
**Inventory of the Office of the President,
Youngstown State University, Howard
W. Jones,
Records**

1932-1966



RG 04/1

University Archives and Special Collections

William F. Maag, Jr. Library
Youngstown State University
One University Plaza
Youngstown, OH 44555
330-941-3487 (Phone)
330-941-3734 (Fax)
www.maag.ysu.edu/archives

Descriptive Summary

Title:	Office of the President, Youngstown State University, Howard W. Jones, Records, 1932-1966
Record Group No.	RG 04/1
Creator:	Youngstown State University. Office of the President
Extent:	5.40 linear feet
Abstract:	This collection contains documents and publications relating to the presidency of Howard W. Jones. Dr. Jones served Youngstown State University (Youngstown College until 1955, then Youngstown University until 1966) in this capacity from 1935-1966.

Administrative Information

Provenance:	Unknown
Preferred Citation:	[Identification of item], Youngstown State University, Office of the President, Howard W. Jones, Records, 1932-1966, RG 04/1, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.
Restrictions:	None
Processing Information:	Processed by Brian Brennan, October 2007

Biographical Information

Howard W. Jones was born on September 25, 1895 in Palmyra, Ohio. He graduated from Hiram College in 1920 with a Bachelor of Arts degree and received his Master's degree from Western Reserve University in 1938. In 1943, Jones was granted an honorary degree of pedagogy from Westminster College (Pennsylvania).

During World War I, Jones served in the U.S. Navy. After the Armistice, Jones worked as an athletic trainer and coach, and a school principal before being hired as an assistant to the President of Hiram College. In 1931, Jones was named Director of Youngstown College by the Youngstown YMCA. In 1935, his title was changed to "President". In this capacity, Jones oversaw the recruiting of faculty, the physical expansion of the campus (starting with the construction of the main building, now known as Jones Hall), the

creation of a Youngstown College football team, and the transformation of the urban college into Youngstown University.

Jones retired in 1966 and died in Youngstown on February 25, 1982 at the age of 86.

Scope and Content

The archival material preserved herein is currently arranged into three series. Series I (Correspondence) includes various examples of written communication between President Jones and others. Series II (Subject Files) deals with general topics of interest. Series III (Accreditation) contains materials relating to the accreditation of Youngstown College/Youngstown University by various agencies, particularly the North Central Association. Series IV (Financial) includes data relating to the institution's budget, banking, and investments.

The researcher is recommended to consult the Youngstown State University Board of Trustees Records (Record Group 03) for more of President Jones's correspondence.

Series Description

Series I:	Correspondence
Series II:	Subject Files
Series III:	Accreditation
Series IV:	Financial
Series V:	Foundations (Youngstown University)

Related Materials

See also: Youngstown State University, Office of the President, Albert L. Pugsley, Records, 1966-1973, RG 04/2
Youngstown State University, Board of Trustees, Records, 1927-(ongoing), RG 03

Index Terms

Jones, Howard W.
university administrators
university presidents
Youngstown State University

BOX I

SERIES I: CORRESPONDENCE

Folder No.

1. Correspondence, 1932-1949

SERIES II: SUBJECT FILES

Folder No.

2. Adjourned Annual Meeting of the Youngstown College, March 27, 1944
3. Annual Report, Public Library of Youngstown and Mahoning County, 1958
4. Miscellaneous Reports A-M, 1950-1964, Pt. 1
5. Miscellaneous Reports N-Z, 1950-1964, Pt. 2
- 5a. Memorial Service and related articles. March 22, 1982

SERIES III: ACCREDITATION

Subseries A: American Association of Collegiate Registrars

Folder No.

6. Reports to the Association, 1938-1948

Subseries B: American Association of University Women

Folder No.

7. Accreditation Correspondence, 1951-1954, Pt. 1
8. Accreditation Correspondence, 1951-1954, Pt. 2
9. Accreditation Correspondence, 1957-1958

Subseries C: Department of Education, Commonwealth of Pennsylvania

Folder No.

10. Letters and Reports to the Department, 1948

Subseries D: Department of Education, State of New York

Folder No.

11. Report to the Department, 1948

Subseries E: Department of Education, State of Ohio

Folder No.

12. Reports to the Department, 1933-1940
13. Reports to the Department, 1940-1950
14. Reports to the Department, 1950-1962

Subseries F: Engineer's Council for Professional Development

Folder No.

15. Pre-Inspection Correspondence, 1950-1953
16. Worksheets, 1953
17. Evaluation of Youngstown University, 1964
18. Inspection Worksheets, 1957
19. Inspection Worksheets, 1959
20. Inspection, 1957
21. Inspection, 1959
22. Manuals of Inspection: Procedure of the Committee on Education, 1955, 1958
23. Questionnaire, n.d.
24. Questionnaires, Reports, and Correspondence, 1953-1954
25. Report to the Council, 1963

Subseries G: National Association of Schools of Music

Folder No.

26. Accreditation Examination Materials, 1947
27. Annual Report (Youngstown University), 1963-1964

Subseries H: North Central Association of Colleges and Schools

Folder No.

28. Instructions on the Use of the Survey Schedules, n.d.
29. Athletic Policy, 1952-1956
30. Completed Profile, n.d.
31. Institutional Profile of Youngstown University, 1965
32. Questionnaires, 1962-1964
33. Correspondence, 1942-1946
34. Correspondence, 1964-1966, Pt. 1
35. Correspondence, 1964-1966, Pt. 2
36. Examination 1943 - President's Rebuttal
37. Examination Report, 1943, Pt. 1

BOX2

Subseries H: North Central Association of Colleges and Schools (Continued)

Folder No.

1. Examination Report, 1943, Pt. 2
2. Examination Reports, 1945, Pt. 1
3. Examination Reports, 1945, Pt. 2
4. Examination, 1945
5. Faculty Reports, 1945-1947
6. Faculty Surveys, 1945
7. Faculty Surveys, 1948-1953
8. Faculty Surveys, 1958
9. Form A, 1964
10. Form B, 1964
11. Form C, 1964
12. Form D, 1964
13. Form E, 1964
14. Form F, 1964
15. Form G, 1964
16. Guide for the Evaluation of Institutions of Higher Education, 1965.
17. Guide for the Evaluation of Institutions of Higher Education, 1966
18. Report on Youngstown College Library, 1945-1950
19. Report to the Association, 1945, Pt. 1
20. Report to the Association, 1945, Pt. 2
21. Report to the Association, 1945, Pt. 3
22. Report, 1943, Pt. 1
23. Report, 1943, Pt. 2
24. Report, 1943, Pt. 3
25. Reports, 1946
26. Reports, 1947
27. Reports, 1948-1951
28. Revised Manual of Accrediting, 1941
29. Statement of Policy, 1934-1935
30. Survey Schedule of Youngstown University, 1965

Subseries I: Ohio College Association

Folder No.

31. Inspection Reports and Letters, 1935-1938
32. Inspection Reports, n.d.-1937
33. Miscellaneous Reports and Enrollment Forecast, 1956
34. Miscellaneous Reports, 1934-1944
35. Stradley Report, 1949

Subseries J: United States Office of Education

Folder No.

36. Inventory of Facilities, 1959
37. Report of Facilities at Youngstown College for National Defense Uses, 1951
38. Reports to the Office, 1936-1949
39. Reports to the Office, 1950-1965

Subseries K: Miscellaneous Accreditation Records

Folder No.

40. College Self Studies, 1934-1945
41. Youngstown University. Guide for the Evaluation of Institutions of Higher Education, 1964

BOX3

SERIES IV: FINANCIAL

Subseries A: Audit

Folder No.

1. Audit Report (Clarke & Collins, CPAs), 1951
2. Report of Examination (Clarke & Collins, CPAs), 1961
3. Report of Examination (Clarke & Collins, CPAs), 1962
4. Report of Examination (Clarke & Collins, CPAs), 1963
5. Report of Examination (Clarke & Collins, CPAs), 1964
6. Report of Examination (Clarke & Collins, CPAs), 1965-1966
7. Report of the Examiner (Clarke & Collins, CPAs), 1955
8. Report of the Examiner (Clarke & Collins, CPAs), 1956
9. Report of the Examiner (Clarke & Collins, CPAs), 1957
10. Report of the Examiner (Clarke & Collins, CPAs), 1958
11. Report of the Examiner (Clarke & Collins, CPAs), 1959
12. Report of the Examiner (Clarke & Collins, CPAs), 1960

Subseries B: Banking

Folder No.

13. Correspondence Between Youngstown College/The Youngstown University and The Dollar Savings & Trust Co., 1952-1955

14. Correspondence Between The Youngstown University and The Dollar Savings & Trust Co., 1956-1959
15. Trust Agreements and Safe Deposit Box Inventories, 1952-1956

Subseries C: Board of Trustees Reports

Folder No.

16. Finance Committee-Insurance Policies, 1949-1954
17. Investment Reports, 1956-1962

Subseries D: Budget

Folder No.

18. Budget, 1931-1934
19. Budget, 1934-1939
20. Budget, 1939-1946
21. Budget, 1953-1954
22. Budget, 1964-1966
23. Comparative Statement of Budgets & Actuals, October 1943

Subseries E: Statements and Reports

Folder No.

24. Financial Information, 1944-1951
25. Financial Information, 1963-1966
26. Financial Reports, 1929-1937
27. Financial Reports, 1930-1940
28. Financial Reports, 1942-1943
29. Financial Statement, 1966
30. Financial Statements, 1940
31. Financial Statements, 1941
32. Financial Statements, 1942
33. Financial Statements, 1943
34. Financial Statements, 1944
35. Statement of Income and Expense and Supporting Schedules, 1957-1958

BOX4

SERIES IV: FINANCE (Continued)

Subseries F: Insurance, Pensions, and Real Estate

Folder No.

1. Board of Trustees Minutes Relating to Insurance and Pensions, 1954-1966
2. Insurance Policies, n.d.-1966
3. Real Estate Issues, 1966
4. Sale of Wick Avenue Drive-In Motel to Solar Realty Company, 1967

BOX5

SERIES V: FOUNDATIONS (YOUNGSTOWN UNIVERSITY)

Folder No.

1. Amended Articles of Incorporation, n.d.
2. Amended Code of Regulations, n.d.
3. Auditor's Report, 1972
4. Banking Statements, 1971-1973
5. Banking Statements, n.d. - 1966
6. Budget Information, 1966
7. Campus Development Plan, 1961
8. Check Request, 1966
9. Check Request, 1972
10. Constitution and Bylaws, 1965
11. Correspondence, 1949-1966
12. Correspondence, 1966
13. Correspondence, 1967-1970
14. Correspondence, 1971-1972
15. Correspondence, 1973-1976
16. Deeds and Property, 1972
17. Enrollment Projections, 1966
18. Faculty Handbooks, 1959-1963
19. Federal Tax Guide Reports: Tax Restrictions on Private Foundations, 1970
20. Financial Information, 1946-1966
21. Financial Statements, 1971
22. Handwritten Notes, 1971
23. Handwritten Notes, n.d.
24. Internal Revenue Service Forms, 1968-1969
25. Internal Revenue Service, Documents, 1971-1972
26. Invoices, 1967
27. Ledger Sheets, 1967-1970

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28. Ledger Sheets, 1971-1972
 29. Legal Documents, 1967
 30. Letterhead/Stationery Transition Samples, n.d.
 31. Newspaper clippings, 1976
 32. Objectives of Youngstown University, n.d.
 33. Ohio General Assembly, Amended House Bill 134
 34. Ohio General Assembly, House Bill 134, 1967
 35. Special Information, 1966
 36. Transitional Documents Relating to the Establishment of YSU and a Separate Foundation, 1966
 37. Trustees Roster, 1967
 38. Trustees Roster, 1971
 39. Trustees' Meetings, Minutes and Agenda, 1967
 40. Trustees' Meetings, Minutes and Agenda, 1971
 41. Trustees' Resolutions, n.d.