy, a full-time position is assumed to require 40 hours of service each week. An appointment as a part-time professional/administrative staff member is for a specified period of time, not to exceed eight months.

The appointing authority for part-time professional/administrative staff members shall be the President or his designee.

### **Section 24. Bookstore Discount**

Members of the full-time Professional/Administrative staff shall receive a discount of 20% on all purchases in excess of \$5.00 at the University Bookstore. This discount applies only to materials purchased for the personal use of the staff member or members of his immediate family.

### **Section 25. Faculty Improvement Leave for Academic Department Chairpersons**

- 25.1 **Authority and Administration:** Under the provisions of Section 3345.28 of the Ohio Revised Code, academic department chairpersons may be granted a Faculty Improvement Leave for a period not to exceed one academic year to engage in further

education, research, or other appropriate professional endeavor. The Academic-Vice-President PROVOST shall be responsible for administering this program and forwarding recommendations to the President. Professional leaves provided for under this policy require approval in advance by the Board of Trustees, upon the recommendation of the President.

- 25.2 Purpose:** The purpose of leaves granted under this policy shall be to enhance the individual's training and professional experience as preparation for future contributions to the University. Professional leaves are not rewards for prior service.
- 25.3 Definitions:** For the purposes of this policy, an academic department chairperson is a faculty member. An academic year is a fiscal year during which an individual was under contract and provided full-time service to the University during Fall, Winter, and Spring quarters.
- 25.4 Eligibility:** A chairperson is eligible to apply for leave under this policy if he or she has served as a chairperson and/or full-service faculty member for seven academic years (as defined in the preceding section) and has served as chairperson for five years. An individual who is granted professional leave is not eligible to receive another professional leave until he or she has served an additional seven academic years. (The requirement of seven years service between Faculty Improvement Leaves applies to all leaves granted under this policy and under the Faculty Improvement Leave program established in the AGREEMENT with the bargaining agent representing the full-service faculty.) An individual who is granted a professional leave under this policy must, as a condition of acceptance of the leave, agree to return to the University for a minimum of two years of additional full-time service following completion of the leave, or to reimburse the University the salary paid during the leave.
- 25.5 Procedure:** An individual who is eligible for professional leave under this program and who wishes to request leave shall submit, on a form provided by the office of the Academic-Vice-President PROVOST, an outline of the activities he or she wishes to pursue during the requested leave, including the duration of the requested leave. Requests for professional leaves must be submitted in a timely fashion, as established by the Academic-Vice-President PROVOST. The written leave request is to be forwarded by the leave applicant to the academic dean, and with the written recommendation of the dean to the Academic-Vice-President PROVOST. Both the initial leave request and the recommendation of the dean shall address the replacement of the leave applicant during the period of proposed leave. The PROVOST Academic-Vice-President shall inform all leave applicants of the disposition of the individual requests for leave.



**25.6 Provisions:** Leave recipients will receive 85% of their budgeted salaries for the periods of approved leave. Up to three professional leaves will be approved each year, the number contingent upon available resources. Individuals on leave will be covered fully by the University's insurance program. Individuals on leave will receive credit for retirement purposes under the provisions of applicable state law and STRS rulings.

**25.7 Report:** Each leave recipient shall, within thirty days following the completion of the leave, forward through regular channels to the President's office a report detailing the attainments during the leave period.

#### **Section 26. Limited-Service Faculty**

The University utilizes the service of limited-service faculty in situations in which the number of full-service faculty in a department is not adequate to cover the instructional needs of the Department for a given quarter. Limited-service faculty are appointed for one quarter, and such appointments are renewable. Limited-service faculty are appointed by the cognizant academic dean, upon the recommendation of the Department Chairperson, and subject

to review by the Academic-Vice-President PROVOST. Limited-service faculty are paid on the basis of credit hours taught and highest earned degree held; the rate structure is established annually by the Board of Trustees as a part of the adoption of the University budget. Limited-service faculty may teach up to eight(8) credit hours in a given quarter, effective January 1, 1982, and up to twenty (20) credit hours in a given academic year; the President PROVOST of the University may waive this limitation for a specific limited-service faculty member in a given quarter or academic year, but exceptions are made only under rare and unusual circumstances. Limited-service faculty who teach six (6) or

more credit hours in a given quarter are entitled to remission of one-half of the instructional fee for courses in which they are enrolled during that quarter, up to a maximum of six (6) credit hours. The assignment and utilization of limited-service faculty are subject to such regulations as may be promulgated by the President of the University or his designee.

## **Section 27. Emeritus Status**

- 27.1 Definition:** Emeritus status consists of a University title of honor conferred upon a retired faculty member or retired professional/administrative staff member who has given long and meritorious service to the University. It is a non-salaried, official designation. Those who will add to the distinguished quality of this group of retirees and who will enhance the reputation of the University are considered.
- 27.2 Procedures:** Designation of Emeritus status in the University is recommended by the President and approved by the Board of Trustees. Nominations to this status may be made by the Departmental or other appropriate University committee to the Chairperson, Dean, and appropriate area officer, to the President. The status is conferred in the Spring.
- 27.3 Criteria:** Any full-service faculty member or professional/administrative staff member with ten (10) or more years of distinguished service (excluding leaves of absence) at the date of retirement from YSU may be nominated. Justification beyond years of service is required.
- 27.4 Perquisites:** In addition to listing in the catalog, an identification card which may provide the holder with specific benefits, will be issued to those with Emeritus status.

## **Section 28. Policy on Honoring Faculty and Staff**

It is the policy of the University to honor its faculty and staff for service to the University within the parameters authorized by the Office of the Auditor of State of Ohio for the expenditure of public funds. The primary activities established under this policy are social activities held each spring quarter to honor retiring faculty and staff, as well as faculty and staff who have completed significant periods of service to the University. Other appropriate University actions benefiting University faculty and staff members may be approved by the President, with the concurrence of the appropriate committee(s) of the Board of Trustees. Budgetary authority for approval of activities under this policy is vested in the President of the University, who shall make periodic reports to the Board of Trustees on the activities so approved.

## ARTICLE IV. UNIVERSITY RESEARCH, COPYRIGHT AND PATENT POLICY

### Section 1. Board Rights and Responsibilities

It shall be the policy of the University, with reference to all creative endeavors of its staff members and students conducted on University time or in its facilities, to recognize the interests of the University, the staff member, student, sponsor, and other cooperating or participating agencies. The Board reserves the right to administer any material benefits which may be involved, consistent with the public interest, as determined by said Board from time to time.

### Section 2. Copyrights

The University encourages its employees to engage in professional writing of all kinds including scholarly articles, books, textbooks, and laboratory manuals. Such work shall belong to the author or authors except where the writing has been prepared as an assigned project. When prepared as an assigned project, the copyright shall be held by the University and may be assigned by the University. No royalties may be charged by the author for copies of a publication which arises from an assigned project unless specifically permitted by action of the President or the Board.

### Section 3. Patents

As provided in Section 3345.14 of the Ohio Revised Code, all rights to and interests in discoveries or inventions, including patents thereon, which result from research or investigations conducted in laboratories or facilities operated by Youngstown State University shall be the sole property of the University. No person, firm, association or governmental agency using the facilities of Youngstown State University shall have any rights to or interests in such discoveries or inventions, including income therefrom unless assigned, licensed, transferred, or paid to such person or entity pursuant to an arrangement specifically approved by the Board of Trustees.

If an employee believes that a discovery or invention resulting from a University-sponsored research project is patentable, he shall present the matter to the ~~Dean of Graduate Studies and Research~~ ASSOCIATE PROVOST AND DEAN OF GRADUATE STUDIES for his recommendation to the President. The President shall report each such alleged discovery or invention to the Board of Trustees, together with his recommendations as to what, if any, disposition or use thereof should be made by the University. If required by the Board of Trustees, the inventor shall apply for a patent and cooperate with the University in procuring a patent and making such use or disposition thereof as may be determined from time to time by the Board of Trustees. Should the Board of Trustees fail to authorize applying for a patent within one year after the date the matter was first reported to the ~~Dean of Graduate Studies and Research~~ ASSOCIATE PROVOST AND DEAN OF GRADUATE STUDIES, it shall be deemed to have released its rights therein and the person who made the discovery or invention may thereafter apply for a patent in his own name. The University shall, nevertheless, retain all rights which it may otherwise have in such discovery or invention, and may publish any data which has been developed in connection with such discovery or invention.

#### Section 4. Publications

Results obtained through research and scientific investigation which have been sponsored and conducted as a University project, including graduate and undergraduate theses, shall not be published without the authorization of the President of the University, or his designee.

#### Section 5. General Conditions and Restrictions on Research

The following general conditions and restrictions will be observed in the interest of all parties concerned:

- 5.1 Research will be of a type to enhance the reputation of the principal as a scholar and the University as a seat of higher learning.
- 5.2 Research will be limited to the type of work for which the University has or can provide adequate staff and facilities.
- 5.3 Research may be of two kinds. These are contract or sponsored research, and faculty research.
- 5.4 The University does not pay salary or wages for work done toward an academic degree; however, students pursuing degree programs may receive University awards, scholarships or assistantships.

#### Section 6. Contracts or Sponsored Research

- 6.1 The ~~Dean of Graduate Studies and Research~~ ASSOCIATE PROVOST AND DEAN OF GRADUATE STUDIES shall coordinate all research contracts or sponsored research.
- 6.2 Faculty members who are contemplating such research shall consult with the ~~Dean of Graduate Studies and Research~~ ASSOCIATE PROVOST AND DEAN OF GRADUATE STUDIES concerning the approach to industry, business or government.
- 6.3 All research contracts shall be approved by the President of the University, or his designee, for contract clearance before any work on the contracts is begun or any commitments are made.
- 6.4 There may be an advisory committee appointed by the President ~~PROVOST~~ in the research areas as deemed necessary.
- 6.5 A faculty member shall have the right to accept or decline participation in any research contract before the contract is entered into.

\* { ~~6.6- Compensation for faculty engaged in research contracts shall in all cases be at the rate of his regular University salary. The University is thereby reimbursed for the appropriate portion of a full load, and the funds released by the portion of the faculty member's salary shall provide temporary replacement for teaching or other activities. No nine-month faculty member may be reimbursed for more than one-quarter of summer service. In general, the same regulations will apply to external support and contracts for service and training programs as specified in research contracts.~~

~~6.7~~ 6 Graduate assistantships should be used to facilitate research contracts whenever such research work and funds for its support are available.

## Section 7. Faculty Research

It is a part of the professional development of each full-service faculty member to keep abreast of progress and developments in his field, to broaden his horizons by further reading and personal contacts within his profession, and, within the time limits available to him, to engage in productive scholarship and/or research. It is the expectation of the University to provide faculty loads of sufficient moderation to permit limited amounts of such activity on the part of all full-service faculty members.

A written request setting forth the nature of the research and the time the faculty member proposes to devote to the problems shall be provided together with a list of the equipment and other needs required to support the research. The research undertaken shall not interfere with the normal use of University facilities by students or by regular instructional programs of the University.

### 7.1 University Research Council

The University Research Council shall be responsible for the stimulation and coordination of faculty research, sponsored research, and contract research activities on the campus. The chairman and other members of the Research Council shall be appointed by the ~~President~~ PROVOST of the University.

## Section 8. Privately Sponsored Research

Faculty members may not undertake privately sponsored research involving the use of University facilities, materials or equipment, except as provided under research contracts in which the University is the principal agent.

## Section 9. Using the Name of the University

In private consulting work, the faculty member may mention that he is a member of the University faculty; however, the University's name shall not be used in advertising. When reports are made of faculty research or publications, the name of the University may be used.

**Section 10. Policy on Human Subjects Research**

No proposal for a grant, contract, or award for research involving human subjects shall be approved for submission unless a review establishes that the project or activity, as described in the application, will not interfere with or impair the rights and welfare of the subjects, nor involve risks that outweigh either potential benefits to the subjects or the expected value of the knowledge sought. No project or activity involving human subjects shall deny the rights of the subject to adequate and appropriate informed consent. After such a project or activity has been initiated, it shall be subject to continuing review.

All research conducted under University auspices which involves human subjects shall fall under the purview of this policy, whether the project is to be funded by the University, an outside agency, or by the investigator himself.

The University shall establish procedures and regulations consistent with this policy and required for its implementation.

## ARTICLE V. STUDENT RIGHTS AND RESPONSIBILITIES

### Section 1. General Regulations

The Board of Trustees shall delegate to the President the authority to establish and enforce all policies and procedures pertaining to student rights and responsibilities at the University. The President EXECUTIVE VICE PRESIDENT shall promulgate and publish regulations regarding student conduct; he shall establish procedures for the enforcement of the University rules and enforce penalties for violations of such rules. The President EXECUTIVE VICE PRESIDENT shall be responsible for insuring the preservation of all due process rights for students.

### Section 2. Right to Free Inquiry

The University recognizes its obligation to provide for each student to be afforded the opportunity to pursue the student's educational goals. Free inquiry, expression, and assembly shall be guaranteed to each student while leaving the student free to exercise rights and freedoms as a private citizen.

### Section 3. Responsibilities of Students

Students, as members of the University community, shall have the following responsibilities which are inherent in the basic rights described in Section 2:

- 3.1 The student shall have the responsibility for maintaining standards of academic performance as established by the student's instructors.
- 3.2 The student shall be responsible for acting in such a manner as to ensure other students the rights declared in Section 2 above.
- 3.3 The student shall be responsible for his actions with respect to University rules and regulations.
- 3.4 The student shall be responsible for his actions with respect to provisions of local, state, and federal law.
- 3.5 The student shall be responsible for acting in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.

### Section 4. Conduct of Students

Pursuant to Section 3356.03 of the Ohio Revised Code, the Board of Trustees is responsible for the proper maintenance and successful continuous operation of the University. This requires that the student's conduct is properly supervised. The President shall be the final authority in all disciplinary cases. The Associate Vice President-Student Services is the designated officer responsible to the President THROUGH THE EXECUTIVE VICE PRESIDENT for student conduct.

Regulations governing student conduct may be recommended at any time with such recommendations subject to the approval of the President and adopted by the Board of Trustees.

#### **Section 5. Student Participation in Formulation of Rules**

The University recognizes that students may be entitled to participate in the formulation of rules, regulations, and policies directly affecting student life. Duly selected representatives of the student body are designated as voting members of most *ad hoc* and standing committees of the University and of the Academic Senate and shall hold membership on the Academic Senate.

#### **Section 6. Student Records**

Regulations governing the collection, retention, and dissemination of information about individual students are contained in the Student Records Policy ratified on June 21, 1975, by the Youngstown State University Board of Trustees' Resolution 1975-57 and revised by the Youngstown State University Board of Trustees' Resolution 1978-2. (See Appendix D)

#### **Section 7. Due Process**

The University shall recognize the right of due process to those accused of a violation of rules and regulations governing student conduct. In all situations, the accused student shall be informed of the nature of the charges filed against him; he shall have the opportunity to refute such charges; the institution shall not be arbitrary in its action; and, a procedure shall be adopted for an appeal of a decision. Regular disciplinary procedures shall be formulated and communicated in advance to all students.

#### **Section 8. Student Publications**

The Board of Trustees recognizes that student publications and the student press are valuable tools in the education process and for maintaining free discussion on the Youngstown State University campus. While standards of freedom of expression shall be maintained, it shall be the responsibility of each person taking part in student publications to see that irresponsible journalism, libel, indecency and undocumented allegations, attacks on personal integrity and harassment, are at all times avoided.

A faculty advisor for each student publication shall be appointed by the President EXECUTIVE VICE PRESIDENT upon the recommendation of the Publications Board. Said appointment shall be for one year, but can be extended by mutual agreement between the advisor and the University President EXECUTIVE VICE PRESIDENT.

#### **Section 9. Kilcawley Center Board Constitution**

The Kilcawley Center is established to provide for a campus-centered life through comprehensive social, cultural, and recreational programs for the Youngstown State University community. Appendix E contains the Kilcawley Center Board Constitution as approved and ratified on February 1, 1975, by Youngstown State University Board of Trustees' Resolution 1975-32.



## ARTICLE VI. COMMENCEMENT – DEGREES AND DIPLOMAS

### Section 1. Commencement

The time, place, and procedures for commencement exercises shall be prescribed by the Board of Trustees of the University upon the recommendation of the President.

### Section 2. Conferring of Degrees and Diplomas

Degrees and diplomas shall be awarded to undergraduate students by the Board of Trustees upon the recommendation of the respective deans as having fulfilled all requirements for the degree. The Seal of the University shall be affixed to all diplomas.

Degrees and diplomas shall be awarded to graduate students by the Board of Trustees upon the recommendation of the Graduate Faculty as having fulfilled all requirements for the degree.

Degrees and diplomas may also be conferred on behalf of the Board of Trustees when approved by the Chairman or a Vice Chairman of the Board of Trustees upon the recommendation and finding of the faculty and the President that the candidates have satisfied all of the University's requirements for such degrees or diplomas; provided, however, that no honorary degrees shall be conferred without specific recommendation by the President and specific authorization by the Board of Trustees.

### Section 3. Conferring of Honorary Degrees

Recommendations for honorary degrees shall be submitted to the Board of Trustees by the President for its consideration and action. The Board shall grant relatively few honorary degrees and then only in recognition of a significant contribution to the welfare of the University, the community, and/or mankind. Honorary degrees may be conferred at commencements or at special University convocations. No honorary degree shall be conferred *in absentia*.

### Section 4. Conferring of Certificates

Certificates may be used to recognize those students who have satisfactorily completed an academic program of less than two years. Such certificates may be awarded by the academic department in which the program is offered, and as approved by the curriculum committee of the appropriate college, and the ~~Academic Vice President~~. PROVOST.

### Section 5. Conferring of Continuing Education Credit

The Office of Continuing Education may award the Continuing Education Unit (CEU) for those non-credit courses, workshops, seminars and conferences approved in accordance with the academic policy recommended by the Academic Senate and approved by the President. Procedures for participation, for maintaining records and reporting systems, and for awarding and granting the CEU shall be developed and administered by the President or his designee. No degree or diploma shall be awarded on the basis of continuing education units, nor shall such units be credited toward any undergraduate degree.

## ARTICLE VII. UNIVERSITY RELATIONS

### Section 1. Office of University Relations

It shall be the responsibility of the President to promote the relationship of the University with all of its publics, but especially with the people of the City of Youngstown, and of Mahoning, Columbiana, and Trumbull counties. All news about the University including appointments, promotions, and information of importance shall be released by the President through the Office of University Relations. The University shall provide for planned news releases in order to assure equal coverage by all news media.

### Section 2. Advertisement Policy

It shall be the policy of Youngstown State University not to directly, or by implication, misrepresent the services it renders. All advertisements and promotional literature used shall be truthful, informative, and constructive and avoid conveying any false, misleading, or exaggerated impressions with respect to the University, its personnel, its courses and services, or the occupational opportunities for its graduates.

The true purpose and nature of Youngstown State University's offerings shall constitute a clear statement of a bona fide offer and announcement. All advertising copy and promotional literature of whatever nature shall be submitted to the Office of University Relations for review before its publication.

### Section 3. Alumni Relations

The President of the University shall be responsible for the development of the Youngstown State University Alumni Association. The President, or his designee, shall be responsible for the administration of fund raising among University alumni, the supervision of alumni records and alumni information services. The Board of Trustees of Youngstown State University by means of Resolution YR-1978-12 does approve the use of the University's name in establishing, promoting and coordinating alumni programs and activities. The President is encouraged to assist and counsel where needed in establishing and promoting the objectives of the Association. University funds may be expended for expenses incurred for printing, postage, food purchases and all other expenses incurred by the University and its staff in the promotion and further development of the Alumni Association.

### Section 4. Youngstown Educational Foundation

The Youngstown Educational Foundation was founded to assist the University by providing support for educational, literary, charitable, and scientific activities and projects. Such requests for assistance to the University or its members shall be made solely by the President of the University to the President of the Foundation.

The canvassing or solicitation for funds in the name of Youngstown State University by students, employees, or others is prohibited unless written permission first shall have been granted by the President.

#### **4.1 Solicitations for Support of Broadcasting and Television**

The Department of Telecommunications shall be permitted to solicit private gifts and grants which are restricted to the support of programs and services of that department. Solicitations may take the form of "on air" membership drives, underwriting of special programs and productions, acquisition of programs or equipment; however, such funds shall not be used for personal services costs of the department. Solicitations shall comply with administrative rules and procedures approved in advance by the President and must comply with rules and regulations of the Federal Communications Commission. It is the intent of this policy that gifts to the University which are restricted to the support of the Department of Telecommunications shall be an inherent part of the current operating funding of the department, and shall not be accepted when a condition of the donor is their use for operational "enrichment" beyond current funding levels. The President shall insure that this policy does not conflict with existing policies of the Board recognizing the Youngstown Educational Foundation as the principal body for soliciting funds in the name of Youngstown State University.

#### **Section 5. Faculty, Staff, Alumni, and Student Mailing Lists**

Faculty, administrative officers, or properly identified representatives from federal, state, or local agencies may be provided Youngstown State University faculty, staff, alumni, and student mailing lists if such individuals or agencies have a legitimate, other than a commercial interest, and demonstrate a need to have such lists. All requests shall be in writing and must indicate the purpose for which the mailing list is to be used. All requests shall be approved by the President, or his designee.

## ARTICLE VIII. ADMISSION, TUITION AND FEES

### Section 1. Rules for Assessing Tuition and Fees

The University shall establish, subject to the approval of the Board of Trustees, appropriate rules and regulations governing the requirements for admission to the University.

Residence, for assessing tuition and fee charges, shall be determined at the time of admission or readmission by the Director of Admissions based on regulations established by the Board of Trustees. University residency requirements shall be identical with Ohio residency requirements as set by the Ohio Board of Regents RG-1-02 adopted on June 20, 1968 by the Ohio Board of Regents and as that rule may be later modified by that Board. Appeals for a change in classification may be made to the Residence Classification Board.

Students shall be charged tuition and/or fees in accordance with the schedules adopted by the Board of Trustees from time to time.

Any student who willfully falsifies evidence of his residency status shall be subject to disciplinary action, shall pay non-resident tuition, and shall be subject to a penalty of \$25.00 for each offense.

It is the policy of the University to provide remission of instructional fees to its employees and their eligible dependents. For employees who are members of a collective bargaining unit which is represented in formal negotiations by a collective bargaining agent, the policy of the Board of Trustees regarding instruction fee remission shall be incorporated in the collective bargaining agreement in effect between the bargaining agent and the University. For employees who are not members of a collective bargaining unit, the following policy shall apply.

When enrolling as students of the University, dependent children and spouses of the full-service employees of the University shall be granted remission of the Instructional Fees and the non-resident tuition surcharge. Such benefits will be continued only to the end of the current academic term when the full-service employee resigns or is terminated for reason other than retirement or death. In case of retirement or death of the full-service employees, eligibility for benefits is continued for dependent children until age twenty-two (22) and for unremarried spouses.

Full-service employees and former employees on retirement status are themselves eligible to enroll as students and to receive remission of the Instructional Fees and the non-resident tuition surcharge for such courses, provided that the time such courses are taken shall not interfere with the normal working hours of the employed individual. For all full-time classified Civil Service employees who are not members of a recognized collective bargaining unit, the University shall extend the maximum fee remission granted under any bargaining Agreement covering classified Civil Service employees at the University. For unclassified administrative staff, remission shall be granted for up to six (6) credit hours during any quarter. These individuals may take additional credit hours per quarter if they pay the appropriate fees. Limited-service faculty are eligible for remission of the instructional fee in accordance with the provisions of

Article III of the Policies of the Board of Trustees.

**Section 2. Refunds of Tuition and Fees**

In the event a student withdraws from the University, tuition and fees, except application fees, are refundable within a period of time as specified by the current University catalogue, or as modified by action of the Board.

Students dismissed from the University or withdrawing at the request of the University are not entitled to any refund of fees.

In exceptional cases, such as physician's request, induction into military service, change in work shifts or transfer of employment, a student may have his fees revised in proportion to the number of weeks in attendance. Official withdrawal is necessary and must be supported by evidence validating such changes.

**Section 3. Fee Remission for Continuing Education Courses**

Members of the full-time Professional/Administrative staff shall be entitled to fee remission once annually for a course offered by the Department of Continuing Education. Fee remission shall not apply to materials charges, facilities charges, or other non-instructional charges, and shall be provided when spaces are available above the minimum paid enrollment level identified by the Department of Continuing Education to permit offering the course.

## ARTICLE IX. MISCELLANEOUS

### Section 1. Broadcast and Cable Television Rights

Broadcasting and cablecasting rights to Youngstown State University regular season football and basketball games will be granted by the President.

Radio broadcast rights will be granted only to those organizations agreeing to broadcast live all regular-season home and away games. Broadcast rights to holiday tournaments, NCAA playoffs and other special games will be granted by the President, or his designee, on an individual basis according to NCAA and OVC regulations.

Television broadcast and cablecast rights will be granted by the President, or his designee, on a selective basis. The University encourages delayed coverage.

Organizations wishing to broadcast football or basketball games must submit an annual request for broadcast rights to the President or his designee. Applications for football broadcast rights must be made in writing by July 1. Applications for basketball broadcast rights must be submitted in writing no later than October 1.

The University reserves the right to require prior approval of all sponsors and commercial announcements connected with the game broadcasts or cablecasts. This approval shall be coordinated through the Athletic Director's Office to ensure compliance with NCAA and OVC regulations.

The placement and installation of broadcast and cablecast equipment at all home games will be approved by the Athletic Director after consultation with the Director of Physical Plant.

Organizations granted broadcast or cablecast rights shall be expected to assume *all* costs connected with the airing of home and away games.

Delivery of broadcast or cablecast rights will not be effectuated until the "Broadcast Rights Contract" or "Cablecast Rights Contract" has been signed by the appropriate officer of the broadcast station or cable company and the appropriate administrative officer of the University.

#### 1.1 Policy on Broadcast and Cablecast Rights for Special Events

Broadcasting and cablecasting rights to Youngstown State University special events will be granted by the President, or his designee, on a selective basis. The University shall encourage delayed coverage of all special events.

Broadcast stations wishing to televise special events should submit such requests at least one month in advance of the scheduled date of the event.

The University shall reserve the right to require prior approval of all sponsors and commercial announcements connected with special events broadcast or cablecast. This approval shall be coordinated through the President, or his designee.

The placement and installation of all equipment shall be approved by the director of the special event after consultation with the Director of Physical Plant.

All commercial stations or cable companies granted broadcast or cablecast rights shall be expected to assume *all* costs connected with the airing of the special events.

Delivery of broadcast or cablecast rights will not be effectuated until the "Broadcast Rights Contract" or "Cablecast Rights Contract" has been signed by the appropriate officer of the broadcast station or cable company, and the appropriate administrative officer.

The cablecaster or broadcaster shall assume full responsibility for securing necessary clearances from the performer or performers, or their appropriate agents.

## **Section 2. Scheduling and Payment of Fees for the Use of University Facilities and Equipment**

The use of University buildings, equipment and other facilities and the collection of fees for said use by groups not affiliated with the University shall be authorized by the President, or his designee, in accordance with the policies adopted by the Board.

The highest priority for use of equipment, facilities and property shall be given to University programs of instruction, research and public service. Second priority shall be given to approved student, staff and faculty-sponsored organizations; third priority shall be given to faculty and staff social and recreational programs; and fourth priority shall be given to non-University groups which are non-profit organizations. No group, organization or individual shall use any University facility for any profit-making activity when the profits are to be shared with any non-University profit-making entity. All reservations for the scheduling of non-regular use of facilities and collection of fees shall be made in accordance with established University policies and procedures.

- 2.1 The President, or his designee, may be permitted to accept loans of vehicles and other property to be used by the University in support of its activities and affairs. In accepting such loans, the University shall be authorized to make any appropriate expenditures for the protection and maintenance of such property.

## **Section 3. Naming of Buildings and Other Spaces**

The designation of names of buildings and portions thereof, and of streets and outdoor spaces, shall be exclusively within the authority of the Board of Trustees.

At the appropriate time, the President shall initiate the action by appointing an *ad hoc* committee to make recommendations to him. He shall transmit these recommendations, with his own, to the Board of Trustees through its Building Committee. In the composition of the *ad hoc* committee, due consideration should be given to the nature of the project and of its funding.

In general, a building designed to serve essentially a single function on a continuing basis shall be called after its principal function, *i.e.*, Administration Building, Library, Engineering Science Building.

A building also may be named for an individual who has made an outstanding contribution to the University or to education within Ohio, provided that the individual has been deceased at least five years. A building given to the University may be named for the donor or in memory of a person of his choice. Similarly, a building for which a donor's contribution has been crucial may be so named. The functional name should be included along with the name of the individual, when appropriate, such as Beeghly Physical Education Center.

Outdoor spaces and areas within buildings, such as auditoriums, laboratories, conference rooms, lobbies, etc., may be named as memorials to, or in recognition of, distinguished persons, particularly those whose services have been identified with the functions of these areas, or of donors responsible for equipping these areas.

Wherever campus streets are clearly segments or extensions of City streets they shall bear the names of these streets.

Prior to the naming of any building by the Board of Trustees the President may assign a functional name for interim use.

#### Section 4. University Purchasing Practices

- 4.1 Contracts involving the expenditures of money within the limits fixed by the Board of Trustees may be made and/or attested on behalf of the University by the President and/or Executive Vice President, or a designee of the President.
- 4.2 Purchases shall be made by the Purchasing Department on forms containing thereon certificates indicating the tax-exempt status of the University, following the determination by the Expenditure Control unit of the Controller's Department that budgeted funds are available for this purpose.

Competitive bids shall be sought in all cases where the commodity or services to be purchased shall be estimated to cost in excess of \$3,000 and wherein the best interests of the University and the State of Ohio shall be served by such competition, notwithstanding the fact that competitive bidding may not be required by any provision of law. The foregoing requirements of competitive bidding shall not apply to professional services unless so ordered by the Board of Trustees, the President, or the Executive Vice President and may be waived on any purchase by the President EXECUTIVE VICE PRESIDENT in emergencies or circumstances where it is not considered practicable and is in accordance with the laws of Ohio.

All purchase requests shall be processed through the University Purchasing Department in advance of any commitment to



vendors. Failure to do so may lead to personal liability for such purchases. The University Purchasing Department shall assist with all purchase requests and shall establish an emergency purchase procedure in instances where the normal procedure is not feasible.

The Director of Purchasing may, in conjunction with other purchasing agents from Ohio state-supported universities and colleges, negotiate price agreements for the purpose of establishing favorable rates for quantity purchases of equipment, supplies, and furniture; however, such price agreements are not binding upon the University unless approved in advance and in accordance with Board policy on contracts.

Each year when the President designates the persons authorized to sign for expenditures on budgeted accounts those persons and all Purchasing Department staff shall be requested to attest to the fact that their dealings with vendors for the most recent fiscal year have been at "arm's-length" or to explain any exceptions, and to attest to the absence of any financial or other interest with vendors which will in the new fiscal year interfere with an "arm's-length" relationship or adversely influence their objectivity in making purchasing recommendations or actual purchases.

#### **Section 5. Consortia Agreements**

In the interest of developing or expanding specialized academic or public service programs, the University shall continue to explore all avenues in developing and expanding cooperative programs through consortia arrangements with other state and private institutions of higher learning.

The President shall be authorized, with the approval of the Board of Trustees, to cooperate with the University of Akron and Kent State University to develop mutually advantageous programs with the Northeastern Educational Television of Ohio, Inc. (NETO), and the Northeastern Ohio Universities College of Medicine (NEOUCOM), in such a way as to assure that Youngstown State University's present and future interests are preserved.

##### **5.1 Inter-University Council of Ohio**

The President shall be authorized to accept membership for Youngstown State University in the Inter-University Council of Ohio and to pay from University funds all necessary dues and other costs relating to the University's participation in Council affairs. The Chairman of the Board of Trustees, or his designee, and the President shall represent Youngstown State University in matters considered by the Inter-University Council of Ohio.

#### **Section 6. Sale and Use of Alcoholic Beverages on University Property**

The Board of Trustees shall delegate to the President the final authority to

establish, revise, approve and enforce all policies and procedures pertaining to the control, sale, and the consumption of beer, and the use of other alcoholic beverages on designated premises of the University. The Director of Kilcawley Center shall be the designated administrative officer responsible to the President for carrying out the following rules and regulations concerning alcohol:

#### **6.1 Beer Policy**

The consumption of beer in Kilcawley Center shall be governed by the following rules:

- a. The University shall be authorized to apply to the State Department of Liquor Control for a D-1 permit.
- b. The ground floor of Kilcawley Center (exclusive of the Bookstore Annex and the Kilcawley Dormitory) is hereby designated as the permit premises.
- c. The Director of Kilcawley Center, in conjunction with the Kilcawley Center Board, shall recommend rules and regulations for the control of the sale of beer on the designated premises. Such rules and regulations shall include but not be limited to: hours for opening and closing; procedures for checking the age of purchasers; requirements for bartenders; and other rules as appropriate to assure conformity to State law and University policy. Rules and regulations thus recommended shall be submitted to the President of the University for review, revision (if necessary), and approval.

#### **6.2 Liquor Policy**

**6.2.1.** The University shall permit the consumption of liquor at employee on-campus social events in accordance with the following conditions:

- a. The possession and consumption of liquor at on-campus social events by employees of Youngstown State University shall be in accord with State and local law and University policy.
- b. Permission for groups to serve liquor at on-campus employee social events must be obtained in written form from the President of the University, or his designee, at least two weeks in advance of the events.
- c. Such permission shall be restricted to designated rooms on the second floor of Kilcawley Center. The rooms shall be designated by the President of the University.
- d. Liquor may not be served at on-campus employee social events before 4:00 p.m., Monday through Friday; before 1:00 p.m., Saturday and Sunday; or before 1:00 p.m. on holidays when no University classes are scheduled. Closing hours for such events shall be in accord with the clos-

ing hours of Kilcawley Center.

- e. Liquor may not be served at an on-campus employee social event for which tickets are sold, a fee is charged, or a service charge is made.
- f. The sponsoring group of an on-campus social event at which intoxicating liquor is to be served must employ a bartender through the Director of Kilcawley Center.
- g. Liquor to be served at on-campus employee social events must be delivered in bulk form to the bartender through the Director of Kilcawley Center. Any remainder will be removed in bulk form.
- h. Individuals attending such events shall not possess individual bottles of liquor.
- i. Set-ups for drinks at such social events must be purchased through the Director of Kilcawley Center.
- j. Non-alcoholic beverages and food must be served at any on-campus employee social event at which liquor is served.
- k. Intoxicating liquor may not be purchased with State funds.

**6.2.2** The University prohibits the sale or use of alcoholic beverages in all public areas of the Arnold Stambaugh Stadium. Consumption of liquor is permitted in designated private areas under the following conditions:

- a. The possession and consumption of liquor shall be in accord with State and local law and University policy.
- b. Permission to serve liquor must be obtained in written form from the President of the University or designee.
- c. Such permission shall be restricted to designated rooms in the Stadium. The rooms shall be designated by the President.
- d. Liquor to be served must be delivered in bulk form. Any remainder will be removed in bulk form.
- e. Individuals attending such areas shall not possess individual bottles of liquor.
- f. Set-ups for drinks at the Stadium must be purchased from the concessionaire.
- g. Non-alcoholic beverages and food must be served at any event at which liquor is served.
- h. Intoxicating liquor may not be purchased with Public funds.

**6.3** Amendments to Alcoholic Beverage Policy

The President is empowered to adopt and publish additional rules and regulations for the administration and enforcement of policies relating to the possession, sale, and consumption of

alcoholic beverages by members of the academic community and their guests.

**Section 7. Broadcasting and Programming Policies for Radio Station WYSU-FM**

Radio Station WYSU-FM is a cultural and educational service of Youngstown State University. Its purposes, objectives and regulations are included in these policies as Appendix F.

**Section 8. Duplication of Keys**

Unless the President of the University shall so authorize, no person shall make, or cause to be made, any key for any building, laboratory, facility, or room of the University.

**Section 9. University Insurance Program**

Youngstown State University's Insurance Program should be reviewed for possible rebidding at least every three years by a professional fee-basis consulting firm whose report is submitted to the Board. Competitive bidding shall be undertaken when so directed by the Board or when required by statute, when a major change is made in coverage, or when a premium rate increase appears unjustified. Employee and student health insurance is subject to competitive bidding every five years or in keeping with the preceding requirements.

**Section 10. Policy on Deposit and Investment of University Funds**

**10.1 Definitions**

The following definitions shall apply to terms used in this policy:

- a. "Official Depository" means a banking institution which is designated by the Board of Trustees of Youngstown State University to receive, hold or invest University monies.
- b. "Monies Payable to the University" means all monies coming lawfully into the possession or custody of the University.
- c. "Local Banking Institution" means any state or national bank that has its main office in the City of Youngstown and complies in all other respects with Section 1101.01 of the Ohio Revised Code.

**10.2 Deposit of University Funds**

It shall be the policy of the University that all monies payable to the University shall be deposited in the local banking institution (any state or national bank that has its main office in the City of Youngstown and complies in all other respects with Section 1101.01 of the Ohio Revised Code) designated by the Board of Trustees as the official depository for University funds. The bank so designated for the period beginning July 1, 1975,

and ending June 30, 1977, and each two years thereafter, shall pledge as security for such deposits, securities of aggregate market value equal to the excess of the amount of University monies so deposited, over and above the amount insured by the Federal Deposit Insurance Corporation.

The Executive Vice President, or his designee, shall determine the amount of such monies not needed for immediate use. He shall be authorized to use these monies to purchase Repurchase Agreements that mature within thirty days and are backed by pledges of the United States Government or its agencies. All other funds available for investing for a period of thirty days or longer shall be invested in accordance with the Board's policy on the investment of University Funds.

### **10.3 Investment of University Funds**

The policy of the University shall be to purchase investments which yield the highest rate of return within specified time limits. Investments shall be purchased through designated local banking institutions except that Repurchase Agreements may be secured through a Columbus bank for the specific purpose of facilitating monthly wire transfers of state appropriations. Types of investments to be purchased shall be restricted to United States Government Securities, Federal Agencies Securities, and Time Certificates of Deposit.

The local banking institution that has been designated as the University's official depository shall select a representative to act as a financial advisor to the University. He will recommend which of the three types of investments would probably give the highest rate of return. If a Time Certificate of Deposit shall yield a higher return than a Federal Agency or United States Government Security, bids shall be obtained on an informal basis from local banking institutions. The bank offering the highest interest rate shall be awarded the purchase. This bank must pledge securities equal to the amount of the Time Certificate of Deposit over and above the amount insured by the Federal Deposit Insurance Corporation.

A monthly report shall be prepared by the Executive Vice President for the President and the Budget and Finance Committee of the Board to include information on cash balances and investments of the University by type and bank, and at other times as may be directed by the President.

### **10.4 Savings Account**

The Executive Vice President may authorize the establishment of a savings account at the banking institution designated the official depository and the authority to move money between the savings account and other authorized accounts is vested in the Controller or Assistant Controller.

## Section 11. Parking Policy

Effective Fall Quarter, 1978, there shall be a \$20.00 quarterly parking permit fee charged to all students (full-time and part-time) taking courses for credit or non-credit, for the purpose of providing access to designated parking lots for approved vehicles in accordance with current parking and driving regulations.

Effective Fall Quarter, 1978, there shall be a \$20.00 quarterly parking permit fee charged for all full-service faculty, limited-service faculty, staff and part-time employees (excluding student employees and graduate assistants) for the purpose of providing access to designated parking lots for approved vehicles in accordance with current parking and driving regulations. Should such employment continue into subsequent quarters of the fiscal year in which the permit was purchased, a transfer of \$20.00 will be made as a fringe benefit from the employee's departmental budget to the Parking Lot income account.

Any vehicle not bearing a current parking permit but wishing admittance to a University parking lot shall be admitted on the basis of \$1.00 per entrance, collectible at the gate. The Administration shall designate which lots are available for cash business. Employees of contracted service companies who are employed on a full-time basis to render service to the University will be permitted to park in a designated lot upon purchase of a \$20.00 quarterly parking permit.

Parking privileges in special and limited situations, functions and activities which benefit the University, may be extended by the President, or his designee.

## Section 12. Acceptance of Gifts

Gifts to the University are welcome and often provide the "margin of excellence" which allows a program or even the entire institution to advance. Gifts may, however, be conditional upon some action by the University or there may be an implied obligation attached. For this reason, only the Board of Trustees may accept gifts to the University.

The President shall compile a list of gifts to the University for each meeting of the Board of Trustees, and present the list, accompanied by his recommendation, for action by the Board. Upon acceptance by the Board of Trustees, such gifts shall become property of the University and their inventory, maintenance, and disposal comply with existing policies, rules and procedures. The President shall be responsible for notification of donors and establishment of procedures to implement this policy. He shall also establish a procedure for acceptance of books, periodicals, and similar items which shall be excluded from this policy.

It shall be the policy of the University that in the absence of specific instructions to the contrary from Donors who may be involved, whenever securities of any kind may be received by the University, the President or his designee shall promptly cause such securities to be sold at market or for the best price obtainable and shall cause the proceeds from such sale to be held or invested as a part of the unrestricted funds of the University to be used as the Board of Trustees may direct.

### Section 13. Designation of Holidays

Amended Section 124.19 of the Ohio Revised Code effective November 28, 1975, permits boards of trustees of state universities to observe on days other than those specified, those paid holidays now designated on the third Mondays in January and February and the second Monday in October.

The Board of Trustees of Youngstown State University does hereby authorize the President of the University henceforth to make the permitted substitutions which coincide most favorably with the varying needs of the University community and thereafter, at appropriate times, inform the Board of such action.

### Section 14. Ohio Valley Conference

The Board of Trustees does hereby authorize pursuant to its Resolution YR-1980-29, the University to become a member of the Ohio Valley Conference. It further authorizes the President to execute any and all documents and/or agreements which he may deem advisable in connection with becoming a member of the said Association. The payment of any and all costs in connection with said membership is hereby authorized.

- 14.1 The University shall maintain existing major revenue producing intercollegiate athletic teams in basketball and football at a level defined by the National Collegiate Athletic Association as Division I and Division IAA status, respectively; and, shall develop such programs in accordance with this policy objective to achieve levels of competitive regional prominence. The University shall also maintain such other non-revenue producing intercollegiate athletic teams and shall develop the same to such levels of competitive proficiency as deemed necessary in the best interests of the University;
- 14.2 The University shall establish and administer personnel practices which attract and maintain competent, qualified and experienced athletic coaching and/or administrative personnel;
- 14.3 The University shall maintain a program of student-athletic recruitment which reflects the degree of competitive prominence which the University aspires to achieve in accordance with existing divisional classification levels of the National Collegiate Athletic Association; and
- 14.4 The University shall furnish suitable facilities and equipment and provide such other support in furtherance of this policy objective as is deemed reasonable necessary.

### **Section 15. Surplus Personalty**

The Department Head, or person by whatever title who is responsible for administration of a unit of the University and has signature authority for budgeted funds, shall have the authority to declare personalty purchased by his Department as surplus and of nominal value. The President or his designee shall inspect such property and verify its existence and condition. The Purchasing Department shall assume responsibility and control over such surplus property and shall direct its sale or other disposal in such manner as to maximize the return to the University considering not only the sale proceeds but the expense of continuing to store and control such property. Disposal may include: (A) Sale by sealed bid, auction, or predetermined price even when at a fraction of the original cost; (B) Gift to other educational or governmental agencies; (C) Gift to a recognized eleemosynary institution; or (D) in exceptional cases, placing in a refuse dump. As appropriate, the inventory shall be adjusted, and in the course of auxiliary enterprise, an appropriate journal entry may be made to adjust the books of account. Care shall be exercised to leave an adequate trail in all cases and to avoid the appearance as well as the fact of poor management of custodianship.



## Section 16. Equipment Replacement Reserve

An Equipment Replacement Reserve is established for departments budgeted in University Operation, Fund One. All equipment and furnishings shall be identified by classification, life expectancies, and a presumed replacement cost identified. A replacement schedule and a depreciation schedule shall be developed for a twenty-year period. Each schedule shall be modified annually to accommodate new equipment purchased, to delete equipment which has been replaced and to add a new twentieth year.

The Equipment Replacement Reserve shall be invested in the same manner as other University funds and shall each quarter receive the income earned. The fund shall also receive the proceeds from the sale of all used equipment from Fund One. The annual operating budget of the University shall include a single amount as a payment to the Equipment Replacement Reserve which shall be sufficient, when the present balance of the Reserve and the annual projected interest earnings are calculated, to provide the "annual contribution" to the Reserve as determined on the depreciation schedule.

A detailed procedure consistent with this policy and the resolution and exhibits displayed when it was adopted shall be promulgated by the President. It shall include, but not be limited to: (1) provision for annual distribution to department heads of a list of equipment items scheduled for replacement; (2) certification by department heads that equipment should be replaced that year or replacement postponed; (3) review and recommendation concerning such certifications by cognizant Area Officers and the University Budget Committee; (4) a final ruling by the President; (5) disposition by the Purchasing Department of all used equipment replaced by this method; and (6) provision for substitution of new items of equipment which, through technological advances, serve the same purpose as the equipment being replaced.

Consideration of authorized expenditures from the Equipment Replacement Reserve shall be coordinated with, but separate from the annual operating budget.

APPENDIX A  
YOUNGSTOWN STATE UNIVERSITY  
ACADEMIC SENATE  
CHARTER AND BYLAWS

**PREAMBLE**

In recognition of the essential role of the faculty in the development of policies concerning the academic functions and activities of the University, it is appropriate for the Senate to have primary responsibility for the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the University.

In further recognition of the responsibilities of the faculty to the University community, the Senate shall have the right to make such studies as it considers necessary, and recommend to the administration changes that said studies indicate are appropriate.

**ARTICLE I**

**PURPOSE**

The purpose of this charter shall be the furtherance of the recognized role of the faculty concerning academic functions and activities of the University; to provide an orderly manner, including the establishment of Bylaws, through which the faculty may assume its role; to provide for the expression of opinions from others in the University community who are also interested in the academic functions and activities of the University; and, to provide the faculty with the means to conduct such studies as may become necessary to the expression of a responsible opinion.

It is directed that a Senate be established for the purpose of implementing the recognized role of the faculty. It shall be known as The Academic Senate.

**ARTICLE II**

**DEFINITIONS**

For the purpose of this Charter and Bylaws, the meaning of the following terms shall be:

**Section 1. College**

College shall mean an academic unit under the direction of an undergraduate Dean regardless of the name assigned to the academic unit.

## **Section 2. Academic Department**

An academic department shall be defined as one of the following:

- (a) An academic unit which provides instruction for academic credit and which is administered by a Chairman budgeted under, and responsible to, the Dean of an undergraduate college.
- (b) A college which is not separated into academic departments.
- (c) A school which is a subdivision of a college, which is not separated into academic departments, and which is responsible to the undergraduate Dean of that college.

## **Section 3. Faculty**

Faculty shall include all those employed as full-service personnel who hold academic rank and are paid, at least in half-part, by one or more academic departments. Their home department shall be that academic department in which the greater portion of their salary is budgeted and where they shall have the right to cast ballots. In cases where a major portion cannot be defined, the home department shall be the academic department where the person holds academic rank.

## **Section 4. Administrators**

Administrators shall include all non-classified employees of the University who do not meet the above definition as Faculty.

## **Section 5. Faculty Administrators**

For the purpose of this Charter and Bylaws, all academic department chairmen, Assistant Deans of Colleges, and Directors of Schools, who meet the above definition as Faculty, shall also be considered as Administrators.

# **ARTICLE III**

## **Section 1. Membership**

The Senate shall have a membership of not less than one hundred, composed of the following representation:

- (a) Student representatives shall number fifteen.
- (b) Administrators shall number fifteen.
- (c) Faculty representatives shall number not less than seventy.

## **Section 2. Selection of Membership**

The selection of Senators shall be —

- (a) For students:
  - (1) Non-elected representatives; by virtue of their elected posts,

the Chairman of Student Council and the President of Student Government shall have automatic Senate membership.

- (2) Elected representatives;
  - (A) One student shall be elected from each college as defined by Student Council; and,
  - (B) The remaining student representatives shall be elected at large from among the student body.

All elected student representatives shall be elected in accordance with the rules, regulations, and qualifications established by Student Council, except that every elected Senator shall be in good standing at the time of the elections.

- (b) The Administrators shall be appointed by the President of the University, except that their number shall include the Academic Vice President and the Dean of each college. All Faculty Administrators appointed to the Senate shall be so appointed prior to the elections of the Faculty Senators. The remainder of the Faculty Administrators are eligible to seek election as Faculty.
- (c) Faculty Senators shall have at least seventy seats. Said seats shall be distributed according to the following formula:
  - (1) Each college as an academic unit shall be assigned four seats; and,
  - (2) The remaining seats shall be apportioned to each college in proportion to the total Faculty departmental assignments (including fractional parts and also including all of a department chairman's departmentally budgeted time) in that college. The determination of Faculty departmental assignments in each college shall be at a time and in a manner provided in the Bylaws.
  - (3) From the number of seats apportioned to each college, the faculty of each academic department shall elect one representative from among themselves. In the event that there are more departments in a particular college than seats apportioned to that college, the minimum number of faculty Senate seats shall be increased by that number without regard to the minimum number of seventy.
  - (4) Any remaining seats apportioned to a college shall be filled by an at-large election within that college.
  - (5) Any Faculty member shall have the right not to seek election as provided in the Bylaws.

### Section 3. Terms of Office

Senate members shall have the following terms of office which shall begin at a time specified in the Bylaws.

- (a) The Student Senators' term of office shall be one year and they may succeed themselves.

- (b) Administrative Senators; (1) By virtue of their administrative posts, the Academic Vice President and undergraduate Deans shall have an indefinite term of office. (2) Appointed members of the Administration shall have a term of one year and may be reappointed by the President of the University.
- (c) Faculty Senators;
  - (1) Academic departmental representatives. Senators who have been elected by their department shall have a term of two years and may not serve two consecutive two-year terms as departmental representatives.
  - (2) Senators elected at-large shall have a term of one year and may succeed themselves.

#### Section 4. Officers of the Senate

- (a) A Chairman and Vice Chairman of the Senate shall be elected annually by the Senate from among the Senate members as provided in the Bylaws.
- (b) The Chairman of the Senate shall appoint a Secretary and a Parliamentarian with confirmation by the Senate.

#### Section 5. Meetings

- (a) The Senate shall meet at least twice each fall, winter, and spring quarter at the call of the Executive Committee of the Senate.
- (b) Additional meetings may be called by the Chairman of the Senate or by a majority vote of the Senate at any meeting.
- (c) Proposed recommendations and reports of the various committees which necessitate Senate voting, together with the agenda, shall be circulated to members of the Academic Senate, the Faculty, and any others designated by the Executive Committee at least five days prior to a Senate meeting at which such recommendations are to be considered. Simple motions of acceptance of a report shall not constitute Senate voting or endorsement.

All proceedings of the Senate shall be reduced to minutes and similarly distributed.
- (d) A quorum for any meeting shall consist of a majority of the membership.
- (e) Except as otherwise provided, all business of the Senate shall be governed by Robert's Rules of Order.

### ARTICLE IV

#### SENATE COMMITTEES

- The Senate shall have two classifications of committees, Chartered and those created by the Executive Committee.

#### Section 1. The Chartered committees of the Senate are its standing committees

and shall be divided into two categories; (Elected and Appointed Charter Committees);

- (a) Elected chartered committees –
  - (1) The Elections and Balloting Committee;
  - (2) The Charter and Bylaws Committee;
  - (3) The Executive Committee.
- (b) Appointed chartered committees (as listed in the Bylaws of the Charter of the Academic Senate).

**Section 2. The composition and function of the elected chartered committees shall be –**

- (a) The Elections and Balloting Committee;
  - (1) The membership of the Elections and Balloting Committee shall consist of one faculty member from each college to be elected from that college, each to serve a two-year term.
  - (2) Eligibility and election procedures shall be as specified in the Bylaws.
  - (3) The Elections and Balloting Committee shall implement the provisions of the Bylaws as they relate to elections and balloting.
- (b) The Charter and Bylaws Committee;
  - (1) The Charter and Bylaws Committee shall consist of six members, with three members elected annually by the Senate, each to serve a two-year term.
  - (2) Eligibility and election procedures shall be as specified by the Bylaws.
  - (3) The Charter and Bylaws Committee shall receive or originate, consider, and recommend to the Senate such revisions of the Charter and Bylaws as are deemed necessary, reasonable, and desirable.

This committee shall make interpretations of the meaning and intent of Articles and Bylaws when questions are brought to the committee by Senate members or Senate Committees. Such interpretations are to be reported to the Senate for its information. If the Senate, by majority vote, objects to an interpretation, the Charter and Bylaws Committee must submit a proposal for a Charter and Bylaws revision which would clarify the issue. Until the issue is resolved, any action based on the disputed interpretation shall be held in abeyance.
- (c) The Executive Committee;
  - (1) (A) Composition –

- (i) The Faculty Senators of each of the colleges shall elect one of themselves as a member of the Committee. To serve on the Executive Committee, Senate membership shall be required only at the time of election;
  - (ii) The Administrative Senators shall elect one of themselves as a member of the Committee;
  - (iii) The student Senators shall elect one of themselves as a member of the Committee; and,
  - (iv) The Chairman of the Senate by virtue of his office shall be a member of the Committee.
- (B) The terms of office –
- (i) The elected faculty membership shall have terms of three years, one-third of whom shall be elected annually as specified in the Bylaws. No such member of the Executive Committee may be elected for two full consecutive terms.
  - (ii) All other members of the Committee shall have a term of one year and may succeed themselves.
- (2) Functions –
- (A) The Executive Committee shall assign members to the appointed committees of the Senate as specified in the Bylaws. The Executive Committee may refer matters either directed to its attention or self-initiated to the appropriate chartered committee. Where a matter requires the attention of a committee, other than a chartered committee, the Executive Committee may appoint such subcommittees or *ad hoc* committees as it deems appropriate. If directed by the Senate, the Executive Committee shall establish such committees.
  - (B) The Executive Committee shall specify the charge for any subcommittee or *ad hoc* committee it establishes.
  - (C) The Executive Committee shall prepare the agenda for Senate meetings and transact such other ongoing routine business as may be directed to them.
- (3) The Executive Committee shall act provisionally for the Senate in matters of liaison with the Administration, and in matters requiring immediate attention.
- (4) The Executive Committee shall report its actions to the Senate at regular meetings of the Senate.

## ARTICLE V

### Challenge of a Senate Action

Any action (including amendments to the Bylaws) of the Senate, and reports (interpretations) to the Senate under Article IV, Section 2 (b) (3) may be challenged either by the President of the University or a member of the Faculty.

#### Section 1. The President of the University may challenge any action of the Senate —

- (a) His challenge, along with the reasons for the challenge shall be given to the Executive Committee in writing within twenty-eight days of the date of the Senate meeting at which the action was taken.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.
- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The President or his designate may speak on behalf of his challenge.
- (e) If the challenge is supported by a majority of the Senate members present, then the Senate action becomes null and void.
- (f) If the challenge is not upheld by the Senate, the President of the University shall submit the matter to the Board of Trustees for final disposition.

#### Section 2. Any member of the faculty may challenge any action of the Senate —

- (a) A member of the Faculty wishing to challenge an action of the Senate must, in writing, present the challenge along with his reasons to the Executive Committee within twenty-eight days from the date of the Senate meeting at which the action was taken. The challenge must be supported by the signatures of at least forty faculty members with no more than half of that number from any one college.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.
- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The challenger shall have the right to speak on behalf of his challenge.
- (e) If the challenge is supported by a majority of the Senate members present, then the Senate action becomes null and void.
- (f) If the challenge is not upheld by a majority but is supported by a minority, one-third plus one of the Senate members present, then the challenge, under the direction of the Executive Committee, shall go to the entire faculty for vote. By a majority of those voting the Faculty may support the challenge in which case the action



is null and void provided this majority represents more than one-third of the Faculty.

- (g) If the challenge is not upheld in the Senate by either a majority vote or minority vote, then the challenge is defeated and the Senate action becomes effective.

## **ARTICLE VI**

### **Amendments**

**Section 1. The Charter and Bylaws Committee shall propose any Amendments to this Charter and shall submit them in the following manner:**

- (a) The proposed Charter Amendments shall be mailed by the Secretary to the Senators at least one week prior to being submitted to the Senate for consideration.
- (b) At the meeting of the Senate at which the Amendment is to be considered, the Charter and Bylaws Committee Chairman shall place the Amendment before the Senate. Upon affirmative majority vote of the Senate, the Amendment shall be submitted to the faculty by the Secretary for mail balloting. The ballot shall include a complete statement of the proposed Amendment and shall provide a space for the faculty to vote for or against the adoption of the proposed Amendment. In order to be tallied, the ballot shall be returned to the Secretary within ten (10) days after it is mailed by the Secretary. The Secretary shall be assisted by two (2) tellers who are members of the Academic Senate and the results shall be announced at the next Senate meeting.
- (c) Upon a two-thirds affirmative vote of the voting Faculty, with at least one-half of the Faculty having voted, the Amendment shall be submitted to the President of the University and the Board of Trustees for ratification.
- (d) Upon fulfillment of the foregoing requirements, the Amendment shall become effective immediately.

ARTICLE VII  
Bylaws of the Charter

**Bylaw 1. Purpose**

The purpose of these Bylaws is to provide for the orderly implementation of the provisions of the Charter; to provide for the mechanical means of perpetuating the Senate and its responsibilities to the University community; and to assure an orderly transition between academic years.

**Bylaw 2. Election and Balloting Procedures**

Except as provided in Article V, Section 2(f) and Article VI, Section 1 of the Charter, and Bylaw 2, Section 2(b) all elections and balloting shall be under the jurisdiction of the Elections and Balloting Committee and shall be conducted in the following manner:

**Section 1. General Policies**

- (a) All disputes relative to counting and reporting of ballots shall be resolved by the Elections and Balloting Committee and their determination shall be final. Disputes arising from procedural matters shall be referred to the Charter and Bylaws Committee for its interpretation.
- (b) No person shall count ballots in any election where he or she is a candidate.
- (c) In those cases where a nominating ballot is held, all persons nominated shall have the opportunity to appear on a subsequent electoral ballot. In all elections, every effort will be made to secure at least twice the number of nominations as there are positions. For elected chartered committees, confirmation of candidacy and eligibility for election shall be made by the Elections and Balloting Committee.
- (d) In any run-off election, there will be at least twice as many candidates as seats to be filled. In the event that a run-off election between two candidates results in a tie, the tellers shall draw lots to resolve the election. This procedure will be stated in their report.

**Section 2. Tellers**

- (a) For each election or balloting the Elections and Balloting Committee may appoint tellers in sufficient numbers to expeditiously conduct the elections and balloting.
- (b) At a meeting of the Academic Senate when a written ballot is utilized, the Chairman of the Elections and Balloting Committee, or a member of that committee, or in their absence, the Chairman of the Senate, shall appoint sufficient tellers to distribute ballots, collect, and tally the same, and report the results to the Chairman of the Senate, who shall announce the results.

**Section 3. Ballots**

- (a) The Elections and Balloting Committee shall be responsible for

Committee and their determination shall be final.

**Section 5. Ties**

Ties shall be resolved by the tellers by drawing of lot(s). This shall be reported in their report.

**Section 6. Reporting Results of Elections and Balloting**

The Elections and Balloting Committee shall make public the results of all elections and balloting under its jurisdiction. A complete record of the results shall be retained for the duration of the longest term of office being contested in each election, and for a period of one year in any balloting which does not involve an election. All ballots shall be retained by the Elections and Balloting Committee for a period of thirty days following the date of publication of results. The ballots may be inspected by any interested member of the University community, and such inspection shall be supervised by a member of the Elections and Balloting Committee.

**Bylaw 3. Election of Faculty Senators**

**Section 1.**

- (a) All persons who meet the definition of faculty, as provided in Article II, Section 3 of the Charter, are eligible for election to the Senate.
- (b) The academic department and college of a faculty member shall be determined by the Elections and Balloting Committee.

**Section 2. Apportionment of Faculty Seats**

As provided in the Charter, Article III, Section 2(c), each college shall be assigned four seats, the total sum of which shall be deducted from seventy. The remainder shall be apportioned among the various colleges in proportion to the percentage of faculty departmental assignments in each college determined as of January 31 from budget data provided by the office of the Vice President—Personnel Services. The Elections and Balloting Committee shall compute these percentages and shall then calculate the number of additional seats apportioned to each college based upon these percentages.

**Section 3. Election Procedures**

**(a) Time of Elections**

- (1) Departmental elections shall be conducted and the results certified by the tellers and reported to the Elections and Balloting Committee by May 15.
- (2) College at-large elections shall be held in any college when the total number of seats assigned to that college exceeds the number of academic departments in that college. Such elections shall be conducted and the results certified by the tellers and reported to the Elections and Balloting Committee by April 15.

(b) **Term of Office**

The term of office for departmental Senators shall be two years, beginning September 15, and for at-large Senators, one year, beginning September 15.

(c) **Balloting**

All balloting shall be under the supervision and direction of the Elections and Balloting Committee.

**Section 4. Withdrawal from Senate Election**

A faculty member may have his name removed from nomination for either the departmental election or the at-large election, or both, by submitting a signed written request to the Elections and Balloting Committee Chairman not later than March 15.

**Section 5. Organizational Meeting of the Senate**

The duties and responsibilities of all senators shall begin with a meeting scheduled for the first Wednesday in October, which shall be called by the Chairman of the Senate, or, if unavailable, by the Chairman of the Executive Committee. The first order of business for this meeting shall be the nomination and election of the Chairman of the Senate and nomination of the members of the Charter and Bylaws Committee.

**Bylaw 4. Other Elections**

**Section 1. Chairman (and Vice Chairman) of the Senate**

- (a) All Senate members shall be eligible for election as Chairman (or Vice Chairman) of the Senate.
- (b) Candidates for these offices shall be nominated and elected at the organizational meeting of the Senate. The person receiving the highest number of votes shall be Chairman, and the person receiving the second highest number of votes shall be Vice Chairman.
- (c) Successful candidates shall have a majority of valid votes cast. The term of office for the Chairman shall be for one year beginning with the organizational meeting.

**Section 2. The Elections and Balloting Committee**

- (a) All faculty members eligible for Senate election in a given college shall be eligible for election to the Elections and Balloting Committee for that college.
- (b) The Elections and Balloting Committee shall be responsible for seeking nominations from the faculty of each college and for the proper conduct of the election in each college.
- (c) The term of office for the members of the Elections and Balloting Committee shall be two years, beginning September 15.

**Section 3. The Charter and Bylaws Committee**

- (a) Anyone eligible for Senate membership shall be eligible for election to the Charter and Bylaws Committee.
- (b) Candidates for this committee shall be nominated at the organizational meeting of the Senate, and elected by mail ballot.

- (c) The term of office for members of the Charter and Bylaws Committee shall be two years beginning November 1.

**Section 4. The Executive Committee**

**(a) Faculty members**

- (1) All Senate members from a given college, except the current Executive Committee member from that college (providing he is completing a full term) shall be eligible for election to the Executive Committee.
- (2) After the elections of faculty to the Senate, the Elections and Balloting Committee shall be responsible for seeking nominations from the Senators to be seated in the Fall from the appropriate colleges, and for the proper conduct of the elections of the Executive Committee members from those colleges by June 1. College representatives shall serve on a staggered three-year basis.
- (3) The term of office for elected faculty members of the Executive Committee shall be three years, beginning September 15.

**(b) Administrative and Student Members**

- (1) As provided in Article IV, Section 2(c)(1)A(ii) and (iii), the administrative and student Senators selected for the forthcoming Senate shall meet separately in the Spring, if possible, but no later than September 15, to elect from themselves one administrative and one student Senator to serve as members of the Executive Committee.
- (2) The term of office for administrative and student Senators of the Executive Committee shall be one year, beginning September 15.

**Section 5.**

The chairperson of all elected chartered committees shall be elected annually by the committee at their organizational meeting.

The organizational meeting shall be called by the member whose name is first alphabetically.

**Bylaw 5. Duties of Senate Officers**

**Section 1. Chairman (and Vice Chairman)**

The Chairman shall preside at all Senate meetings and perform such other duties as are required. The Chairman shall be responsible for the communication of all Senate action to the administration. In the event the Chairman is temporarily unable to preside, the Vice Chairman shall preside. In the event the Chairman resigns or is unable to perform the duties, the Vice Chairman shall assume the Chairmanship. The Chairman shall maintain a current copy of the Charter and Bylaws of the Academic Senate.

**Section 2. Secretary**

The Secretary shall be responsible for the circulation of materials as

prescribed in Article III, Section 5(c) of the Charter. The Secretary shall maintain a permanent file of the results of all balloting. At all Senate meetings the Secretary shall maintain a record of attendance as evidenced by signatures of members. A summary of attendance shall be distributed prior to the at-large elections each year.

### **Section 3. Parliamentarian**

The Parliamentarian shall advise the Chairman, upon request, on all matters pertaining to proper parliamentary procedures.

## **Bylaw 6. Appointed Chartered Committees**

### **Section 1. Appointed Chartered Committees and Subcommittees, General Provisions:**

- (a) The membership of each committee and subcommittee shall include faculty members, administrative members, and student members. In addition to non-voting *ex officio* members, (as stipulated below in Section 2), all administrative members shall be non-voting members. Quorum shall consist of a simple majority of the voting and non-voting membership.
- (b) Committee and subcommittee members shall be selected as follows:
  - (1) Faculty members, congruent with provisions below, Section 2, shall be appointed by the Senate Executive Committee.
  - (2) Administrative members, congruent with provisions below, Section 2, shall be appointed annually by the President of the University.
  - (3) Student members, congruent with provisions below, Section 2, shall be appointed by Student Council.
- (c) Faculty and student members may serve on no more than one committee or subcommittee unless serving as an *ex officio*, or liaison, member.
- (d) The committee (subcommittee) chairman shall be elected annually by the membership at the organizational meeting from among the faculty and student voting membership. Members may not be selected as chairmen of committees to which they are assigned, *ex officio*, as liaison members. Responsibility for the call of the annual organizational meeting will be assigned by the Senate Executive Committee.
- (e) The committee (subcommittee) chairman shall have the responsibility for reporting on the work of the committee (subcommittee) to the Academic Senate as necessary, but no less than once annually. The committee (subcommittee) chairman shall be privileged to offer motions on the floor of the Senate on behalf of the committee (subcommittee).
- (f) Length of term for faculty members on chartered committees

and subcommittees shall be established by the Senate Executive Committee. Vacancies shall be made known to the Senate Executive Committee and filled by the appropriate appointing body or officer, at the initiation of the Senate Executive Committee. The latter committee shall make known to the Academic Senate the names of all committee and subcommittee members, as well as the names of chairmen, once elected.

**Section 2. Appointed Chartered Committees and Standing Subcommittees, Composition of and Charges to:**

(a) Academic Planning Committee

- \* (1) The committee shall be composed of eight faculty members, with representation from each UNDERGRADUATE college/school of the university; two undergraduate students; three representatives from Administration, one of whom shall be an undergraduate college/school Dean.
- (2) The committee shall be responsible for making recommendations to the Academic Senate concerning academic planning.

(b) Academic Programs and Curriculum Committee.

- \* (1) The committee, as a whole, shall be composed of twelve faculty members, with two representatives from each UNDERGRADUATE college/school of the university; two undergraduate students; two representatives from Administration, one of whom shall be the Registrar as a non-voting *ex officio* member; and, *ex officio* as liaison members, the chairmen of the committee's standing subcommittees. The chairman of the Academic Programs and Curriculum Committee shall be designated as liaison member to the Academic Standards and Events Committee of either division of the Academic Programs and Curriculum Committee.
- \* (2) The committee, as a whole, shall be responsible for making recommendations to the Academic Senate as to policy related to academic programs and curriculum matters. This responsibility shall include the review and coordination of division reports and the making of recommendations to the Academic Senate on the basis of such review and coordination. Following decision by the committee, as a whole, on proposals which, if adopted, would affect university general requirements, UNDERGRADUATE college/school degree requirements, such proposals must be referred to the Academic Standards and Events Committee for review. In such instances a joint recommendation to the Academic Senate shall be required. The committee is to develop, subject to approval by the Academic Senate, procedures to govern both committee and division processing of program and course proposals.

\*Until new procedures are drafted by the committee, and adopted by the Academic Senate, relevant provisions of Section 2(e) of the 5 November 1979 edition of Bylaws Of The Charter Of The Academic Senate will govern.

- (3) The Academic Programs and Curriculum Committee shall consist of two divisions.

The responsibility of the Academic Programs Division shall include the examination and processing of proposals for new programs, change in existing programs, or termination of existing programs, as such proposals are forwarded by the undergraduate colleges/schools of the university. The Academic Programs Division shall be composed from the Academic Programs and Curriculum Committee as follows: one representative from each undergraduate college/school of the university; one undergraduate student; one representative from Administration.

The responsibility of the Curriculum Division shall include the examination and processing of proposals for new courses, change in existing courses, or deletion of existing courses, as such proposals are forwarded by the undergraduate colleges/schools of the university. The Curriculum Division shall be composed from the Academic Programs and Curriculum Committee as follows: one representative from each undergraduate college/school of the university; the Registrar as a non-voting *ex officio* member; and one undergraduate student.

(*Ex officio* members, other than for the Registrar, shall be excluded from division membership, nor shall any other member serve on both divisions of the Committee.)

- (b-i) Honors Program and Individualized Curriculum Program Subcommittee

(1) The subcommittee shall be composed of eight faculty members, with representation from each undergraduate college/school of the university; two undergraduate students who are, or have been enrolled in Honors courses; two undergraduates who are enrolled in the Individualized Curriculum Program; three representatives from Administration, two of whom shall be the appointed director of the Honors Program and the appointed director of the Individualized Curriculum Program as non-voting *ex officio* members. The chairman of the Honors Program and Individualized Curriculum Program Subcommittee shall be designated as liaison member to the parent Academic Programs and Curriculum Committee.

(2) The subcommittee shall be responsible for making recommendations to the parent committee, and to the Academic Senate, as to policy related to the development of



Honors courses and programs, and as related to the development of the Individualized Curriculum Program.

- (c) Computer Services Committee
  - (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the university; two undergraduate students; three representatives from Administration, two of whom shall be an undergraduate college/school Dean, and the Director of the Computer Center as a non-voting *ex officio* member.
  - (2) The committee shall be responsible for making recommendations to the Academic Senate, as to policy related to faculty and student instructional and research use of the facilities of the Computer Center.
- (d) Library and Media Center Services Committee
  - (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the university; two undergraduate students; four representatives from Administration, two of whom shall be the University Librarian and the Director of the Media Center as non-voting *ex officio* members.
  - (2) The committee shall be responsible for making recommendations to the Academic Senate, as to policy related to faculty and student instructional and research use of Maag Library; and as to policy related to faculty instructional and research use of Media Center facilities and services. This responsibility, in regard to Maag Library, shall include the making of recommendations concerned with allocation of budgeted resources for the acquisition of instructional and research materials.
- (e) Academic Research Committee
  - (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the university; one undergraduate student; three representatives from Administration, one of whom shall be the Dean of the Graduate School.
  - (2) The committee shall be responsible for making recommendations to the Academic Senate as to general policy related to both internally and externally supported research.
- (f) Academic Standards and Events Committee
  - (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the university; two undergraduate students; two representatives from Administration, including one

undergraduate college/school Dean; and, *ex officio* as liaison member from the Academic Programs and Curriculum Committee, the chairman of that committee.

- (2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to academic standards, as well as policy governing academic events. This responsibility shall include the making of recommendations concerned with university general requirements. Undergraduate college/school degree requirements; the grading system; honors criteria; and the making of recommendations to the chief academic officer concerned with university academic events, such as graduation ceremonies, honors convocations, and inaugural ceremonies.

(g) Student Academic Affairs Committee

- (1) The committee shall be composed of six faculty members, with representation from each undergraduate college/school of the university; six undergraduate students, with representation from each college/school of the university; two representatives from Administration, and, *ex officio*, as liaison member, the chairman of the committee's standing subcommittee.
- (2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to the academic sector of student affairs. This responsibility shall include the making of recommendations concerned with general university undergraduate admission policy; registration policy; academic advisement policy; and policy regarding violations of the regulations governing student academic honesty.

(g-i) Student Academic Grievances Subcommittee

- (1) The subcommittee shall be composed of six faculty members, with representation from each undergraduate college/school of the university; six undergraduate students, with representation from each college/school of the university; one representative from Administration. The chairman of the Student Academic Grievances Subcommittee shall be designated as liaison member to the parent Student Affairs Committee.
- (2) The subcommittee shall be responsible for making recommendations to the parent committee, and to the Academic Senate, as to policy related to student academic grievances. This responsibility shall include the development and adoption, subject to approval by the Academic Senate, of rules and procedures for the processing of student academic grievances.

## **Bylaw 7. Committee Meetings and Minutes**

### **Section 1.**

All Senate Committees shall meet at least once during every quarter of the academic year, shall record minutes of their meetings, and shall distribute copies of their approved minutes to the Executive Committee, the University Librarian, and any other persons designated by the Executive Committee.

### **Section 2.**

In all cases where other specific rules have not been approved by the Senate, Robert's Rules of Order will apply to all committee business.

## **Bylaw 8. Vacancies**

### **Section 1. Determination**

- (a) Upon notification or discovery by other means, the Elections and Balloting Committee shall determine the fact of vacancy and the nature of such vacancy, and shall proceed to fill such vacancy on either a permanent or temporary (involving a period of one (1) quarter or longer) basis, as specified herein.
- (b) The Elections and Balloting Committee shall maintain records of balloting results for all elected Senate positions for the purpose of determining the basis for filling such vacancies as might occur.

### **Section 2. Filling Vacancies and Certifying Memberships**

- (a) A vacancy among the elected faculty Senators or on an elected chartered committee shall be filled by the unelected candidate who received the highest number of votes in the election in which the vacated member was elected, as certified by the Elections and Balloting Committee. In the case of a tie, the Elections and Balloting Committee shall conduct a drawing of lot to decide the appointment.
- (b) Appointments to fill vacancies shall terminate upon the return of a person being replaced or upon the expiration of the term of office, whichever comes first.
- (c) The Elections and Balloting Committee shall report the filling of a vacancy to the Executive Committee.

### **Section 3. Other Faculty Vacancies**

The matter of such vacancies as not here provided for shall be referred to the Executive Committee of the Senate for disposition.

### **Section 4. Non-Faculty Vacancies**

Administrative or student vacancies in the Senate or its subsidiary bodies shall be filled by the appropriate individual or body and in a manner consistent with the provisions of the Charter.

**Section 5.**

The Executive Committee shall report the filling of all vacancies at the next Senate meeting.

**Bylaw 9. Order of Business at Senate Meetings**

The order of business at all Senate Meetings, except the organizational meeting, shall be:

- (1) Call to order
- (2) Approval of the minutes of the last meeting
- (3) Report of the Charter and Bylaws Committee
- (4) Report of the Executive Committee
- (5) Report of the Elections and Balloting Committee
- (6) Reports of other Senate committees
- (7) Unfinished business
- (8) New business
- (9) Adjournment

**Bylaw 10. Rules of Order**

**Section 1.**

The rules of order specified in the latest edition of *Robert's Rules of Order Newly Revised* (Scott, Foresman and Company) shall govern where applicable, provided that they are in accord with this Charter and Bylaws, and except as they are superseded by the standing rules specified by this Bylaw or by resolution of the Senate concerning the conduct of its business at a particular meeting.

**Section 2.**

Any member of the University community shall have the right to address the Senate, provided he has notified the chairman, in writing, of his intent, and has arranged with the chairman for a suitable time at which he may be recognized. A member or guest of the Senate may speak at such times as he is recognized by the chair.

**Section 3.**

All meetings of the Senate shall be open meetings unless otherwise decided by a vote of the Senate.

**Section 4.**

Senate business shall be conducted by informal consideration, except following affirmation of a motion "to consider formally." Closure of debate, nevertheless, may still be ordered by a two-thirds majority.

**Section 5.**

An adjourned meeting shall be ordered for the next meeting of the Senate in either of the following circumstances:

- (a) When the conduct of the Senate's business is terminated by the loss of a quorum.
- (b) When the conduct of the Senate's business is terminated by the arrival of a predetermined time of adjournment, in the absence of a motion to extend the limits of debate, except upon the majority rejection of the privileged motion "to fix the time to which to adjourn."

**Section 6.**

Upon a ruling of the chair in response to an appeal by any Senate member, an action of the body shall be declared null and void if, in the procedures by which such action was taken, either these standing rules or applicable parliamentary procedures have been violated. Such appeal may be made either during the meeting in which such action was taken, following the affirmation of a motion to adjourn, or at any time before the next meeting of the body. The ruling of the chair must be made no later than the beginning of the subsequent meeting.

**Bylaw 11. Amendments**

**Section 1.**

Proposed amendments to the Bylaws shall be first submitted or referred to the Charter and Bylaws Committee.

**Section 2.**

A proposed amendment to the Bylaws shall be mailed by the Secretary of the Senate to the Senate membership at least one (1) week prior to its being submitted to the Senate for consideration.

**Section 3.**

At the meeting of the Senate at which the amendment is to be considered, the Charter and Bylaws Committee chairman shall place the amendment before the Senate. With affirmative majority vote of the Senate, and in the absence of a challenge during the challenge period, the amendment shall become effective.

APPENDIX B

YOUNGSTOWN STATE UNIVERSITY  
EMPLOYEE RECORDS POLICY

I. DEFINITION

For the purposes of this policy, "file", as used [in II.A, II.B, II.C, and II.D] below, shall be used to indicate any discrete gathering of information relating to an individual and stored in a fashion to facilitate recovery of that information by reference to the individual.

II. ESTABLISHMENT AND MAINTENANCE

Each department or unit within the University shall be responsible for the establishment and maintenance of such records as are necessary for its normal operation, subject to the provisions and restrictions of this policy. Files shall be maintained in accordance with directives contained in relevant state and federal statutes, rules and regulations of the Ohio Department of State Personnel, and policies of the University and the Board of Trustees.

A. Personnel Records: FACULTY

An Official Faculty File shall be maintained on each full-service faculty member by the Vice President—Personnel Services. The policy governing these files shall be the *Agreement* in effect at any given time between the University and the bargaining agent of the faculty.

B. Personnel Records: CLASSIFIED EMPLOYEES

An Official Personnel File shall be maintained on each Classified Civil Service Employee by the Director of Personnel.

C. Personnel Records: NON-CLASSIFIED EMPLOYEES (EXCLUDING FACULTY)

The Vice President—Personnel Services shall be responsible for the establishment and maintenance of an Official Personnel File on each non-classified employee (excluding faculty).

D. Campus Security Records: ALL EMPLOYEES

The Director of Campus Security shall be responsible for the record keeping function of the Security Office [with regard to University employees]. The sole extent of Security files on employees shall be as follows: a record shall be maintained on each employee who is charged by Security with a specific violation of law or University regulations; records of such accusations or complaints which do not lead to formal charges shall not be retained in an employee's file; such information may, however, be placed in the employee's personnel file (II.A, II.B, or II.C above) if this is deemed appropriate by the administrator charged with maintaining the file; in this event, provision III.B shall be observed.

### III. GENERAL PROVISIONS

- A. Each employee shall have the right, at any reasonable time, to examine his or her file(s) [described in II.A, II.B, II.C, and II.D above], and to enter into the file(s) a written statement commenting upon or disagreeing with any document contained therein. The one exception to employee access shall be confidential letters of recommendation written in support of the individual's application for employment.
- B. Each employee shall receive a copy of each document placed in his or her file(s) [described in II.A, II.B, II.C, and II.D above], at the time it is placed in the file.
- C. At least once during each academic year the President of the University shall designate an individual or individuals to conduct an unannounced spot check of the records identified in II.A, II.B, II.C, and II.D above, and to provide a written confirmation of administrative compliance with this policy. These reports shall be made available to any employee who wishes to examine them. It shall be the responsibility of the President to take appropriate action in the event of administrative non-compliance with this policy.
- D. No one within the University shall maintain any files which in any way violate the academic freedom of any member of the faculty or infringe upon the legal and Constitutional rights of the individual.
- E. It shall be the responsibility of each administrator charged with maintaining the files cited [in II.A, II.B, II.C, and II.D] above, to conduct periodically an examination of the files under his supervision and to purge the files of material no longer appropriate for retention.

### IV. USE

Information stored in the various employee files shall be used in any manner appropriate to the normal operation of the University. Such information as is permitted or required by law may be reported to the state and/or federal governments. The administrator in charge of each set of employee files shall make every reasonable effort to assure that the information stored therein shall be maintained with confidentiality, except in the case of information which is by nature public.

Campus Security records shall not be used in making basic personnel decisions such as promotion, retention, or termination.

## APPENDIX C

The Board of Trustees adopts travel regulations by Resolution. These regulations are published, along with necessary interpretation, in the *Administrative Manual* of the Executive Vice President.



## APPENDIX D

### YOUNGSTOWN STATE UNIVERSITY STUDENT RECORDS POLICY

#### I. INTRODUCTION

- A. The major purpose for maintaining student information at Youngstown State University is based upon the University's objective of providing for the optimal development of its students. Therefore, only the information germane to that purpose should be maintained, collected, and processed. The collection, retention and dissemination of information about individual students should be based on the following two criteria: (a) to enable the University to better serve its objectives, and (b) to strengthen the efforts to protect students from any damage that might result from a misuse of the information.
- B. General principles regarding this policy are:
1. Professional judgment, common sense, and a high regard for ethical practice should guide the use and dissemination of student information by all University personnel. An individual requesting information about a current or former student shall be considered to have a "legitimate educational interest" in obtaining the data *only* if, in the professional opinion of the custodian of the record concerned, the following criteria are met: (1) the information requested has a direct, pertinent, and cogent bearing on an educational decision to be made by the person requesting the information; (2) the decision for which the information is needed is a direct function of the person's official capacity as a University employee or as a representative of a federal, state, or local agency, institution, or employer; and (3) release of the information is in the best interests of the student concerned and/or in concert with the educational mission of the University.
  2. In no way should any provisions of this policy be construed as a limitation upon the University's ability to help or assist the individual student or student groups. The ability to help or assist students is the overriding thrust and intent of this document, and should be the primary impetus in the implementation of this policy.
  3. When mandated by law, court order, or summons, the University will transmit to court, to governmental agencies, or to parents certain information pertinent to the student's progress within the University. In such instances the University shall notify the student of releasing the information, in advance if time permits.

4. Subsequent state or federal law supersedes the guidelines and procedures of this policy.

## II. DEFINITION OF TERMS

- A. For purposes of this policy, *file* and *records* shall be used to indicate any discrete gathering of information relating to a current or former student which is stored in a fashion to facilitate recovery of that information by reference to the individual.
- B. The following files or records are deemed official student records and covered by this policy. Only the official custodian of these records, or designee, is authorized to speak for the University regarding them.
  1. *The Official Academic Record* is the "permanent record card" plus supporting written documents and files maintained by the Office of Admissions and Records. The Dean of Admissions and Records is the official custodian of these records.
  2. *Advisement Records* are the materials maintained in the college and/or academic departmental offices for the use only in advising and/or preparing the recommendations for state certification. These are not to be confused with the aforementioned official academic record.
  3. *Discipline Records* including preliminary notification, proceedings, results, and action taken as a result of disciplinary committee hearings, are maintained in the Office of the Associate Vice President—Student Services. The Associate Vice President—Student Services is the official custodian of these records.
  4. *Counseling Records* include the confidential information retained about individual students in the University Counseling Center. The Director of the Counseling Center is the official custodian of these records.
  5. *Financial Aid Records* including application, parents' confidential statement, need analysis form, promissory note, employment and other related information, are maintained in the Office of Financial Aids. The Director of Financial Aids is the official custodian of these records.
  6. *Placement Records* including applications, resumes, letters of reference, and related information are maintained in the Office of Career Planning and Placement. The Director of Career Planning and Placement is the official custodian of these records.
  7. *Health Records* including physical examination forms, physician's notes and related information are maintained in the Health Clinic. The Associate Vice President—Student Services is the official custodian of these records.

## III. ACCESS TO RECORDS

- A. A student, after furnishing appropriate identification, shall have

access to his or her own official student records as described in the "Definition of Terms" portion of this policy. All information in the official student records may be reviewed by the student except for (a) financial records of the parents, and (b) confidential letters and statements of recommendation which are dated prior to January 1, 1975. Any fees assessed for copies will be published in the University Bulletin, Catalog Edition.

- B. A student may waive in writing the right of access to his or her official student records. Such waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the University. Documents to which a student has waived his or her right of access may be used only for the purposes for which such documents were collected.
- C. Individual members of the academic community may maintain for their personal reference and use information regarding students. As long as this information is not used in a manner which conflicts with this policy, such information need not be subject to scrutiny.

#### IV. RELEASE OF INFORMATION

- A. All institutional personnel should be alert to refer promptly to the official custodian of the appropriate office any requests for information. Faculty members and the various institutional offices should restrict their responses to that information germane to their sphere of responsibility in relationship to the student, e.g., faculty advisor, major professor, academic dean. It is noted that government investigative agencies as such have no inherent legal right of access to student files or records.
- B. Information contained in students records may be released under the conditions outlined below:
  - 1. *Public Information* includes the following data: Name, local address and phone number, permanent address and phone number, signature verification, place and date of birth, citizenship status, race, class rank, class schedule, number of academic hours completed, academic major, college, full- or part-time status, academic and nonacademic honors, letters of commendation, high school attended, scholarship information and amount, withdrawal record, other academic institutions attended, degree obtained and date conferred, campus activities, leadership positions and dates of attendance.

Public information may be disclosed on an unlimited basis by University personnel in response to oral or written requests.

A current student may petition to have any part of the public information restricted by presenting written request to the Dean of Admissions and Records within the first seven (7) calendar days of each academic quarter. A former student may petition to have public information restricted permanent-

ly by presenting a written request to the Dean of Admissions and Records.

2. *Restricted Information* is generally disclosable without student consent if the individual requesting the data has a legitimate educational interest (See Section A, Paragraph 2 of this Article) in that information.

- a. *Restricted-Internal and external use:* These data may be disseminated without prior student consent to members of the University community or to individuals representing external agencies if the person requesting the information is determined to have a legitimate educational interest. If the request is legitimate and serves the basic purpose of the University's maintenance of records, information may be interpreted to the requester from the file by a staff member who is authorized by the University to provide such information.

Restricted information for both internal and external use includes the following data: Name of parent or guardian, marital status, name of spouse, address of parent or guardian, and physical disabilities.

- b. *Restricted-Internal use (externally unavailable):* These data are available for dissemination *only* to employees of the University who have legitimate educational interest in the data. Each office maintaining this category of information will have a regular employee designated who is authorized to determine whether a request meets the definition of "legitimate educational interest."

Restricted information for internal use includes the following data: Identification photograph, academic record, grade point average, academic action to include dismissal and probationary status, college board and other test scores, admissions application form, high school and other college transcripts, student financial aid other than scholarships awarded, University disciplinary actions, and narrative Security Office incident reports.

3. *Confidential Information* includes the following data: Counseling or referral information and names of personal references. Personal reference statements are confidential and provided only to bonafide prospective employers or school of application upon written request or permission of the student involved. Counseling or referral information is available for disclosure only upon written consent of both student and the professional staff member.
4. *Exceptions* to this "release of information" section include:
  - a. If the student has given written consent.
  - b. To complete transfer admissions forms requested by the student. Only disciplinary status of students currently on

Disciplinary Probation or Suspension, or of students who have been expelled, shall be released.

- c. If research studies are being conducted in such a manner as will not permit the personal identification of the student except to the researcher.
  - d. If required by accrediting agencies in order to carry out their accrediting functions.
  - e. If required by lawfully issued court order, subpoena or summons.
  - f. If an emergency situation arises where the information is deemed necessary to protect the health, safety, or welfare of the student or other persons.
5. The release of non-directory information to external parties must be recorded in the individual student file. If Restricted or Confidential Information is released for any purpose the person(s) receiving the data cannot under law disclose the information to anyone else without the student's written consent; it is incumbent upon the individual releasing the information to inform the parties receiving the data of this policy.

#### V. CHALLENGE TO THE CONTENT OF THE RECORDS

If after reviewing the official student record a student wishes to challenge a perceived inaccuracy, misleading statement, or other perceived violation of his privacy or other rights, the following procedure is available.

- A. The student shall be provided an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data and to insert into such records a written explanation. A student may challenge a grade only on the grounds that it was inaccurately recorded, not that it was lower than the instructor ought to have awarded.
- B. If the official custodian of the records and the student agree that information is inaccurate, misleading, or otherwise in violation of the student's rights, the official custodian of the records may make the necessary corrections or remove the information.
- C. Upon the request of either the official custodian of the records or the individual student, a hearing may be conducted to settle disputes.
- D. The Associate Vice President—Student Services will serve as hearing officer. Should the hearing officer have a direct interest in the outcome of the hearing the Dean of Admissions and Records will serve as hearing officer. The following Guidelines are to be followed:
  1. The hearing will be conducted and decided within a reasonable period of time following the request for hearing.
  2. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised.

3. The decision of the hearing officer shall be in writing to the student, and inserted into the file within a reasonable period of time after the conclusion of the hearing.
- E. Nothing in this policy shall prevent the student from filing a complaint with Department of Health, Education, and Welfare as provided by the law.

APPENDIX E

YOUNGSTOWN STATE UNIVERSITY  
KILCAWLEY CENTER BOARD CONSTITUTION

ARTICLE I

Name

The governing body of the Kilcawley Center shall be known as the Kilcawley Center Board.

ARTICLE II

Purpose

The purpose of this Board shall be to provide for a campus-centered life through comprehensive, social, cultural, and recreational programs for the Youngstown State University community.

ARTICLE III

Authority

The Board shall have authority for establishing and maintaining cultural, social, recreational, and educational programs and activities to be provided by the Center. It shall be responsible for recommending the appointment of the Director of the Center and shall be advisory to said Director in recommending and maintaining a balanced annual operating budget and in developing rules and regulations governing scheduling, use of facilities, and services within the Center. Nothing in this Constitution shall limit in any way the final authority of the President and the Board of Trustees over all persons, boards, committees, and organizations connected with or utilizing Kilcawley Center facilities; or as superseding their authority for establishing rules and regulations governing the use of the facilities, conduct on campus, social regulations, or expenditures of University funds.

ARTICLE IV

Membership

Section 1. General

The Kilcawley Center Board shall consist of 15 voting members: eight undergraduate students, one graduate student member, three faculty members, two administrative staff members and one alumnus member. The Director of Kilcawley Center shall serve as an ex-officio, non-voting member and secretary of the Board.

Section 2. Student Membership

(a) The eight undergraduate students appointed as follows:

- (1) Five representatives appointed by the outgoing Board each spring. Three of these shall be designated as chairpersons of standing committees.
  - (2) Two representatives selected by a majority vote of Student Council.
  - (3) One representative of Student Government appointed by the President of Student Government.
- (b) One graduate student appointed by the Dean of the Graduate School.
- (c) Qualifications for Student Members.
- (1) Undergraduate students must be enrolled and in good standing while serving as members of the Board.
  - (2) A graduate student must be enrolled in a graduate program each quarter during which he is a member of the Board, and must maintain good standing.

### **Section 3. Faculty Representatives**

Three faculty representatives appointed by the Executive Committee of the Academic Senate.

### **Section 4. Staff Members**

- (a) One (1) Student Affairs representative appointed by the Associate Vice President—Student Services.
- (b) One (1) Financial Affairs representative appointed by the Executive Vice President.

### **Section 5. Alumni Membership**

One (1) Alumni Representative appointed by the President of the University.

### **Section 6. Term of Office**

The term of office for all voting members of the Board shall be from the beginning of new business at the first meeting in May until the end of old business at the first meeting in May one year later.

### **Section 7. Vacancies**

A vacancy shall be filled in the same manner as the original appointment. The appointment shall be for the remainder of the term and shall be effective immediately.

### **Section 8. Loss of Membership**

The Board shall have authority to determine cause for loss of membership and provide appropriate procedures in its Bylaws.



## ARTICLE V

### Officers

#### Section 1. Composition

- (a) The officers of the Kilcawley Center Board shall be Chairperson, Vice-Chairperson, and Secretary.

#### Section 2. Terms of Office

- (a) The Chairperson shall be elected from the student membership at the first meeting of the Board during May of each year and shall serve until the election of a new Chairperson.
- (b) The Vice-Chairperson shall be elected by the Board from the student membership at the first meeting of the Board during May of each year and shall serve until the election of a new Vice-Chairperson.
- (c) The Director of Kilcawley Center shall serve as Secretary.

#### Section 3. Duties

- (a) The Chairperson shall preside at all Kilcawley Center Board meetings and shall be responsible for the business of the Board.
- (b) The Vice-Chairperson shall assist the Chairperson with all Kilcawley Center Board affairs and shall assume the duties in the absence of the Chairperson.
- (c) The Secretary shall compile the agenda for each meeting of the Board, notify members of meetings, record the official minutes, and perform other duties as may be assigned by the Chairperson.

## ARTICLE VI

### Meetings

#### Section 1. Regular Meetings

The Kilcawley Center Board shall hold at least one meeting in each of the Fall, Winter, and Spring quarters.

#### Section 2. Quorum Requirements

Eight members of the Board shall constitute a quorum for all regular and special meetings. No fewer than three of such eight members present shall be members of the faculty, staff, and/or alumnus; at least four members present must be students.

#### Section 3. Special Meetings

Special meetings may be called by the Director of Kilcawley Center, by the Chairperson, or by any three (3) members of the Board.

#### Section 4. Summer Meetings

The Board shall function as necessary during the summer months; however, quorum requirements for meetings shall be reduced to five members, including at least three student members. Student members need not be enrolled during the summer quarter.

### ARTICLE VII

#### Committees

##### Section 1. Standing Committees

Standing committees shall be formed to carry out responsibilities of the Board; size, qualifications for memberships, length of appointments, responsibilities and duties of the committees and other appropriate matters shall be determined by the Board in its Bylaws.

##### Section 2. Other Committees

The Board shall be empowered to appoint such additional committees and subcommittees as may be needed to accomplish its purposes.

### ARTICLE VIII

#### Director

The Director of Kilcawley Student Center shall be appointed by the ~~President of the University~~ EXECUTIVE VICE PRESIDENT and be responsible to ~~the President, or his designee~~ HIM. The Director shall be responsible for the total operation of the Center ~~with exception of the Bookstore~~. This responsibility shall include implementation of programs established by the Board, scheduling activities in the building, food service, selection of personnel, and managing financial aspects of the Center. The Director shall seek the guidance of the Board in preparing the annual operating budget and developing rules and regulations for use of the Center. The Director shall be responsible for managing the financial affairs of the Center and shall confer with appropriate financial affairs officers as necessary to assure compliance with State and University financial regulations and policies, and shall give a financial report to the Board monthly.

### ARTICLE IX

#### Amendments

Any member of the Board may propose an amendment to the Constitution. Such proposed amendment shall be filed with the Chairperson or Secretary for a first reading at the Board's next regular meeting. At the following regular meeting of the Board, such amendment shall be voted upon and, if approved by a two-thirds majority of the total voting membership of the Board, forwarded to the President of the University for presentation to the Board of Trustees.

### ARTICLE X

#### Rules of Order

In cases not covered by this Constitution, Robert's Revised Rules of Order shall be the required rules of order.

## APPENDIX F

### BROADCASTING AND PROGRAMMING POLICIES FOR RADIO STATION WYSU-FM

#### ADMINISTRATION

The radio broadcasting service provided by the Department of Telecommunications is a cultural and educational service of Youngstown State University. Responsibility and authority for the management and operation of radio station WYSU progress from the Director of Telecommunications, to the Associate Vice President—Public Services, to the President of the University, and thence to the Board of Trustees, who hold the broadcasting license granted by the Federal Communications Commission.

The broadcasting service of Youngstown State University shall be consistent with the purposes, objectives and regulations set forth below.

#### PURPOSES

The primary purpose of the radio broadcasting service is to serve the cultural and educational interests and needs of Greater Youngstown by providing an alternative listening service emphasizing serious music and intellectually stimulating public affairs programming supplementary to that being provided by commercial stations in the area. This purpose shall be achieved through the following means.

1. The production and broadcast of programs which extend the resources and activities of the University.
2. The broadcast of programs produced locally or elsewhere, which employ resources other than those of the University, provided that these are consistent with University standards and policies.
3. The preparation of programs for use by other stations, organizations and educational institutions; and the extension of time, facilities, and services to these other community agencies for the production of programs in the general public interest.

The secondary purpose of the broadcasting service is to serve as an educational laboratory for those instructional departments whose programs will be enriched and broadened by the use of the production equipment, studios and personnel in the Department of Telecommunications.

Production equipment and facilities of WYSU will be made available to the Department of Speech Communication and Theatre and other instructional departments to the extent that it does not interfere with production or broadcasting activities of the station.

#### OBJECTIVES

To assist and enhance the cultural and intellectual development of individuals in the community.

To broaden the public's understanding and enjoyment of the fine arts.

To motivate and serve the public's interest in programs of continuing education.

To foster a regard for truth, reasoning and free inquiry.

#### COMMUNITY ADVISORY BOARD

The President, in compliance with Public Law 95-567, shall appoint a community advisory board and shall establish appropriate guidelines. The purpose of this advisory board shall be to review programming goals, services and policies of WYSU and to advise the University of the station's effectiveness in meeting the educational and cultural needs of the communities served by WYSU.

#### SPECIFIC BROADCASTING REGULATIONS

All broadcasts shall comply with governmental rules, regulations, and laws, including those specifically applicable to broadcasting stations and those which protect personal or the property rights of people.

All broadcasts shall exhibit the highest standards of professionalism.

All broadcasts shall uphold the reputation and integrity of the University, defending it from misuse, misrepresentation and exploitation.

No broadcast shall place the University in the position of:

1. Editorializing on only one side of a controversial public issue.
2. Endorsing or opposing any candidate for public office, the platform and objectives of any political party, or the beliefs of any religious organization.
3. Endorsing or advocating the use of any specific commercial product, method, or device, although acknowledgment of the source of material used may be made where necessary.

#### STAFF

Although part-time student help may be used on the station, the core of the station staff will be full-time professional employees of the University. Students hired for the part-time positions available on the WYSU staff must have the qualifications and competence to meet professional broadcasting standards and shall be compensated according to the prevailing hourly rate established for other student employees of the University.

#### PROGRAMMING POLICIES

The Director of Telecommunications is responsible for the broadcast schedule for station WYSU. The following programming policy statements are designed to govern content of the various types of radio programs.

*Music* — Music programmed on WYSU will be primarily classical. Theatre, jazz, and folk music played on WYSU will be selected by the staff of the Department of Telecommunications on the basis of quality and cultural value.

*Adult Education* – WYSU programs not specifically designed for the school audiences will be planned with the mature adult as the expected listener. WYSU's programs will be informative in nature and cultural in approach. WYSU may also originate and broadcast series of individual programs designed to inform listeners on specific topics, and will broadcast programs obtained from such recognized sources as the NPR, the Broadcasting Foundation of America, and University and commercial radio stations.

*Public Service* – WYSU may broadcast public service programs. These are defined as informative programs of general interest and concern prepared by various schools and departments of the University and/or by educational, charitable, civic, and service organizations. Announcements publicizing projects or activities of such agencies or organizations may also be broadcast.

*News Broadcasting* – WYSU may broadcast world, national, state and campus news.

WYSU may report news as supplied by regular news sources.

WYSU may cover and report major, local and/or Youngstown State events.

WYSU will not editorialize in any of its newscasts.

WYSU will assist in publicizing events, drives and campaigns of civic nature being conducted within its area. Such announcements and notices when newsworthy, will be treated as news items; otherwise they will be separately programmed.

WYSU may broadcast discussion programs of topics under consideration in legislative bodies of the state or nation; informational speeches of nonpolitical nature by elected government officials; and programs discussing policy matters which affect the general public.

WYSU will not broadcast partisan political programs, speeches by candidates for political office, or news releases from headquarters of political parties or candidates.

*Sports* – WYSU may broadcast sports news of national and local interest. In the interest of maintaining good public relationships with commercial broadcasting stations, there will be no effort made to enter into direct competition with any of them for the purpose of broadcasting any Youngstown State University athletic competition. Youngstown State University sports events will be broadcast only if commercial broadcasts are not available or do not provide sufficient coverage. If broadcast, sports will be given competent, professional, play-by-play coverage.

*Special Events* – WYSU may program interviews, lectures, panel discussions, debates, Dana concerts, and convocation programs occurring on the Youngstown State University campus. Recording of these events will depend upon the availability of staff and facilities for such assignments. The programs must qualify for broadcast on WYSU under the policy statements governing their specific program type.

## APPENDIX G

### UNIVERSITY MISSION

#### PREFACE

Youngstown State University is an urban university, established and assisted by the State of Ohio, and maintained in order to provide a wide range of opportunities in higher education to satisfy the needs particularly – but not exclusively – of the residents of northeastern Ohio and western Pennsylvania.

The University seeks to reflect the age in which it lives, responding to the changing needs of its students and our society through the development of various programs while still retaining the best elements of the long tradition of humanistic, liberal education. The institution seeks to develop in its students an awareness of their cultural heritage and the qualities of intellectual and emotional maturity necessary to produce graduates who can enjoy productive, fulfilling lives as individuals and citizens.

#### ACCESS

The University has long been committed to the goal of broad access to higher education. When the University joined the state system of higher education, this policy was continued under the state provision for "open admission" for Ohio students who have earned a high school diploma or its equivalent. Realizing that this policy admits students with varied academic backgrounds, the University offers a wide range of curriculum options including special assistance through the Student Development Program and special courses. Financial subsidies from the state have similarly strengthened economic access to higher education, by making possible a fee structure which is within the means of most prospective students; extensive programs of financial aid to students have further aided in achieving this goal. In addition to academic and economic access, the institution fulfills the state's commitment to geographic access. Located in the center of its service region, the University seeks to provide adequate facilities for commuting students as well as for those who are housed within the University area. The University also offers courses and programs at locations off campus, when this is appropriate.

#### RANGE OF PROGRAMS

The range of courses and programs offered has expanded to meet the needs of a society substantially more complex than it was a few decades ago. The University recognizes that change and complexity are accelerating, making it more important than ever that the University assume a leadership role and provide graduates capable of dealing with social, economic, and technical problems. The Graduate School, the College of Applied Science and Technology and the Office of Continuing Education are but three examples of institutional development during recent years aimed at responding to the needs of students served by the institution and providing society with the leadership it requires.

The programs of these organizational units, along with those in Arts and Sciences and in the professional schools, now serve the University constituents by providing a broad range of educational experiences, from the one-day workshop to graduate degrees; from the non-credit course offered for personal enrichment to the technological training needed to prepare the individual for immediate employment; from the course offered the professional who needs periodically to renew licensure or certification to the traditional program of study in the liberal arts; from the program which permits the high school student an early opportunity to commence a University career to the course which offers renewed intellectual stimulation to the senior citizen.

#### PRIORITIES

The University is committed to instruction, research and scholarship and public service. Instruction is, and will continue to be, the primary function of the University. Research, which usually emphasizes the extension of the boundaries of knowledge, and scholarship, which is directed more at a synthesis and reorganization of existing knowledge, constitute another priority, and together research and scholarship undergird instruction and public service. The University sees as another priority the function of public service — apart from the service inherent in making instruction available to the public.

#### REGION

A major goal of the institution, through its 70 years of history as a law school, as an institute, as a college, and as a University, has been to serve primarily the postsecondary educational needs of the residents of this geographical region: Mahoning, Trumbull, and Columbiana counties of Ohio and Mercer and Lawrence counties in Pennsylvania. The University has been, and will continue to be, basically a non-residential campus, and it has placed emphasis on the students who have wished to pursue their education while remaining at home, often combining a program of higher education with employment off campus. While nurturing its regional identity, the University has welcomed students from other parts of the nation and from around the world. But as a developing urban university, the institution has sought to become, and is committed to be, preeminent as a leader within its service region.

## APPENDIX H

### REGULATIONS AND PROCEDURES ON ACCEPTING AND LISTING DEGREES OF EMPLOYEES

#### I. DEFINITIONS:

For the purpose of this policy, the following definitions shall apply:

- A. Degree: A title conferred upon scholars by a college, university, or professional school upon completion of a unified program of study, e.g.: Bachelor of Science, Master of Arts, Doctor of Philosophy.
- B. Degree Granting Institution (Post Secondary Institution): An institution — generally a college, university, or professional school — which has been approved by accrediting agencies (U.S.A.) or ministries of education (foreign nations) to grant degrees in recognition of the completion of a unified program of study.

#### II. CANDIDATES FOR FACULTY EMPLOYMENT

All administrators (chairmen, deans, directors, etc.) recommending candidates for employment must incorporate the following into their hiring procedures:

- A. All recommendations for employment for which a degree is required must be accompanied by an official transcript of the candidate's academic preparation.
- B. The official transcript must show a pattern of academic preparation appropriate to the position for which employment is recommended.
- C. The official transcript must be from an accredited postsecondary institution in the United States or from an equivalently recognized foreign degree granting institution (see Item V, ACCREDITED AND APPROVED INSTITUTIONS).

#### III. CURRENT EMPLOYEES

- A. Any employee granted leave (of any type) to work on an advanced degree which will be presented for University acceptance must undertake such work at an accredited postsecondary institution in the United States or at an equivalently recognized foreign degree granting institution (see Item V, ACCREDITED AND APPROVED INSTITUTIONS).
- B. Any employee granted leave (of any type) to work on an advanced degree which will be presented for University acceptance must undertake such work in a field appropriate to the employee's current teaching assignment or area of responsibility. (Exceptions to this rule may be made under certain conditions, e.g., an employee re-



training for a different teaching field or area of responsibility; also, see D below.)

- C. The University will not accept any degree from any employee unless it has been earned at an accredited postsecondary institution in the United States or at an equivalently recognized foreign degree granting institution, and such degree must be in a field appropriate to the employee's teaching assignment or area of responsibility. (Exceptions to this rule may be made under certain conditions, e.g., an employee retraining for a different teaching field or area of responsibility; also, see D below.)
  
- D. Any employee who is uncertain about the status of an academic institution or the suitability of academic work about to be undertaken should get written approval from the Academic-Vice-President PROVOST before proceeding.

No one other than the Academic-Vice-President PROVOST has the right of agency on behalf of the University to waive the conditions or grant the exceptions described in A, B, C above.

#### IV. LISTING DEGREES IN UNIVERSITY PUBLICATIONS

- A. No degree or degree granting institution shall be listed in any University publication for any employee unless such listing is approved in writing by the Academic Vice-President PROVOST (or his designee). An approval form shall be developed and used for this purpose.
- B. When listing degrees and degree granting institutions the following shall prevail:
  - 1. Names of degree granting institutions shall be listed as they were at the time the degree was earned.
  - 2. Degrees from foreign degree granting institutions shall appear in untranslated form.
  - 3. Degrees shall not be paraphrased or shortened.

#### V. ACCREDITED AND APPROVED INSTITUTIONS

- A. Accredited degree granting institutions in the United States are those postsecondary institutions and programs which are accredited by, or which have pre-accredited status awarded by, the regional and national specialized agencies recognized by the U.S. Commissioner of Education, and which are listed in the current issue of *Accredited Post Secondary Institutions and Programs* published by the Department of Health, Education and Welfare.
- B. Equivalently recognized foreign degree granting institutions are those approved by the Academic-Vice President PROVOST on the basis of recommendation from the Degree Review Committee.
- C. The Degree Review Committee shall consist of the following members:

1. Vice President—Personnel Services
2. Dean of Admissions and Records
3. ~~Dean of Graduate School~~ ASSOCIATE PROVOST AND  
DEAN OF GRADUATE STUDIES
4. Chairman: Department of Foreign Languages  
and Literatures
5. Others as appropriate

## APPENDIX I

### UNIVERSITY POLICIES ON SUPPLEMENTARY PAYMENT TO EMPLOYEES FOR TEACHING AND CONSULTING

#### I. OVERLOAD TEACHING POLICY FOR ADMINISTRATIVE EMPLOYEES<sup>1</sup>

An administrative employee at Youngstown State University is eligible to teach a regular academic course in addition to his normal working assignments, subject to the following provisions:

- A. Assignment of administrative employees to overload teaching shall be based solely upon the academic needs of the University.
- B. No employee may be required to teach on an overload basis.
- C. No administrative employee may be assigned to teach a regular academic course on an overload basis if such assignment jeopardizes the employment of a full-service faculty member.
- D. No administrative employee shall receive payment for any course taught during normal working hours (ordinarily, 8:00 a.m. to 4:50 p.m., Mondays through Fridays); administrative employees may teach during these hours without overload pay, as part of their regular work assignments, with the written approval of the vice president in whose area they are employed.
- E. The assignment of an administrative employee to an overload teaching assignment must be recommended by the department chairperson and must be approved by the academic dean, the Academic Vice President PROVOST, and the vice president in whose area the administrator is employed. Final approval, in writing, must be secured prior to the overload assignment.
- F. Administrators who are responsible for scheduling courses and assigning faculty to those courses are not eligible for supplementary payment for overload teaching; normally this restriction applies to academic deans and departmental chairpersons. Exceptions to this rule may be made by the Academic-Vice-President PROVOST.
- G. No administrative employee may teach more than one course per quarter on an overload basis.
- H. Prior to the assignment of an administrative employee to an overload teaching assignment, the employee's supervisor shall certify that to the best of his knowledge the teaching assignment will in no way interfere with the administrator's primary responsibilities.

<sup>1</sup>For the purposes of this policy, an administrative employee is defined as a University employee who is not a member of the faculty bargaining unit as defined by the YSU/YSU-OEA Agreement.

- I. Administrative employees shall be paid for overload teaching per quarter hour, based on the highest earned degree held.

## II. PAYMENT TO UNIVERSITY EMPLOYEES SERVING AS CONSULTANTS

In the administration of grants and contracts the University regularly secures the services of consultants, experts who provide professional services for the accomplishment of specific tasks, and who receive payment for these services based upon their credentials and the nature of the work performed. Normally, consultants are not full-service faculty members or administrators employed by the University, but on occasion it may be appropriate to hire an employee of the University as a consultant.

The University employee who serves as a consultant on a University grant or project will normally be compensated by an appropriate reduction in his workload. Occasionally, however, it may be impossible to release the employee from a portion of his normal duties, and in such instances an overload payment for consulting work may be authorized.

However, no employee of Youngstown State University may receive supplementary payment through the University for work as a consultant without the written, prior approval of the Academic-Vice-President PROVOST and the vice president in whose area the person is employed. The request for approval should contain the following information:

- A. A justification for selecting this individual rather than a consultant from off-campus, including the credentials of the individual which justify hiring him in this role;
- B. A detailed description of the services to be performed by the individual, including the amount of time required for the assignment;
- C. The amount of money to be paid to the individual, and the method of determining the amount;
- D. A statement from the individual's department chairperson, dean, or immediate supervisor indicating that the consultancy has his approval and will in no way interfere with the performance of the employee's regular duties.

Any individual who secures the services of a Youngstown State University employee for consultancy work to be paid through the University, without securing written approval in advance from the Academic-Vice-President PROVOST, shall have incurred a personal liability for which the University will not be responsible.

ARTICLE III, SECTION 13.4,  
(Exclusions from Administrative Continuity of Employment)

POLICIES OF THE BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY

13.4 Exclusions: Excluded from the provisions of this policy shall be the President of the University, Vice Presidents, Associate and Assistant Vice Presidents, the Dean--Administrative Services, persons serving under multi-year contracts as provided for by Article III, Section 17 of the Policies of the Board of Trustees, HEAD ATHLETIC COACHES AND ASSISTANT ATHLETIC COACHES, persons holding earned faculty rank and tenure, and persons serving under externally funded contracts provided by Article III, Section 21 of the Policies of the Board of Trustees.

ARTICLE III, SECTION 17.3

POLICIES OF THE BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY

Section 17.3. Eligibility for Multiple-Year Contracts

New professional administrative staff members hired from outside the University are not eligible for earned faculty rank or tenure. In lieu thereof, persons appointed as vice president, associate or assistant vice president, academic dean, associate or assistant academic dean, and others, as approved by the Board of Trustees, shall receive three-year contracts of employment, renewable at two-year or three-year intervals, following performance evaluation and review. FULL-TIME HEAD ATHLETIC COACHES SHALL ALSO RECEIVE THREE-YEAR CONTRACTS, RENEWABLE AT TWO-YEAR OR THREE-YEAR INTERVALS, FOLLOWING PERFORMANCE EVALUATION AND REVIEW.

ARTICLE III, SECTION 20

POLICIES OF THE BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY

Section 20. Administrative Salary Ranges

The Board of Trustees has directed the President of the University to take necessary action to develop a salary schedule for unclassified administrative employees of the University including salary minima and maxima.

The President of the University is charged with the ongoing administration of the program including the assignment and reassignment of individual employees to salary ranges in the program, and with reporting to the Board at appropriate intervals regarding the implementation of the system and such changes and revisions as may be required.

THE FOLLOWING FULL-TIME PROFESSIONAL/ADMINISTRATIVE POSITIONS SHALL BE EXCLUDED FROM ASSIGNMENT TO SALARY RANGES: THE PRESIDENT OF THE UNIVERSITY, EXTERNALLY-FUNDED STAFF, HEAD ATHLETIC COACHES, AND ASSISTANT ATHLETIC COACHES WHO HAD NOT ACHIEVED ADMINISTRATIVE CONTINUITY OF EMPLOYMENT AS OF JANUARY 1, 1983. ANY ASSISTANT ATHLETIC COACH WHO HELD CONTINUITY OF EMPLOYMENT AS OF JANUARY 1, 1983 SHALL BE GIVEN THE CHOICE

OF 1) RELINQUISHING CONTINUITY OF EMPLOYMENT AND BEING EXEMPTED FROM  
THE ADMINISTRATIVE SALARY RANGE PROGRAM, OR 2) RETAINING CONTINUITY OF  
EMPLOYMENT AND REMAINING WITHIN THE ASSIGNED SALARY RANGE. ASSISTANT  
ATHLETIC COACHES WHO QUALIFY FOR THIS OPTION SHALL HAVE UNTIL JUNE 30,  
1983 TO EXERCISE IT.



ARTICLE III, SECTION 25.6

(Provisions of Faculty Improvement Leave Program for Chairpersons)

POLICIES OF THE BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY

25.6 Provisions: Leave recipients will receive 85% 100% of their budgeted salaries for the periods of approved leave. Up to three professional leaves will be approved each year, the number contingent upon available resources. Individuals on leave will be covered fully by the University's insurance program. Individuals on leave will receive credit for retirement purposes under the provisions of applicable state law and STRS rulings.

KILCAWLEY RESIDENCE HALL SERVING AREA PROPOSED RENOVATIONS

The Kilcawley Residence Hall serving/dining area was a part of the original Kilcawley Center/Residence Hall construction in 1965. The present serving area was originally designed and built as a conference room for student/faculty/staff use. After the 1965 construction, the serving area was actually a renovation of the original conference room (date unknown). Since this original construction, no renovation has occurred in the serving area.

The present serving area is and has been inadequate in square footage area available, proper circulation, equipment, and functional layout to implement the Residence Hall dining menu. These problems, inadequacies and the possible solutions were discussed with our current contract food service, Pilot Food Service. From this discussion and subsequent investigation by Campus Development, a proposal was developed recommending changes to the equipment layout, circulation and renovation improvements along with new equipment necessary to properly support the food service program for the residence hall students. The proposed solution will increase the efficiency of serving, handling, and displaying of the full menu for the students of the residence hall regardless of any specific contract food service.

The renovations are not meant to be merely cosmetic but provide physical changes that will correct the problems that have existed from the beginning.

## SCOPE OF PROJECT

1. Providing separate and lockable area for beverages away from serving line.
2. Relocating dish return and adding a conveyor system.
3. Adding new salad, dessert, hot tray and deli counters.
4. Removing existing glass wall system and adding rolling grille.
5. Cutting three new doors for improved circulation.
6. Increasing overall size of serving area by moving out into dining area.
7. Purchasing a griddle and hot/cold storage box.
8. Adding a counter and pass-through from kitchens to serving area.
9. Relocating cashier.
10. Adding or rejuvenating all appropriate wall, ceiling, and floor finishes.

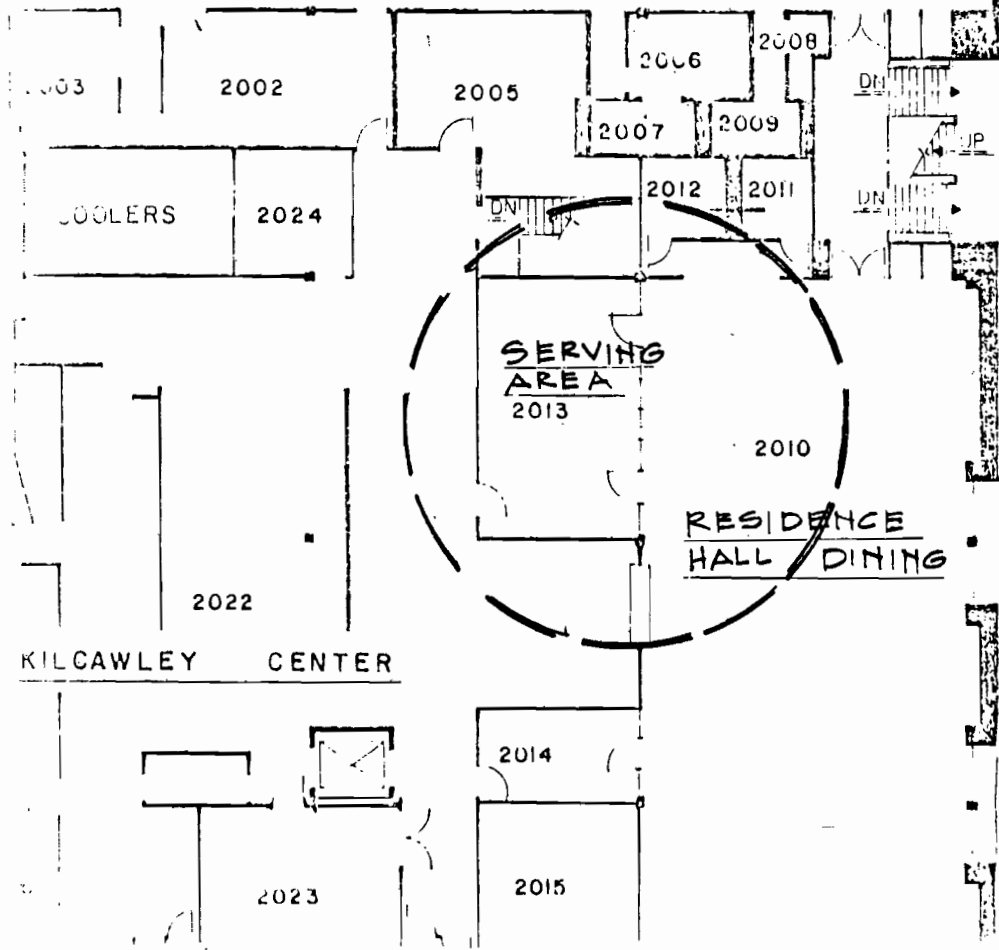
COST ESTIMATE  
KILCAWLEY RESIDENT DINING  
REMODELING OF SERVING/DINING AREA

1. Remove existing tile, prepare new surface, new quarry tile, cut carpet.	800 sq.ft. x \$1.50	\$ 1,200.00
2. Waterproof slab	800 sq.ft. x \$3.00	2,400.00
3. New quarry tile	800 sq.ft. x \$3.50	2,800.00
4. Quarry tile base	125 lin.ft. x \$3.50	437.00
5. Repaint walls	1200 sq.ft. x .50/sqft.	600.00
6. New drywall construction	1200 sq.ft. x \$2.00/sq.ft.	2,400.00
7. Rolling grille	(2) 12'x8' 2x96 sq.ft. x \$17/ sq.ft.	3,265.00
8. Folding panel wall 12' x 8'	96 x \$13 sq.ft.	1,250.00
9. New portable griddle		1,600.00
10. New hot/cold bot		3,000.00
11. New salad/dessert counter (lump sum)		3,500.00
12. New hot line counter (lump sum)		3,500.00

13.	New deli counter (lump sum)	\$ 2,500.00
14.	Tray slide	
	30 lin. ft. x \$10.00	300.00
15.	New free standing salad counter with awning (lump sum)	3,500.00
16.	New matching brass railing	750.00
17.	New doors, frames, hardware	
	3 doors x \$400 ea.	1,200.00
18.	Beverage counter with cabinets 12'x100/ft.	1,000.00
19.	Conveyor system 20'long	2,000.00
20.	New overhead drywall bulkhead at serving counter	1,500.00
21.	Lighting and power (lump sum)	2,500.00
22.	Graphics	300.00
23.	Exhaust system for entree serving and equipment/ cooler rooms in Terrace Room	<u>3,000.00</u>
	Total Construction Cost Estimate	\$ 44,502.00
	Contingency (6.8 percent)	3,048.00
	Architects Fees (10 percent)	<u>4,450.00</u>
	Total Project Cost	\$ 52,000.00

2001

WICKER BASKET



Agenda Item F.2.a  
Exhibit H

A F F I D A V I T

STATE OF OHIO                    )  
                                      ) SS:  
COUNTY OF MAHONING            )

HUGH W. MANCHESTER, being first duly sworn, deposes and says that on February 28, 1983, he deposited in the United States Mail, with \$1.55 postage attached to each envelope, ten envelopes each marked "Certified Mail-Return Receipt Requested" and addressed to the following ten persons, each envelope with P. S. Form 3811 attached thereto, bearing Certified Numbers and addresses as listed on the following list:

<u>Name and Address</u>	<u>Certified Mail Number</u>
Mr. Earl W. Brauninger, Chairman Bank One of Youngstown, N. A. 6 Federal Plaza West Youngstown, Ohio                    44503	P208578690
Attorney Paul M. Dutton Mitchell, Mitchell & Reed 709 Union Bank Building Youngstown, Ohio                    44503	P208578691
Dr. Thomas D. Y. Fok Thomas Fok & Associates, Ltd. 3896 Mahoning Avenue Youngstown, Ohio                    44515	P208578692
Dr. John F. Geletka 5600 Mahoning Avenue Austintown, Ohio                    44515	P208578693
Mr. Edgar Giddens 448 Cleveland Street Youngstown, Ohio                    44511	P208578694
Mr. William J. Lyden, Business Manager, International Brotherhood of Electrical Workers Union Local 64 291 McClurg Road Youngstown, Ohio                    44512	P208578695

Name and Address

Certified Mail Number

Mrs. Emily P. Mackall  
c/o Mackall Motors  
995 North Market Street  
East Palestine, Ohio 44115

P208578696

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

P208578697

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

P208578698

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

P208578699

and that he mailed five envelopes with 20 cents U. S. postage attached to each,  
addressed to the following five 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

Mrs. Judith Parmenter, Executive Director  
YSU Alumni Association  
Youngstown State University  
410 Wick Avenue  
Youngstown, Ohio 44555

Affiant says further that in each of the fifteen envelopes there was a copy of a Call dated February 24, 1983 addressed to the 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 February 28, 1983 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>
P208578690	Earl W. Brauninger	March 3, 1983	P. M. Enj
P208578691	Attorney Paul M. Dutton	March 1, 1983	W. Brooks Reed
P208578692	Dr. Thomas Fok	March 1, 1983	Thomas Fok
P208578693	Dr. John F. Geletka	March 1, 1983	Pam DiMichaelangelo
P208578694	Edgar Giddens	March 2, 1983	K. Giddens
P208578695	William J. Lyden	March 1, 1983	Marsha L. Lyden
P208578696	Mrs. Emily P. Mackall	March 2, 1983	Ronald B. Mackall
P208578697	William G. Mittler	March 1, 1983	P. Sunbole
P208578698	Frank C. Watson	March 1, 1983	Ralph Iagulli
P208578699	Dr. John J. Coffelt	March 1, 1983	Jeanne Moran

Hugh W. Manchester

SWORN to before me and subscribed in my presence this 7<sup>th</sup> day of March, 1983.

EVELYN V. THOMAS, Notary Public  
State of Ohio  
My Commission Expires April 8, 1984

Evelyn V. Thomas  
Notary Public

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

OFFICE OF THE PRESIDENT

February 24, 1983

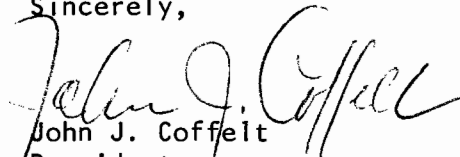
T0: Board of Trustees of Youngstown State University

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 4:30 p.m. on Tuesday, March 8, 1983, for the purpose of considering and acting upon the following matter:

1. Approval of site for location of High Tech Building.

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

Sincerely,

  
John J. Coffelt  
President

mf

A



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

February 28, 1983

CERTIFIED MAIL

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

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

TUESDAY, March 8, 1983 commencing at

4:30 P.M.

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 208 578 690

RECEIPT FOR CERTIFIED MAIL

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

SENT TO	
Mr. Earl W. Brauning	
STREET AND NO. Chairman, Bank One of	
P.O., STATE AND ZIP CODE Youngstown 6 Federal Plaza West,	
POSTAGE Youngstown, Ohio 44503	

CONSULT POSTMASTER FOR FEES	CERTIFIED FEE	44503
	SPECIAL DELIVERY	c
	RESTRICTED DELIVERY	
	OPTIONAL SERVICES	
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 208 578 691

RECEIPT FOR CERTIFIED MAIL

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

SENT TO	
Atty. Paul M. Dutton	
STREET AND NO. Mitchell, Mitchell & Reed	
P.O., STATE AND ZIP CODE 709 Bank One Bldg. Youngstown, Ohio 44503	

FEES	CERTIFIED FEE	c
	SPECIAL DELIVERY	c

P 208 578 693

RECEIPT FOR CERTIFIED MAIL

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

SENT TO	
Dr. John F. Geletka	
STREET AND NO. 3600 Mahoning Avenue	
P.O., STATE AND ZIP CODE Youngstown, Ohio 44515	

POSTAGE		\$
CONSULT POSTMASTER FOR FEES	CERTIFIED FEE	c
	SPECIAL DELIVERY	c
	RESTRICTED DELIVERY	c
	OPTIONAL SERVICES	
RETURN RECEIPT SERVICE	SHOW TO WHOM AND DATE DELIVERED	c
	SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY	c
	SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY	c
	SHOW TO WHOM, DATE AND ADDRESS OF DELIVERY WITH RESTRICTED DELIVERY	c

TOTAL POSTAGE AND FEES

POSTMARK OR DATE

PS Form 3800, Apr. 1976

P 208 578 692

RECEIPT FOR CERTIFIED MAIL

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

SENT TO	
Dr. Thomas Fok, Thomas Fok & Associates, Ltd.	
STREET AND NO. 3896 Mahoning Avenue	
P.O., STATE AND ZIP CODE Youngstown, Ohio 44515	

FEES	CERTIFIED FEE	c
	SPECIAL DELIVERY	c

P 208 578 694

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	c
	SPECIAL DELIVERY	c
	RESTRICTED DELIVERY	c
	OPTIONAL SERVICES	
RETURN RECEIPT SERVICE	SHOW TO WHOM AND DATE DELIVERED	c
	SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY	c
	SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY	c
	SHOW TO WHOM, DATE AND ADDRESS OF DELIVERY WITH RESTRICTED DELIVERY	c

TOTAL POSTAGE AND FEES

POSTMARK OR DATE

PS Form 3800, Apr. 1976

EXHIBIT

**P 208 578 695**  
**RECEIPT FOR CERTIFIED MAIL**

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

SENT TO Mr. William J. Lyden Bus. Mgr. Int. Brotherhood	
STREET AND NO. of Electrical Workers Union Local 64-291 McClurg	
P.O., STATE AND ZIP CODE Road, Youngstown, O.	
POSTAGE	44512 \$
CERTIFIED FEE	

CONSULT POSTMASTER FOR FEES	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	
TOTAL POSTAGE AND FEES			
POSTMARK OR DATE			

PS Form 3800, Apr. 1976

**P 208 578 696**  
**RECEIPT FOR CERTIFIED MAIL**

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

SENT TO Mrs. Emily P. Mackall	
STREET AND NO. c/o Mackall Motors	
995 North Market Street	
P.O., STATE AND ZIP CODE East Palestine, Ohio 44415	
POSTAGE	\$
CERTIFIED FEE	

CONSULT POSTMASTER FOR FEES	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	
TOTAL POSTAGE AND FEES			
POSTMARK OR DATE			

PS Form 3800, Apr. 1976

**P 208 578 697**  
**RECEIPT FOR CERTIFIED MAIL**

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

SENT TO Mr. Wm. G. Mittler, Genl.	
STREET AND NO. Mgr. Youngstown	
Indicator-Vindicator	
P.O., STATE AND ZIP CODE Square and West Boardman	
POSTAGE	Youngstown, Ohio 44503
CERTIFIED FEE	

CONSULT POSTMASTER FOR FEES	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	
TOTAL POSTAGE AND FEES			
POSTMARK OR DATE			

**P 208 578 699**  
**RECEIPT FOR CERTIFIED MAIL**

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

SENT TO Dr. John J. Coffelt, President	
STREET AND NO. Youngstown State University	
P.O., STATE AND ZIP CODE 410 Wick Ave., Youngstown, Ohio 44555	
POSTAGE	\$
CERTIFIED FEE	

CONSULT POSTMASTER FOR FEES	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	
TOTAL POSTAGE AND FEES			
POSTMARK OR DATE			

PS Form 3800, Apr. 1976

**P 208 578 698**  
**RECEIPT FOR CERTIFIED MAIL**

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

SENT TO Mr. Frank C. Watson	
STREET AND NO. Youngstown Welding & Engineering Co.	
P.O., STATE AND ZIP CODE 3700 Oakwood Avenue	
POSTAGE	Youngstown, O. \$44509
CERTIFIED FEE	

CONSULT POSTMASTER FOR FEES	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	
TOTAL POSTAGE AND FEES			
POSTMARK OR DATE			

PS Form 3800, Apr. 1976

**EXHIBIT C**

Yo. State Univ.

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. Earl W. Brauninger, Chairman  
 Bank One of Youngstown, N. A.  
 6 Federal Plaza West, Youngstown,

3. ARTICLE DESCRIPTION: 44503  
 REGISTERED NO. CERTIFIED NO. INSURED NO.  
 P208 578 690

(Always obtain signature of addressee or agent)  
 I have received the article described above.  
 SIGNATURE  Address  Authorized agent

DATE OF DELIVERY MAR 3 1983

4. ADDRESS (Complete only if requested)

5. UNABLE TO DELIVER BECAUSE: CLERK'S INITIALS

POSTMARK: YOUNGSTOWN OH MAR 3 1983 BOX DIV.

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, Ohio 44503

3. ARTICLE DESCRIPTION:  
 REGISTERED NO. CERTIFIED NO. INSURED NO.  
 P208 578 691

(Always obtain signature of addressee or agent)  
 I have received the article described above.  
 SIGNATURE  Address  Authorized agent

DATE OF DELIVERY 3-1-83

4. ADDRESS (Complete only if requested)

5. UNABLE TO DELIVER BECAUSE: CLERK'S INITIALS

POSTMARK: YOUNGSTOWN OH MAR 1 1983

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. Thomas Fok, Thomas Fok & Associates, Ltd.-3896 Mahoning Ave  
 Youngstown, Ohio 44515

3. ARTICLE DESCRIPTION:  
 REGISTERED NO. CERTIFIED NO. INSURED NO.  
 P208 578 692

(Always obtain signature of addressee or agent)  
 I have received the article described above.  
 SIGNATURE  Address  Authorized agent

DATE OF DELIVERY 3/1/83

4. ADDRESS (Complete only if requested)

5. UNABLE TO DELIVER BECAUSE: CLERK'S INITIALS

POSTMARK: YOUNGSTOWN OH MAR 1 1983

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 F. Geletka  
 5600 Mahoning Avenue  
 Austintown, Ohio 44515

3. ARTICLE DESCRIPTION:  
 REGISTERED NO. CERTIFIED NO. INSURED NO.  
 P208578693

(Always obtain signature of addressee or agent)  
 I have received the article described above.  
 SIGNATURE  Address  Authorized agent

DATE OF DELIVERY 3/1/83

4. ADDRESS (Complete only if requested)

5. UNABLE TO DELIVER BECAUSE: CLERK'S INITIALS

POSTMARK: YOUNGSTOWN OH MAR 1 1983

EXHIBIT A

**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.  
 P208578694

(Always obtain signature of addressee or agent)

I have received the article described above.  
 SIGNATURE  Address  Authorized agent  
*E. Giddens*

4. DATE OF DELIVERY  
 3-2-83

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: \_\_\_\_\_ CLERK'S INITIALS \_\_\_\_\_

**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 Elec. Workers  
 Local 64-291 McClurg Road, Youngstown

3. ARTICLE DESCRIPTION: Ohio, 44512  
 REGISTERED NO. CERTIFIED NO. INSURED NO.  
 P208578695

(Always obtain signature of addressee or agent)

I have received the article described above.  
 SIGNATURE  Address  Authorized agent  
*W. Lyden*

4. DATE OF DELIVERY  
 3/1/83

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: \_\_\_\_\_ CLERK'S INITIALS \_\_\_\_\_

**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:  
 Mrs. Emily P. Mackall  
 c/o Mackall Motors  
 995 North Market Street  
 East Palestine, Ohio 44415

3. ARTICLE DESCRIPTION:  
 REGISTERED NO. CERTIFIED NO. INSURED NO.  
 P208578696

(Always obtain signature of addressee or agent)

I have received the article described above.  
 SIGNATURE  Address  Authorized agent  
*E. Mackall*

4. DATE OF DELIVERY  
 3-2-83

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: \_\_\_\_\_ CLERK'S INITIALS \_\_\_\_\_

**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 G. Mittler, General  
 Manager-Youngstown Vindicator  
 Vindicator Square and W. Boardman

3. ARTICLE DESCRIPTION: Youngstown, O. 44403  
 REGISTERED NO. CERTIFIED NO. INSURED NO.  
 P208578697

(Always obtain signature of addressee or agent)

I have received the article described above.  
 SIGNATURE  Address  Authorized agent  
*P. Sumbler*

4. DATE OF DELIVERY  
 MAR 1 1983

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: \_\_\_\_\_ CLERK'S INITIALS \_\_\_\_\_

EXHIBIT I



Yo. State Univ.

**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  
 Youngstown Welding and Engineering Co.  
 3700 Oakwood Ave., Youngstown, O.

3. ARTICLE DESCRIPTION: 44589  

REGISTERED NO.	CERTIFIED NO.	INSURED NO.
	P208578698	

 (Always obtain signature of addressee or agent)

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

4. DATE OF DELIVERY  
 MAR - 1 1983

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE:

YOUNGSTOWN, OHIO WEST SIDE  
 MAR 1 1983  
 CLERK'S  
 USPO

Yo. State Univ.

**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 University  
 410 Wick Ave., Youngstown, O. 44555

3. ARTICLE DESCRIPTION:  

REGISTERED NO.	CERTIFIED NO.	INSURED NO.
	P208578699	

 (Always obtain signature of addressee or agent)

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

4. DATE OF DELIVERY  
 3-1-83

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE:

YOUNGSTOWN, OHIO WEST SIDE  
 MAR 1 1983  
 CLERK'S  
 USPO

EXHIBIT





# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

March 2, 1983

TO THE TRUSTEES OF  
YOUNGSTOWN STATE UNIVERSITY

Enclosed is copy of draft of Minutes of the meeting of the Board  
of Trustees held on February 11, 1983.

Yours very truly,

HUGH W. MANCHESTER  
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