

Finding Aid for the Executive Vice President of Administration, 1960-2001



Record Group Number RG #08
University Archives and Special Collections William F. Maag , Jr. Library
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Descriptive Summary

- Title:** Finding Aid for the Office of the Executive Vice President of Administration, 1960-2001
- Creator:** The Office of the Vice President for Administration. Held in storage in Tod Hall basement.
- Extent:** 11 boxes (2 half size and 9 full size) 12.5 cubic feet
- Abstract:** Pertains to material created in the Office of the Vice President of Administration. The V.P. oversaw the non-academic departments on campus including Human Resources, Administrative Services, Financial Management and Computer Services and Technology. Most of the material dates from the late 1980s to late 1990s during the time of YSU Presidents Neil Humphrey and Leslie Cochran. G.L. Mears maintained the title of the Vice President of Administration during those years.

Administrative Information

- Provenance:** The Office of the Vice President of Administration
- Preferred Citation:** Youngstown State University, Finding Aid for the Office of the Executive Vice President of Administration, 1960-2001
RG #08, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.
- Restrictions:** Yes- some files were redacted due to personal information
- Processing :** Processed by Lisa Marie Garofali Fall-Winter 2019
- Finding Aid:** Written by Lisa Marie Garofali, December 2019

Historical Background

The origins of this office can be dated back to when Youngstown University became a tax-supported university in 1968. During this time, many administrators retired either due to years of service or change of administrative structure after becoming a state-funded institution. The position prior to Vice President of Administration was called Vice President for Financial Affairs which was created at a Board of Trustees' meeting on April 17, 1969 and was given to Mr. Joseph Rook, who was the University Business Manager of the time after P.C. Pickard retired in 1966.¹ Mr. Rook headed the budget, represented YSU during contract signing with architects and vendors², and oversaw the Urban Renewal Project, which is included in this collection.

Joseph Rook retired in 1977³ and in 1978, Dr. Neil Humphrey was appointed as Vice President for Financial Affairs with his duties as described as "policy planning, executing and evaluation all aspects of financial and business operations and supervising University purchasing practices."⁴ He held this position until he was appointed President of YSU in 1984 by the Board of Trustees after a medical illness forced Dr. John Coffelt to retire. The Board abolished Dr. Humphrey's position of Executive Vice President at this time as well.⁵

Most of the material in this collection came from Dr. G.L. Mears. Dr. Mears came to the university in 1980 as the Director of the Budget under Dr. Neil Humphrey. He was promoted by Dr. Humphrey in July 1989 with the title of Executive Director of Budgets and Institutional Services. Some of his accomplishments included: automating the budget development process, administering the insurance program, overseeing the hazardous materials waste disposal program, bringing the university under compliance with the Nuclear Regulatory Commission, improving services to meet Biology and Allied Health instructional needs, reporting of institutional data to the Ohio Board of Regents, expanding student health services and improving the University financial accounting system.⁶

Dr. Humphrey retired from the YSU presidency in the Summer of 1992 and Dr. Leslie Cochran succeeded him. It was under President Cochran's administrative restructuring plan that the position of Executive Vice President of Administration was re-established. Dr. Cochran said "Dr. Mears has a strong level of institutional confidence. For several years, he has been the chief business problem solver on campus and has earned the respect of his colleagues."⁷ In this position he continued to work as chief financial officers and have direct responsibilities for administration, financial and human services. Dr. Mears held this

¹ P.C. Pickard came to the university under Dr. Howard Jones in 1936 and was the college's business manager for over 40 years (*The Jambar*, December 16, 1966).

² "Food Service Companies Bid on New Kilcawley Contract" *The Jambar* July 09, 1975

³ Gerchak, Molly. "VP Rook to leave this fall; will retire to 65 acre farm" *The Jambar* March 29, 1977.

⁴ "Neil Humphrey to take up duties as financial affairs VP March 13." *The Jambar* March 03, 1978.

⁵ Denney, George. "Trustees name Humphrey President." *The Jambar* March 27, 1984.

⁶ Correspondence "Record of Accomplishment of Dr. Mears." 26 June 1992. Located in Box 2 folder 2 of this collection.

⁷ "Cochran names Mears Executive Vice President; position recently re-established." *The Jambar* March 30, 1993.

position until he retired June 30, 2002 after 22 years of service to Youngstown State University.⁸

Scope and Content

Half of this collection appears in original order; the other half was artificially arranged. The Correspondence series in this collection was filed and kept together chronologically. The rest of the collection is artificially arranged because it appeared to have originally been randomly thrown into boxes. The collection is arranged by type, then alphabetically, and by year. A majority of the collection falls under Correspondence and is the best reference for the day-to-day operations of the department. While the collection is dated from 1960-2001, most of the information is from the late 1980s through the 1990s during the time when Dr. G.L. Mears held the position. Many of the reports and committees in this collection are based on or about the finances of the University. The property series contains two subseries: Urban Renewal and Campus 2000. The former subseries dates from the mid-1960s through the early 1970s (when the University was growing). The documents in the latter subseries were created during the 1990s and pertain to the acquisition of two specific properties: Lincoln Place and Woodside Receiving Hospital. Materials which did not fit into other series have been arranged alphabetically under Subject Files.

Colophon

This collection was processed by Lisa Marie Garofali, who also wrote the finding aid. She holds an M.A. in History from YSU and is a 12-year employee of Archives & Special Collections. This collection was kept in the basement of Tod Hall for a number of years. A few boxes had water damage when transferred over to the Archives and Special Collections in 2005. During this time, when YSU had no policy on records retention, many of the boxes were filled by people emptying filing cabinets without regard to order or content. About 22 boxes were transferred. In the Spring of 2013, after a university-wide records retention plan was established, the Archives staff reviewed some of the larger collections (including this one) and weeded material accordingly. During processing, four boxes were weeded which contained informational copies of Board of Trustee minutes and agendas from the late 1980s to mid-1990s.

Series Description

- I: Committees
- II: Correspondence
- III: Property
- IV: Reports
- V: Subject Files

⁸ Serroka, Kristin. "Faculty, friends, administration honor Mears." *The Jambar* June 27, 2002.

Related Materials

The YSU Board of Trustees Archival Collection RG 03

Finding Aid for the Office of Financial Affairs, Financial Reports and Supplements, 1979-2000

Finding Aid for the Youngstown State University Budget Office Records, 1976-1997

Finding Aid for the Office of the President, Youngstown State University, Leslie H. Cochran Records, 1992-2000

Finding Aid for the Office of the President, Youngstown State University, Neil D. Humphrey Records, 1984-1992

Finding Aid for the Office of the President, Youngstown State University, John J. Coffelt Records, 1973-1984

Office of the President, Youngstown State University, Albert L. Pugsley, Records, 1966-1973

Index Terms

Administrative services

Board of Trustees

Campus 2000

Carpenter, Shirley

Cochran, Leslie

Collective Bargaining

ERIP

Financial services

Human services

Humphrey, Neil

Mears, G.L.

Mediate, Rocco

Miller, Jim

Perry, Leonard

Rook, Joseph

Yiannaki, Harold

YSU

YSU-ACE

YSU-APAS

YSU-OEA

BOX 1

SERIES I: Committees

The committees in this series date from the mid-1980s to 1990s. These were committees on which Dr. G. L. Mears was selected to serve. Most of these committees relate to the University budget.

| Box | Folder | No. Contents |
|------------|---------------|--|
| 1 | 1 | Committees. Administrative Advisory Council. 1992 |
| 1 | 2 | Committees. Budget and Finance Committee. 06 December 1990 |
| 1 | 3 | Committees. Business and Financial Affairs Advisory Council. 1994 |
| 1 | 4 | Committees. Business and Financial Affairs Advisory Council. 1995. Pt. 1 of 3 |
| 1 | 5 | Committees. Business and Financial Affairs Advisory Council. 1995. Pt. 2 of 3 |
| 1 | 6 | Committees. Business and Financial Affairs Advisory Council. 1995 Pt. 3 of 3 |
| 1 | 7 | Committees. Energy Conservation Task Force. 1995 |
| 1 | 8 | Committees. NEOUSIB Task Force. 1993 |
| 1 | 9 | Committees. President's Task Force on Student Retention. 1995 |
| 1 | 10 | Committees. Strategic Planning Committee. 1991-1992 |
| 1 | 11 | Committees. Task Force Comprehensive Review of Fees/Charges. 1994-1995 |
| 1 | 12 | Committees. University Budget Committee. 1987 |
| 1 | 13 | Committees. University Budget Committee. 1988 |
| 1 | 14 | Committees. University Budget Committee. January-June 1989 |
| 1 | 15 | Committees. University Budget Committee. November-December 1989 |
| 1 | 16 | Committees. University Budget Committee. January-June 1990 |
| 1 | 17 | Committees. University Budget Committee. 1991 |
| 1 | 18 | Committees. University Safety Committee. 1990-1992 |

SERIES II: Correspondence

All of the correspondence in this collection is either addressed to or copied to Dr. G.L. Mears. They date from 1988-1998. These shed light on his daily interactions with the campus community and provide a sense of his official responsibilities. There are letters and memos from the Human Resources, Facilities and Maintenance departments and even from occasional students who had questions about their tuition billings or refunds. Some files had to be redacted due to personal information.

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|---|----|----------------------|
| 1 | 19 | Correspondence. 1988 |
| 1 | 20 | Correspondence. 1990 |

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| 1 | 21 | Correspondence. 1991 |
| 1 | 22 | Correspondence. January-March 1992 |

BOX 2

SERIES II: Correspondence (cont'd)

| Box | Folder | No. Contents |
|------------|---------------|---|
| 2 | 1 | Correspondence. April-June 1992 |
| 2 | 2 | Correspondence. June-August 1992 |
| 2 | 3 | Correspondence. September-November 1992 |
| 2 | 4 | Correspondence. November 1992 |
| 2 | 5 | Correspondence. November-December 1992 |
| 2 | 6 | Correspondence. January-February 1993 |
| 2 | 7 | Correspondence. March 1993 |
| 2 | 8 | Correspondence. April 1993 |
| 2 | 9 | Correspondence. May 1993 |
| 2 | 10 | Correspondence. June 1993 |
| 2 | 11 | Correspondence. July 1993 |

BOX 3

SERIES II: Correspondence (cont'd)

| Box | Folder | No. Contents |
|------------|---------------|---|
| 3 | 1 | Correspondence. August 1993 |
| 3 | 2 | Correspondence. September-October 1993 |
| 3 | 3 | Correspondence. November-December 1993 |
| 3 | 4 | Correspondence. January-February 1994 |
| 3 | 5 | Correspondence. March-April 1994 |
| 3 | 6 | Correspondence. May-July 1994 |
| 3 | 7 | Correspondence. August-October 1994 |
| 3 | 8 | Correspondence. November-December 1994 |
| 3 | 9 | Correspondence. January-February 1995. Pt. 1 of 2 |
| 3 | 10 | Correspondence. January-February 1995. Pt. 2 of 2 |
| 3 | 11 | Correspondence. February 1995 |

BOX 4

SERIES II: Correspondence (cont'd)

| Box | Folder | No. Contents |
|------------|---------------|---|
| 4 | 1 | Correspondence. March 1995 |
| 4 | 2 | Correspondence. June-August. Pt. 1 of 2 |
| 4 | 3 | Correspondence. June-August. Pt. 2 of 2 |

| | | |
|---|----|--|
| 4 | 4 | Correspondence. September 1995 |
| 4 | 5 | Correspondence. October 1995 |
| 4 | 6 | Correspondence. November-December 1995 |
| 4 | 7 | Correspondence. January 1996 |
| 4 | 8 | Correspondence. February 1996 |
| 4 | 9 | Correspondence. March 1996 |
| 4 | 10 | Correspondence. April 1996 |
| 4 | 11 | Correspondence. May 1996 |
| 4 | 12 | Correspondence. June 1996 |

BOX 5

SERIES II: Correspondence (cont'd)

| Box | Folder | No. Contents |
|------------|---------------|--------------------------------|
| 5 | 1 | Correspondence. July 1996 |
| 5 | 2 | Correspondence. August 1996 |
| 5 | 3 | Correspondence. September 1996 |
| 5 | 4 | Correspondence. October 1996 |
| 5 | 5 | Correspondence. November 1996 |
| 5 | 6 | Correspondence. December 1996 |
| 5 | 7 | Correspondence. January 1997 |
| 5 | 8 | Correspondence. February 1997 |
| 5 | 9 | Correspondence. March 1997 |
| 5 | 10 | Correspondence. April 1997 |
| 5 | 11 | Correspondence. May 1997 |
| 5 | 12 | Correspondence. June 1997 |
| 5 | 13 | Correspondence. July 1997 |
| 5 | 14 | Correspondence. August 1997 |
| 5 | 15 | Correspondence. September 1997 |
| 5 | 16 | Correspondence. October 1997 |
| 5 | 17 | Correspondence. November 1997 |
| 5 | 18 | Correspondence. December 1997 |
| 5 | 19 | Correspondence. January 1998 |
| 5 | 20 | Correspondence. February 1998 |
| 5 | 21 | Correspondence. March 1998 |
| 5 | 22 | Correspondence. April 1998 |
| 5 | 23 | Correspondence. May 1998 |
| 5 | 24 | Correspondence. June 1998 |

BOX 6

SERIES III: Property

This series contains the oldest materials in the collection from the 1960s. The material from the 1960s pertains to a Federal urban renewal project, in which the University participated just before becoming a state institution. The material is addressed to Mr. Joseph Rook, the newly-named Vice President of Financial Affairs (a position created for him by the Board of Trustees in 1969). Interestingly, the documents relating to urban renewal refer to minutes of the Board which are missing from the YSU archival collection.

The second sub-series pertains to the Campus 2000 project, a university redevelopment program that was the brainchild of President Leslie Cochran. The documents included herein date from the mid-1990s. Harold Yiannaki was the Executive Director for the project, with much of the material being addressed to him. The bulk of the subseries consists of documents dealing with the acquisition of two properties: Lincoln Place (257 and 259 Lincoln Avenue) and the closed Woodside Receiving Hospital.

| Box | Folder | No. Contents |
|------------|---------------|---|
| 6 | 1 | Property. Urban Renewal. History of Urban Renewal in University Areas. 1960-1971 |
| 6 | 2 | Property. Urban Renewal. Summary of Deeds to State of Ohio. 1966-1970 |
| 6 | 3 | Property. Urban Renewal. Property. Youngstown University. 1972 |
| 6 | 4 | Property. Urban Renewal. Merger –Youngstown University and The Youngstown Education Foundation. 1967-1973 |
| 6 | 5 | Property. Urban Renewal. Urban Renewal I. Deeds and Contracts for Disposition. 1965-1971 |
| 6 | 6 | Property. Urban Renewal. Urban Renewal II. Ohio R-87. 1971-1972 |
| 6 | 7 | Property. Urban Renewal. Urban Renewal III. Neighborhood Development Program. 1972 |
| 6 | 8 | Property. Long Range Facilities Development Plan. 1984 |
| 6 | 9 | Property. Campus 2000. Appraisal 257 Lincoln Avenue. 1999 |
| 6 | 10 | Property. Campus 2000. Appraisals for 257 and 259 Lincoln Avenue. 1997, 1999 |
| 6 | 11 | Property. Campus 2000. Appraisal. 259 Lincoln Avenue. 1998 |
| 6 | 12 | Property. Campus 2000. Carl and Robin Vaccar. 257 Lincoln Avenue. 1998 |
| 6 | 13 | Property. Campus 2000. Appraisal Report of the former Woodside Psychiatric Hospital. 1997 |
| 6 | 14 | Property. Campus 2000. Assessment Report. Lincoln Place 800 East Indianola Avenue. 1999 |
| 6 | 15 | Property. Campus 2000. Attorney Patrick Vaccar/Woodside Agreement. 1997-1998 |
| 6 | 16 | Property. Campus 2000. Letter to Republicans-Contingent for Woodside. 1998 |
| 6 | 17 | Property. Campus 2000. Lincoln Place. 1997 |
| 6 | 18 | Property. Campus 2000. Lincoln Place Compass Residential Centers for Youth. Undated (circa 1997) |

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| 6 | 19 | Property. Campus 2000. Lincoln Place 7 th Ward Meeting. 1997 |
| 6 | 20 | Property. Campus 2000. Lincoln Place Agreement. September 1998 |
| 6 | 21 | Property. Campus 2000. Lincoln Place. Controlling Board. 1998 |
| 6 | 22 | Property. Campus 2000. Lincoln Place. Draft for Tentative Agreement with owner Carl Vaccar. 1997 |
| 6 | 23 | Property. Campus 2000. Lincoln Place. Notes. 1997-1998 |
| 6 | 24 | Property. Campus 2000. Lincoln Place. Rough Draft YSU/Vaccar Agreement. 1997 |

*Loose Material 2 copies of Stambaugh Stadium Expansion Study for Campus 2000

BOX 7

SERIES III: Property (cont'd)

| Box | Folder | No. Contents |
|------------|---------------|---|
| 7 | 1 | Property. Campus 2000. Woodside Hospital. Expense Details. 1994-1997 |
| 7 | 2 | Property. Campus 2000. Woodside Hospital. Final Transfer Document. 1998-1999 |
| 7 | 3 | Property. Campus 2000. Woodside Hospital. Information. October 1997 |
| 7 | 4 | Property. Campus 2000. Woodside Hospital. Lincoln Place. 1999 |
| 7 | 5 | Property. Campus 2000. Woodside Hospital. Occupancy. July 1998 |
| 7 | 6 | Property. Campus 2000. Woodside Hospital. Proposed Legislation for Deed. 1998 |
| 7 | 7 | Property. Campus 2000. Woodside Hospital. R. Marion. Vacant Land. 1997-1998 |
| 7 | 8 | Property. Campus 2000. Woodside Hospital. Transfer Document. 1998 |

BOX 8

SERIES IV: Reports

The majority of these reports consists of many years' worth of financial statement reports. There are also some annual reports and others dealing with accreditation and the YSU Grounds Department.

| Box | Folder | No. Contents |
|------------|---------------|--|
| 8 | 1 | Reports. Annual Report. 1986-1987 and 1993-1994 |
| 8 | 2 | Reports. Annual Report. 1991-1992 |
| 8 | 3 | Reports. Audit Reports Required by Office of Management and Budget Circular A-133. 30 June 1993 |
| 8 | 4 | Reports. Audit Reports Required by Office of Management and Budget Circular A-133. 30 June 1994 and 1993 |
| 8 | 5 | Reports. Business and Financial Affairs Annual Report. 1998 |

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| 8 | 6 | Reports. Economic Impact Statement. 1993 |
| 8 | 7 | Reports. Economic Impact Study. 1995 |
| 8 | 8 | Reports. Management Studies Report YSU Grounds Department. December 1985 |
| 8 | 9 | Reports. NCATE Board of Examiners Team Report. March 1993 |
| 8 | 10 | Reports. North Central Accreditation Report. 1987 |
| 8 | 11 | Reports. Over-Budgeted Salary Reports. 1994 |
| 8 | 12 | Reports. YSU Financial Statements. 1968-1972 |
| 8 | 13 | Reports. YSU Financial Statements. 1969-1971 |
| 8 | 14 | Reports. YSU Financial Statements. 1972-1975 |
| 8 | 15 | Reports. YSU Financial Statements. 1973-1976 |
| 8 | 16 | Reports. YSU Financial Statements. 1976-1978 |
| 8 | 17 | Reports. YSU Financial Statements. 1977-1980 |
| 8 | 18 | Reports. YSU Financial Statements. 1980-1983 |
| 8 | 19 | Reports. YSU Financial Statements. 1984-1987 |
| 8 | 20 | Reports. YSU Financial Statements. 1988-1989 |
| 8 | 21 | Reports. YSU Financial Statements. 1990-1992 |
| 8 | 22 | Reports. YSU Financial Statements. 1993-1994 |
| 8 | 23 | Reports. YSU Financial Statements. 1992-1994 |

BOX 9

SERIES V: Subject Files

This series is a hodge-podge of various materials and topics. It contains some correspondence, for example, but was kept separately from the General Correspondence. Items are arranged by subject alphabetically. Most date from the mid 1980s to late 1990s. Topics of interest include: collective bargaining, strategic planning and administration restructuring, department minutes, and information from the Environment and Health department.

| Box | Folder | No. Contents |
|------------|---------------|--|
| 9 | 1 | Subject Files. Academic Affairs Manual. 01 November 1985 (revised 1992) |
| 9 | 2 | Subject Files. Administrative Restructuring. 1992-1993 |
| 9 | 3 | Subject Files. Administrative Services. G.L. Mears Executive Vice President. 1994-1995 |
| 9 | 4 | Subject Files. Administrative Structure. 1992-1994 |
| 9 | 5 | Subject Files. Affirmative Action. 1994-1995 |
| 9 | 6 | Subject Files. Agreement YSU and YSU-OEA. 1973 |
| 9 | 7 | Subject Files. Alumni. 1991-1994 |
| 9 | 8 | Subject Files. Americans With Disabilities Act. 1990-1994 |
| 9 | 9 | Subject Files. The "Blue" Sheet Newsletter. 1993-1994 |
| 9 | 10 | Subject Files. Budget and Salary Union Employees. 1984-1993 |
| 9 | 11 | Subject Files. Bursar. 1994-1995 |

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| 9 | 12 | Subject Files. Bylaws, YSU Institute for Learning in Retirement. 1995 |
| 9 | 13 | Subject Files. Campaign for Youngstown State University. 1994 |
| 9 | 14 | Subject Files. Capital Improvement Project Requests FY 1995-2000. 1993 |
| 9 | 15 | Subject Files. Capital Plan. 2001 |
| 9 | 16 | Subject Files. Collective Bargaining. 1993-1996 |
| 9 | 17 | Subject Files. Contracts and Agreements. 1996 |
| 9 | 18 | Subject Files. Council of Churches. 1994-1995 |
| 9 | 19 | Subject Files. CPCUI Study Materials. Undated |
| 9 | 20 | Subject Files. Department One-on-ones. 1994-1995 |
| 9 | 21 | Subject Files. Draft Policy for Patents. 1994 |
| 9 | 22 | Subject Files. Drug Free Workplace. 1994 |
| 9 | 23 | Subject Files. Early Retirement Incentive Program. 1995 |
| 9 | 24 | Subject Files. Environmental and Health Department. 1990-1995 |
| 9 | 25 | Subject Files. Gas Consumption. 1994 |
| 9 | 26 | Subject Files. Graduate Studies. 1986-1991 |
| 9 | 27 | Subject Files. Infectious Waste Contingency Plan. 1991 |
| 9 | 28 | Subject Files. Maag Library. 1984-1995 |
| 9 | 29 | Subject Files. McDonough Museum of Art. 1991-1992 |
| 9 | 30 | Subject Files. Meetings of the Presidents' Cabinet. 1992-1994 |
| 9 | 31 | Subject Files. Miscellaneous. 1991-1995 |
| 9 | 32 | Subject Files. Mission and Goals. 1993-1994 |

BOX 10

SERIES V: Subject Files

| Box | Folder | No. Contents |
|------------|---------------|--|
| 10 | 1 | Subject Files. NCAA Academic Enhancement Fund. 1991-1992 |
| 10 | 2 | Subject Files. Nursing Education. 1990 |
| 10 | 3 | Subject Files. NYSP Grant. 1997 |
| 10 | 4 | Subject Files. Ohio Board of Regents. 1994 |
| 10 | 5 | Subject Files. Organizational Structure. 1984-1995 |
| 10 | 6 | Subject Files. Outside Counsel. 1993 |
| 10 | 7 | Subject Files. Personnel: Improvement Bargaining. 1993 |
| 10 | 8 | Subject Files. Personnel/Job Vacancy Procedures. 1990, 1994 |
| 10 | 9 | Subject Files. Pesticide Applicators. 1988-1992 |
| 10 | 10 | Subject Files. President Leslie Cochran. 1992-1994 |
| 10 | 11 | Subject Files. Professional Development Series. 1994 |
| 10 | 12 | Subject Files. Proposal for Nursing Library. 1995 |
| 10 | 13 | Subject Files. Radiation Manual. 1994 |
| 10 | 14 | Subject Files. Recommendation Towards a Strategic Plan. April 1991 |
| 10 | 15 | Subject Files. Recruitment Planning Team. 1995 |
| 10 | 16 | Subject Files. Renovation of Cushwa Hall. 1991 |
| 10 | 17 | Subject Files. Reorganization. 1995 |

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| 10 | 18 | Subject Files. Research Collaboration. 1992-1993 |
| 10 | 19 | Subject Files. Revitalization of the Shopping Center and Property Management Major at YSU. 1986, 1997 |
| 10 | 20 | Subject Files. Safety Information. 1995-1996 |
| 10 | 21 | Subject Files. Smoking Policy. 1989-1993 |
| 10 | 22 | Subject Files. Staff Meeting. 1993-1995 |
| 10 | 23 | Subject Files. State Funding. 1994-1996 |
| 10 | 24 | Subject Files. State Universities. 1991-1993 |
| 10 | 25 | Subject Files. Strategic Plan. 1988-1998 |
| 10 | 26 | Subject Files. Strategic Planning. 1991-1992 |
| 10 | 27 | Subject Files. Student Affairs-Vice President. 1993-1995 |
| 10 | 28 | Subject Files. Student Retention. 1985-1989 |
| 10 | 29 | Subject Files. Student Services Presentation "A New Direction." 29 November 1988 |
| 10 | 30 | Subject Files. A Study to Determine the Utilization and Costs of Personnel in the Care of Grounds Department. 1986 |
| 10 | 31 | Subject Files. TSI-Technology Specialist, Inc. 1993 |
| 10 | 32 | Subject Files. Vandalism on Campus. 1983-1986 |
| 10 | 33 | Subject Files. Weekly Planner. 1994-1995 |

BOX 11

SERIES V: Subject Files

| Box | Folder | No. Contents |
|------------|---------------|--|
| 11 | 1 | Subject Files. Youngstown Convocation Center. Planning Study. 1985 |
| 11 | 2 | Subject Files. Youngstown Thermal. 1993-1994 |
| 11 | 3 | Subject Files. YSU Credit Information. 11 March 1994. Pt. 1 of 3 |
| 11 | 4 | Subject Files. YSU Credit Information. 11 March 1994. Pt. 2 of 3 |
| 11 | 5 | Subject Files. YSU Credit Information. 11 March 1994. Pt. 3 of 3 |
| 11 | 6 | Subject Files. YSU and YSU-ACE Agreement. 1985-1988 |
| 11 | 7 | Subject Files. YSU and YSU-APAS Agreement. 1987-1992 |
| 11 | 8 | Subject Files. YSU and YSU-OEA Agreement. 1993-1996 |
| 11 | 9 | Subject Files. YSU-TDC. 1993-1994 |