

JOHN H. RANZ  
HUGH W. MANCHESTER  
RICHARD B. WILLS  
PAUL J. FLEMING  
JAMES E. BENNETT, JR.  
JOHN WEED POWERS  
FRANKLIN S. BENNETT  
DON E. TUCKER  
JOHN D. LIBER  
W. STEPHEN MELOY  
ROBERT N. DINEEN  
GILBERT M. MANCHESTER  
MICHAEL I. WALLING  
WILLIAM T. BODOH

LAW OFFICES  
**MANCHESTER, BENNETT, POWERS & ULLMAN**

UNION NATIONAL BANK BUILDING  
YOUNGSTOWN, OHIO 44503  
TELEPHONE 743-1171 AREA CODE 216

CURTIS A. MANCHESTER  
1902-1951  
JAMES E. BENNETT  
1917-1964  
FRANKLIN B. POWERS  
1914-1960  
  
MYRON E. ULLMAN  
OF COUNSEL

November 11, 1972

Mrs. Marian Webster  
Secretary to Dr. Pugsley  
Youngstown State University  
Youngstown, Ohio 44503

Dear Mrs. Webster:

I am delivering herewith to you, for insertion in the Minute Book of the Board of Trustees, original copies of the following documents:

1. 11 pages - "Minutes of Meeting of Board of Trustees" held June 17, 1972, which have been signed by Mr. Williams as Chairman and by me as Secretary.
2. 1 page - Copy of my letter of July 12, 1972 forwarding draft of No. 1 above to all trustees and certain officials, with my certificate as to mailing.
3. 1 page - Copy of the Chairman's call, dated August 1, 1972, calling a Special Meeting for August 7.
4. 9 pages - My affidavit of August 7, 1972 re the mailing on August 1 of No. 3 above, to which is attached the proposed Articles of Incorporation included with the notice; copy of the Postmaster's record re the mailing of 10 certified mail Articles and the 10 green receipts for the certified mail involved.

Mrs. Marian Webster  
November 11, 1972  
Page Two

5. 5 pages - "Minutes of Special Meeting of Board of Trustees" held August 7, 1972, which have been signed by Mr. Newman as Chairman and by me as Secretary.
6. 1 page - Copy of my letter of August 10, 1972 forwarding draft of No. 5 above, to all trustees and certain officials, with my certificate as to mailing.
7. 5 pages - Including copy of the Chairman's notice, dated August 22, 1972, calling a Special Meeting for August 28, 1972, with my certificate as to mailing of such notices to all Trustees and the President by certified mail on August 22, 1972; the 10 certified mail slips and the 10 certified mail receipts of the addressees involved.
8. 3 pages - Minutes of Special Meeting of Trustees held August 28, 1972, which have been signed by Mr. Newman as Chairman and by me as Secretary.
9. 1 page - Copy of my letter of September 8, forwarding copies of draft of No. 8 above, and my certification as to mailing copies on September 8 to all trustees and certain officials.
10. 1 page - Copy of Notice dated October 25, 1972 to the Trustees relative to the meeting scheduled for November 11, 1972, with my certificate as to the mailing thereof on October 25 to all trustees and the President.

Mrs. Marian Webster  
November 11, 1972  
Page Three

The foregoing (38 pages) should be inserted in the minute book, in the order mentioned above, with copies of the agenda, and supplemental data furnished therewith, inserted at the appropriate places.

Please let me know if I can be of further help.

Yours very truly,

*Hugh W. Manchester*

HWM;cr

Enclosures

Youngstown State University  
Board of Trustees Meeting

3449

Faculty Lounge, 1:30 p.m.  
Kilcawley Center

Saturday, November 11, 1972

AGENDA

- a) Roll Call
- b) Proof of Notice of Meeting
- c) Disposition of Minutes for Meetings
  - Regular Meeting held June 17, 1972
  - Special Meeting held August 7, 1972
  - Special Meeting held August 28, 1972
- d) Recommendations of the President of the University
  1. Resolution Authorizing New Access Road to Butler Institute of American Art
  2. Resolution on Consultant's Report for Kilcawley Center
  3. Resolution to Authorize Landscape Architectural Services
  4. Resolution to Adopt the Merger of the Youngstown University and Youngstown Educational Foundation
- e) Report of the President of the University
  1. Fee Increases
  2. Committee to Recommend a Football Coach
  3. Report from Vice President for Academic Affairs
  4. Report from Vice President for Administrative Affairs
    - a) Bliss Hall
    - b) Building Program
    - c) Enrollments for Fall Quarter, 1972-73
  5. Report from Vice President for Financial Affairs
    - a) Report on Contract Maintenance
    - b) Report on Gifts and Grants
    - c) Report on Insurance and Real Property
    - d) Annual Financial Statement
    - e) Quarterly Financial Statement
    - f) Electrical Substation Operation
- f) Report of Committees of the Board
  1. Finance Committee
  2. Building Committee
    - a) Resolution on Acquisition of Certain Properties
- g) New Business
- h) Time and Place of Next Meeting - <sup>1:30 p.m.</sup> Saturday, January 20, 1973  
Other Regular Meetings in 1973 set at the last regular meeting of the Board:

Saturday, April 14

Saturday, June 16 (Commencement)

Resolution Authorizing New Access Road to Butler  
Institute of American Art

Two driveways now exist across University property (one extending from Wick Avenue and one extending from Bryson Street) which give access to the garages and loading dock situated on the south side of the Butler Institute of American Art Building. Under terms of the Warranty Deed conveying certain lots to the University, the Butler Institute of American Art has right-of-access by use of either driveway. This Deed grants the University the right to abandon these driveways provided that a new driveway is constructed and maintained at such other location as may be agreed upon between the two parties.

The University's Campus Development Plan recommends closing the driveway from Wick Avenue to vehicular traffic. It also recommends the ultimate abandonment of Bryson Street between Lincoln Avenue and Spring Street. This street has been vacated by the City of Youngstown and is now owned by the University. The distribution system for the Power Plant is now being constructed down Bryson Street. Under terms of the construction contract, the contractor must maintain vehicular use of this street during construction. Although technically he is complying with this requirement, trucks frequently block the street while unloading materials. In order not to inconvenience employees of the Butler Institute of American Art, provision of temporary access must be made immediately.

Mr. Butler has recommended that the University provide a permanent new access road at this time since construction of the new library will necessitate use of Bryson Street by construction vehicles for the next two years. A permanent new driveway would be advantageous to the University, for it would permit abandonment of Bryson Street much earlier than previously anticipated. The cost of providing the new access road can appropriately be funded by the appropriation for the distribution system. It is therefore recommended that a new access driveway be constructed in accordance with the attached map, with the understanding that both the University and Butler Institute of American Art will have free use of the new access road.

"WHEREAS the University is obligated to maintain existing driveways to the garages and loading dock located on the south side of the Butler Institute of American Art Building, or provide a mutually satisfactory alternative, and

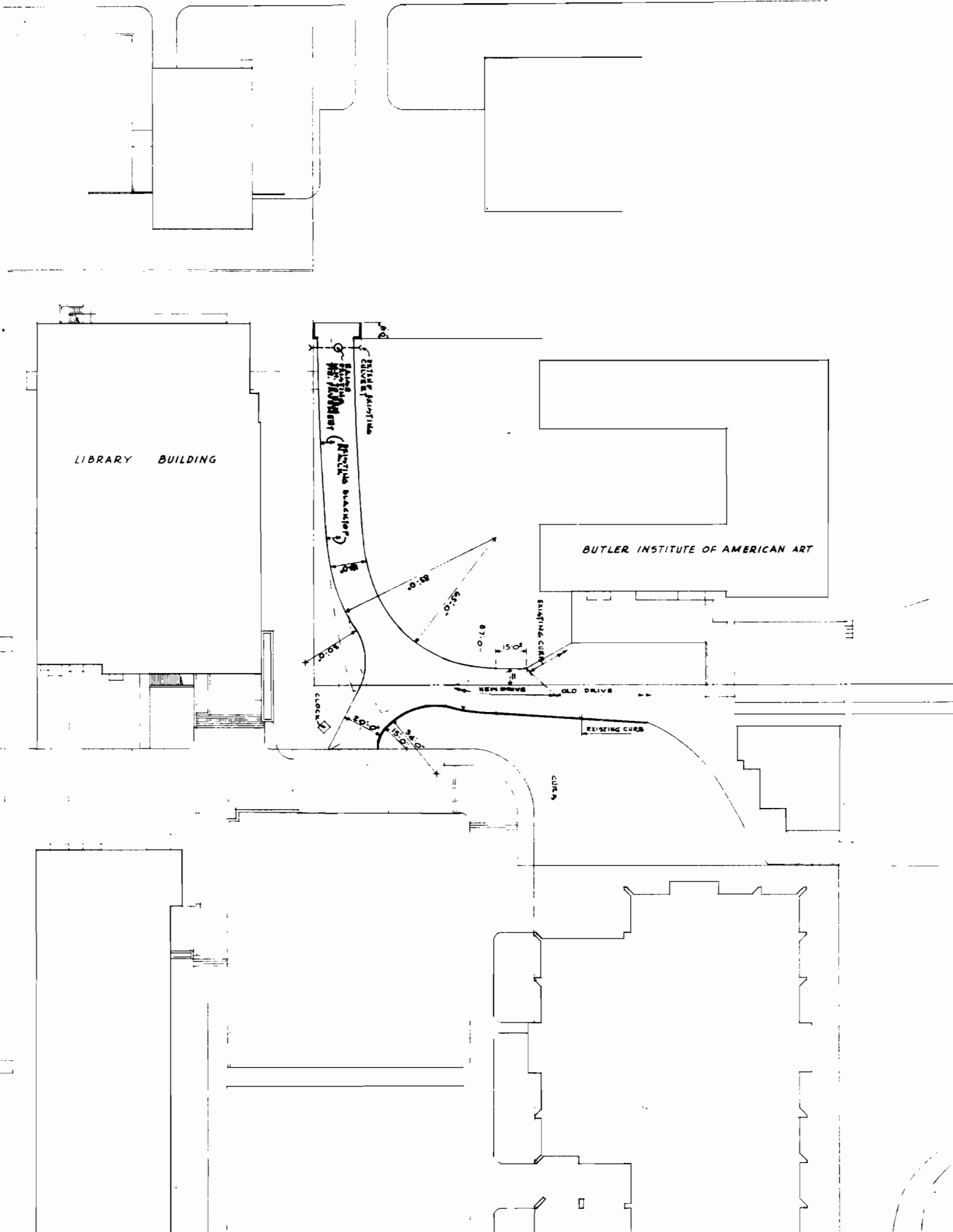
YR 1973-

"WHEREAS the University plans to abandon both existing driveways now used to provide vehicular access to the south side of the Butler property, and

WHEREAS the Board of Trustees of the Butler Institute of American Art have taken formal action approving the resolution of an access road as covered in this resolution.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Youngstown State University authorize the construction, funding from House Bill #988, and maintenance of an access road as shown on the attached Exhibit A and its joint use as a driveway by both parties. Said access road will permit the Butler Institute of American Art to have free access to the Institute's garage on the southerly portion of its premises by way of entrance from Spring Street."

SPRING ST.



## Resolution on Consultant's Report for Kilcawley Center

3453

The Kilcawley Center Addition is expected to be ready for use sometime during the Fall Quarter of 1973. With the opening of this structure, the University will have the physical resources to accommodate greatly expanded cultural, social and recreational programs.

Anticipating the need for operating policies for the Center and for an expanded staff, the University sought further advice from Mr. Porter Butts, Planning Consultant for the Kilcawley Center Addition, concerning the best organization for achieving greater student responsibility and for staffing the new Center. His recommendations were received on September 18 of this year and were distributed to various members of the University community for reaction and comments. A copy was also distributed to members of the Board of Trustees.

In general, the Butts Report embraces the principles of student self-governance agreed upon in 1966-67, when the building program was written. It recommends the provision of a predominantly student Policy Board which would have primary responsibility for developing and overseeing the implementation of operating policies for the Center within general University Policy and State law. This Policy Board would be responsible to the Board of Trustees, through the President, would recommend a balanced operating budget each year and, when approved by the Board of Trustees, be responsible for its expenditure. A professional staff, headed by the Director of the Student Center, would provide the necessary administrative leadership and be administratively responsible for management of the Center. The question of whether the functions of a suggested additional Program Board should be incorporated as a function of the Policy Board is still being considered.

The following resolution is therefore recommended:

"WHEREAS provision should be made for greater student participation in the development and implementation of campus-centered social, cultural, and recreational programs for students; and

YR 1973-

WHEREAS the Kilcawley Center will provide expanded facilities to accommodate such programs;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Youngstown State University accepts the Butts Report in principle within general University Policy and State law, and directs the Administration in cooperation and consultation with members of the University community to prepare a Kilcawley Center Constitution incorporating these principles."



## Resolution to Authorize Landscape Architectural Services

Sensitive landscape design, closely integrated with building design, will add significantly to the unity, dignity and utility of the campus. Because of high building density and limited amount of open space, the proper development of outdoor areas is particularly important. Walks, benches, plants, ground coverage, and outdoor lighting are fully as important to outdoor space as materials, furniture and mechanical equipment are to buildings.

Construction of buildings in Phase I of the University's Campus Development Plan is now well under way. There are limited funds in each building project for landscaping materials adjacent to these new structures, but no master plan under which they are determined. There are also other broader areas to be coordinated. Therefore, a comprehensive landscape plan should be prepared for the entire campus area so that landscaping around each building relates to an overall plan.

The purpose of this resolution is to authorize the employment of a qualified landscape architectural firm to provide the necessary professional services for the development of a complete landscaping plan.

"BE IT RESOLVED that a landscape architect be employed as directed by the State Architect to do the planning required to complete a campus landscape plan which is estimated not to exceed \$20,000 and that funds required to employ the firm be made available from the University Improvement Fund."

YR 1973-

PROPOSED MERGER OF THE YOUNGSTOWN UNIVERSITY  
AND  
YOUNGSTOWN EDUCATIONAL FOUNDATION

WHEREAS, The Youngstown University has completed performance YR 1973- of its contract dated August 15, 1967, with the Ohio Board of Regents with certain exceptions, the principal one of which is that by reason of causes beyond its control, the Urban Renewal Plans of the City have not progressed to a point which would make possible the purchase of lands in Phase III from the City, and the transfer of title thereto to the State of Ohio for the benefit of Youngstown State University; and

WHEREAS, there have been long delays by the City of Youngstown in the fulfilment of its Urban Renewal Plans, and it is not known when or if such Phase III lands may be cleared and made available for purchase from the City of Youngstown; and

WHEREAS, Youngstown Educational Foundation was originally created and funded by The Youngstown University and its sole purpose is to "be operated exclusively for the benefit of Youngstown State University" (as set forth in Paragraph Third of its Articles of Incorporation): and

WHEREAS, from the inception of plans in 1966 to have The Youngstown University become a part of the State University System it was and has been contemplated that The Youngstown University would be eventually merged into Youngstown Educational Foundation; and

WHEREAS, it cannot now be determined how much it may cost to complete the acquisition of such Phase III lands and to convey them to the State of Ohio; and it is believed that The Youngstown University presently has assets which will be more than sufficient to satisfy all of its remaining liabilities (including cost of acquiring such Phase III lands); and

WHEREAS, such agreement of August 15, 1967, provides among other things that should The Youngstown University have more assets than are needed to satisfy all of its remaining liabilities any such excess of assets will be made available for the benefit of Youngstown State University in such manner as its Board of Trustees may approve; and

WHEREAS, the trustees and members of both The Youngstown University and Youngstown Educational Foundation have approved a proposed Agreement of Merger pursuant to which Youngstown Educational Foundation would be the surviving corporation and would succeed to all of the assets and liabilities of The Youngstown University; and have authorized the execution of such Merger Agreement upon condition that it be approved by the trustees of Youngstown State University;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Youngstown State University, having this day examined the terms and provisions of the proposed "Agreement of Merger" between The Youngstown University and Youngstown Educational Foundation, does hereby approve such proposed Agreement of Merger as being for the best interests of Youngstown State University, recognizing that should the assets of The Youngstown University exceed its liabilities, such assets will be used by Youngstown Educational Foundation only to meet the needs of Youngstown State University.

AGREEMENT OF MERGER

This Agreement of Merger is made as of this \_\_\_\_ day of \_\_\_\_\_, 1972 by and between THE YOUNGSTOWN UNIVERSITY (hereinafter "YU") and YOUNGSTOWN EDUCATIONAL FOUNDATION (hereinafter "YEF"), both being charitable corporations as defined in Ohio Revised Code Section 1702.01, and both corporations being organized and operated under the Nonprofit Corporation Law of Ohio, said merger being pursuant to Chapter 1702, Ohio Revised Code, Section 1702.41 et. seq.

WHEREAS, YEF was created and established by the Board of Trustees of YU under Articles of Incorporation filed with the Secretary of the State of Ohio on September 7, 1966, in order to facilitate the then contemplated transition of The Youngstown University to Youngstown State University, YEF being initially funded with assets of YU pursuant to an "AGREEMENT RE USE OF FUNDS TO BE TRANSFERRED BY THE YOUNGSTOWN UNIVERSITY TO YOUNGSTOWN EDUCATIONAL FOUNDATION" (hereinafter "Agreement re Use of Funds"), approved by the Court of Common Pleas, Mahoning County, in the proceeding known as "The Youngstown University, etc. vs. William B. Saxbe, etc.", No. 180,341, Journal Entry dated November 21, 1966;

WHEREAS, Youngstown State University was created by legislation of the General Assembly of the State of Ohio (Amended H.B. 134 effective August 15, 1967), and an "Agreement and Plan of Transition" dated as of August 15, 1967 (hereinafter "Agreement and Plan of Transition") was executed by the Board of Trustees of YU and the Ohio Board of Regents, upon approval of the Court of Common

Pleas of Mahoning County, Ohio in the proceedings bearing the same caption and number referred to above; and pursuant to the Agreement and Plan of Transition approved by the Court in the aforesaid proceedings in its Journal Entry dated November 20, 1967, YU conveyed and transferred to the State of Ohio or to the Board of Trustees of Youngstown State University, the real property comprising the principal campus of The Youngstown University, other real and personal property, funds, records and miscellaneous rights and interests, which conveyances and transfers created the nucleus for the establishment of Youngstown State University;

WHEREAS, YU has completed performance of the Agreement and Plan of Transition, with certain exceptions, the principal one of which is that by reason of causes beyond its control Phase III of the City of Youngstown Urban Renewal Project has not progressed to a point where YU could contract for the purchase and development of such lands nor cause title to such lands to be conveyed to the State of Ohio, as required under the Agreement and Plan of Transition;

WHEREAS, the aforesaid Journal Entry of the Court of Common Pleas of Mahoning County dated November 20, 1967 included the following provisions:

"Under the laws of Ohio, it is permissible, and under the circumstances it will be proper that after performance of the Youngstown University--YSU Agreement and after required authorizations are obtained from the Members and Trustees of Youngstown University and Youngstown Educational Foundation, plaintiff Youngstown University merge into and become a part of the Youngstown Educational Foundation as the surviving corporation, and no further orders of this Court will be necessary to approve such merger."

WHEREAS, it is the desire of YU and YEF to effect the contemplated merger at this time, with the express assumption by YEF of all of the obligations of YU, including without limitation the remaining obligations of YU under the Agreement and Plan of Transition;

WHEREAS, YU's assets exceed its known and estimated obligations; YEF has assets which exceed by many times YU's present known and estimated obligations and YEF has substantial assets which are available to satisfy YU's obligations;

WHEREAS, YU has been ruled exempt from Federal income taxation as an organization of the type described in I.R.C. §501(c)(3), and by letter dated April 28, 1972 has been ruled "not a private foundation" of the type described in I.R.C. §509(a)(3); and

WHEREAS, YEF has been ruled exempt from Federal income taxation as an organization of the type described in I.R.C. §501(c)(3) and by letter dated June 15, 1972 has been ruled "not a private foundation" of the type described in I.R.C. §509(a)(3).

NOW, THEREFORE, YU and YEF agree as follows:

- (1) YU shall be merged into YEF and YEF shall be the surviving corporation.
- (2) The name of the surviving corporation shall be the existing name of YEF, to wit: "YOUNGSTOWN EDUCATIONAL FOUNDATION."
- (3) Attached hereto, marked Exhibit A and made a part hereof as if fully rewritten herein are "Amended Articles of

Incorporation of Youngstown Educational Foundation" which Amended Articles of Incorporation shall operate as the Amended Articles of Incorporation of the surviving corporation, YEF.

(4) The place in this state where the principal office of the surviving corporation shall be located is in the City of Youngstown, Mahoning County.

(5) The purposes of the surviving corporation, YEF, shall be as set forth in the Amended Articles of Youngstown Educational Foundation, Exhibit A hereto.

(6) The names and addresses of the first trustees and officers of the surviving corporation, YEF, and their terms of office are as set forth in Article SEVENTH of the Amended Articles of Incorporation of Youngstown Educational Foundation, Exhibit A hereto.

(7) The name and address of the statutory agent upon whom any process, notice, or demand against either YU or YEF may be served is John M. Newman, Union National Bank Building, Youngstown, Ohio 44503.

(8) The regulations of the surviving corporation, YEF, shall be the regulations of YEF as in effect on the date that this merger shall become effective.

(9) Upon the effective date of this merger, the surviving corporation, YEF, expressly assumes all of the obligations of YU, including without limitation all of the obligations of YU under the Agreement and Plan of Transition.

(10) Upon the effective date of the merger, all the property, rights, privileges and assets of every kind and description of YU shall thereafter be taken and deemed to be transferred to and vested in the surviving corporation, YEF, without further act or deed, and all property, rights, privileges and assets of YU and YEF shall be as effectively the property of the surviving corporation as they were of YU and YEF, respectively. YU hereby agrees from time to time, as and when requested by the surviving corporation or by its successors or assigns, to execute, acknowledge and deliver such instruments, and do such acts as the surviving corporation may deem necessary to vest property or rights in the surviving corporation.

(11) From and after the effective date of the merger the surviving corporation, YEF, may hold and use all assets received from YU as the result of the merger in any manner that the surviving corporation, YEF, shall determine, provided that the surviving corporation, YEF, shall at all times conduct its affairs to the end that all obligations of YU existing immediately prior to the effectiveness of the merger may be satisfied by the surviving corporation, YEF.

(12) This merger shall become effective upon the filing in the Office of the Secretary of State of Ohio of the Certificate of Merger referred to in Ohio Revised Code Section 1702.43.

IN WITNESS WHEREOF, the parties to this Agreement pursuant to authority duly given by their respective Boards of Trus-



tees and Members have caused these presents to be executed by their respective officers hereunto duly authorized as of the day and year first above written.

THE YOUNGSTOWN UNIVERSITY

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President

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Secretary

YOUNGSTOWN EDUCATIONAL FOUNDATION

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President

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Secretary

AMENDED ARTICLES OF INCORPORATION

of

YOUNGSTOWN EDUCATIONAL FOUNDATION

FIRST: The name of the Corporation shall be YOUNGSTOWN EDUCATIONAL FOUNDATION.

SECOND: The place in the State of Ohio where the principal office of the Corporation is to be located is the City of Youngstown, Mahoning County.

THIRD: The purposes for which the Corporation is formed are as follows:

A. Subject to the limitations herein, this Corporation is organized and shall be operated exclusively for the benefit of Youngstown State University.

B. This Corporation is organized and at all times shall be operated exclusively for educational, literary, charitable or scientific purposes, including for such purposes --

(1) To receive, hold and use the assets transferred to the Corporation by The Youngstown University in accordance with the provisions, restrictions and authorized uses set forth in that certain "Agreement re Use Of Funds To Be Transferred

By The Youngstown University To Youngstown Educational Foundation," (plaintiffs' Exhibit 8) which was approved November 21, 1966 by the Court in the legal proceedings known as The Youngstown University v. Saxbe, Docket No. 180,341, Court of Common Pleas, Mahoning County, Ohio;

(2) To accept by gift, devise, bequest or otherwise property of every kind and description, without limit as to amount, including acceptance of gifts to be used for specified purposes provided such specified purposes are within the limitations set forth in these Articles of Incorporation;

(3) To provide support for the general educational needs of Youngstown State University so long as it remains an educational organization as described in Section 170(b)(1)(A)(ii) of the Internal Revenue Code of 1954. "Support for the general educational needs" of Youngstown State University shall include, without limitation of the generality thereof: assistance to students, faculty and staff, student scholarships and loans, faculty betterment and assistance in the revision, development and improvement of the academic

curriculum and other programs related to educational activities.

C. Subject to paragraph "D" below, this Corporation shall at all times be operated solely in connection with Youngstown State University.

D. In the event Youngstown State University ceases to be an organization described in Section 170(b)(1)(A)(ii) of the Internal Revenue Code of 1954, this Corporation shall not operate for the benefit of or in connection with said educational organization but shall be organized and operated exclusively for the benefit of and solely in connection with one or more organizations described in Section 170(b)(1)(A)(ii) of the Internal Revenue Code of 1954, as follows:

(1) The "Successor University" of Youngstown State University or other academic institution which conducts a curriculum for the education of persons at the college or university level utilizing part or all of the campus and facilities in Youngstown, Ohio now used by Youngstown State University for such purposes, or any replacements thereof or additions thereto; or

(2) If there be no "Successor University" as referred to in paragraph "D(1)" above, for such educational organization or organizations as shall be selected by the

Trustees of the Corporation.

E. To do every other act suitable and proper in the accomplishment of the purposes of this Corporation, either alone or in association with other organizations, corporations or individuals, provided such act is not inconsistent with these Articles of Incorporation or the laws under which this Corporation is organized.

FOURTH: A. It is intended that this Corporation shall have the status of a corporation which is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954, and which is other than a private foundation within the meaning of Section 509(a) of such Code, and these Articles shall be construed accordingly and all powers and activities hereunder shall be limited accordingly.

B. Any reference in these Articles to a provision of the Internal Revenue Code of 1954 shall be interpreted to include the corresponding provision of any future United States Internal Revenue law.

FIFTH: No part of the net earnings of the Corporation shall inure, directly or indirectly, to the benefit of, or be distributable to, the Corporation's members, trustees, officers or employees, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article THIRD hereof.

SIXTH: Upon the dissolution of the Corporation, the Board of Trustees shall, after paying or making provision for the

payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation, in such manner, or to such organization or organizations organized and operated for educational, literary, charitable or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the comparable provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas, of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

SEVENTH: The following persons who are presently serving the Youngstown Educational Foundation as trustees and officers shall serve the Corporation as its first trustees and officers as hereinafter indicated and for terms of office presently applicable to such persons under the Code of Regulations of Youngstown Educational Foundation:

1. Trustees.

(a) For term of office expiring with the annual meeting of trustees in 1973:

Name	Address
Mr. Forest Beckett	Beckett Aviation Youngstown Municipal Airport Youngstown, Ohio 44501

Name	Address
Mr. Carl L. Dennison	Butler Wick Company Union National Bank Building Youngstown, Ohio 44503
Mr. A. S. Glossbrenner	2782 Loganway Youngstown, Ohio 44505
Father G. W. Holdbrook	St. Columba Cathedral 159 West Rayen Avenue Youngstown, Ohio 44503
Mr. Arthur L. Jones	4717 Brookwood Youngstown, Ohio 44512
Mr. Fred B. King, Jr.	Shriver Allison & King 292 Madison Avenue Youngstown, Ohio 44503

(c) For term of office expiring with the annual meeting:

of trustees in 1975:

Name	Address
Mr. James L. Beeghly	Standard Slag Company 909 Stambaugh Building Youngstown, Ohio 44503
Mr. Sidney J. Collins	67 Newport Drive Youngstown, Ohio 44512
Dr. Howard W. Jones	603 Wick Avenue Youngstown, Ohio 44502
Mr. C. Edwin Lovell	48 Christopher Drive Youngstown, Ohio 44514
Mr. Robert M. Lynch	Aldina Drive, R. D. #2 Conneaut Lake, Pennsylvania 16316
Dr. John N. McCann	2722 Mahoning Avenue Youngstown, Ohio 44509
Mr. John M. Newman	Union National Bank Building Youngstown, Ohio 44503
Mr. William B. Pollock II	William B. Pollock Company 101 Andrews Avenue Youngstown, Ohio 44503

Name	Address
Mr. Anthony B. Flask	515 Carlota Drive Youngstown, Ohio 44504
Mr. Donald McKay	Home Savings & Loan Company 275 West Federal Street Youngstown, Ohio 44503
Mr. Jerald S. Meyer	9636 Market Street North Lima, Ohio
Mr. William L. Spencer	Union National Bank Building Youngstown, Ohio 44503
Mr. Clarence J. Strouss, Jr.	62 Warner Road Hubbard, Ohio 44425
Mr. Fred Tod, Jr.	Union National Bank Building Youngstown, Ohio 44503
Mr. A. J. Wardle, Jr.	McKay Machine Company 3805 Henricks Road Youngstown, Ohio 44515
Dr. R. J. Wean, Sr.	Wean Engineering Company 347 North Park Avenue Warren, Ohio 44482

(b) For term of office expiring with the annual meeting  
of trustees in 1974:

Name	Address
Mr. William J. Brown	Youngstown Vindicator Vindicator Square and W. Boardman Youngstown, Ohio 44503
Mr. J. G. Butler III	Butler Institute of American Art 524 Wick Avenue Youngstown, Ohio 44502
Mr. William M. Cafaro	Wm. M. Cafaro & Associates 2445 Belmont Avenue Post Office Box 2186 Youngstown, Ohio 44504
Mr. Charles B. Cushwa, Jr.	Commercial Shearing & Stamping Company 1775 Logan Avenue Youngstown, Ohio 44505
Mr. Edward J. DeBartlo, Sr.	7620 Market Street Youngstown, Ohio 44512



Name	Address
Mr. Robert E. Williams	1359 Virginia Trail Youngstown, Ohio 44505

2. Officers.

Office	Name	Address
Chairman of the Board	Mr. Sidney J. Collins	67 Newport Drive Youngstown, Ohio 44512
President	Dr. Howard W. Jones	603 Wick Avenue Youngstown, Ohio 44502
Vice President	Dr. R. J. Wean, Sr.	Wean Engineering Company 347 North Park Avenue Warren, Ohio 44482
Secretary	Mr. John M. Newman	Union National Bank Bldg Youngstown, Ohio 44503
Treasurer	Mr. Charles B. Cushwa, Jr.	Commercial Shearing and Stamping Company 1775 Logan Avenue Youngstown, Ohio 44505
Assistant Treasurer	Mr. A. J. Wardle, Jr.	McKay Machine Company 3805 Henricks Road Youngstown, Ohio 44515

EIGHTH: The members of the Corporation shall be those persons who, from time to time, shall be serving as trustees of the Corporation, and the trustees shall, for the purposes of any statute or rule of law relating to corporations, be taken to be the members of such Corporation, and they shall have all of the rights and privileges of members.

NINTH: These Amended Articles of Incorporation shall supersede the existing Articles of Incorporation, as amended, of the Corporation.

Trustee meeting  
3471  
C.B.

YOUNGSTOWN STATE UNIVERSITY  
INSTITUTIONAL RESEARCH

Enrollment Report: Fall 1972 (Date) 11/3/72  
(quarter) (year)

I. Summary of Head-Count Statistics

	1971			1972		
	Men	Women	Total	Men	Women	Total
Arts & Sciences	2272	1523	3795	2195	1445	3640
Business Administration	2918	282	3200	2496	263	2759
Education	739	1800	2539	587	1498	2085
Engineering	1020	11	1031	794	12	806
Music	197	135	332	200	131	331
Technical & Community	1461	1340	2801	1718	1678	3396
Graduate	493	397	890	538	433	971
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Freshmen	3589	2486	6075	3168	2305	5473
Sophomore	1828	1111	2939	1799	1179	2978
Junior	1539	847	2386	1341	836	2177
Senior	1651	647	2298	1682	707	2389
Undergraduate Total	8607	5091	13698	7990	5027	13017
Graduate	493	397	890	538	433	971
University Head-Count	9100	5488	14588	8528	5460	13988
Full-Time Equivalent	----- 11587.5			----- 11058.6		

II. Residency Statistics

Subsidy Program Level	Student-Credit-Hour Production-Fall 1972			Fall 1972 Head-Count Enrollments		
	Ohio	Non-Ohio	Total	Ohio	Non-Ohio	Total
General Studies	54547	8770	63317	F.T. P.T. TOTAL	7955 4127 12082	9428 4560 13988
Technical	9081	1695	10776			
Baccalaureate General	58308	11818	70126			
Baccalaureate Professional	13724	3276	17000			
Undergraduate Total	135660	25559	161219			
Graduate	3935	725	4660			
University Total	139595	26284	165879			

	Fall 1970	Fall 1971	Fall 1972	This Quarter as % of: Year Ago (Fall 1971)	Previous Fall ( )
	Head-Count	15030	14588	13988	95.9%
FTE (SCH / 15)	11964.0	11587.5	11058.6	95.4%	
FTE % HC	79.6%	79.4%	79.1%		



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

November 6, 1972

MEMORANDUM

To : President Pugsley

From: Randolph Foster  
Institutional Research

SUBSIDIZED FTE ENROLLMENT ( 1972-73 )

	<u>Internal Estimate (4/72)</u>		
	<u>FTE</u>	<u>RATE</u>	<u>SUBSIDY</u>
Gen. St.	4,089.2	\$ 480	\$1,962,816
Tech.	518.8	810	420,228
B. Gen.	4,433.8	1035	4,588,983
B. Prof.	859.4	1530	1,314,882
Masters	344.6	1890	651,294
Total	<u>10,245.8</u>		<u>\$8,938,203</u>

	<u>Actual (11/72)</u>		
	<u>FTE</u>	<u>RATE</u>	<u>SUBSIDY</u>
Gen. St.	3,886.8	\$ 480	\$1,865,664
Tech.	615.1	810	498,231
B. Gen.	4,268.3	1035	4,417,691
B. Prof.	958.6	1530	1,466,658
Masters	418.9	1890	791,721
Total	<u>10,417.7</u>		<u>\$9,039,965</u>

*Includes Summer*

CONTRACT CLEANING STUDY AND REPORT  
FOR  
THE BOARD OF TRUSTEES

YOUNGSTOWN STATE UNIVERSITY  
DEPARTMENT OF PHYSICAL PLANT

NOVEMBER 11, 1972

## YOUNGSTOWN STATE UNIVERSITY

SPECIAL REPORT TO  
The Board of Trustees  
November 11, 1972

SUBJECT: CONTRACT CLEANING

This report is being submitted for the information of The Board of Trustees and concerns the experience of Youngstown State University with Contract Cleaning and general Custodial Maintenance and was requested by the Chairman of the Board. This request was concerning a letter of inquiry from Columbus Service International. A copy of the letter is attached.

Contract Maintenance and Custodial Services are not widespread at the state universities in Ohio. A recent survey made by the Superintendent of Custodial Services of Youngstown State University, indicates that only four universities in the State of Ohio have Custodial Contract Cleaning at present. Of the 246 buildings at these four universities, only 39 buildings are under contract for custodial services. This is 16% of the buildings on the four campuses. No figures are available as to the total number of buildings on the other eight universities and one medical college. There is approximately 14,220,265 square feet of serviceable area at the four state universities using Contract Cleaning and of this figure, 2,554,737 square feet are under contract. The summarization of the

Contract Cleaning Survey, is attached to this report. It includes the answers to 19 questions asked of all the state universities in Ohio.

On September 13, 1969, Columbus Service International made a presentation to the President of Youngstown State University concerning Contract Cleaning and Maintenance for Youngstown State University. The preliminary survey indicated that the university housekeeping department was overstaffed, there were few standards, little supervision, in general, the janitorial staff was operating at approximately 60% efficiency due to lack of knowledge of housekeeping principles and procedures. The report indicated the need for training, efficiency and supervision. A copy of the report is attached.

In October of 1969, Youngstown State University entered into an agreement with Columbus Service International for evaluation and consulting services for two buildings. These were the two newest buildings, namely, the Ward Beecher Science Hall, and the Engineering Science Building. The cost of this study was \$1,725.00. The recommendations received from the firm have been implemented by the university, and improvements, as predicted in the recommendations, have been achieved.

At the time, the consulting firm made their report, the university had no buildings under a formal cleaning schedule with specific areas of responsibility. Improved and modern equipment was obtained, on-the-job training was established, supervisors were designated, thus gradually lowering costs and improving housekeeping.

In June of 1970, Youngstown State University wrote specifications for the Contract Cleaning of the Lincoln Project. The specifications indicated the frequency of cleaning for the building to the desired standard required by the university. Bids were received from five contractors in the Custodial Cleaning business. The low bidder was Youngstown Window Cleaning at \$33,804.00 per year. The high bidder was Columbus Services International at \$51,992.00 per year. Youngstown State University also estimated this job, and our bid was \$38,100.00 per year. A summary of the bids, the breakdown and cost per square foot is attached for your information.

Our experience with the one contract cleaner on our campus, Youngstown Window Cleaning, has been very good. We are in our third year renewal at no change in the original contract price. The specifications indicated that the contract could be renewed each year with no increase in price. This has been accomplished for two years. The relationship and service over the past two years has been excellent.

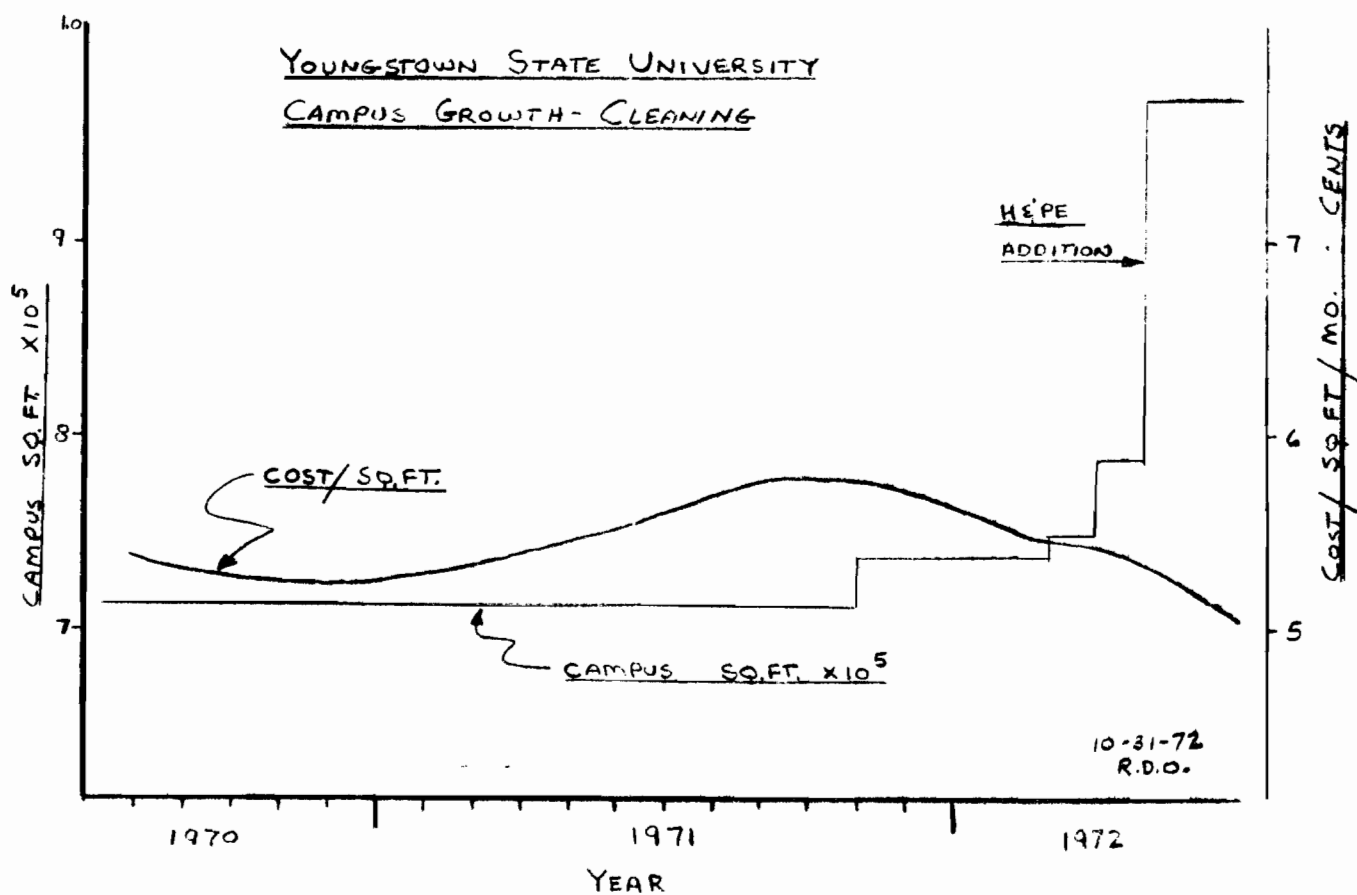
In general, the Physical Plant Department has made changes in the operation of both the maintenance and custodial departments as far as men, material, and money are concerned. We have increased the supervision in the various departments with reduction in overall cost per square foot. The attached chart indicates that planning in 1969-1970 was necessary and worthwhile. The university is now operating at an average cost of \$.05 per square foot, per month. It is noted that the addition of new buildings and the addition of the Beeghly Health and Physical Educa-

tion Building, in particular, has reduced total average square footage costs for custodial services. The type of building and its use affects the cost of custodial and other maintenance. In general, the university has progressed in the area of job standards, employee training, scheduling, inspection, and administrative reports. Cost data is available for each building. Work force morale has improved, as a result of this study. This has caused our turnover of personnel to be minimal. The Civil Service wages paid to the university employees is approximately 50% higher than the normal custodial contractor pays his employees. However, even with the disadvantage of paying a higher wage, we are able to stay close to these contractors in square foot costs. With our own work force, we can make adjustments as required and maneuver the workers to meet the needs. We are constantly striving to make changes to improve our operation and efficiency.

On July 1, 1969, there was one person in charge of the total Custodial Department. There were no building managers, or supervisors to supervise the work force. This has changed over the past two years. We now have one full-time night superintendent, three non-working building managers, and five working supervisors. These are all night positions. We have on the day shift, one full-time building manager, and one supervisor. All of these people are under supervision of the Superintendent of Custodial Services. The On-The-Job Training Program, supervised by the Night Superintendent has contributed materially to the improvement and has made it possible to recognize good work and promote from within the labor force.



The promotion from within process has contributed to improved morale of the custodial personnel, and has afforded the possibility to advance themselves to jobs of higher responsibility.



Contract Cleaning at the university has been tried, it has been successful, it has been cheaper, and the results have been normal in the one new building (The Lincoln Building). The university is experiencing a rapid growth with the addition of new buildings and as a result, old structures are being demolished. Studies are being made concerning the best cleaning methods for the new buildings as they are opened. If the university continues the practice of cleaning its own buildings, the overall cost per square foot would be reduced as new buildings are opened. A management organization has been developed so that we can handle the new buildings as they come on line with very little increased cost for administration. The cost would mainly be that of the people doing the actual work. After evaluation and study, the decisions on Contract Cleaning versus university cleaning will be made as the buildings are ready to open.

#### WRIGHT STATE UNIVERSITY - CLASS ACTION SUIT

In the past few months there has been some opposition by the Ohio Civil Service Employees Association on Contract Cleaning. On August 7, 1972, an employee of Wright State University, Dayton, Ohio, entered a law suit on Contract Cleaning. A copy of the complaint is attached for your information. As indicated in the letter from Wright State, the law suit has been withdrawn, due to the technicality of being filed in the wrong county. However, it is expected to be refiled in the proper county.

ATTACHMENTS

**COLUMBUS SERVICES INTERNATIONAL**Division of **SERVISCO** AND SUBSIDIARY COMPANIES

1001 SAMPSON STREET • NEW CASTLE, PENNSYLVANIA 16103

August 30, 1972

Youngstown State University  
Youngstown, Ohio

Attention: Chairman Of The Board Of Trustees.

Gentlemen:

Columbus Services has performed a preliminary private study into the feasibility of contract custodial services being applied to Youngstown State University.

Our study shows only Lincoln Hall presently under outside services and to the best of our knowledge, functioning reasonably well.

Columbus Services staff feel it would be of great value to Youngstown State University to have a free in depth study made relative to the University contracting out all custodial work and/or all maintenance required to keep the University operational.

Columbus Services has performed this type of study for and does maintain a great number of universities across the country. It has been our experience that an average of ten (10) percent can be saved from this type of consolidation to outside contractual services.

If you would care to discuss this further, it would be our pleasure to meet at your convenience.

Respectfully submitted,

COLUMBUS SERVICES INTERNATIONAL  
Division of Servisco

Walter R. Morgan  
President

WRM:plc

LAW OFFICES  
NEWMAN, OLSON & KERR  
UNION NATIONAL BANK BUILDING  
YOUNGSTOWN, OHIO 44503

JOHN M. NEWMAN  
LEONARD A. OLSON  
HERBERT L. KERR  
WM. G. HOUSER  
E. CARROLL THORNTON, JR.

AREA CODE 216  
PHONE 744-4578

September 20, 1972

RECEIVED  
SEP 22 1972  
PRESIDENT'S  
OFFICE

Dr. A. L. Pugsley, President  
Youngstown State University  
410 Wick Avenue  
Youngstown, Ohio 44503

Dear Dr. Pugsley:

I received a letter from Columbus Services International requesting authority to make a study of the University with respect to the custodial work and maintenance required by the University, which in theory would provide information from which a determination could be made as to whether any substantial savings could be realized by having such maintenance and custodial services handled by an outside party with whom the University would contract. I enclose a copy of that letter.

Although nothing may come of it, it seems to me that it would be in the interests of the University to have such a study made for ultimate consideration by the Board even though no change in the present procedure may actually be adopted.

Would you be kind enough to place this matter on the agenda for the November meeting so that the Board members will at least be aware of the fact that such a proposal has been made even though they may not wish to act favorably upon it.

Sincerely yours,

  
JOHN M. NEWMAN

JMN:ih  
Enc.

YOUNGSTOWN STATE UNIVERSITY  
YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

September 26, 1972

Attorney John M. Newman  
Union National Bank Building  
Youngstown, Ohio 44503

Dear John:

I have done as you requested, and have placed an item on the Agenda for the next Board of Trustees meeting to consider contract custodial maintenance. In the meantime I am asking Mr. Rook to prepare a brief review of our experience to date, and to review the overtures that have been made to us by several contract firms engaging in this field. I am also asking him to provide a brief review of the law suits currently under way at Wright State University. Wright State, as you probably know, is being sued by employees because it went from Civil Service to contract service on some of its buildings.

Cordially,



ALP:mw  
cc: VP Rook ✓

## C O N T R A C T   C L E A N I N G   S U R V E Y

Of State Universities of Ohio

Prepared by:

Harry D. Dampf,  
Supt. of Building Services  
Youngstown State University



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

August 16, 1972

The following is a summerization of the Contract Cleaning survey recently taken by Mr. Harry Dampf, Superintendent of Building Services, Youngstown State University. Attached are copies received from the universities that have Contract Cleaning.

1.) Do you have Contract Cleaning on Campus?

Yes: 4: Ohio State University  
Kent State University  
Wright State University  
Youngstown State University

No: 7

No Reply: 1

2.) Number of Buildings under Cleaning Contract:

Ohio State University	24
Kent State University	13
Wright State University	1
Youngstown State University	<u>1</u>

Total 39

3.) Number of Buildings on Campus:

Ohio State University	110
Kent State University	85
Wright State University	18
Youngstown State University	33

4.) Total Gross Square Footage of Campus Building Space:

Ohio State University	8,000,000
Kent State University	None Received
Wright State University	685,344
Youngstown State University	1,046,590

5.) Do you have more than one cleaning contractor on Campus?

Yes: Ohio State University:  
Buckeye State AAA-1  
United Building Services D & D Cleaning  
Veterans Cleaning Happy Maintenance  
Herb Jones & Son



No: Kent State University  
 Wright State University  
 Youngstown State University

## 6.) Chart:

<u>TYPE</u>	<u>GROSS SQUARE FOOTAGE</u>	<u>COST PER SQUARE FOOT-1 Yr.</u>
<u>Administration:</u>		
Ohio State University	82,179	\$.27
Kent State University	155,695 (3 Bldgs.)	\$.34 - \$.39
<u>Class Room:</u>		
Kent State University	312,985 (4 Bldgs.)	\$.32 - \$.35
<u>Health &amp; Phys. Educ.:</u>		
None		
<u>Field House:</u>		
None		
<u>Administration</u>		
<u>Class Room Comb.:</u>		
Ohio State University	135,901	\$.26
Wright State University	166,484	\$.34
Youngstown State University	58,600	\$.57
<u>Dormitory:</u>		
None		
<u>Hospital:</u>		
Kent State University	38,735	\$1.33*
<u>Engineering:</u>		
Ohio State University	194,366 (2 Bldgs.)	\$.26 - \$.27
<u>Biology- Chemistry:</u>		
Ohio State University	285,651 (2 Bldgs.)	\$.18 - \$.20
Kent State University	207,706 (3 Bldgs.)	\$.34 - \$.41
<u>Library:</u>		
Ohio State University,	100,000	\$.12
Kent State University	316,435	\$.48**

\* 7 days per week - 24 hours per day

\*\* 7 days per week

## 7.) Does contractor supply all materials?

Yes: Kent State University

No: Ohio State University  
 Wright State University  
 Youngstown State University

Materials supplied by Ohio State, Wright State, and Youngstown State Universities:

Paper Towels, Toilet Tissue, Sanitary Napkins, Hand Soap, Liners, Sand For Urns, Walk-Off Mats, Light Bulbs, Chalk, and Erasers

8.) Does the contractor work to specifications written by the University?

Yes: Ohio State University  
 Kent State University  
 Wright State University  
 Youngstown State University

9.) Length of Contract:

Ohio State University: 1 Year  
 Kent State University: 2 Years  
 Wright State University: 6 Months  
 Youngstown State University: 1 Year

10.) Is there a termination clause in contract?

Yes: Ohio State University  
 Kent State University  
 Wright State University  
 Youngstown State University

11.) What is time required to terminate?

Ohio State University 30 Days  
 Kent State University 90 Days  
 Wright State University 60 Days  
 Youngstown State University 60 Days

12.) Is your contractor Unionized?

Yes: Ohio State University  
 Kent State University  
 Youngstown State University

No: Wright State University

13.) Is window cleaning included?

Yes: Kent State University  
 Wright State University  
 Youngstown State University

No: Ohio State University

14.) Are you satisfied with quality of contract work?

Yes: Ohio State University  
 Kent State University  
 Wright State University  
 Youngstown State University

15.) What is your main reason for going Contract Cleaning?

Lack of Labor Supply  
Cost Reduction  
Eliminates Time Spent in Building

16.) Communication with contractor: how fast can he act on your problems?

Immediately: Ohio State University\*  
Kent State University  
Wright State University  
Youngstown State University

\* Ohio State University -- Night Shift -- 4-8 Hours

17.) Contractor is: Local, State, National.

Ohio State University: Local, State, and National  
Kent State University: National  
Wright State University: Local  
Youngstown State University: Local

18.) Light Bulbs - Changes by Contractor?

Yes: Ohio State University  
Youngstown State University

No: Kent State University  
Wright State University

19.) Extra Work - Charged or Provided in contract?

Charged: Kent State University  
Wright State University  
Youngstown State University

Provided: Ohio State University

HDD:mlh

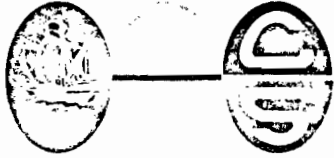
Attachments

A HOUSEKEEPING SURVEY

Prepared For:

DR. PUGSLEY, PRESIDENT

YOUNGSTOWN STATE UNIVERSITY



# COLUMBUS SERVICES INTERNATIONAL

Division of **SERVISCO** AND SUBSIDIARY COMPANIES

1001 SAMPSON STREET • NEW CASTLE, PENNSYLVANIA 16103

October 16, 1969

*Youngstown State University  
Youngstown, Ohio*

*Attention: Mr. J. Rook  
Vice President, Business Affairs*

*Dear Mr. Rook:*

*In suming up the Columbus Consultant Program presented to Doctor Pugsley and the Youngstown State University on September 13, 1969 -- Columbus Services International would assist the University's Custodial Department in the following categories:*

- 1. Inventory Survey*
- 2. Accurately Defined Job Standards*
- 3. Formal Employee Scheduling*
- 4. Inspections*
- 5. Administrative Reports*
- 6. On-Site Assistance*

*Total cost of this program for a one year period will be \$31,500.00. After the one year period, the University has the option to purchase our Computer Analysis and Computer Reports of all field inspections with the print-out going to Youngstown State University for a cost of \$250.00 per month.*

*Respectfully submitted,  
COLUMBUS SERVICES INTERNATIONAL  
Division of Servisco*

*Dominic DelSignore  
Vice President  
Consultant Management*

*DDeIS/cab*

*cc: W. F. Columbus, President*



**COLUMBUS SERVICES INTERNATIONAL, INC.**  
AND SUBSIDIARY COMPANIES

1001 SAMPSON STREET • NEW CASTLE, PENNSYLVANIA 16101

September 5, 1969

*Dr. Pugsley, President  
Youngstown State University  
Youngstown, Ohio*

*Dear Dr. Pugsley:*

*Mr. Columbus and I want to thank you again for allowing us to present the COLUMBUS SYSTEM to you. We feel with the future expansion plans for Youngstown State University, this would be an excellent time to organize your housekeeping department and gear it to the future. Anytime there is expansion, a multitude of problems are sure to arise and confusion sets in.*

*With the COLUMBUS SYSTEM, your housekeeping department will be able to handle these problems in stride, and carry on normal daily duties with little or no interruptions. We are very excited about this program and hope this report will generate the same kind of interest at Youngstown State University.*

*Our executive staff is at your disposal at anytime in the future for further discussion.*

*Very truly yours,*

*Columbus Services International,  
Division of SERVISCO*

*Dominic J. DeSignore,  
Vice President - Consulting Management*

DJDs:daa

PRELIMINARY SURVEY

*During the past several months, our representatives have studied the Youngstown State University Custodial Department. The study included an analysis of labor and material costs, physical plant layout, cleaning methods, production control, materials used, and other factors that will be brought out in the body of the report. The aim of the survey was to attain answers to the following basic questions:*

- 1. Are the man hours assigned to the housekeeping program too few, too many, or adequate?*
- 2. Are the cleaning standards high enough for each area being cleaned? Is the work assigned in such a manner as to realize the maximum efficiency per man hour?*
- 3. Can the cleaning force be reassigned in order to attain the maximum quantity and quality for work performed?*
- 4. Does supervision have the proper cleaning program for all buildings? Is supervision getting the maximum yield from each employee under our present program?*

*The information in this report was derived by - 1) interviews with the business manager, physical plant director, and executive housekeeper, and, 2) a physical survey of each building by two of our representatives. All areas were personally visited during this time and none of the janitorial staff were disturbed during the process. All information contained in this report will be kept in the strictest confidence.*

RESULTS OF SURVEY

1. MAN HOUR ASSIGNMENTS:

*We feel generally that the present housekeeping department is currently over staffed.*

2. CLEANING STANDARDS:

*We were not able to determine that accurately defined cleaning standards have ever been established other than the general concept of cleaning on an "as needed" basis. The unanswered question, of course, is "as needed" in whose opinion - the administration? the executive housekeeper? the faculty? or the janitor?*

3. PRODUCTION EFFICIENCY PER MAN HOUR:

*Job assignments, being based on "as needed" standards, were made by expediency rather than an accurately defined system. As a result, there is an excess of good productive hours being overlooked. This not only increases costs but also hampers consistent cleaning standards in your buildings.*



4. ATTAINMENT OF PRIMARY OBJECTIVE (CLEAN BUILDINGS)

*Under the present housekeeping system, the only way Youngstown State can achieve maximum quantity and quality is to hire additional supervision with up-to-date cleaning methods who could spend 100% of their time in the training of employees in the proper use of equipment, materials and schedules.*

5. SUPERVISION EVALUATION:

*Supervision appears to be very conscientious in attempting to do the job. However, due to the traditional old-time school janitor concept, primary objectives have almost become secondary. An accurately defined program was never instituted because of the rapid growth of the university. Scheduling is extremely informal and there appears to be no direct relationship between job performance and responsibility. Informal job times, that is, the time it should take to complete a specific job, are not reasonable and tend to be on the high side. In some instances, we found improper use of materials and their application.*

SUMMARY:

*As a result of these weaknesses, your janitor staff is operating at approximately 60% of efficiency due to improper concepts and principals of what school house-keeping consists of. In order to correct the situation, dramatic changes must be made in the basic premise of housekeeping and in the nature and make up of the working staff.*

*With the future expansion plans outlined to us by Dr. Pugsley the problems now occurring can blow themselves clear out of proportion. In other words, it's like starting with a baseball and ending up with a basketball. Housekeeping in universities today is big business and must be run on a profit orientated basis.*

*In the following detailed pages, we have outlined just how we intend to change the make up of the staff and the resulting financial savings that we estimate will accrue to you. These changes alone, however, will not eliminate the problems you currently have without the application of the Columbus Services system namely, 1) inventory survey, 2) accurately defined job standards, 3) formal employee scheduling, 4) administrative controlled inspections, 5) administrative reports to control the entire program.*

COLUMBUS SERVICES  
CONSULTING PROGRAM

A. INVENTORY SURVEY:

*A complete inventory will be taken by our personnel on each item to be cleaned in the university.*

*This will include everything from hallways and restrooms to tables and chairs. We will then have what is to be cleaned.*

B. ACCURATELY DEFINED JOB STANDARDS:

*With our knowledge of how much work is needed for any given quality, we will sit down with the administration to determine the frequency of cleanings. We will then have developed how everything is to be cleaned.*

C. FORMAL EMPLOYEE SCHEDULING:

*From the basic information we have derived from A and B above, we will prepare a work schedule for each employee. As many as three (3) schedules for each job to be performed will be prepared in order to have maximum flexibility to overcome absenteeism. This type of scheduling affords the customer greatest flexibility since the job standards will set the pace for the employee, instead of the employee setting the job standards.*

D. INSPECTIONS:

*An inspection for will be prepared for each building to enable a supervisor to thoroughly inspect each employee's area. This report is extremely important because it has a psychological effect upon each employee, since they cannot predict when an inspection will occur. The inspections should be made on a random-basis, at least weekly, so that the employees must keep their areas up to specs at all times.*

E. ADMINISTRATIVE REPORTS:

*Monthly reporting to the school administration will include a summary of the four weekly inspections of each building and in the event standards are not being met, a summary of each employee's schedule, upon which the employee must indicate what jobs were completed and what jobs were not completed. These final reports then are the administrator's control of the entire program. They are designed to force action-oriented decisions.*

F. ON-SITE ASSISTANCE:

*Columbus Services will assign an experienced district manager to your university. During this time, his duties will include, but not be limited to, training*

*your supervision in the proper use of all forms, training employees in the proper materials to use in their areas and the method of application, assist in recruiting additional full-time employees, and he will, in fact, be responsible to the university's physical plant department and Columbus Services' executive office as though we are running the job on a profit basis. This district manager will be available to you on the following basis - first month of program installation - twenty-two (22) working days, second month of program installation - ten (10) working days, third month of program installation - five (5) days. Each month, thereafter, for the next nine months, our district manager will spend one day a month inspecting Youngstown State University plant facilities, discussing any problems with housekeeping supervision, and be available for consultation with the physical plant director. During this year, all inspections will be mailed to Columbus Services Data Processing Center for compilation. The physical plant director's reports will then be mailed directly to him. In addition, the entire Executive Staff of Columbus Services International will be available for consultation at any time during the first year.*

Youngstown State Custodial StaffDaylight

15 female 8 hours

1 male 8 hours

Evening

51 female 8 hours

8 male 8 hours

Total Hours

528

72

---

600Columbus SystemDaylight

9 female 8 hours

1 male 8 hours

Evening

40 female 8 hours

13 males 8 hours

Total Hours

392

72

---

50496  
(savings)

Columbus Systems will show a savings of 96 hours per day.

96 hours x (215 average wage) x 22 days per month = \$4,540.80

Page - 2 -

*\$4,540.80 per month x 12 months = \$54,489.60 per year saving to Youngstown State University*

*\*\*\* This saving does not include payroll tax or other fringe benefits (State or Union benefits) that the University is presently paying. Therefore, this \$54,489.60 is at a bare minimum.*

RECOMMENDED  
CLEANING PROGRAM  
FOR

-----

New Engineering Science Building  
Ward Beecher Hall  
Old Science Building

Prepared For:  
YOUNGSTOWN STATE UNIVERSITY.

Prepared By:

Columbus Services International  
Custodial Management Consultants  
P. O. Box 838      1001 Sampson Street  
New Castle, Pennsylvania      16101



F O R W A R D

This report was prepared by Columbus Services International at the request of Youngstown State University.

Our objective, herein, is to provide reasonable distribution of the work load for the cleaning force, and a reasonable level of cleanliness for the University. To achieve this, we have relied upon our extensive experience as custodial consultants, rather than existing practices presently employed at the University.

This report is divided into two segments as follows:

1. Recommendations.
2. Cleaning Schedules.

Since no formal cleaning schedules were available, we prepared different cleaning schedules, which describe the cleaning operations to be performed on the various different shifts, for the following buildings: New Engineering Science Building, Old Science Building, Ward Beacher Hall. These cover nightly operations, weekly operations, monthly operations, and operations to be conducted at various other times. We are also presenting the University with a 6-month supply of schedules for each individual employee on the cleaning force of these buildings.

We would like to point out, that although we have gone to great efforts to be specific and detailed, any cleaning program requires a certain amount of flexibility. We would also like to point out that at the University, with its varying class schedules and vacation periods, the need for flexibility should be kept in mind during vacation periods, when some buildings receive very little use, while other continue with normal activities.

## RECOMMENDATIONS:

New Science Engineering Building, Ward Beacher Hall, Old Science Building

1. Entrance mats should be used in entrance to pick up water and dirt coming from the outdoors. These mats should be of cloth type to be most effective. Employees on day shift should check entrances frequently to pick up excess water; wet-dry vacuum would be most effective for this job.
2. Two janitors in each building should be used for spray buffing and wet mopping on a rotating basis. One of these janitors will spend approximately four hours a day collecting and burning waste. The remaining time on spray buffing.
3. The terrazzo in these buildings should be treated with one coat of seal and four coats of floor finish. This not only will protect the terrazzo, but also greatly enhance the appearance of the buildings.
4. A supervisor should be put on full time to supervise both buildings. With the number of employees in both buildings, we feel that a supervisor is definitely needed. This supervisor can also be used to fill in for absent employees when necessary.

Schedules we have prepared for the University serve many functions:

1. a routing for each employee.
2. a guide for work load and frequency of services to be performed.
3. an inspection report for the supervisor.
4. an employee record of training and warnings for non-performance of duty.
5. a guide to detect troubled areas.

YOUNGSTOWN STATE UNIVERSITY  
Old Science  
Ward Beacher Hall  
New Science Engineering

RECOMMENDATION-DURING VACATION PERIODS:

Regular Employees to be cut to a minimum maintenance schedule,  
Trash, Restroom care and necessary Floor care which includes  
Sweeping and Floor Spillage and Entrance Care.

Janitors:

Winter - Wash Blinds  
High Dusting

Summer - Wash Light Fixtures  
Wash Vents, Grills, Diffusers  
Sponge Clean Accoustic Ceiling  
Wash Hard Surface Ceiling

Maids:

Winter - Vacuum Drapes  
Wash all Partitions

Summer - Wash Furniture Complete, Remove Defacing Marks  
Desks  
Chairs  
Table Legs  
Credenza  
Cabinets, File, Etc.  
Bookcase Exteriors  
Cleaning and Rehanging of Draperies

## RECOMMENDED STAFF

Ward Beacher Hall

Old Science Building

New Engineering Science Building

Daylight

1 Maid - To cover Ward Beacher &amp; Old Science Buildings

Daylight

1 Maid

Night Work4 Maids  
1 JanitorNight Work4 Maids  
1 JanitorNight Work7 Maids  
2 Janitors

2 Man Scrub Team to scrub Ward Beacher, Old Science &  
New Engineering Science Buildings on a rotation basis.

1 Supervisor to Supervise these buildings.

No. Daylight People

2 Maids @ 8 hours each

No. Night People

15 Maids @ 8 hours each  
6 Janitors @ 8 hours each  
1 Supervisor @ 8 hours

TOTAL

24 @ 8 hours or 192 hours per day

S U M M A R Y

In our program we have provided the following service for Youngstown State University:

- 1) formal schedules
- 2) scrub team on rotating basis
- 3) buffing team on rotating basis
- 4) supervision full time
- 5) checking system to follow work habits and progress

This program was designed within the existing daily hours now being utilized by the University to clean Ward Beacher Hall, Old Science and the New Engineering Science Buildings.

The University is now using 208 hours daily. The Columbus system will require 192 hours daily - your savings is 16 hours, with the benefit of a well organized, schedule-working staff.

YOUNGSTOWN STATE UNIVERSITY  
BIDS FOR CLEANING LINCOLN BUILDING

	<u>Pulliam Cleaning</u>	<u>Columbus Services</u>	<u>Ygstn.Window Cleaning</u>	<u>Delta Mgmt. Corporation</u>	<u>Youngstown Maintenance</u>	<u>Youngstown State University</u>
Monthly Base Cost	\$3686.00	\$4316.00	\$2817.00	\$3769.00	\$3800.00	\$3180.00
Cost/Sq.Ft. 54000 Cleaning	6.81	7.98	5.21	6.98	7.03	5.89
Yearly Cost	\$44,234.00	\$51,992.00	\$33,804.00	\$45,228.00	\$45,600.00	\$38,100.00

Extra Cleaning on Saturdays & Sundays

Cost- Classroom 22000	.005	3.2	.005	2.5	.0025
Hall	.005	1.1	.005	2.0	.0025
Restroom 4 @ 816	.005	3.3	.005	2.5	.0025
Classroom 22000	110.00	704.00	110.00	550.00	55.00
Hall 4 @ 9200	46.00	10.12	46.00	18.40	23.00
Restroom 4 @ 816	<u>4.08</u>	<u>26.93</u>	<u>4.08</u>	<u>20.40</u>	<u>2.04</u>
Total	160.08	741.05	160.08	598.80	80.04
Daily Man Hrs.	-	40	48	32	-
Monthly	-	1045	960	704	-
Submitted Schedule	No	Yes	No	No	No
Work Method	No	Yes	Yes	No	No
People					
Supv.					

5/26/70

SPECIFICATION FOR  
CLEANING  
OF  
LINCOLN BUILDING  
COR. LINCOLN & PHELPS  
YOUNGSTOWN, OHIO  
FOR  
YOUNGSTOWN STATE UNIVERSITY  
410 WICK AVENUE  
YOUNGSTOWN, OHIO

Prepared by:

R. D. Orlando, P. E.  
Ohio Reg. Engr. #32512

SPECIFICATIONS FOR  
JANITORIAL SERVICES CONTRACT

I. The Contractor:

- A. The Contractor shall be deemed an independent contractor and will not, during the term of the contract, or any renewals or extensions thereof, sell, assign, transfer, sublet, or sublease all or any part thereof without the prior written consent of the University; and, should the Contractor become insolvent, or if proceedings in bankruptcy shall be instituted by or against the Contractor, the remaining or unexpired portion of the contract shall, at the election of the University, be terminated.

II. Certificates of Insurance and Insurance Policies

- A. The Contractor is to supply the University with insurance certificates for the following. The amounts are the minimum allowable:
1. Workmen's Compensation Insurance sufficient under the laws of Ohio to cover all of its employees working to fulfill this contract.
  2. Broad Form Comprehensive Liability Insurance with a minimum bodily injury limit of \$300,000 for each person and \$500,000 aggregate for each accident.
  3. Property Damage Liability Insurance with a minimum limit of \$300,000 for each accident and an aggregate of \$300,000.
- B. The Contractor agrees to hold harmless and indemnify the University from any liability for damage to persons or property arising out of its operation hereunder and to cover such liability by an endorsement to its liability policy; or, the Contractor will assume full responsibility for any damage or loss to the equipment or premises of the University caused by negligence of the Contractor or the Contractor's employees.
- C. The Contractor will provide the University with Certificate of Insurance heretofore enumerated prior to start of contract work.
- D. If the Contractor sub-contracts any of the work in this contract, the Contractor shall provide all of the insurance coverage described in this Section (II) on each of his sub-contracts.



Janitorial Services Contract

III. Facilities, Equipment and Supplies:

- A. The University shall furnish the water and the necessary electrical energy for this contract without charge to the Contractor.
- B. The Contractor agrees to conserve utilities and treat all facilities and equipment with prudent care.
- C. All materials, equipment and/or supplies used by the Contractor must conform to the regulations of the Department of Labor and Industry or any other departments having established State standards.
- D. The Contractor will make available to duly authorized representatives of the University product specifications of supplies (cleaners, waxes, etc.) used in University buildings. The University can reject supplies found to be unsuitable by reason of durability, service or other reason.
- E. Storage of Materials and Supplies: The Contractor will be required to store materials and supplies in a manner that will protect them against dampness and corrosion, at locations that will not interfere with University operations. The locations and methods of storage shall be subject to the approval of the Director of Physical Plant or Superintendent of Custodial work.
- F. Items to be Furnished by the Contractor: The Contractor shall furnish all labor, equipment, materials and supplies to perform the services specified under this contract. Equipment shall include vacuum cleaners, floor polishers and scrubbers, wall washing machines, and other equipment necessary to perform the services. Materials and supplies shall include soaps, cleaners, wax removers, waxes, polishes, mops, brooms, wash cloths, dust cloths, disinfectants and other materials necessary to perform the services specified under this contract.
- G. Items to be Furnished by the University: The University will furnish walk-in mats at building entrances and supplies consumed by the University personnel (employees and students) including paper towels, toilet tissue, and hand soap. The Contractor will install, maintain, and notify University of requirements.

IV. Personnel:

- A. Manager: The Contractor will have on his staff a professionally trained and experienced member who had education or experience in management of janitorial services in or for educational institutions. This person must participate in the University operation.
- B. Supervisors: The Contractor will provide at the University qualified supervisors and an adequate staff of employees. The supervisors will be trained or experienced in the supervision and training of cleaning personnel. He will also provide adequate administrative personnel supervision. The supervisors

Janitorial Services Contract

IV. Personnel:

- B. Supervisors: (Cont.) will be available at all reasonable times to receive instructions from, report to, and confer with the designated administrators of the University concerning services provided by the Contractor.
- C. Student Employment: If the Contractor wishes to employ students of the University, wages and hours of students employed shall be in accordance with policies established by the President, and shall comply with the minimum wage and hour requirements of all Federal and State Laws pertaining thereto. The Contractor shall advise the University, in writing, of the names of such students.
- D. Acceptability of Employees: The Contractor will assign to duty at areas designated by the University, only employees acceptable to the University. If the University feels that any employee of the Contractor is not acceptable for any reason, the Contractor shall, within seven days after receipt of a letter signed by the Vice President for Financial Affairs of the University, remove that employee from assignment to the University and replace him with an employee who is acceptable to the University.
- E. Appearance of Employees: The Contractor shall be responsible for the neat, clean and properly uniformed appearance of all full and part-time employees, including students, on duty. Contractor also responsible for conduct of employees.
- F. Training Program: A training program for the Contractor's employees who are assigned to the University shall be conducted by the Contractor at least once a year, and will include information regarding required standards of sanitation, housekeeping and the care of facilities and equipment. The program shall be designed to train new employees and serve as a review of essential information for continuing employees.

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- G. Personnel furnished by the Contractor to perform the functions included in this contract shall be employees of the Contractor, and the Contractor shall pay all salaries, wages, Social Security Taxes, Federal, and State Unemployment Insurance and any similar taxes and benefits relating to such employees.

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- H. Replacements for Absent Personnel: It shall be the Contractor's responsibility to furnish an adequate number of personnel to complete the functions in this contract. This will include providing replacements for personnel absent because of vacation, illness, or other reasons.

V. General Provisions:

- A. Safeguards: The Contractor shall provide all proper safeguards and shall assume all risks in performing the work for which the Contractor is legally responsible.

-4-

Janitorial Services Contract

## V. General Provisions: (Cont.)

- B. Taxes: This University is a tax exempt institution and is free from all State and Federal excise taxes. No such taxes shall be included in the Contractor's charges to the University. However, the Contractor may be liable for the payment of sales and use taxes on materials which he purchases for fulfilling this contract.
- C. Observance of Laws and Regulations:
1. The Contractor shall observe all laws and regulations pertaining to his work including regulations of the Department of Labor and Industry, the Department of Health, and any other local laws or ordinances, and shall furnish as required, any permits, licenses and certificates and pay any fees incidental thereto.
  2. Labor and Wage Requirements: All Federal and Ohio State Laws and Regulations pertaining to conditions of employment and wages shall be observed.
  3. Fair Employment: Contractor agrees that, in the performance of this contract said Contractor will not discriminate against any employee or other persons, on account of race, color, sex, religious creed, ancestry, age or national origin and that the University, upon receipt of satisfactory evidence of such discrimination, shall have the right to cancel said contract.

VI. Period of Contract, Termination and Rate Change:

- A. The term of this contract shall be from \_\_\_\_\_ and extending to \_\_\_\_\_.
- B. The contract may be renewed without rebidding at the same rates and terms for one fiscal year, each year hereafter, by mutual consent of the contractor and the University. Such renewal to be consummated by JUNE 1 1973 of any succeeding year. The Contractor shall extend for the one fiscal year for which the contract is being extended all insurance and the surety performance bond.
- C. This contract, or any renewal thereof, may be cancelled by any of the parties by a sixty (60) day prior written notice to the other party concerned. Such notice shall be sent by certified mail.
- D. Rate Change: The only addition to the prices on the Formal Bid Sheet shall be in the event an increase is made in the Federal Minimum Wage rates or increases in the Federal Social Security rates or State Unemployment.

Janitorial Services Contract

VI. Period of Contract, Termination and Rate Change: (Cont.)

Compensation rate or employee pay rate increases. If such a change in the law should be made, the Contractor reserves the right to negotiate with the University for an increase for the amount necessary to cover the additional payroll costs for all employees, said increase shall not exceed 5% of the gross annual price in any given year. Such increases to be made only by written amendment to this contract. The Contractor shall notify the University, by certified mail, at least ninety (90) days in advance of the requested increase that the Contractor desires an increase. In the event that no agreement can be reached between the Contractor and the University concerning the increase, any of these parties may elect to begin contract cancellation proceedings as provided in paragraph C above.

VII. Payments to Contractor:

A. The Contractor will bill the University monthly, in triplicate, for services rendered. The rates shall be the amounts bid by the Contractor on the Formal Bid Sheet.

VIII. Use of Buildings:

A. Buildings will be used year around. In addition to use by University students and employees, buildings will be used by the University for meetings and conferences. There will be no additional payment to the Contractor in excess of his monthly bid to cover additional janitorial services caused by meetings and conferences.

IX. Beginning Janitorial Services in a Building:

A. After the contract is approved, the University will notify the Contractor the date on which janitorial services are to begin in the building. The Contractor shall be able to furnish full services within thirty (30) days after notification from the University.

B. Janitorial services in a building that is being occupied for the first time will have to begin a few days in advance of the date of occupancy so that the building is clean and ready to occupy. The University and the Contractor will work out a mutually agreeable number of days.

C. The Contractor's charge to the University for a building in which janitorial services have just started will begin on the date that services start. For example: If services start on the 22nd day of a 31 day month, the Contractor will invoice the University for 10/31sts of a full month's charge for that building for the first month.

X. Ending Janitorial Services in a Building:

A. If the University must discontinue the normal use of a building because of a fire, damage to the building, the University shall inform the Contractor the date on which janitorial services in that building are to stop. The Contractor shall stop

Janitorial Services Contract

X: Ending Janitorial Services in a Building:

A. (Cont.)

services on that date and shall invoice the University only for the portion of the month from the first day of the month to the date services stopped. For example: If the services stopped on the 17th day of a 30 day month, the Contractor would invoice the University for 17/30ths of a month's charge for that building.

XI. Uniform Monthly Charge:

A. The Contractor will normally invoice a uniform monthly rate for a building (the rate he bid) except:

1. During the month in which service first begins as provided for in Section IX.
2. During the month in which services end as provided for in Section X.

XII. Services to be Performed in All Buildings:

A. The services specified in this section are applicable to all buildings unless otherwise specified in the following sections which describe special services in certain buildings.

B. Days on which Service is to be Provided (except where otherwise specified in following sections describing special services in individual buildings):

1. Classroom Buildings, Office Buildings: Regular service Monday through Friday. Cleaning to be scheduled so that building is clean and ready for use by 8:00 A.M., Monday.

C. Cleaning hours to be established at convenience of University so as not to interfere with use of building.

1. Classroom buildings and office buildings cleaning hours may have to be at night after all classes, laboratories, meetings, and other uses of the building are over for the evening.

D. In inclement weather, additional cleaning of lobbies and entrance ways must be provided to insure cleanliness.

E. Contractor to deposit waste paper at a central point for pickup and disposal by the University, or a place in building incinerator room for burning in buildings which have incinerators.

Janitorial Services Contract

XII. Services to be Performed in All Buildings: (Cont.)

F. Special Service: The Contractor will provide regular cleaning service on saturday. The Contractor will clean those classrooms and restrooms used on saturday. The Contractor will clean all entrances, lobbies, corridors, and stairwells to these areas. The University will furnish the Contractor with a list of rooms used so as to make the proper additional changes. See Bidder Requirements.

XIII. Bidder Requirements:

A. The bidder will attach and make a part hereof the form showing:

1. Total hours to be utilized in each building daily and monthly with work schedule showing date of items to be completed quarterly, semi-annually, or annually.
2. Total bid price per month and per year for each building.
3. Grand total of hours and dollars of all buildings per month and per year.
4. For the Special Service on saturday, the following is required. (Bid will not be accepted without these.)  
 Cleaning cost per square foot for Classroom. 21,771 Sq FT  
 Cleaning cost per square foot for Lavatories. 227 Sq FT  
 Cleaning cost per square foot for Halls, Entrances, and Corridors. 16,363 Sq FT

- B. The bidder must submit a list of recommendations to be checked of his accounts in this area of work. They should be of comparable size to this contract and should state the annual dollar volume for each account.
- C. It shall be the right of Youngstown State University to contact those accounts named and to inspect their premises for quality standards.
- D. We reserve the right to reject any and all bids which we feel are not in the best interest of the University to accept.
- E. The bidder must present a summary of its method of operations showing:
  1. Methods of work detailing.
  2. Controls exercised outside of the college supervision.
  3. The number of supervisors to be used daily.

YOUNGSTOWN STATE UNIVERSITY

SPECIFICATIONS FOR CUSTODIAL SERVICES

Buildings to be serviced:

Lincoln - Five (5) days per week.  
See Section XII - F of General Specifications.

Areas to be serviced:

Office areas, laboratories, book areas, restrooms, lobbies, halls, classrooms, closets, custodial rooms, and service areas.

SERVICES TO BE PERFORMED:

OFFICE AREAS

FLOORS

1. HARD SURFACED:

Daily: Dust mop  
 Every other day: Spot mop  
 Daily: Corridors - Wet mop machine polish and spray buff  
 Twice Weekly, All Remaining Areas - Wet mop machine polish and spray buff  
 Semi-Annual: Scrub, strip & re wax

2. CARPETED AREAS:

Daily: Vacuum traffic lanes  
 Every other day: Spot clean  
 Weekly: Vacuum complete area  
 Semi-Annual: Pile lift  
 Annual: Shampoo

WINDOWS

1. ENTRANCE GLASS AND DOORS:

Daily: Spot clean  
 Weekly: Wash

2. PARTITION GLASS:

Weekly: Spot clean  
 3 times/year: Wash

3. EXTERIOR GLASS:

Quarterly: Wash inside & outside

FURNITURE AND FIXTURES

1. DESKS:

Daily: Dust  
 Weekly: Wash tops  
 Annually: Wash completely, polish & wax  
 Remove defacing, kickmarks

2. CHAIRS:

Daily: Dust tops vacuum  
 Weekly: Dust bottoms  
 Semi-annually: Remove defacing kick marks  
 Annually: Wash



SERVICES TO BE PERFORMED:

OFFICE AREAS

FURNITURE AND FIXTURES

3. DESK EXTENSION:

Daily:	Dust tops
Bi-weekly:	Wash tops
Weekly:	Wet wipe
Monthly:	Dust completely
Annually:	Wash completely

4. TABLE, WORK, DESK TYPE, ETC.

Twice Weekly:	Dust tops
Weekly:	Wet wipe (tops)
Bi-weekly: 1	Wash tops
Annually	Wash completely

5. CREDENZA

Daily:	Dust tops
Bi-weekly:	Wash tops
Weekly:	Wet wipe

6. LAMP, DESK/TABLE TYPE

Daily:	Dust
--------	------

7. ASH TRAYS:

Daily:	Empty, wet wipe
Weekly:	Wash

8. WASTEBASKETS:

Daily:	Empty
Weekly:	Wet wipe
Monthly:	Wash

9. TELEPHONES:

Daily:	Dust, wet wipe
Weekly:	Wash & sanitize

10. FILES AND OTHER FURNITURE:

Daily:	Dust tops
Weekly:	Polish & wash tops
Annually:	Dust sides, Remove defacing kick marks, wash completely, Polish & wax

11. PICTURES, ETC.:

Weekly:	Dust tops
Monthly:	Dust completely

SERVICES TO BE PERFORMED:

3516

OFFICE AREAS

FURNITURE AND FIXTURES (Cont.)

12. WINDOW LEDGES:

Daily:	Dust
Weekly:	Wet wipe
Monthly:	Wash

13. HORIZONTAL LEDGES:

Daily:	Dust low
Weekly:	Dust high

14. VENETIAN BLINDS:

Monthly:	Dust
----------	------

15. DRAPES:

Quarterly:	Vacuum
------------	--------

16. DOORS:

Every other day:	Spot clean
Monthly:	Dust tops
Annually:	Wash

17. WALLS:

Weekly:	Spot clean
---------	------------

18. SHELVING

Monthly:	Dust
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19. MAGAZINE RACK

Monthly:	Dust
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20. CHAIR MATS

Monthly:	Wet wipe
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PRIVATE RESTROOMS

1. WASH BOWLS:

Daily:	Clean, disinfect & sanitize in and out.
--------	---

2. COMMODES:

Daily:	Clean, disinfect & sanitize inside and outside.
--------	---

3. PARTITIONS:

Daily:	Dust
Weekly:	Spot clean
Quarterly:	Wash

SERVICES TO BE PERFORMED:

PRIVATE RESTROOMS (Cont.)

4. METAL AND HARDWARE:

Daily: Wipe  
Weekly: Wash & polish

5. MIRRORS:

Daily: Clean glass  
Weekly: Polish metal

6. HORIZONTAL SURFACES:

Daily: Dust  
Weekly: Wet wipe

7. FLOORS:

Daily: Sweep, wet mop, using antiseptic cleaner  
Semi-annually: Scrub, strip and rewax

8. SUPPLIES: (Hand towels, soap, toilet tissue)

Daily: Refill containers

9. WALLS, CEILINGS, DOORS, TILE:

Annually: Wash

10. VENTS AND GRILLES:

Semi-annually: Wash

LOBBIES, CORRIDORS & STAIRWELLS

FLOORS

1. HARD SURFACED:

Daily: Dust mop, wet mop, machine polish, and spray buff  
Monthly: Scrub, strip and rewax  
Semi-annually: Strip and rewax

2. CARPETED AREAS:

Daily: Vacuum complete area  
Monthly: Pile lift  
Annually: Shampoo

SERVICES TO BE PERFORMED: (Cont.)REMAINING AREASFLOORS

## 1. HARD SURFACED:

Daily:	Dust mop
Every other day:	Spot mop
Twice weekly:	Wet mop, machine polish and spray buff
3 Times Annually:	Scrub, strip & re wax

## 2. CARPETED AREAS:

Daily:	Vacuum traffic lanes
Weekly:	Vacuum complete area
Semi-annually:	Pile lift
Annually:	Shampoo

WINDOWS

## 1. ENTRANCE GLASS AND DOORS:

Daily:	Spot clean
Weekly:	Wash

## 2. PARTITION GLASS:

Weekly:	Spot clean
Quarterly:	Wash

## 3. EXTERIOR GLASS:

Quarterly:	Wash inside & outside
------------	-----------------------

FURNITURE AND FIXTURES

## 1. DESKS:

Daily:	Dust
Weekly:	Wash tops
Annually:	Remove defacing kick marks, wash completely

## 2. CHAIRS:

Semi-weekly:	Dust tops
Monthly:	Dust bottoms
Quarterly:	Wash tops, remove defacing kick marks
Semi-annually:	Wash completely

## 3. ASH TRAYS:

Daily:	Empty & wet wipe
Weekly:	Wash

SERVICES TO BE PERFORMED:

FURNITURE AND FIXTURES (Cont.)

- 4. WASTEBASKETS:
  - Daily: Empty & wet wipe
  - Weekly: Wash
  
- 5. TELEPHONES:
  - Daily: Dust & wet wipe
  - Weekly: Wash & sanitize
  
- 6. FILES AND OTHER FURNITURE:
  - Daily: Dust tops
  - Monthly: Dust sides, polish & wash tops
  - Semi-annually: Remove defacing kick marks
  - Annually: Wash completely
  
- 7. DRINKING FOUNTAINS:
  - Daily: Clean & sanitize
  
- 8. PICTURES, ETC.
  - Monthly: Dust completely
  
- 9. WINDOW LEDGES:
  - Daily: Dust & wet wipe
  - Weekly: Wash
  
- 10. HORIZONTAL LEDGES:
  - Daily: Dust low
  - Semi-monthly: Dust high
  
- 11. DOORS:
  - Every day: Spot clean
  - Monthly: Dust tops
  
- 12. WALLS:
  - Weekly: Spot clean
  
- 13. DRAPES:
  - Semi-annually: Vacuum
  
- 14. BLACKBOARDS:
  - Daily: Clean & wash
  
- 15. ERASER:
  - Daily: Clean

SERVICES TO BE PERFORMED:

FURNITURE AND FIXTURES (Cont.)

16. COAT RACK, FLOOR TYPE

Weekly: Dust  
Annually: Wash

17. COAT RACK, WALL HUNG

Weekly: Dust  
Annually: Wash

18. COAT TREE:

Weekly: Dust  
Annually: Wash

19. Podium:

Daily: Dust  
Bi-weekly: Wash top  
Annually: Wash completely

PUBLIC RESTROOMS

1. WASHBOWLS:

Daily: Clean, disinfect and sanitize

2. COMMODES:

Daily: Clean, disinfect, and sanitize inside and outside

3. PARTITIONS:

Daily: Dust and spot clean  
Monthly: Wash, disinfect and sanitize

4. METAL AND HARDWARE:

Daily: Wipe  
Weekly: Polish

5. MIRRORS:

Daily: Clean glass  
Weekly: Polish metal

6. HORIZONTAL SURFACES:

Daily: Dust  
Weekly: Wet wipe

7. FLOORS:

Daily: Sweep, wet mop using antiseptic cleaner  
Semi-annually: Scrub and disinfect

SERVICES TO BE PERFORMED:

PUBLIC RESTROOMS (Cont.)

8. SUPPLIES: (Hand towels, soap, toilet tissue)

Daily: Refill containers

9. WALLS, CEILINGS, DOORS, TILE:

Daily: Spot clean  
Semi-annually: Wash

10. VENTS, GRILLES, AND DIFFUSERS

Monthly: Dust

MISCELLANEOUS ITEMS

FLUORESCENT LIGHTS:

Annually: Wash completely

OTHER LIGHTS, WALL, CHANDOLIER, OTHER:

Annually: Wash completely

VENETIAN BLINDS:

Monthly: Dust  
Annually: Wash

DOORS WITH GLASS:

Daily: Spot clean  
Weekly: Wash glass  
Monthly: Dust tops

STAIRWELL HANDRAIL:

Twice weekly: Dust  
Bi-monthly: Wash and polish

BULLETIN BOARDS:

Weekly: Dust tops, spot clean (glass, if any)

CONFERENCE TABLES:

Daily: Dust  
Weekly: Wet wipe (tops)  
Bi-weekly: Wash top, wax, polish  
Annually: Wash completely

OCCASIONAL TABLES:

Daily: Dust  
Weekly: Wet wipe (top)  
Bi-weekly: Wash top, wax, polish  
Annually: Wash completely

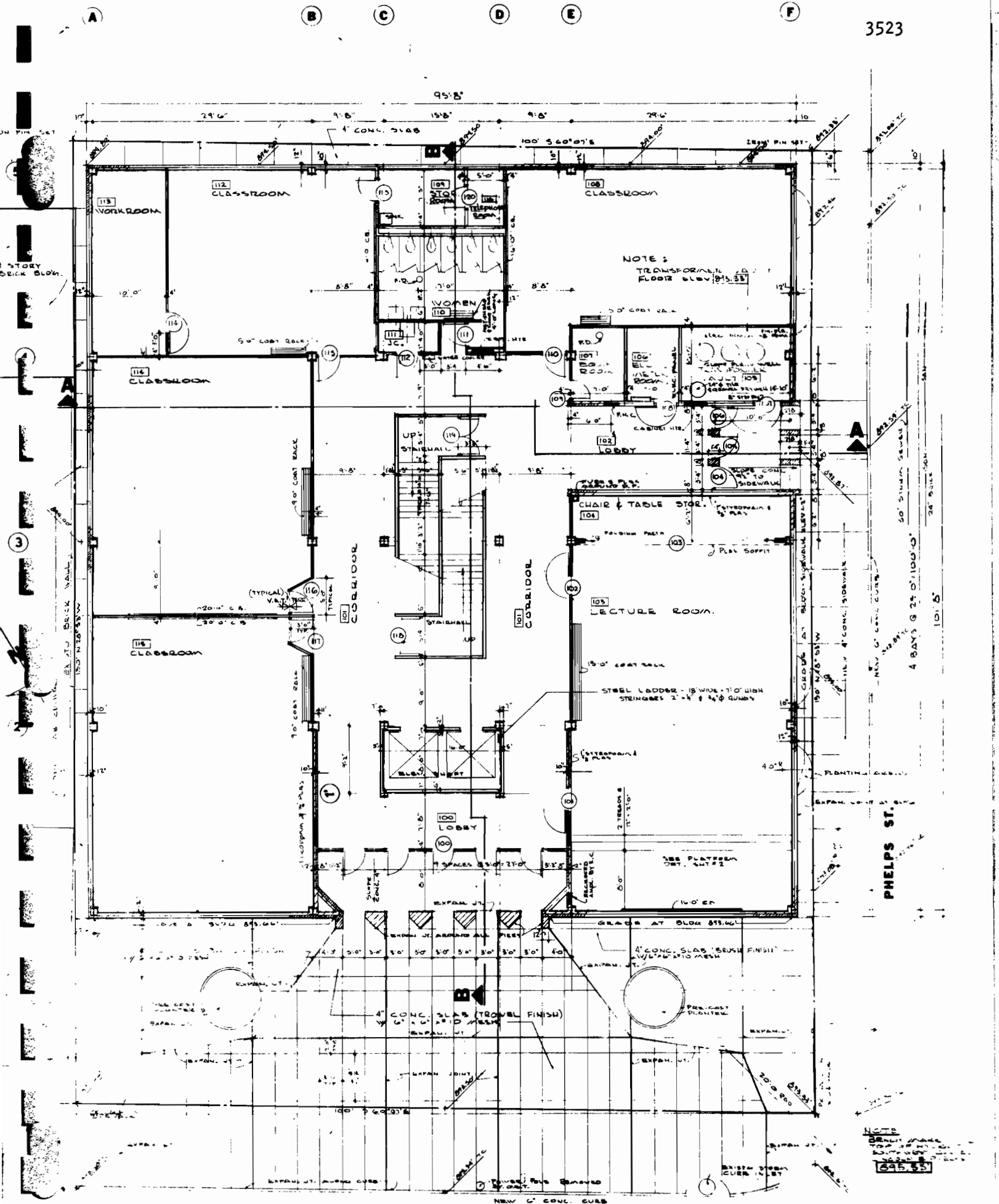
SERVICES TO BE PERFORMED:

MISCELLANEOUS ITEMS (Cont.)

DISPLAY CASE:

Daily:	Dust, spot clean glass
Weekly:	Clean glass
Semi-Annually:	Wash completely



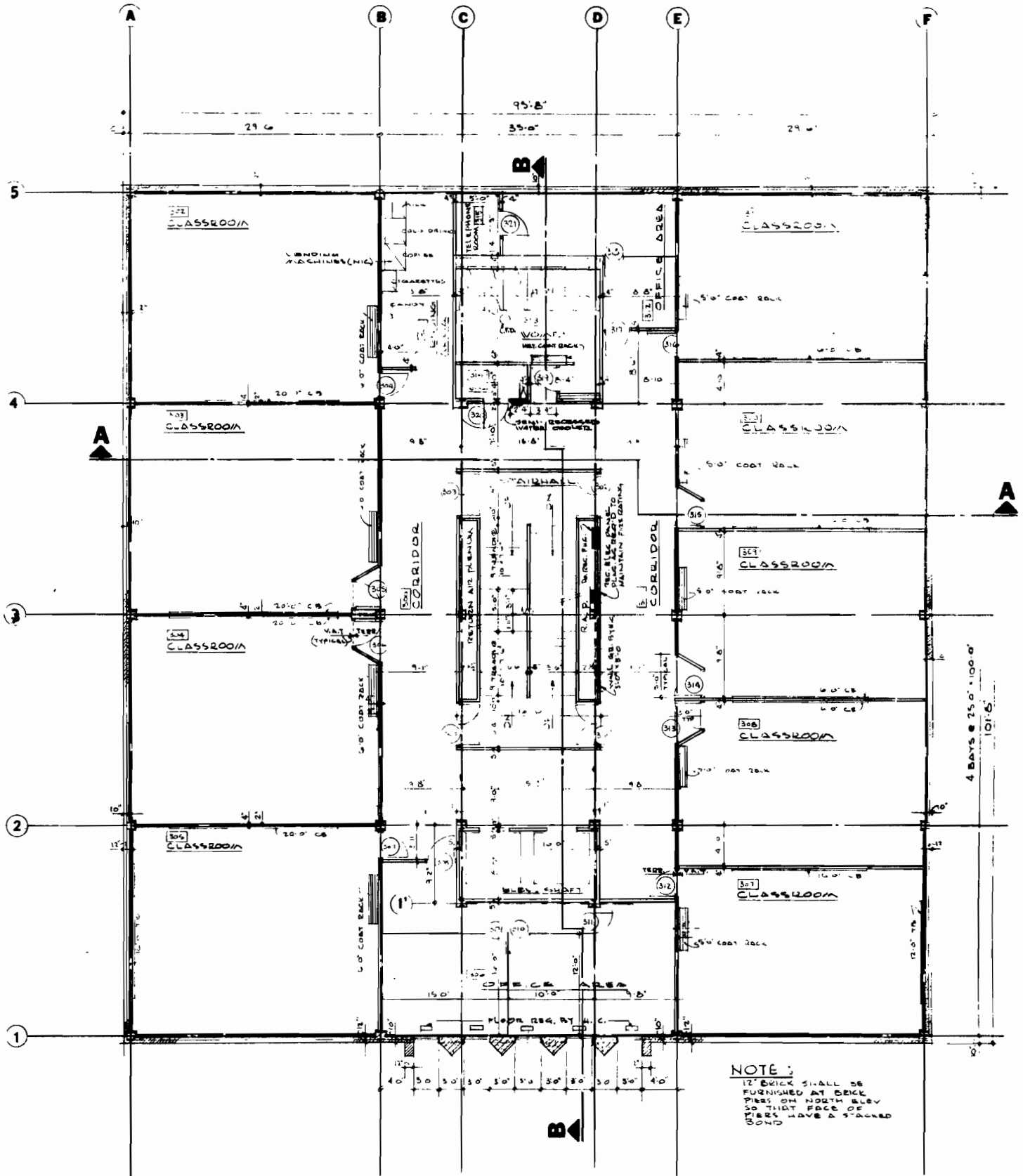


ground floor / plot plan

1/8" = 1'-0"

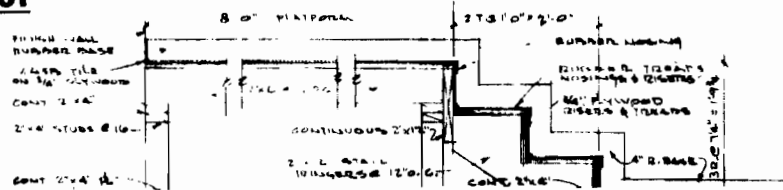
NOTE:  
BRICK WALL  
TOP OF FINISH  
CONCRETE  
SLOPE TO  
DRAINAGE



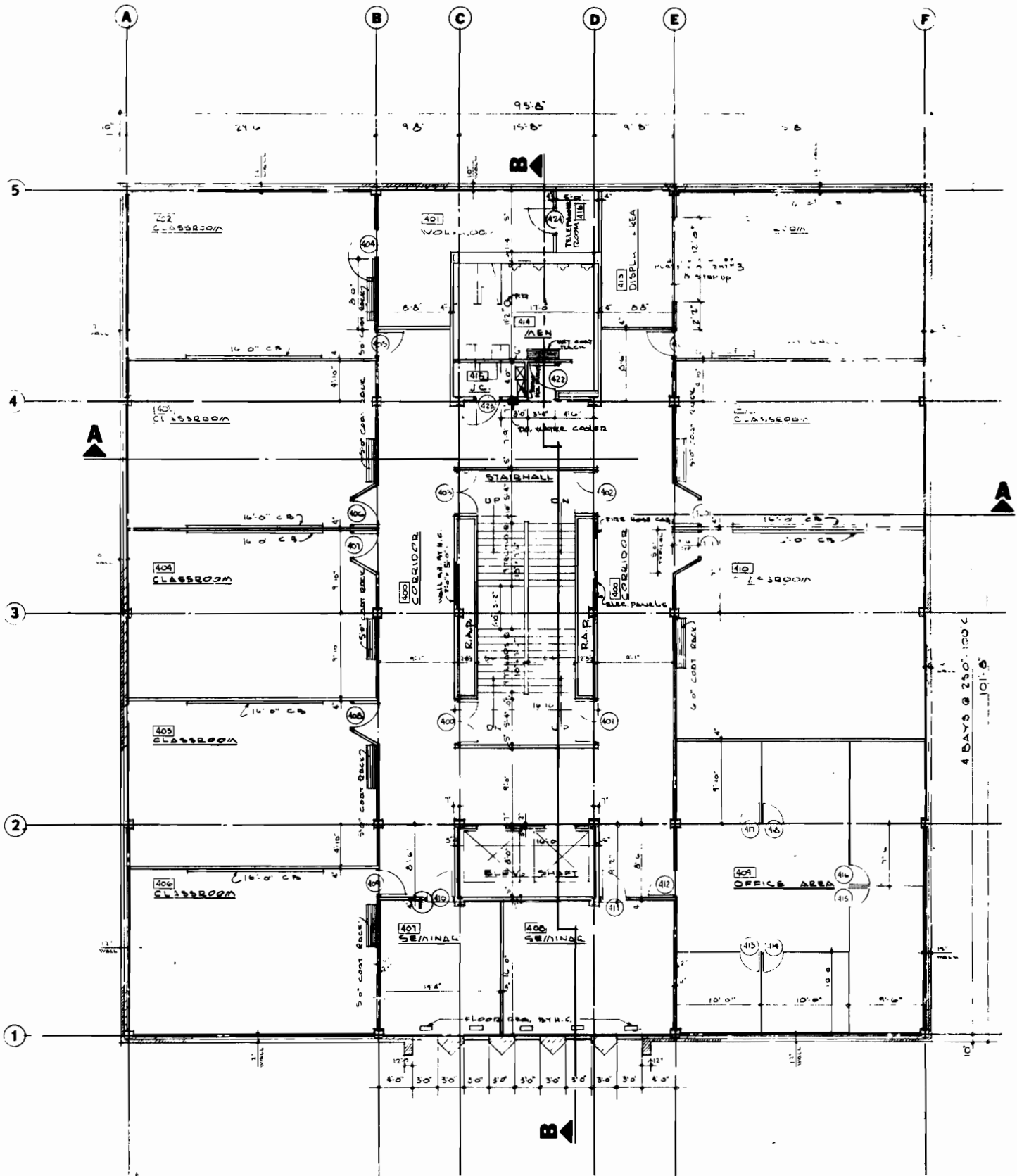


**NOTE:**  
 12" BRICK SHALL BE FURNISHED AT BRICK PILES ON NORTH SLEV SO THAT FACE OF PILES HAVE A STACKED BOND

**third floor**

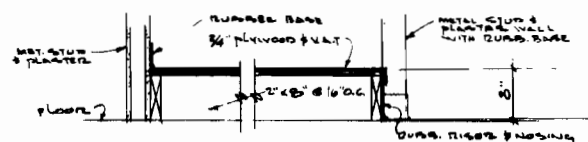


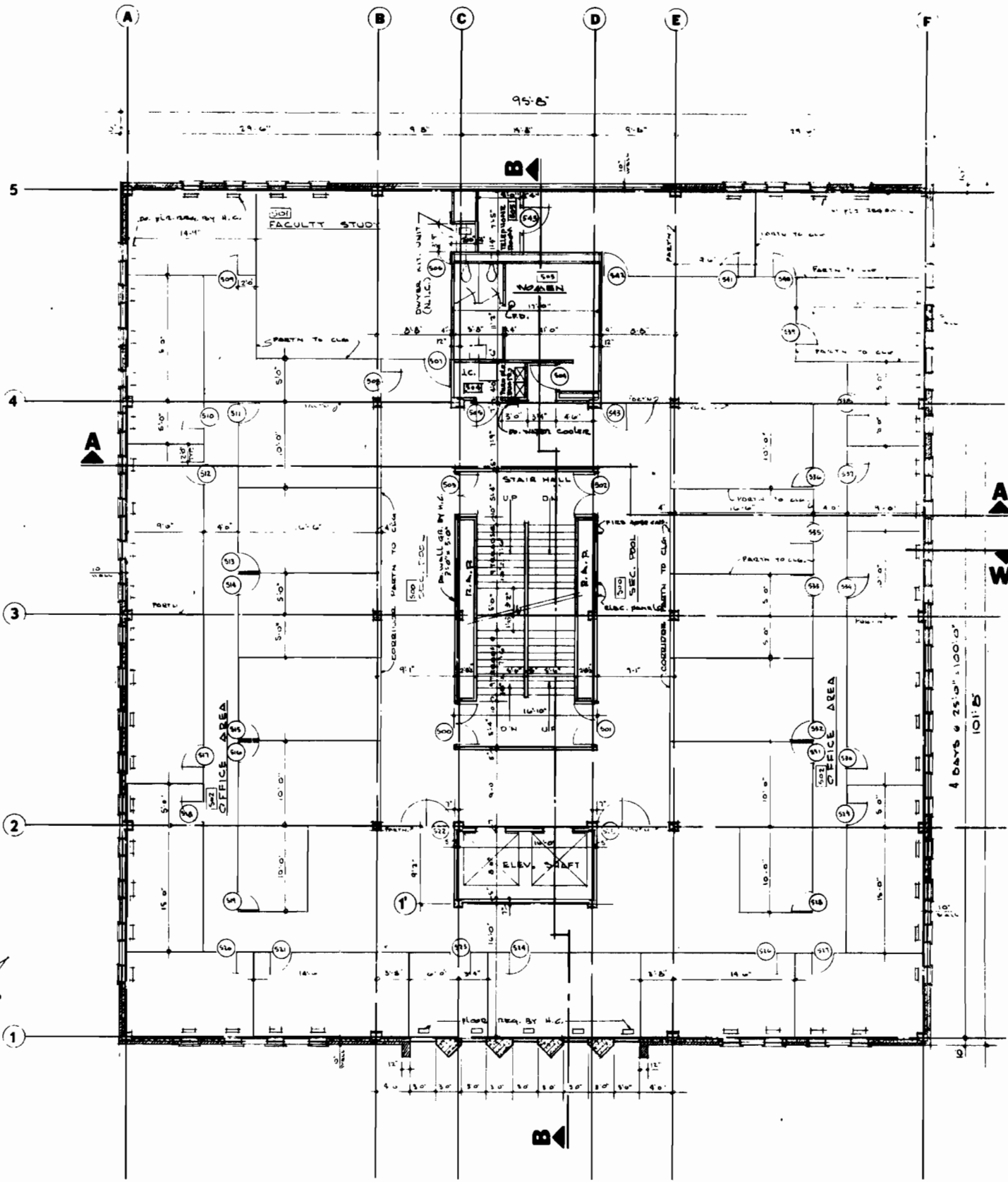
(C)  
(D)



fourth floor

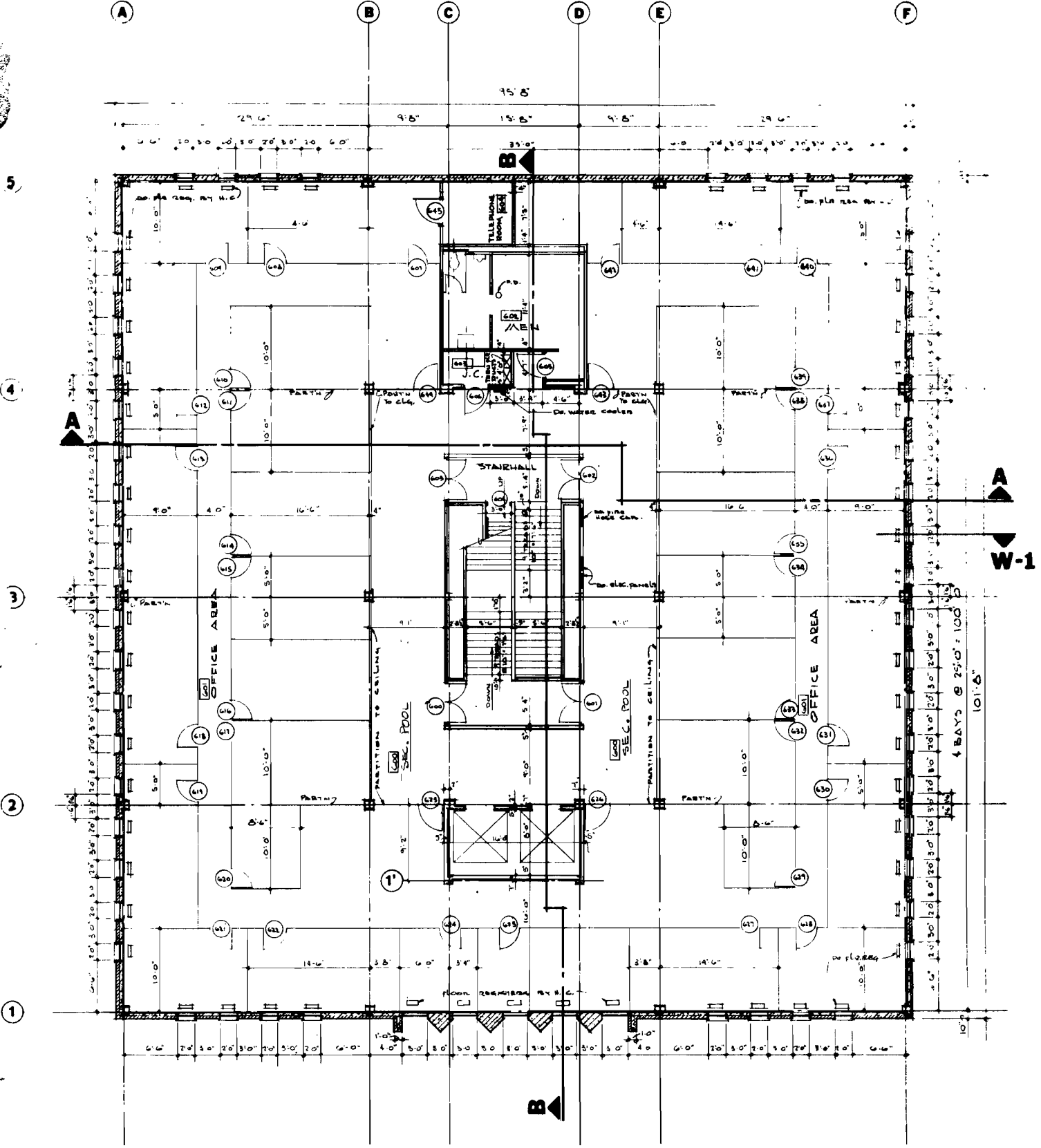
1/8" = 1'-0"





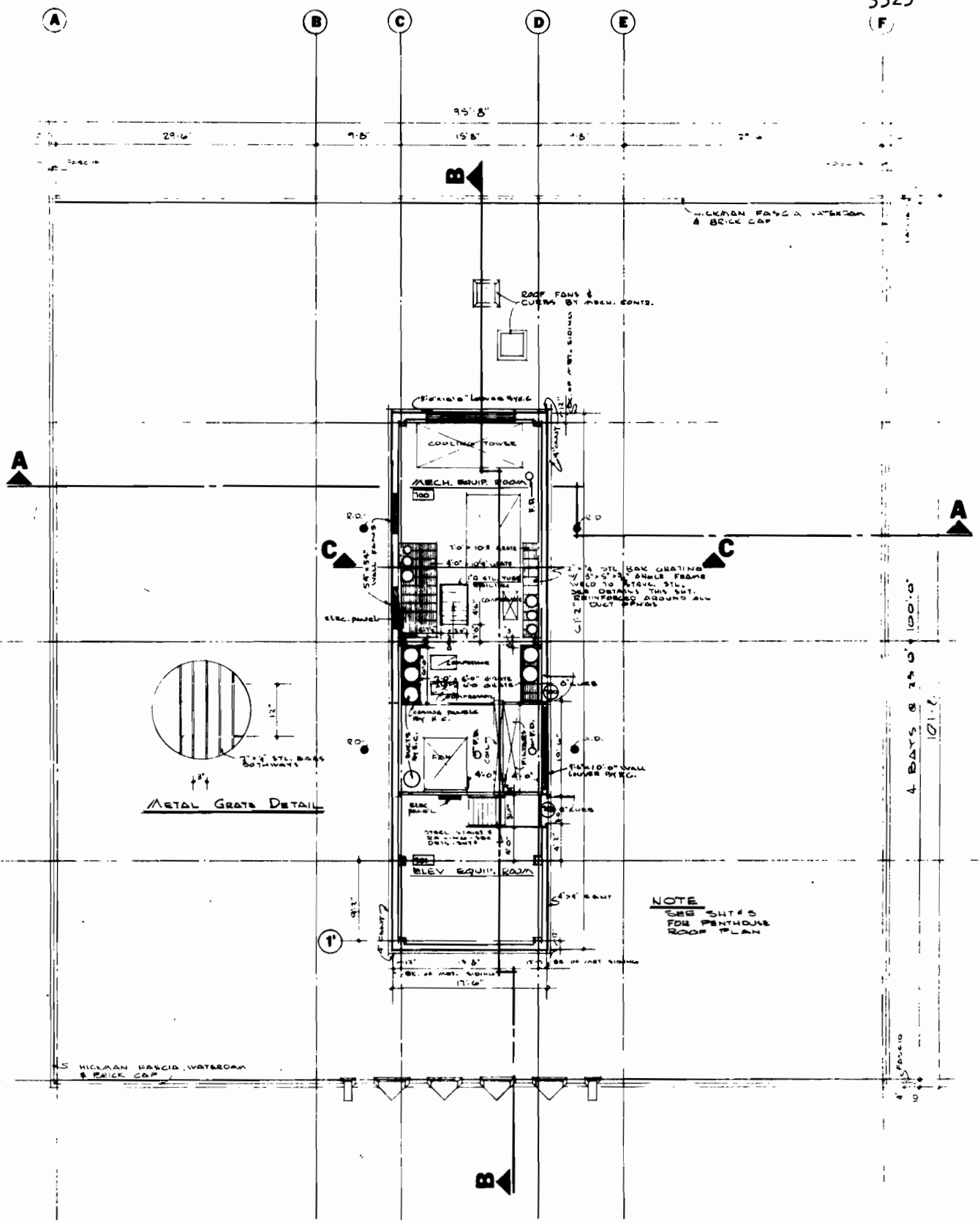
fifth floor

8 - 1-0



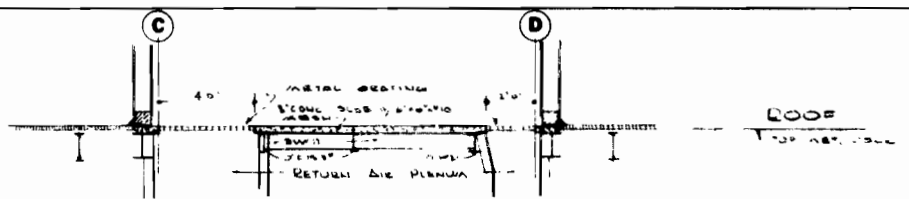
sixth floor

5'-10"



roof plan

1/8" = 1'-0"



NO.	SPACE NAME	FLOOR	PASE	WALLS	CEILING	HEIGHT	REMARKS
100	Lobby	1-3/4" Bonded Terrazzo	4" Rubber	Plas/Paint	2' x 2' Acous. Tile	9'-0"	
101	Corridor	1-3/4" Bonded Terrazzo	4" Rubber	Plas/Paint	Glacier	9'-0"	
102	Lobby	1-3/4" Bonded Terrazzo	4" Rubber	Brick	Glacier	9'-0"	
103	Lecture Room	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	10'-0"	Rubber treads at platform.
104	Chair and Table S	or. Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	
105	Transformer Vault	6" Concrete		Plas/Block	3/4" Metal Lath & Plas.	9'-0"	
106	Elec. Meter Room	6" Conc. Slab	4" Rubber	Plas/Paint	3/4" Metal Lath & Plas.	9'-0"	
107	Equipment Room	6" Conc. Slab	4" Rubber	Plas/Paint	3/4" Metal Lath & Plas.	9'-0"	
108	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	9'-0"	
109	Storage Room	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	9'-0"	
110	Women	1-3/4" Bonded Terrazzo	4" Cer. Tile Coved	4" x 8" Cer. Tile	2' x 2' Acous. Tile	9'-0"	Marble toilet partitions.
111	Janitor Closet	1-3/4" Bonded Terrazzo	4" Rubber	Plas/Paint	2' x 2' Acous. Tile	9'-0"	4" x 8" Cer. Tile Wainscot 5'-0" high on South Wall.
112	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	9'-0"	
113	Workroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	9'-0"	
114	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	9'-0"	
115	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	9'-0"	
116	Telephone	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	9'-0"	
	Stairhalls	2 1/2" Mono. Terrazzo	4" Rubber	Plas/Paint	3/4" Metal Lath & Plas.	Varies	
							NOTE - Rubber Base will not be required at office partitions.



NO.	SPACE NAME	FLOOR	BASE	WALLS	CEILING	HEIGHT	REMARKS
200	Corridor	2½" Mono. Terrazzo	4" Rubber	Plas/Paint	" 2' x 2' Fissured	8'-0"	
201	Office Area	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	7'-0" High Office Partitions
202	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	
203	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	
204	Classroom	Vinl Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	
205	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	
206	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	
207	Office Area	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	7'-0" High Office Partitions.
208	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	
209	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	
210	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	
211	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	
212	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	
213	Office Area	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	7'-0" High Office Partitions
214	Men	2½" Mono. Terrazzo	4" Coved Cer. Tile	4" x 8" Cer. Tile	2' x 2' Acous. Tile	8'-0"	Marble Toilet Partitions.
215	Janitors Closet	2½" Mono. Terrazzo	4" Rubber	Plas/Paint	2' x 2' Acous. Tile	8'-0"	4" x 8" Cer. Tile Wainscot 5'-0" High - South Wall.
216	Telephone Room	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	

6912 ROOM FINISH SCHEDULE

NO.	SPACE NAME	FLOOR	BASE	WALLS	CEILING	HEIGHT	REMARKS
300	Corridor	2½" Mono. Terrazzo	4" Rubber	Plas/Paint	2' x 2' Acous.Tile	8'-0"	
301	Vending Area	2½" Mono. Terrazzo	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
302	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
303	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
304	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
305	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
306	Office Area	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	7'-0" High Office Partitions.
307	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
308	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
309	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
310	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
311	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
312	Office Area	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	7'-0" High Office Partitions.
313	Women	2½" Mono. Terrazzo	4" Coved Cer. Tile	4" x 8" Cer. Tile	2' x 2' Acous.Tils	8'-0"	Marble Toilet Partitions
314	Janitor Closet	2½" Mono. Terrazzo	4" Rubber	Plas/Paint	2' x 2' Acous.Tile	8'-0"	4" x 8" Cer. Tile Wainscot 8'-0" High - South Wall.
315	Telephone	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	

NO.	SPACE NAME	FLOOR	BASE	WALLS	CEILING	HEIGHT	REMARKS
400	Corridor	2½" Mono. Terrazzo	4" Rubber	Plas/Paint	2' x 2' Acous.Tile	8'-0"	
401	Work Area	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
402	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
403	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
404	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
405	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
406	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
407	Seminar	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
408	Seminar	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
409	Office Area	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	7'-0" High Office Partitions
410	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
411	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
412	Classroom	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	
413	Display Area	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	Raised Floor-See Detail Sheet #3
414	Men	2½" Mono. Terrazzo	4" Coved Cer. Tile	4" x 8" Cer. Tile	2' x 2' Acous.Tile	8'-0"	Marble Toilet Partitions.
415	Janitor Closet	2½" Mono. Terrazzo	4" Rubber	Plas/Paint	2' x 2' Acous.Tile	8'-0"	4" x 8" Cer. Tile Wainscot 5'-0" High - South Wall.
416	Telephone Room	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous.Tile	8'-0"	

6912 ROOM FINISH SCHEDULE

NO	SPACE NAME	FLOOR	BASE	WALLS	CEILING	HEIGHT	REMARKS
500	Secretary Pool	2½" Mono. Terrazzo	4" Rubber	Plas/Paint	2' x 2' Acous. Tile	8'-0"	Movable Partition-Full Height 8'-0" Rubber base at plaster walls only.
501	Faculty Study	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	
502	Office Area	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	Office Partitions - 7'-0" High, unless otherwise shown.
503	Women	2½" Mono. Terrazzo	4" Coved Cer. Tile	4" x 8" Cer. Tile	2' x 2' Acous. Tile	8'-0"	Marble toilet partition. Ceramic tile in toilet area only.
504	Janitor Closet	2½" Mono. Terrazzo	4" Rubber	Plas/Paint	2' x 2' Acous. Tile	8'-0"	4" x 8" cer. tile wainscot 5'-0" high-South wall.
505	Telephone	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	
500	Secretary Pool	2½" Mono. Terrazzo	4" Rubber	Plas/Paint	2' x 2' Acous. Tile	8'-0"	Office partition-Full Height 8'-0" Rubber base at plaster walls only.
601	Office Area	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	Movable Partition - 7'-0"
602	Men	2½" Mono. Terrazzo	4" Coved Cer. Tile	4" x 8" Cer. Tile	2' x 2' Acous. Tile	8'-0"	Marble Toilet Partition. Cer. Tile in Toilet Area only.
603	Janitor Closet	2½" Mono. Terrazzo	4" Rubber	Plas/Paint	2' x 2' Acous. Tile	8'-0"	4" x 8" cer. tile wainscot. 5'-0" high-South wall.
604	Telephone Room	Vin. Asb.	4" Rubber	Plas/Paint	2' x 4' Acous. Tile	8'-0"	
	PENTHOUSE						
700	Mech. Equip. Room	3" Concrete	Conc. Block	3/4" Plas.	3/4" Plas.		Plaster on metal lath and furring channels
701	Elev. Equip. Room	4" Concrete		3/4" Plas.	3/4" Plas.		Plaster on metal lath and furring channels

C O M P L A I N TCOUNT I. ACTION OF DECLARATORY JUDGMENT AND MANDATORY INJUNCTION

1. Plaintiff is an employee of Wright State University, performing custodial and maintenance duties.

2. Plaintiff is a member of the Classified Civil Service of the State of Ohio by reasons of the Provisions of §143.01 and §143.08, Revised Code (R.C.) of Ohio.

3. Plaintiff brings this action as a class action pursuant to Civil Rule 23 on behalf of herself and all other employees similarly situated.

4. On April 1, 1972, Wright State University entered into a contract with private individuals for the performance of custodial services for one of the campus buildings.

5. Plaintiff says that Article 15, §10, of the Constitution of Ohio, and Chapter 143 of the R.C. of Ohio, prohibits the elimination of Civil Service positions of employment by the furnishing of contracts to private enterprise for the performance of those duties which would normally be performed by Civil Service employees.

6. Plaintiff has reason to believe that her position of employment and the positions of employment of persons similarly situated will be abolished if the defendants are allowed to enter into contracts with private enterprise for the performance of services which have in the past been rendered by, and should in the future be rendered by, members of the Classified Civil Service of the State of Ohio.

7. Plaintiff says that the aforementioned actions of the defendants will cause irreparable harm to plaintiff, and that she has no adequate remedy at law.

COUNT II.

1. The allegations contained in Count I of this complaint are incorporated herein.

2. Plaintiff is a duly qualified member of the electorate of the State of Ohio and a tax payer of the State of Ohio who contributes

funds to the general revenue funds from which money is appropriated for the benefit and operation of Wright State University.

3. Plaintiff says that the actions of the defendants outlined in Count I of this complaint would result in an illegal expenditure of public monies, and as such should be enjoined by this Court.

WHEREFORE, plaintiff prays that this Court declare her rights, and the rights of persons similarly situated, to be as follows:

(1) That positions of employment in the Classified Civil Service of the State cannot be eliminated by defendants by entering into contract with private enterprise for the performance of those services heretofore rendered by members of the Classified Civil Service of the State of Ohio.

(2) That the contract for custodial services actually entered into by defendants on April 1, 1972, be declared illegal, void, and of no force and effect as between the parties whatsoever.

Plaintiff further prays that this Court enjoin the defendants from carrying out the provisions of the contract previously mentioned in this complaint, and also that defendants be enjoined from entering into any future contracts of a similar nature.

Plaintiff prays for such other and further relief to which she may be entitled in law and equity, including costs of this action and attorney's fees.

LUCAS, PRENDERGAST, ALBRIGHT,  
GIBSON, BROWN & NEWMAN

By: \_\_\_\_\_

Timothy J. Ucker,  
Attorney for Plaintiff,  
42 East Gay Street  
Columbus, Ohio 43215  
1-614-228-5711

IN THE COMMON PLEAS COURT OF MONTGOMERY COUNTY, OHIO

JEROME S. ...  
CLERK OF COURTS  
Fig 7  
MONTGOMERY COUNTY  
COMMON PLEAS

IMOJEAN COODIN  
80 Rowland Drive  
Fairborn, Ohio 45324

Plaintiff,

- vs -

Case No: 72-1510

ROBERT S. OELMAN  
South Main & K Street  
Dayton, Ohio 45409

and

JOHN E. KETO  
829 Laurelwood  
Dayton, Ohio 45119

and

REV. GEORGE W. LUCAS  
401 Summit Street  
Dayton, Ohio 45407

and

DAVID L. RIKE  
1920 Winters Bank Tower  
Dayton, Ohio 45402

and

HARRY K. CROWL  
1400 Cincinnati Street  
Dayton, Ohio 45408

and

HARRY P. JEFFREY  
2260 Winters Bank Towers  
40 North Main Street  
Dayton, Ohio 45402

and

DAVID HALL  
Box 128  
Dayton, Ohio 45409

and

RAY F. ROSS  
1515 West Lane Avenue  
Columbus, Ohio 43221

and

RICHARD O. MICHANI  
Chapman Building  
Hamilton, Ohio 45011

As Trustees of:  
WRIGHT STATE UNIVERSITY

Defendant

## YOUNGSTOWN STATE UNIVERSITY

## Gifts and Grants Report

Year Ended June 30, 1972

## STUDENT AID:

Youngstown Educational Foundation Scholarships and Grants	\$286,974	
Pennsylvania Higher Education Assistance Agency Scholarships	267,934	
National Defense Student Loans	189,041	
General Scholarships	137,379	
Educational Opportunity Grant	130,272	
Law Enforcement Educational Program	60,585	
Nursing Scholarships & Loans	12,300	
Otto F. Moses	3,000	
Ohio War Orphans Scholarships	2,775	
Youngstown Vindicator	500	
Youngstown Welding & Engineering Foundation	200	
		\$1,090,960

## GENERAL ADMINISTRATION:

Skeggs Foundation	6,000	
Eastman Kodak Company	2,500	
Watson Foundation	2,000	
Alumni Development Fund	1,377	
Sybron Corporation	775	
Library Fund	548	
Midland-Ross Corporation	500	
		13,700

## PRIVATE GIFTS: (Appraised Value)

Encyclopedia Britannica given by Henrik Ovesen		125
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## ENDOWMENT FUNDS:

Dorothy Zola Greenberger Memorial Fund		<u>5,093</u>
		\$1,109,878



YOUNGSTOWN STATE UNIVERSITY

Youngstown, Ohio 44503

Report on Insurance and Real Property

1972

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This insurance report is submitted in compliance with the By-Laws and Regulations of Youngstown State University concerning insurance.

October 1972



YOUNGSTOWN STATE UNIVERSITY

Joseph S. Rook  
Vice President for Financial Affairs



BENJAMIN L. AGLER & COMPANY, INC.

William C. Orton  
Secretary

CERTIFICATION

This insurance report has been prepared by the Office of Financial Affairs of Youngstown State University and the Benjamin L. Agler and Company Agency together with other insurance agencies having coverage at Youngstown State University. The insurance report in no way alters, extends, amends or changes any of the coverages in force.

All coverages have been checked with the companies and agencies involved and this report is certified to be a true and accurate statement of insurance coverages in effect at Youngstown State University.

October 1972

YOUNGSTOWN STATE UNIVERSITY

Joseph S. Rook  
Vice President for Financial Affairs

BENJAMIN L. AGLER & COMPANY, INC.

William C. Orton  
Secretary

## I. PHYSICAL PLANT

To meet the property insurance requirements of YOUNGSTOWN STATE UNIVERSITY the buildings constituting the physical plant have been separated into two categories. The first category includes the main campus structures, buildings which are in good condition and buildings planned for continued and future use. The second category includes buildings not in the condition as those in the first category and buildings the continued or future use of which may not be planned.

### A. Buildings, Category number one

Building coverage for category number one is provided at replacement cost on an all risk of loss basis.

The schedule of buildings is adjusted annually to reflect changing values and increased replacement costs. After the values have been checked and updated the insurance coverage is written at 90% of the total. The present total valuation filed for buildings in category number one is \$25,875,000.00. The present total amount of insurance is \$24,190,000.00.

While this coverage is all risk it is subject to standard exclusions and a \$10,000.00 deductible.

### B. Contents, Category number one

Contents coverage for category number one is provided at replacement cost and on a named peril basis. The named perils are fire, lightning, windstorm and hail, explosion, riot, riot attending a strike, civil commotion, aircraft and vehicles, sonic shock waves, smoke, vandalism, malicious mischief, sprinkler leakage, elevator collision, and accidents to steam boilers, fired pressure vessels or electric steam generators.

Once each year the current list of contents values at all locations is checked and updated and the insurance coverage is written at 90% of the total. The present total valuation filed for contents in category number one is \$5,317,200.00. The present total amount of insurance is \$4,785,500.00.

While the contents coverage is on a named peril replacement cost basis it is subject to standard exclusions and a \$10,000.00 deductible.

C. Schedule of Buildings and Contents for Category number one

<u>DESCRIPTION &amp; LOCATION OF PROPERTY</u>	<u>BUILDINGS</u>	<u>CONTENTS</u>
1. ENGINEERING SCIENCE BUILDING 133 Arlington Street	\$ 5,250,000.00	\$ 1,110,000.00
2. BUSINESS ADMINISTRATION 323 N. Phelps Street	1,900,000.00	420,000.00
3. ARTS & SCIENCE BLDG. 525 Wick Avenue	1,050,000.00	158,000.00
4. RADIO STATION WYSU 525 Wick Avenue	76,000.00	
5. LIBRARY BLDG. 515 Bryson Street	882,000.00	1,157,000.00
6. TOD HALL 515 Bryson Street	263,000.00	30,000.00
7. KILCAWLEY DORMITORY 149 Spring Street	1,114,000.00	79,000.00
8. KILCAWLEY STUDENT CENTER 149 Spring Street	767,000.00	158,000.00
9. WARD BEECHER SCIENCE HALL Lincoln at Bryson Sts.	1,932,000.00	391,000.00
10. SCIENCE BUILDING Lincoln at Bryson Sts.	1,082,000.00	391,000.00
11. DANA RECITAL HALL 106 Spring Street	184,000.00	27,000.00
12. ELM STREET SCHOOL 644 Elm Street	893,000.00	100,500.00
13. EXECUTIVE OFFICE BLDG. 444 Wick Avenue	100,000.00	42,000.00
14. JONES HALL 410 Wick Avenue	882,000.00	202,000.00
15. BOOK STORE 570 Fifth Avenue	115,000.00	500,000.00
16. PARKING DECK 224 Lincoln Avenue	2,200,000.00	
17. BEEGHLY PHYS. ED. 224 Spring Street	5,500,000.00	
TOTAL	\$ 24,190,000.00	\$ 4,785,500.00



D. Specific Coverage

Specific coverage is maintained on the President's home at 1010 Colonial Drive, Liberty Township in the amount of \$90,000.00 replacement cost. The annual cost is \$223.00. In addition to the University interest in the property, the policy provides personal coverage for Dr. Pugsley.

The above cost factor represents only the University's interest in the real estate and contents.

E. Buildings and Contents Category number two

Buildings and contents coverage in category number two is provided at actual cash value and on a named peril basis. As in category number one the schedule of buildings and contents is adjusted annually to reflect changing values. After the values have been checked and updated, the insurance coverage is written at 90% of the total. The present total valuation filed for category number two for buildings and contents is \$1,390,700.00 and the present total amount of insurance is \$1,251,000.00.

F. Schedule of Category number two showing different deductibles

<u>DESCRIPTION &amp; LOCATION OF PROPERTY</u>	<u>BUILDINGS</u>	<u>CONTENT'S</u>	<u>DEDUCTIBLE</u>
1. Clingan Waddel Hall 21. E. Rayen Ave.	\$192,000.	\$40,000.	Bldg. \$ 10,000. Conts \$ 10,000.
2. Dana Music School 616 Wick Ave.	\$ 74,000.	\$61,000.	Bldg. \$ 10,000. Conts \$ 10,000.
3. Dana Music School Annex R. 616 Wick Ave.	\$ 50,000.	\$18,000.	Bldg. \$ 500. Conts \$ 500.
4. Linder House 634 Bryson St.	\$ 25,000.	\$22,000.	Bldg. \$ 500. Conts \$ 500.
5. ROTC Military Training Shop 603½ Wick Ave.	\$ 30,000.	\$ 1,500.	Bldg. \$ 50. Conts \$ 50.
6. Pollock House Military School 603 Wick Ave.	\$115,000.	\$25,000.	Bldg. \$ 10,000. Conts \$ 10,000.
7. Rayen School 222 Wick Ave.	\$371,000.	\$40,000.	Bldg. \$ 10,000. Conts \$ 10,000.
8. Parking Lot Offices 12 Various Locations	\$ 5,000.	---	Bldg. \$ 50.

<u>DESCRIPTION &amp; LOCATION OF PROPERTY</u>	<u>BUILDINGS</u>	<u>CONTENTS</u>	<u>DEDUCTIBLE</u>
9. Equipment Storage R. 634 Bryson St.	\$ 1,500.	\$ 500.	Bldg. \$ 50.00 Conts. 50.00
10. Steel Light Poles and Fixtures Various Locations	\$32,000.	----	Bldg. 50.00
11. Steel Fencing Various Locations	\$10,000.	----	Bldg. 50.00
12. Class Rooms 67 Wick Oval	\$20,000.	\$ 8,000.	Bldg. 50.00 Conts. 50.00
13. Offices 605 Bryson St.	\$10,000.	----	Bldg. 50.00
14. Offices 629 Bryson St.	\$40,000.	\$ 8,000.	Bldg. 50.00 Conts. 50.00
15. Offices 505 Wick Ave.	\$40,000.	----	Bldg. 50.00
16. Warehouse 120 W. Wood St.	----	\$14,000.	Conts. 50.00
TOTAL	\$ 1,015,500.00	\$ 236,200.	

In addition to the above there is \$12,000.00 of coverage on the contents of 19 Lincoln Avenue.

## II. UNIVERSITY OPERATIONS

### GENERAL LIABILITY

#### Public Liability

Public Liability is carried in the amount of \$500,000 each occurrence and \$500,000 aggregate on an occurrence basis. This coverage includes all operations and functions at all locations owned, used or under the control of the University. All Personnel who function in any capacity such as agents, servants, employees, representatives are covered. This coverage includes but is not limited to the operation of the University plant itself, elevators, rented football fields, stadiums, basketball courts, ROTC drill fields, football practice fields, parking lots and other property both real and personal which is owned, used or controlled by the University.

There is great flexibility built into the liability contract. The coverage can be extended and broadened to cover new situations and to expand and develop along with the University.

#### B. Additional Insureds

The Trustees of Rayen School are named insureds.

The City of Youngstown, Ohio is included as an insured with respect to sidewalk openings.

Leases are studied and when liability protection for lessors is required they are added as additional insureds.

#### C. Contractual Liability

Liability assumed by the University through written contract with others is included.

#### D. Products Liability

Products liability coverage provides protection for bodily injury and property damage arising out of University Products such as food which may be sold or prepared by the University.

E. Malpractice Liability

Incidental malpractice protection is provided for the rendering of or failure to render professional services by persons authorized by the University to perform such duties, on or arising out of the use of University premises. Professional services of the University nurses are covered.

F. Slander, Libel, False Arrest, Etc.

This "personal injury" coverage is included for false arrest, malicious prosecution, willful detention or imprisonment, libel, slander, defamation of character, invasion of privacy, wrongful eviction and wrongful entry. This coverage includes but is not limited to liability arising from speeches, meetings, assemblies, campus newspaper, etc. Coverage for "personal injury" liability is in the amount of \$500,000 each person and \$500,000 general aggregate. The "persons insured" provision in the "personal injury" coverage also includes any trustee or board member. There is no participation by the University in any settlement.

G. Aircraft Liability

This coverage is restricted to flights on Eastern Airlines.

Worldwide aircraft liability protection in the amount of \$20,000. has been provided while using Eastern Airlines. The coverage includes bodily injury and property damage, including passenger liability for claims which might result from aircraft which are hired, chartered or otherwise used or directed by Youngstown State University.

The Youngstown State University Athletic Department has been added as an additional insured.

III. AUTOMOBILE PUBLIC LIABILITYA. Owned Vehicles

Automobile public liability coverage is carried on an occurrence basis in the single limit amount of \$500,000. This amount is available for all claims arising out of an occurrence involving University owned or used vehicles.

Additions or deletions to the schedule of vehicles are made periodically as needed. Once each year the schedule is updated. Coverage extends automatically to newly acquired vehicles whether or not the schedule is actually amended.

B. Non-Owned and Hired Vehicles

The automobile public liability coverage is extended to include liability arising or resulting from the use of non-owned or hired vehicles on University business. Non-owned vehicles must be used with owners permission.

This coverage provides liability protection for the University for the use of hired cars and for the use of personal cars by University staff, employees, agents or servants who may on occasion use personal automobiles on University business.

C. Uninsured Motorist Coverage

Uninsured motorist coverage in the amount of \$12,500. per person and \$25,000. per accident is included. Uninsured motorist coverage is a bodily injury coverage only.

D. Medical Payments Coverage

Medical Payments coverage in the amount of \$2,000. per person is carried on all University vehicles.

E. SCHEDULE VEHICLES

	<u>YEAR</u>	<u>MAKE</u>	<u>SERIAL NUMBER</u>	<u>MODEL</u>
1.	1972	Dodge	DL41G2D216408	4 Dr. Sedan
2.	1972	Dodge Van	550286	Panel Truck B100
3.	1972	Plymouth Fury-1	PL41G2F196002	4 Dr. Sedan
4.	1972	Plymouth Fury-1	PL41G2F196003	4 Dr. Sedan
5.	1972	Plymouth Suburb	PM46K2D205369	Station Wagon
6.	1972	Plymouth Suburb	PM46K2D205370	Station Wagon
7.	1972	Chrysler Newport Royal	CL41M2C197731	4 Dr. Sedan
8.	1966	GMC School Bus	SV4019LG119365	42 Passenger
9.	1957	Dodge Bus	81871076	46 Passenger Model K5700
10.	1962	Ford Country Sedan	2674W100356	Station Wagon
11.	1963	Ford	E14SH343775	Econoline Van E143
12.	1966	Ford	GU72Y176801	74 Country Squire Station Wagon
13.	1967	Scout 800	780907G170340	Snow Plow
14.	1967	Ford	7W54H200549	500 Sedan
15.	1967	Ford	F25YLB20663	Pickup Truck Style E250Y
16.	1968	Chevrolet	CE248F161802	Fleetside CE2PU
17.	1968	Chevrolet	GS158P142753	Van G51
18.	1968	Ford	8G51F208926	51 Custom Sedan
19.	1969	Chevrolet	G5259P719818	G52 Van Truck
20.	1969	Chevrolet	CE249F839806	CE2 Fleetside PU

	<u>YEAR</u>	<u>MAKE</u>	<u>SERIAL NUMBER</u>	<u>MODEL</u>
21.	1969	Ford	F35YCE14277	F350Y Cab Dump
22.	1969	Plymouth Custom Suburb	PL46F9D219728	PL46 Station Wagon
23.	1969	Plymouth Fury-1	PE41F90217823	Sedan
24.	1969	Plymouth Custom Suburb	PL46F90219727	PL46 Station Wagon
25.	1969	Allis Chalmer	685306	2 Wheel Trailer
26.	1970	Buick LeSabre	452690H235491	4 Dr. Sedan
27.	1970	Buick LeSabre	452690H236382	4 Dr. Sedan
28.	1971	Jeep	8305017368614	CJ-5
29.	1971	Plymouth Satellite	RL41G1G182527	4 Dr. Sedan RL41
30.	1971	Plymouth Satellite	RL41G1G182528	4 Dr. Sedan RL41
31.	1971	Ambassador 7185	A1A852N236926	4 Dr. Sedan
32.	1971	Ambassador 7185	A1A851N236927	4 Dr. Sedan

Comprehensive Coverage

Comprehensive coverage is maintained on all vehicles and it provides protection for losses other than by collision. Losses such as fire, theft, glass breakage, larceny, vandalism, malicious mischief, riot, civil commotion, falling objects, collision with animals or humans are comprehensive losses. Coverage is for the actual cash value of the unit at the time of the loss on most units. On some units coverage is for the actual cash value up to a stated amount.

B. Collision Coverage

Collision coverage is maintained on most units subject to a \$100. deductible.

V. CRIME FIDELITY COVERAGEA. Employee Dishonesty Coverage

Blanket Employee Dishonesty coverage in the amount of \$300,000. is carried which provides protection from loss of money, securities and other property through fraudulent or dishonest act or acts committed by any of the employees acting alone or in collusion with others. Loss caused by an unidentifiable employee is covered.

B. Loss of Money and Securities Inside the Premises

Coverage for loss of money and securities by the actual destruction, disappearance or wrongful abstraction thereof within the premises or within any banking premises or similar recognized places or safe deposit is maintained in the amount of \$10,000. This coverage is increased automatically to \$120,000. during months of registration.

C. Loss of Money and Securities Outside the Premises

Coverage for the loss of money and securities by the actual destruction, disappearance or wrongful abstraction, thereof outside the premises is in the amount of \$10,000. Coverage is included for a messenger, living quarters of a messenger and an armored motor vehicle company. This coverage is increased automatically to \$120,000. during the months of registration.



D. Coverage Against Forgery

Coverage against forgery, or alteration of on or in any check, draft, promissory note, bill of exchange or similar written promise, order or direction to pay a sum certain in money is carried in the amount of \$10,000.

E. Coverage for Property Other Than Money

In addition to the above there is coverage for loss of property other than money and securities by safe burglary or robbery within the premises or attempt thereat. Damage to the premises by safe burglary or robbery is also covered.

F. Loss of Other Property

Loss of other property by robbery or attempt thereat outside the premises while being conveyed by a messenger or any armed motor vehicle company, or by theft while within the living quarters in the home of any messenger.

G. Increases in Coverage During Registration

Coverage for loss inside the premises and loss outside the premises have been endorsed to automatically increase to \$120,000. during the four registration periods during the year.

H. Damage to Premises

Damage to the premises by safe burglary, robbery or felonious abstraction, or following burglarious entry into the premises is covered.

## VI. MUSICAL INSTRUMENTS

A. Coverage on Musical Instruments

Specific coverage on an all risk of loss basis is carried on musical instruments. The current schedule totals \$120,804.00. Each instrument is scheduled showing the valuation and identifying numbers of the instrument. Periodically the schedule is updated to keep it current. The coverage is subject to standard exclusions.

There is a provision in the policy providing for newly acquired instruments. Automatic coverage extends for a period of 30 days of up to 25% of the policy limit or \$10,000 whichever is lesser.

VII. VALUABLE PAPERS AND RECORDSCoverage on Valuable Papers and Records

Coverage is written on an all risk of loss basis subject to standard exclusions. Total coverage is in the amount of \$475,000. Books and periodicals inside the library building are covered to a limit of \$450,000.

B. Books and periodicals in other Buildings

Blanket coverage for books and periodicals in other buildings is \$20,000.

C. Jones Hall

Coverage for Books and periodicals in Jones Hall is \$5,000.

VIII. FINE ARTSFine Arts Insurance

Fine Arts Insurance is maintained in the amount of \$3,185.00 on five paintings located throughout the University. This coverage is "all risk" of loss covering the property while on exhibition or otherwise.

B. Schedule for Fine Arts and Amounts

The current schedule for Fine Arts and amounts follows:

<u>Amount of Insurance</u>	<u>Title of Article and Location</u>	<u>Artist or Maker and Registration Number</u>
1. \$ 135.00	"Plant Entrance" Purnell Road	Robert Bidner 953-0-103
2. \$ 200.00	"Progress" Purnell Road	Edmund Brucker 950-0-101
3. \$ 250.00	"Tapping a Furnace" Purnell Road	George P. Ennis 953-0-105
4. \$ 100.00	"Mill Creek Scene" Executive Offices 444 Wick Avenue	James Wick
5. \$2,500.00	"Phenomenon Lower Left" Executive Offices 444 Wick Avenue	Paul Jenkins

IX. SPECIFIC MISCELLANEOUS EQUIPMENT

Coverage

Coverage is written on a scheduled property floater policy on an all risk of loss or damage basis. While this coverage is all risk it is subject to standard exclusions and \$500. deductible is applicable to each claim for loss or damage.

B. Schedule

Equipment such as typewriters, adding machines, business and office equipment, microscopes, dictaphones, amplifiers, projectors, cameras, recorders, etc. are scheduled in the policy. Notice of new additions to the schedule is sent periodically by the manager of inventory control and the new items are added to the schedule.

C. Insurance Value of Equipment

Total insurance value of equipment at all locations as of October 1, 1972 was \$471,642.00.

X. MARINE COVERAGE  
OUTBOARD MOTOR AND BOAT POLICY

Youngstown State University has acquired a boat, motor and trailer. Coverages on this equipment are listed below.

A. Physical Damage

1. 1970 Ouchita Model OH7809-LC, Boat  
Serial Number 166739 Amount: \$340.00
2. 1971 Evenrude motor model 18103, 18H.P.  
Serial Number 02313 Amount: \$445.00
3. 1970 Tee Nee Trailer Model 900R.C.  
Serial Number 900824 Amount: \$192.00

Physical damage coverage is written on the above equipment at \$50. deductible.

B. Watercraft Liability

Liability protection in the amount of \$500,000. is provided.

C. Medical Payments

Medical Payments coverage in the amount of \$1,000. is provided.

Coverage

Repair or replacement coverage up to \$500,000. is written on a blanket basis. Necessary state inspection and certification is done as required by regulatory authorities.

B. Schedule

Blanket coverage is provided on the below listed codes classifications and descriptions.

1. Code B-3 includes Steel Boilers, cast iron boilers, fired storage water heaters, fired coil water heaters, fired track locomotive boilers and electric steam generators.
2. Code UV-4 includes electric steam cookers and steam jacketed kettles.
3. Code AP-2 includes metal steam piping and metal condensation return piping on University premises and supplied by boilers not on the premises and not owned, operated or controlled by the University.
4. Item number 4 includes refrigerating systems of the absorption type excluding any such system having a refrigerating capacity of 15 tons or less.
5. Code EM 4A, 250 KVA includes power and distribution transformers having a capacity of 250 KVA or more, excluding arc furnace transformers, constant current transformers and auto transformers used exclusively for starting electric motors. (The symbol KVA means Kilowatts, volts, amperes.)
6. Code MEA-1a Coverage under this code is written at an object limit of 25% of replacement value and a coinsurance percentage of 25%. This coverage includes nonrotating electrical apparatus used for the transmission, distribution, or control of electric current for power purposes.

C. Boiler and Machinery Coverage

Boiler and Machinery Coverage is automatically extended during the policy term to new or newly acquired buildings containing boiler and machinery apparatus. This extension applies whether or not the schedule is actually amended.

Football Team

The football team is provided during the season and during spring and fall practice Blanket Medical Expense in the amount of \$10,000. Accidental death and dismemberment benefit is \$5,000. The medical expense coverage carries a \$100.00 deductible.

B. Other Sports

Coverage is provided for the sports of swimming, rifle, basketball, golf, tennis and baseball. Cheerleaders are also covered. Blanket Medical Expense in the amount of \$10,000. is provided. Accidental death benefit is \$2,500. and accidental dismemberment benefit is \$5,000. This coverage is non-deductible.

C. Aircraft Liability

This coverage is restricted to flights on Eastern Airlines.

The Youngstown State University Athletic Department has been added as an additional insured to the worldwide aircraft liability policy. In addition to bodily injury and property damage the policy provides passenger liability coverage.

Catastrophe Coverage

Coverage in the amount of \$100,000. has been purchased by the Athletic Department. In the event of a catastrophe loss the money is to be paid to the University for whatever use it deems advisable.

XIII. SPECIAL POLICEMEN'S BONDSA. Special Policemen-Faithful Discharge of Duty

Special policemen are bonded to the State of Ohio in the amount of \$10,000. for the faithful discharge of duty.

B. Special Policemen-Concealed Weapons

Special policemen are bonded to the State of Ohio for the carrying of concealed weapons in the amount of \$1,000.

Listed Below are the People Covered for Faithful Discharge of  
Duty and Concealed Weapons

18.

- |                              |                                |
|------------------------------|--------------------------------|
| 1. Anthony Joseph Bond       | 16. Angelo Kissos              |
| 2. Robert Lee Brown          | 17. Nick Joseph Leonelli       |
| 3. William Clifford Comm     | 18. James Leroy Miller         |
| 4. Paul H. Cress             | 19. Gale W. Mills              |
| 5. Harold David Damph, Jr.   | 20. James Walter Morrison      |
| 6. James W. DeGarmo, Jr.     | 21. Robert Lee Moschella       |
| 7. John Dubyak, Jr.          | 22. Raymond D. Orlando         |
| 8. James C. Evans            | 23. Bernard Patrick Philibin   |
| 9. John James Fabrizi, Jr.   | 24. Edward Pritchard           |
| 10. James George Farmakis    | 25. Joseph Samuel Rook         |
| 11. William A. Fisher        | 26. Richard George Weber       |
| 12. Robert Frederick Gartner | 27. Randal A. Wellington       |
| 13. James Gray               | 28. Charles Edward Young, Sr.  |
| 14. Donald Thomas Hawkins    | 29. Donald James Helper, Jr.   |
| 15. Norman Phillip Hines     | 30. Merle Vincent Linsenbigler |
|                              | 31. Thomas Phillip McMahon     |

Special Bond

Paul H. Cress is also bonded to the City of Youngstown, Ohio for the faithful discharge of duty.

XIV. WORKMEN'S COMPENSATION INSURANCEWorkmen's Compensation Insurance

Workmen's Compensation Insurance is maintained on all University employees. Benefits are paid to employees who sustain injury or lose time from their employment from accidents which occur in the course of and arising out of their employment. Benefits are scheduled and enumerated by the Industrial Commission of Ohio as required by the Ohio Workmen's Compensation Act.

B. Underwriting Company

The Underwriting Company is the Ohio Bureau of Workmen's Compensation. The local office is in the Realty Building, Central Square, Youngstown, Ohio. Premium is paid quarterly at the rate of .20 per \$100 of payroll.

XV. EMPLOYEES GROUP INSURANCEEMPLOYEES GROUP INSURANCE

Employees Group Insurance is maintained for the benefit of University employees. All full time employees are eligible to participate in the plan. Spouse and unmarried children under age 19 are eligible dependents. Dependent unmarried children up to the age of 23, if they are students are included. Employees may enroll on a non-medical basis within 31 days after date of eligibility. Coverage is convertible to an individual basis upon leaving the employ of the University. A brief outline of the benefits follows.

A. Life Insurance

Life Insurance in the amount of  $1\frac{1}{2}$  times the annual earnings adjusted to the next higher \$1,000, subject to a maximum of \$75,000. is provided. The amount of life insurance decreases in accordance with a pre-determined schedule on file at the University.

B. Major Medical Expense

Major medical protection is designed to pay a substantial amount toward the heavy expenses of a catastrophic or serious illness or accidental bodily injury not connected with employment. Benefits are 80% of all covered expenses in excess of the \$500 deductible to a maximum of \$25,000. Benefits begin during any one period of three

months or less when expenses for the same or related causes exceed the deductible. Benefits continue for a two year period beginning on the date of the deductible is satisfied.

### C. Group Insurance Enrollment

In September of 1972 there were 375 lives insured and a total of \$15,064.100 life insurance in force. Cost of life insurance is .60 per month per \$1,000. of life insurance.

There were 690 individuals enrolled in the Major Medical Program and 269 families enrolled.

### D. Hospital Expense

"Blue Cross" hospital expense insurance is carried which provides coverage for hospital services for a period not exceeding 120 days for each hospitalization. The schedule of covered services is provided to each enrollee and a copy is on file at the University.

### E. Surgical Expense

"Blue Shield" surgical expense benefits are provided on a scheduled basis. A wide range of surgical procedures are covered and benefits of \$5.00 to \$450.00 are provided. A surgical schedule is provided to each enrollee and a schedule is on file at the University.

### F. Cost of "Blue Cross", "Blue Shield" and Major Medical

1. Blue Cross single	-	\$ 8.43
2. Blue Cross family	-	18.90
3. Blue Shield single	-	2.28
4. Blue Shield family	-	5.52
5. Major Medical single	-	1.55
6. Major Medical family	-	3.80

### G. Medicare Complimentary Coverages

There are 67 enrolled in the coverage at \$3.00 per month. This coverage is written in conjunction with Blue Shield single for a combined premium of \$5.23.



Health and Accident Insurance is available at YOUNGSTOWN STATE UNIVERSITY for the benefit of students.

All undergraduate students carrying nine or more credit hours per quarter and graduate students carrying six or more credit hours per quarter enrolled at YOUNGSTOWN STATE UNIVERSITY are eligible to participate in the plan. Participation in the plan is required of foreign students.

The plan protects eligible students of YOUNGSTOWN STATE UNIVERSITY at home, at school or while traveling; 24 hours a day throughout the year, on or off the campus and inside or outside the United States.

#### A. Benefits

Listed below is a summary of the benefits for each accident or sickness:

1. Hospital Room and Board, semi-private room rate in full to a maximum of 30 days.
2. Miscellaneous Hospital Expense, X-ray examinations, laboratory tests, operating room, etc. covered up to \$300.00.
3. Physicians Fees, \$5.00 per visit per day beginning with first visit when hospitalized up to 31 days.
4. Surgical Operations, benefits are in accordance with the third visit, up to \$7.00 per visit and not to exceed an aggregate of \$50.00.
6. Ambulance, \$25.00.
7. After initial \$10 deductible, up to \$50 for out-patient accident or sickness.
8. Dental, injury to sound natural teeth, up to a maximum of \$100.00.

B. Accidental Death and Dismemberment

22.

If within 180 days from the date of covered accident such injuries result in loss of life, dismemberment or loss of sight, payment will be made per the following schedule:

1. Loss of Life

Loss of Life.....	\$1,000.00
Loss of Both Hands.....	\$1,000.00
Loss of the Entire Sight of Both Eyes.....	\$1,000.00
Loss of One Hand and One Foot.....	\$1,000.00
Loss of One Hand and the Entire Sight of One Eye.....	\$1,000.00
Loss of One Foot and the Entire Sight of One Eye.....	\$1,000.00
Loss of Arm or Leg.....	\$ 750.00
Loss of One Hand.....	\$ 500.00
Loss of One Foot.....	\$ 500.00
Loss of Entire Sight of One Eye.....	\$ 300.00
Loss of Thumb and Index Finger of Either Hand.....	\$ 250.00

C. Major Medical

When as a result of injury or sickness, an insured student requires treatment the plan will pay 80% of the expenses which exceed by more than \$100.00 the expenses paid or payable under all other basic provisions. The maximum amount payable is \$5,000.

D. Other Available Coverage

The Blue Cross and Blue Shield plans are also available for students.

XVII. BUILDER'S RISK COVERAGE

As the physical plant of Youngstown State University grows and expands, coverage is necessary to protect buildings during the course of construction, and while partially completed. Youngstown State University currently has two buildings under construction. The specifications governing the erection of the new buildings provide that builder's risk and installation coverages, etc. are to be provided by the contractors.

## XVIII. SPECIAL COVERAGE

### A. Radioactive Element Californium

On November 23, 1971 Youngstown State University acquired from the United States Atomic Energy Commission some fissionable material. A small amount of the element Californium was shipped from Aiken, South Carolina to Youngstown State University. The shipment of the material, its handling and storage presented some particular insurance requirements. Exposures were blocked off by the coverages listed below.

### B. Transit Coverage

Coverage is written on a scheduled property floater on an all risk of loss or damage basis. Coverage on the Radioisotope Californium -252 is in the amount of \$105,000. and coverage for the container of the isotope is in the amount of \$28,000. The coverage is subject to standard exclusions. Protection is provided for loss or damage to the material and its container during the shipment from Aiken, South Carolina to Youngstown State University and return.

### C. Physical Damage to the Isotope while on premises of Youngstown State University

Coverage is written on a scheduled property floater on an all risk of loss or damage basis. Coverage on the Radioisotope Californium -252 is in the amount of \$105,000. Protection is thus afforded for loss or damage to the material while being used by Youngstown State University.

### D. Radioactive Contamination to property of Youngstown State University

Coverage in the amount of \$1,500,000. is provided for the peril of radioactive contamination to the "science building" and to its contents located at the corner of Lincoln and Bryson Streets.

### E. Contractual Liability

Liability assumed by the University through written contract with the Atomic Energy Commission of the United States is provided in the amount of \$500,000. each occurrence and \$500,000. aggregate on an occurrence basis. Coverage is for bodily injury and property damage.

Public Liability

Public Liability protection in the amount of \$500,000. each occurrence and \$500,000. aggregate on an occurrence basis is provided. Liability protection is thus provided for claims that might result from the element while at Youngstown State University and under its control. Coverage is for bodily injury and property damage.

XIX. SUMMARY OF INSURANCE

	<u>PREMIUM</u>
<u>Buildings and Contents Category number one</u>	
\$28,975,000.00 coverage for one year	\$43,493.00
<u>Buildings and Contents Category number two</u>	
\$1,251,000.00 coverage for one year	\$ 6,950.00
<u>Specific Coverage</u>	
1010 Colonial Drive, Liberty Township University Interest Only	\$ 323.00
<u>Public Liability</u>	
All coverages for one year	\$ 5,263.00
<u>Automobile Liability and Physical Damage</u>	
Bodily injury and property damage coverage including hired and non-owned auto coverage, uninsured motorist, medical payments and physical damage.	\$ 9,750.00
<u>Crime and Fidelity</u>	
All Coverage for one year	\$ 2,515.00
<u>Musical Instruments</u>	
For one year	\$ 546.00
<u>Valuable Papers and Records</u>	
For one year	\$1,052.00

PREMIUM

Equipment Schedule

\$471,642.00 for one year \$ 1,338.00

Fine Arts

\$3,185.00 for one year \$ 10.00

Marine Coverage

Boat \$340.00, Motor \$445.00  
Trailer \$192.00, Liability \$500,000. \$ 61.00

Boiler and Machinery

for one year Included

Radioisotope

Premises Contamination \$1,500,000.  
Contractual Liability 500/500  
Public Liability 500/500  
Physical Damage to Material \$105,000.  
Transit Liability Coverage  
Container for Material \$28,000. \$ 1,653.00

Athletic Teams

Accident and Medical Expense \$ 3,110.94

Policemen's Bonds

Faithful Performance of Duty \$ 35.00  
Concealed Weapons \$ 10.00

Workmen's Compensation

.20 per \$100 of Payroll Payable  
quarterly to Workmen's Compensation Bureau

PREMIUMGroup Insurance

Life Insurance .60 per \$1,000 per month			
Blue Cross Single	\$	8.43	per month
Blue Cross Family		18.90	" "
Blue Shield Single		2.23	" "
Blue Shield Family		5.52	" "
Major Medical Single		1.55	" "
Major Medical Family		3.80	" "

Catastrophe Insurance

\$100,000. of coverage \$125.00

XX. UNDERWRITING COMPANIES,  
POLICY NUMBERS, AGENCIES AND INSURANCE COSTS

A. Physical Plant and Operations of Youngstown State University

Policy number CBP00-09-00. The Underwriting Company is the Aetna Insurance Company. Effective dates are August 1, 1971 to August 1, 1974. The servicing agency is the Benjamin L. Agler and Company, 416 Mahoning Bank Building, Youngstown, Ohio.

Annual Premium \$64,574.00

Policy number OFP501-484. The Underwriting Company is the Celina Mutual Insurance Company. Effective dates are August 1, 1972 to August 1, 1973. The servicing agency is the Benjamin L. Agler and Company, 416 Mahoning Bank Building, Youngstown, Ohio.

Annual Premium \$ 1,132.00  
(included)

B. Athletic Accident and Medical Expense

Policy number SR59844722, Athletic Accident and Medical Expense policy. The Underwriting Company is the Continental Casualty Company. Effective dates are August 9, 1972 to August 9, 1973. The servicing agency is the Charles Rudibaugh Agency, Union National Bank Building, Youngstown, Ohio

Annual Premium \$ 3,310.94

C. Aircraft Liability

Policy numbers SIHLI-2010 and AV336-2871. The Underwriting Companies are United States Aircraft Insurance Group and Lloyd's of London. Effective dates are July 1, 1971 to July 1, 1973. The servicing agency is the Rollins Burdick Hunter Company of 231 South LaSalle Street, Chicago, Illinois.

Annual Premium None

D. Catastrophe Insurance

Policy number 50D02149, high limit catastrophe insurance. The coverage is presently under binder. The servicing agency is the Continental Agency Company of 320 East 4th South Street, Salt Lake City, Utah.

Annual Premium \$125.00

E. Student Accident and Health Insurance

Policy number PL63812-A34, Student Accident and Health Insurance. The Underwriting Company is the Continental Casualty Company of Chicago, Illinois. Effective dates are September 22, 1972 to September 22, 1973. The servicing agency is the McElroy-Minster Company of 250 East Broad Street, Columbus, Ohio.

Annual Premium per Student  
\$ 39.00

F. Policemen's Bonds

Individual policy numbers are assigned to each bond. Bonds are for Faithful Performance of Duty and Concealed Weapons. The Underwriting Company is the Hartford Accident and Indemnity Company, Hartford, Connecticut. The servicing agency is the Benjamin L. Agler and Company, 416 Mahoning Bank Building, Youngstown, Ohio.

Annual Premium both bonds  
\$ 45.00

G. Life Insurance and Major Medical

The Underwriting Company is the Equitable Life Assurance Society of the United States. The servicing agency is the William L. Spencer Agency, 908 Union National Bank Building, Youngstown, Ohio.

Annual Premium  
Life Premium .60 per \$1,000.  
per month.

H. Hospitalization and Surgical

Hospitalization coverage is in Blue Cross and Surgical Coverage is in Blue Shield. The Underwriting Company the Ohio Medical Indemnity Company of 2400 Market Street, Youngstown, Ohio, and servicing is handled from that address.

I. President's Home

3571

Policy number 45H0145408 coverage on the President's home. The Underwriting Company is the Hartford Accident and Indemnity Company. Effective dates are August 15, 1970 to August 15, 1973. The servicing agency is the Benjamin L. Agler and Company, 416 Mahoning Bank Building, Youngstown, Ohio.

Annual Premium \$323.00

J. Other Insurance

For additional information please see other section of the insurance report marked "Summary of Insurance".

XXI. METHOD OF SECURING INSURANCE

To secure the best coverage available at the best price available the following procedure has been followed.

A. Physical Plant, Etc.

Youngstown State University in its entirety is studied to determine its insurance requirements. The requirements are then listed and studied to see that correct coverage and only needed coverage is provided. When the requirements are agreed upon, specifications are then prepared. At this time a brochure is also prepared with photographs, general information and current rating information. The specifications together with the brochure are then hand delivered to companies for bidding. Only those companies with a solid financial condition, excellent reputation, with adequate personnel and know how are selected for bidding. For the current master policy presentations were made to ten insurance companies. Proposals were received from five of these companies. The proposals received were studied to see which would best fit the needs of the University and provide the best price. A recommendation was then prepared and presented with the five proposals to Youngstown State University and a selection made.

B. Student Accident and Health

Specifications for the current student accident and health coverage were prepared by Youngstown State University. In selecting companies for bidding the procedures outlined above were followed. Specifications were mailed to thirteen insurance companies who are active in this field and three proposals were received. These proposals were studied and a recommendation was made to the University and a selection made.



C. The Insurance Market

The cost of insurance reflects the times and conditions prevailing. The insurance market is watched at all times to take advantage of any changes or improvements that may result when more favorable times and conditions prevail. Whenever indicated the insurance companies are recontacted for the possible allowance of credits.

XXII. ADDITIONS, DELETIONS, CHANGES  
AND IMPROVEMENTS IN INSURANCE SINCE THE 1971-1972 PERIOD

1. Buildings and Contents Category number one

On February 24, 1972 the new University Parking Deck located at 224 Lincoln Avenue was added to the schedule, in the amount of \$2,200,000.00

On March 20, 1972 the new Beeghly Physical Education Building located at 224 Spring Street was added to the schedule in the amount of \$5,500,000.00.

On November 12, 1971 the book store located at 570 Fifth Avenue was added to the schedule in the amount of \$115,000. on the building and \$500,000. on the contents.

On September 28, 1972 the book store located at 420 Wick Avenue was deleted from the schedule in the amount of \$100,500. on the building and \$24,000. on the contents.

The above described additions and deletions to the schedule brought the Real Property limit of liability in category number one as of October, 1972 to \$24,190,000.00 and the contents limit of liability to \$4,785,500.00.

2. Buildings and Contents Category number two

On August 1, 1972 the below listed buildings were deleted from the schedule.

- |                     |                  |
|---------------------|------------------|
| a. Central Hall     | 414 Wick Avenue  |
| b. East Hall        | 412 Wick Avenue  |
| c. Ford Hall        | 547 Wick Avenue  |
| d. Newspaper Office | 39 Spring Street |
| e. West Hall        | 416 Wick Avenue  |

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On August 1, 1972 the below listed buildings were added to the schedule.

- a. 67 Wick Oval
- b. 629 Bryson Street
- c. 605 Bryson Street
- d. 505 Wick Avenue
- e. 120 West Wood Street (contents)
- f. 19 Lincoln Avenue (contents)

The above described additions and deletions to the schedule brought the real property limit of liability in category number two to \$1,015,500.00 and the contents limit of liability to \$236,200.00. as of October, 1972.

### 3. Equipment Schedule

The equipment schedule has been increased from \$463,644.00 to \$471,642.00.

### 4. Radioisotope Californium-252

On November 23, 1971 coverage was provided in the following areas for the element Californium-252 which the University has acquired from the Atomic Energy Commission.

- a. Physical damage to the material during shipment
- b. Liability protection during shipment
- c. Contamination protection while at the University
- d. Physical damage to the material while at the University
- e. Public liability coverage while at the University
- f. Contractual liability coverage for liability assumed by the University through contract with the Atomic Energy Commission

### 5. Automobile Schedule

There are now 32 vehicles scheduled in the policy formerly there were 26 vehicles scheduled.

### 6. Policemen's Bonds

In October, 1971 there were 29 people bonded for Faithful Performance of duty and to carry concealed weapons, there are presently 31 people bonded.

## 7. Liability Coverage

Liability coverage automatically extends to newly acquired, additional locations and to locations in which the University has an interest. Locations so acquired and used in the past year include the following:

235 Adams Street	718 Webb Street
413 Ford Avenue	9011 Wade Street
615 N. Walnut Street	9012 Wade Street
718 N. Walnut Street	9135 Wade Street
720 N. Walnut Street	9136 Wade Street
605 Bryson Street	505 Wick Avenue
120 W. Wood Street	

## 8. Subrogation Waiver

A subrogation waiver is sometimes requested. The waiver of subrogation, if requested, is now included in the coverage.

## 9. Builder's Risk Coverage

As required by specifications, builder's risk coverage has been provided by contractors presently erecting new buildings on the campus.

## Miscellaneous Coverages

The many and varied functions of the University require at times some special tailor made coverage to fit a particular need. Examples of miscellaneous items presently being worked on are as follows:

- a. Coverage for valuable IBM equipment during a contemplated movement of the equipment.
- b. Coverage for "pajor" individual communications equipment.
- c. Coverage has been provided for a dual controlled automobile. In addition to University liability protection, liability protection has been provided for the Youngstown Auto Club and the Strausbaugh Motor Company.
- d. Trip coverage was provided for band members on a 2 day trip to Chicago.

INVENTORY OF REAL PROPERTY

In compliance with the By-Laws and Regulations of Youngstown State University concerning real property the attached inventory of real property is submitted. The Affairs of Youngstown State University and lists all property managed, owned, leased, rented or under option to the University and contains a general statement on the condition of each property.

Because of the close relationship that the report of real property bears to the report on insurance it is submitted in conjunction with the insurance report.

Inventory of Real Property  
Buildings Report  
June 30, 1972

<u>Building</u>	<u>Gross Sq. Ft.</u>	<u>Year</u>	<u>Book Value *</u>
Beeghly Physical Education Center	197,600	1972	\$ 5,000,000
Bliss Property	2,700	1927	30,000
Bookstore	8,784	1962	88,525
Central Hall	9,306	1945	86,529
Clingan-Wadell Hall	16,119	1927	288,356
Dana Recital Hall	7,452	1908	153,977
Dana School of Music	12,421	1923	116,121
Dana Studio	3,380	1923	75,770
East Hall	15,479	1895	189,224
School of Education	54,552	1949	1,026,918
Engineering Science Building	171,385	1967	4,453,385
Executive Offices	6,550	1914	84,669
Ford Hall	9,576	1890	161,058
Jones Hall	40,427	1931	1,093,296
Kilcawley Men's Res. Hall	49,280	1965	951,913
Kilcawley Student Center	34,508	1965	645,693
Library	73,173	1953	1,216,620
Linder House	2,500	1892	65,149
Parking Garage Decks	378,710	1971	2,176,341
Pollock Annex	3,087	1900	44,637
Pollock House	15,700	1900	173,325
Student Publication Office	2,529	1923	30,465
Ward Beecher Science Hall	119,298	1958/66	2,885,807
West Hall	10,710	1895	98,459

\* To the Nearest Thousandth

<u>Building</u>	<u>Gross Sq. Ft.</u>	<u>Year</u>	<u>Book Value *</u>
1010 Colonial Drive	3,200	1953	154,721
605 Bryson Street	2,445	1892	7,449
615 Bryson Street	3,500	1902	9,756
629 Bryson Street	5,800	1892	25,359
505 Wick Avenue	6,300	1871	12,833
525 Wick Avenue	30,100	1955	280,480
67 Wick Oval	2,800	1920	18,136
			<u>18,136</u>
			<u>\$21,624,971</u>

\* To the Nearest Thousandth

# THE BOARD OF TRUSTEES

June 30, 1972

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Bertie B. Burrowes, Vice-Chairman

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# FINANCIAL REPORT

For the Year Ended June 30, 1972

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# YOUNGSTOWN STATE UNIVERSITY

## ACCOUNTING PRINCIPLES - FINANCIAL REPORTING

The accounts of Youngstown State University are maintained in accordance with the Uniform Manual of Accounts and Financial Reports for State-Assisted Colleges and Universities of Ohio published by the Auditor of the State of Ohio. Essentially, this manual follows the principles recommended by the American Council on Education.

Generally, accounts are maintained on an accrual basis. With the exception of unpaid pledges or unrestricted gifts or bequests, all substantial amounts receivable, payable, prepaid or accrued are included in the balance sheet and appropriate statements of income, expense and fund balances. Gifts and bequests are recognized when the University contractually commits itself to the receipt of goods or outside services.

All accounts are classified into the following balanced fund groups:

### **Current Funds**

This group accounts for all funds which are available for current operations. It is further subdivided into three separately balanced groups: General Funds, which are unrestricted and available for general operating purposes; Auxiliary Enterprise Funds, which are available for the operation of the various auxiliaries; and Restricted Funds, which are available for current operating purposes but only in compliance with restrictions specified by the donors or grantors. Additions to Current Restricted Funds are considered as earned income only to the extent expenditures are made for the restricted purposes specified.

### **Loan Funds**

This group accounts for all funds which are available for loans to students. Loans granted are not treated as expenditures but are considered as receivables of this fund group until they are repaid, at which time the money becomes available for new loans.

### **Endowment Funds and Funds Functioning as Endowment**

Endowment Funds – This group accounts for funds which are to be invested with generally only the investment income to be available for the purposes established by the donors.

Funds Functioning as Endowment – These funds are also called “quasi endowments” and are established by University action in which both the principal and investment income are used for purposes designated by the University.

### **Plant Funds**

This group accounts for funds which have been received or appropriated for the purpose of acquiring, constructing, or improving the physical property of the University. It is further subdivided into two separately balanced groups: Unexpended Plant Funds and Investment in Plant.

### **Agency Funds**

This group accounts for funds that are received by the University acting in a depository capacity. They are disbursed only on the instructions and in behalf of the person or organization from whom they were received. Student activity accounts, while including some University receipts, are also included in this fund group.

# TOTAL OPERATING DOLLAR

## 1971-1972

SOURCES	%	AMOUNT	AMOUNT	%	USES
State Appropriations	44.8	\$ 9,700,000			
			\$15,745,371	72.8	Instructional and General
Student Fees	40.4	8,746,061			
			1,539,153	7.2	Auxiliary Enterprises
			882,753	4.1	Student Aid
Auxiliary Enterprises	7.0	1,505,683	536,380	2.4	Research, Public Service
			271,118	1.3	Transferred to Auxiliary Enterprises
Student Aid	4.1	882,753	1,880,661	8.7	Transferred to Plant Funds
Research, Public Service	1.8	384,402			
Other	1.9	405,075	768,538	3.5	Transferred to Other Funds
Total	100%	\$21,623,974	\$21,623,974	100%	Total

# INSTRUCTIONAL AND GENERAL DOLLAR 1971-1972

SOURCES	%	AMOUNT	AMOUNT	%	USES
State Appropriations	51.5	\$ 9,700,000	\$ 9,379,070	59.6	Departmental Instruction
			404,293	2.6	Instructional Services
			728,024	4.6	Library
Student Fees	46.4	8,746,061	2,447,683	15.5	Plant Operation and Maintenance
			829,461	5.3	Student Services
			903,522	5.7	General Expense
Other	2.1	<u>405,075</u>	<u>1,053,318</u>	6.7	General Administration
Total	100%	\$18,851,136	\$15,745,371	100%	Total

## YOUNGSTOWN STATE UNIVERSITY

## BALANCE SHEET

JUNE 30, 1972

ASSETS

	<u>1972</u>	<u>1971</u>
<b>CURRENT FUNDS:</b>		
General:		
Cash and certificates of deposit . . . . .	\$ 2,094,448	\$ 1,342,136
Investments, at cost . . . . .	-	2,206,961
Interest receivable . . . . .	33,707	21,432
Accounts receivable (less allowance for doubtful accounts \$15,000) . . . . .	322,883	183,821
Inventories, at cost . . . . .	12,949	14,541
Prepaid expenses and deferred charges . . . . .	21,264	45,102
Due from other funds . . . . .	<u>77,446</u>	<u>171,136</u>
Total general . . . . .	2,562,697	3,985,129
Auxiliary enterprises:		
Cash . . . . .	75,004	252,093
Investments, at cost . . . . .	-	895,973
Interest receivable . . . . .	-	12,131
Accounts receivable . . . . .	10,277	983
Inventories, at cost . . . . .	353,118	339,131
Prepaid expenses and deferred charges . . . . .	5,817	4,649
Due from other funds . . . . .	<u>194</u>	<u>625</u>
Total auxiliary enterprises . . . . .	444,410	1,505,585
Restricted:		
Cash . . . . .	139,468	157,497
Accounts receivable:		
Federal government . . . . .	<u>43,156</u>	<u>39,646</u>
Total restricted . . . . .	<u>182,624</u>	<u>197,143</u>
Total current funds . . . . .	<u>\$ 3,189,731</u>	<u>\$ 5,687,857</u>
<b>LOAN FUNDS:</b>		
Cash . . . . .	143,191	111,600
Accounts receivable . . . . .	278,223	97,490
Accounts receivable - NDSLF . . . . .	<u>842,871</u>	<u>899,900</u>
Total loan funds . . . . .	<u>\$ 1,264,285</u>	<u>\$ 1,108,990</u>

## YOUNGSTOWN STATE UNIVERSITY

## BALANCE SHEET

JUNE 30, 1972

LIABILITIES AND FUND BALANCES

	<u>1972</u>	<u>1971</u>
<b>CURRENT FUNDS:</b>		
General:		
Accounts payable and accrued expenses .....	\$ 824,975	\$ 765,511
Salaries and wages payable .....	949,610	834,551
Deferred income .....	759,101	643,945
Fund balance - appropriated .....	29,011	<u>1,741,122</u>
Total general .....	<u>2,562,697</u>	3,985,129
Auxiliary enterprises:		
Accounts payable and accrued expenses .....	39,414	37,187
Deposits .....	10,405	16,360
Due to other funds .....	21,493	132,731
Deferred income .....	19,980	19,338
Fund balances .....	<u>353,118</u>	<u>1,299,969</u>
Total auxiliary enterprises .....	444,410	1,505,585
Restricted:		
Accounts payable and accrued expenses .....	680	8,894
Due to other funds .....	42,473	31,288
Fund balances .....	<u>139,471</u>	<u>156,961</u>
Total restricted .....	<u>182,624</u>	<u>197,143</u>
Total current funds .....	<u>\$ 3,189,731</u>	<u>\$ 5,687,857</u>
<b>LOAN FUNDS:</b>		
Fund balances:		
National Defense Student Loan Fund .....	1,198,948	1,049,329
Other .....	<u>65,337</u>	<u>59,661</u>
Total loan funds .....	<u>\$ 1,264,285</u>	<u>\$ 1,108,990</u>

YOUNGSTOWN STATE UNIVERSITY  
BALANCE SHEET, CONTINUED

ASSETS, CONTINUED

	<u>1972</u>	<u>1971</u>
<b>ENDOWMENT FUNDS AND FUNDS FUNCTIONING AS ENDOWMENT:</b>		
Cash and certificates of deposit .....	\$ 985,527	\$ 1,202
Investments, at cost .....	2,536,697	24,082
Interest receivable .....	<u>12,596</u>	<u>214</u>
 Total endowment funds and funds functioning as endowment .....	 <u>\$ 3,534,820</u>	 <u>\$ 25,498</u>
 <b>PLANT FUNDS:</b>		
Unexpended plant funds:		
Cash .....	66,715	250,415
Investments, at cost .....	7,087,349	8,848,363
Interest receivable .....	<u>86,556</u>	<u>104,370</u>
Total unexpended plant funds .....	<u>7,240,620</u>	<u>9,203,148</u>
Investment in plant:		
Land .....	1,348,767	709,401
Improvements other than buildings .....	346,462	62,195
Buildings .....	21,624,971	13,824,313
Moveable equipment .....	7,482,167	6,639,412
Construction in progress .....	<u>427,553</u>	<u>1,170,425</u>
Total investment in plant .....	<u>31,229,920</u>	<u>22,405,746</u>
 Total plant funds .....	 <u>\$38,470,540</u>	 <u>\$31,608,894</u>
 <b>AGENCY FUNDS:</b>		
Cash .....	99,073	151,079
Accounts receivable .....	<u>14,093</u>	<u>10,086</u>
 Total agency funds .....	 <u>\$ 113,166</u>	 <u>\$ 161,165</u>
 Total assets .....	 <u>\$46,572,542</u>	 <u>\$38,592,404</u>

YOUNGSTOWN STATE UNIVERSITY  
BALANCE SHEET, CONTINUED

LIABILITIES AND FUND BALANCES, CONTINUED

	<u>1972</u>	<u>1971</u>
<b>ENDOWMENT FUNDS AND FUNDS FUNCTIONING AS ENDOWMENT:</b>		
Due to other funds .....	\$ 42	\$ 82
Principal of endowment funds .....	29,093	24,000
Principal of funds functioning as endowment .....	3,505,685	-
Undistributed gain on investments .....	-	1,416
	<hr/>	<hr/>
Total endowment funds and funds functioning as endowment .....	\$ 3,534,820	\$ 25,498
	<hr/>	<hr/>
<b>PLANT FUNDS:</b>		
Unexpended plant funds:		
Fund balances:		
Plant additions .....	6,815,130	8,866,276
Maintenance and improvements .....	425,490	336,872
	<hr/>	<hr/>
Total unexpended plant funds .....	7,240,620	9,203,148
Investment in plant:		
Fund balances:		
Net investment in plant .....	31,229,920	22,405,746
Total investment in plant .....	<hr/>	<hr/>
	31,229,920	22,405,746
	<hr/>	<hr/>
Total plant funds .....	\$38,470,540	\$31,608,894
	<hr/>	<hr/>
<b>AGENCY FUNDS:</b>		
Accounts payable and accrued expenses .....	248	181
Due to other funds .....	13,632	7,660
Fund balances .....	99,286	153,324
	<hr/>	<hr/>
Total agency funds .....	\$ 113,166	\$ 161,165
	<hr/>	<hr/>
Total liabilities and fund balances .....	<u>\$46,572,542</u>	<u>\$38,592,404</u>

## YOUNGSTOWN STATE UNIVERSITY

COMPARATIVE STATEMENT OF CURRENT INCOME, EXPENDITURES AND  
CHANGES IN THE UNAPPROPRIATED CURRENT GENERAL FUND

YEAR ENDED JUNE 30, 1972

	JUNE 30, 1972				JUNE 30, 1971	
	Total	Percent	General	Restricted	Total	Percent
<b>CURRENT INCOME:</b>						
Instruction and general:						
Governmental appropriations . . . . .	\$ 9,700,000	44.8	\$ 9,700,000	\$ -	\$ 9,077,221	46.6
Student fees . . . . .	8,746,061	40.4	8,746,061	-	7,421,756	38.1
Private gifts and grants . . . . .	11,648	0.1	-	11,648	14,546	0.1
Governmental grants . . . . .	32,917	0.2	-	32,917	65,924	0.3
Departmental sales and charges . . .	578	0.0	578	-	1,329	0.0
Recovery of indirect expenses . . . .	36,730	0.2	36,730	-	12,548	0.1
Other . . . . .	323,202	1.4	323,202	-	396,364	2.1
Total instruction and general . . . .	<u>18,851,136</u>	<u>87.1</u>	<u>18,806,571</u>	<u>44,565</u>	<u>16,989,688</u>	<u>87.3</u>
Organized research:						
Private gifts and grants . . . . .	1,963	0.0	-	1,963	5,971	0.0
Governmental grants . . . . .	34,040	0.2	-	34,040	33,029	0.2
Total organized research . . . . .	<u>36,003</u>	<u>0.2</u>	<u>-</u>	<u>36,003</u>	<u>39,000</u>	<u>0.2</u>
Public service:						
Private gifts and grants . . . . .	110,259	0.5	85,854	24,405	47,085	0.2
Governmental grants . . . . .	238,140	1.1	36,147	201,993	177,576	0.9
Total public service . . . . .	<u>348,399</u>	<u>1.6</u>	<u>122,001</u>	<u>226,398</u>	<u>224,661</u>	<u>1.1</u>
Auxiliary enterprises . . . . .	<u>1,505,683</u>	<u>7.0</u>	<u>1,505,683</u>	<u>-</u>	<u>1,479,314</u>	<u>7.6</u>
Student aid:						
Endowment income . . . . .	1,000	0.0	-	1,000	-	-
Private gifts and grants . . . . .	421,799	1.9	-	421,799	319,133	1.7
Governmental grants . . . . .	459,954	2.2	-	459,954	412,997	2.1
Total student aid . . . . .	<u>882,753</u>	<u>4.1</u>	<u>-</u>	<u>882,753</u>	<u>732,130</u>	<u>3.8</u>
Total current income . . . . .	<u>\$21,623,974</u>	<u>100.0</u>	<u>\$20,434,255</u>	<u>\$ 1,189,719</u>	<u>\$19,464,793</u>	<u>100.0</u>
<b>CURRENT EXPENDITURES:</b>						
Instruction and general:						
Departmental instruction . . . . .	\$ 9,379,070	50.2	\$ 9,345,341	\$ 33,729	\$ 8,774,602	50.4
Instructional services . . . . .	404,293	2.2	404,293	-	417,960	2.4
Libraries . . . . .	728,024	4.0	724,525	3,499	749,342	4.3
Plant operation and maintenance . .	2,447,683	13.1	2,447,683	-	2,459,482	14.1
Student services . . . . .	829,461	4.4	829,461	-	766,880	4.4
General expense . . . . .	903,522	4.8	898,185	5,337	859,399	4.9
General administration . . . . .	1,053,318	5.6	1,051,318	2,000	933,438	5.4
Total instruction and general . . . .	<u>15,745,371</u>	<u>84.3</u>	<u>15,700,806</u>	<u>44,565</u>	<u>14,961,103</u>	<u>85.9</u>
Organized research . . . . .	<u>63,493</u>	<u>0.3</u>	<u>27,490</u>	<u>36,003</u>	<u>59,330</u>	<u>0.4</u>



YOUNGSTOWN STATE UNIVERSITY

COMPARATIVE STATEMENT OF CURRENT INCOME, EXPENDITURES AND  
CHANGES IN THE UNAPPROPRIATED CURRENT GENERAL FUND, CONTINUED

	JUNE 30, 1972				JUNE 30, 1971	
	Total	Percent	General	Restricted	Total	Percent
Public services:						
Institutes and workshops . . . . .	\$ 263,129	1.4	\$ 246,489	\$ 16,640	\$ 20,343	0.1
Other . . . . .	209,758	1.1	-	209,758	213,512	1.2
Total public services . . . . .	472,887	2.5	246,489	226,398	233,855	1.3
Auxiliary enterprises . . . . .	1,539,153	8.2	1,539,153	-	1,425,854	8.2
Student aid:						
Scholarships and fellowships . . . .	693,181	3.7	-	693,181	555,426	3.2
Other . . . . .	189,572	1.0	-	189,572	178,204	1.0
Total student aid . . . . .	882,753	4.7	-	882,753	733,630	4.2
Total current expenditures . . .	\$18,703,657	100.0	\$17,513,938	\$ 1,189,719	\$17,413,772	100.0
<b>EXCESS OF CURRENT INCOME OVER CURRENT EXPENDITURES . . . . .</b>	<b>2,920,317</b>	<b>-</b>	<b>2,920,317</b>	<b>-</b>	<b>2,051,021</b>	<b>-</b>
<b>APPROPRIATIONS TO (FROM) OTHER FUNDS:</b>						
Appropriated current general fund - net . . . . .	(1,712,111)	-	(1,712,111)	-	(38,088)	-
Current auxiliary enterprises fund - excess of income over expenditures	(33,470)	-	(33,470)	-	53,460	-
Auxiliary enterprises . . . . .	304,588	-	304,588	-	324,037	-
Loan funds . . . . .	19,262	-	19,262	-	10,974	-
Pooled endowment funds . . . . .	2,389,309	-	2,389,309	-	-	-
Unexpended plant funds . . . . .	1,880,661	-	1,880,661	-	1,542,093	-
Agency funds . . . . .	72,078	-	72,078	-	158,545	-
Total appropriations . . . . .	\$ 2,920,317	-	\$ 2,920,317	-	\$ 2,051,021	-
<b>EXCESS OF CURRENT INCOME OVER CURRENT EXPENDITURES AND APPROPRIATIONS . . . . .</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>UNAPPROPRIATED CURRENT GENERAL FUND BALANCE, JULY 1, 1971 . . . . .</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>UNAPPROPRIATED CURRENT GENERAL FUND BALANCE, JUNE 30, 1972 . . . . .</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

**YOUNGSTOWN STATE UNIVERSITY**  
**STATEMENT OF CHANGES IN THE APPROPRIATED**  
**CURRENT GENERAL FUND BALANCES**  
**YEAR ENDED JUNE 30, 1972**

	<u>Total</u>	<u>Reserve for working capital</u>	<u>University improvements fund</u>
<b>BALANCE, JULY 1, 1971</b> .....	<u>\$1,741,122</u>	<u>\$ 2,000</u>	<u>\$1,200,000</u>
 <b>TRANSFER TO (FROM) UNAPPROPRIATED CURRENT GENERAL FUND:</b>			
Transferred from the unappropriated current general fund by action of the Governing Board for purposes designated .....	50,629	-	-
Returned to the unappropriated current general fund to support expenditures for purposes designated .....	<u>(1,762,740)</u>	<u>(1,200)</u>	<u>(1,200,000)</u>
Total .....	<u>(1,712,111)</u>	<u>(1,200)</u>	<u>(1,200,000)</u>
 <b>BALANCE, JUNE 30, 1972</b> .....	 <u>\$ 29,011</u>	 <u>\$ 800</u>	 <u>\$ -</u>

**YOUNGSTOWN STATE UNIVERSITY**  
**STATEMENT OF CHANGES IN THE APPROPRIATED**  
**CURRENT GENERAL FUND BALANCES, CONTINUED**  
**YEAR ENDED JUNE 30, 1972**

<u>Rental and equipment fund</u>	<u>University organized research</u>	<u>Urban studies reserve</u>	<u>Continuing education reserve</u>	<u>Unemployment compensation reserve</u>
<u>\$ 500,000</u>	<u>\$ 31,540</u>	<u>\$ 2,082</u>	<u>\$ 5,500</u>	<u>\$ -</u>
-	50,326	-	-	303
<u>(500,000)</u>	<u>(61,540)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>(500,000)</u>	<u>(11,214)</u>	<u>-</u>	<u>-</u>	<u>303</u>
<u>\$ -</u>	<u>\$ 20,326</u>	<u>\$ 2,082</u>	<u>\$ 5,500</u>	<u>\$ 303</u>

**YOUNGSTOWN STATE UNIVERSITY**

**STATEMENT OF INCOME, EXPENDITURES AND CHANGES IN AUXILIARY  
ENTERPRISES FUND BALANCES BY FUND**

**JUNE 30, 1972**

	<u>Student Residence Hall</u>	<u>Dining Halls and Cafeteria</u>
<b>FUND BALANCE, JULY 1, 1971</b> .....	\$ 308,899	\$ (3,015)
<b>INCOME, CURRENT</b> .....	<u>261,203</u>	<u>11,013</u>
<b>EXPENDITURES, CURRENT:</b>		
<b>Administrative and general:</b>		
Salaries .....	14,770	1,766
Staff benefits .....	625	435
Other .....	<u>1,197</u>	<u>358</u>
<b>Total administrative and general</b> .....	16,592	2,559
Room service .....	4,555	-
Student meals .....	100,941	-
Center activities .....	-	-
Cost of sales .....	-	-
Sports .....	-	-
Resident services .....	2,381	-
Operation and maintenance of plant .....	<u>24,327</u>	<u>19,121</u>
<b>Total expenditures</b> .....	<u>148,796</u>	<u>21,680</u>
<b>EXCESS OF INCOME OVER EXPENDITURES</b> .....	112,407	(10,667)
<b>TRANSFER IN FROM CURRENT GENERAL FUND (GENERAL FEE)</b> .....	<u>-</u>	<u>13,682</u>
<b>BALANCE BEFORE APPROPRIATIONS</b> .....	421,306	-
<b>APPROPRIATIONS TO (FROM) OTHER FUNDS:</b>		
Funds functioning as endowment .....	421,306	-
Unexpended plant funds .....	<u>-</u>	<u>-</u>
<b>FUND BALANCE, JUNE 30, 1972</b> .....	<u>\$ -</u>	<u>\$ -</u>

**YOUNGSTOWN STATE UNIVERSITY**  
**STATEMENT OF INCOME, EXPENDITURES AND CHANGES IN AUXILIARY**  
**ENTERPRISES FUND BALANCES BY FUND, CONTINUED**  
**JUNE 30, 1972**

<u>Student Center</u>	<u>Bookstore</u>	<u>Intercollegiate Athletics</u>	<u>Parking Lots</u>	<u>Total Auxiliary Enterprises</u>
\$ 21,771	\$ 445,060	\$ 168,750	\$ 358,505	\$1,299,970
<u>55</u>	<u>830,706</u>	<u>71,317</u>	<u>331,389</u>	<u>1,505,683</u>
4,674	93,544	19,206	144,619	278,579
21	14,673	4,442	24,639	44,835
(2)	6,761	11,614	2,672	22,600
<u>4,693</u>	<u>114,978</u>	<u>35,262</u>	<u>171,930</u>	<u>346,014</u>
-	-	-	-	4,555
-	-	-	-	100,941
2,515	-	-	-	2,515
-	667,470	-	-	667,470
-	-	317,628	-	317,628
-	-	-	-	2,381
<u>152</u>	<u>7,257</u>	<u>2,029</u>	<u>44,763</u>	<u>97,649</u>
<u>7,360</u>	<u>789,705</u>	<u>354,919</u>	<u>216,693</u>	<u>1,539,153</u>
(7,305)	41,001	(283,602)	114,696	(33,470)
<u>7,305</u>	<u>-</u>	<u>283,602</u>	<u>-</u>	<u>304,589</u>
21,771	486,061	168,750	473,201	1,571,089
-	132,943	88,926	473,201	1,116,376
<u>21,771</u>	<u>-</u>	<u>79,824</u>	<u>-</u>	<u>101,595</u>
<u>\$ -</u>	<u>\$ 353,118</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 353,118</u>

**YOUNGSTOWN STATE UNIVERSITY**  
**STATEMENT OF CHANGES IN CURRENT RESTRICTED FUND BALANCES**  
**YEAR ENDED JUNE 30, 1972**

<b>BALANCE, JULY 1, 1971</b> .....		<b>\$ 156,961</b>
<b>ADDITIONS:</b>		
Gifts and grants .....	\$1,202,594	
Endowment income .....	3,263	
Investment income .....	<u>135</u>	
Total additions .....		<u>1,205,992</u>
Total available .....		1,362,953
<b>DEDUCTIONS:</b>		
Expenditures:		
Instruction and general .....	44,565	
Organized research .....	36,003	
Public service .....	226,398	
Student aid .....	<u>882,753</u>	
Total expenditures .....	1,189,719	
Returned to contributors or grantors .....	<u>33,763</u>	
Total deductions .....		<u>1,223,482</u>
<b>BALANCE, JUNE 30, 1972</b> .....		<b><u>\$ 139,471</u></b>

**YOUNGSTOWN STATE UNIVERSITY**  
**STATEMENT OF CHANGES IN LOAN FUND BALANCES**  
**YEAR ENDED JUNE 30, 1972**

**BALANCE, JULY 1, 1971, CONSISTING OF:**

National Defense Student Loan Fund .....	\$1,049,329	
Nursing Student Loan Fund .....	30,000	
Y. S. U. Student Loan Fund .....	25,038	
Other university loan funds .....	<u>4,623</u>	
Total .....		\$1,108,990

**ADDITIONS:**

Gifts and grants .....	193,267	
Interest on notes .....	<u>10,171</u>	
Total additions .....		<u>203,438</u>
Total available .....		1,312,428

**DEDUCTIONS:**

National Defense Student Loan Fund:		
Cancellations .....	33,667	
Authorized administrative expense .....	13,000	
Notes written off .....	<u>1,476</u>	
Total deductions .....		<u>48,143</u>

**BALANCE, JUNE 30, 1972, CONSISTING OF:**

National Defense Student Loan Fund .....	1,198,948	
Nursing Student Loan Fund .....	33,574	
Y. S. U. Student Loan Fund .....	26,699	
Other university loan funds .....	<u>5,064</u>	
Total .....		<u>\$1,264,285</u>

**YOUNGSTOWN STATE UNIVERSITY**  
**STATEMENT OF CHANGES IN PRINCIPAL OF ENDOWMENT FUNDS**  
**AND FUNDS FUNCTIONING AS ENDOWMENT**  
**YEAR ENDED JUNE 30, 1972**

	<u>Total</u>	<u>Endowment funds</u>	<u>Funds functioning as endowment funds</u>
<b>BALANCE, JULY 1, 1971</b> .....	<b>\$ 25,416</b>	<b>\$ 25,416</b>	<b>\$ -</b>
<b>ADDITIONS:</b>			
Gifts and bequests .....	5,093	5,093	-
From current general fund .....	2,389,309	-	2,389,309
From auxiliary enterprises .....	1,116,376	-	1,116,376
Total additions .....	<u>3,510,778</u>	<u>5,093</u>	<u>3,505,685</u>
<b>DEDUCTIONS:</b>			
Student aid:			
Scholarships .....	1,416	1,416	-
Total deductions .....	<u>1,416</u>	<u>1,416</u>	<u>-</u>
<b>BALANCE, JUNE 30, 1972</b> .....	<b><u>\$3,534,778</u></b>	<b><u>\$ 29,093</u></b>	<b><u>\$3,505,685</u></b>



**YOUNGSTOWN STATE UNIVERSITY**  
**STATEMENT OF CHANGES IN PLANT FUND BALANCES**  
**YEAR ENDED JUNE 30, 1972**

	<u>Unexpended plant funds</u>			<u>Total</u>	<u>Investment in plant</u>	<u>Total</u>
	<u>Plant additions</u>	<u>Renewals and replacements</u>	<u>Maintenance and improvements</u>			
<b>BALANCE, JULY 1, 1971 . . . . .</b>	<b>\$ 8,866,276</b>	<b>\$ -</b>	<b>\$ 336,872</b>	<b>\$ 9,203,148</b>	<b>\$22,405,746</b>	<b>\$31,608,894</b>
<b>ADDITIONS:</b>						
Gifts and bequests . . . . .	-	-	-	-	3,746,000	3,746,000
Expended or appropriated from:						
Current general fund . . . . .	1,755,811	65,900	88,618	1,910,329	726,198	2,636,527
Auxiliary enterprises . . . . .	101,595	-	-	101,595	-	101,595
Unexpended plant fund . . . . .	-	-	-	-	5,570,156	5,570,156
Income from temporary investments . . . . .	353,428	-	-	353,428	-	353,428
<b>Total additions . . . . .</b>	<b>2,210,834</b>	<b>65,900</b>	<b>88,618</b>	<b>2,365,352</b>	<b>10,042,354</b>	<b>12,407,706</b>
<b>DEDUCTIONS:</b>						
Expenditures . . . . .	4,261,980	65,900	-	4,327,880	-	4,327,880
Plant assets written off or otherwise disposed of . . . . .	-	-	-	-	1,218,180	1,218,180
<b>Total deductions . . . . .</b>	<b>4,261,980</b>	<b>65,900</b>	<b>-</b>	<b>4,327,880</b>	<b>1,218,180</b>	<b>5,546,060</b>
<b>BALANCE, JUNE 30, 1972 . . . . .</b>	<b>\$ 6,815,130</b>	<b>\$ -</b>	<b>\$ 425,490</b>	<b>\$ 7,240,620</b>	<b>\$31,229,920</b>	<b>\$38,470,540</b>

**YOUNGSTOWN STATE UNIVERSITY**  
**STATEMENT OF AGENCY FUND BALANCES**  
**JUNE 30, 1972**

<u>Name</u>	<u>Amount</u>
Neon . . . . .	\$32,882
ROTC corps fund . . . . .	23
ROTC military equipment deposit . . . . .	837
ROTC uniform account . . . . .	307
Dana concert series . . . . .	10,319
Dana concert choir . . . . .	576
Madrigal Singers . . . . .	62
Penguin Review . . . . .	300
Student activities . . . . .	8,758
Alumni activity . . . . .	926
Kilcawley Crest . . . . .	25
State guaranteed loan . . . . .	295
University assistance fund . . . . .	18,955
Kilcawley Club . . . . .	1,023
International Students Visitors Program . . . . .	2,983
Ernst and Ernst Faculty Seminar . . . . .	866
Senior Class Gift . . . . .	503
Women's extramural program . . . . .	540
Student Council social programs . . . . .	14,605
Chemistry department social programs . . . . .	15
Y. S. U. band recording . . . . .	840
Robert Szentirmay Fund . . . . .	3,007
Y. S. U. School of Business Administration seminar . . . . .	20
Pre-law dinner . . . . .	86
Ticket sales — university personnel . . . . .	383
Jazz ensemble . . . . .	<u>150</u>
Total agency funds . . . . .	<u>\$99,286</u>

# Financial Report

## YOUNGSTOWN STATE UNIVERSITY

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June 30, 1972

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## YOUNGSTOWN STATE UNIVERSITY

## Balance Sheet

June 30, 1972

<u>Assets</u>		<u>Liabilities and Fund Balances</u>	
Current funds:		Current Funds:	
General:		General:	
Cash and certificates of deposit	\$ 2,094,448	Accounts payable and accrued expenses	\$ 824,975
Interest receivable	33,707	Salaries and wages payable	949,610
Accounts receivable (less allowance for doubtful accounts \$15,000) - (Schedule A-2)	322,883	Deferred income	759,101
Inventories, at cost (Schedule A-3)	12,949	Fund balance - appropriated (Exhibit C)	29,011
Prepaid expenses and deferred charges	21,264		
Due from auxiliary enterprises	21,493		
Due from current restricted funds	42,279		
Due from endowment funds	42		
Due from agency funds	13,632		
Total general	<u>2,562,697</u>	Total general	<u>2,562,697</u>
 Auxiliary enterprises:		 Auxiliary enterprises:	
Cash	\$ 75,004	Accounts payable and accrued expenses	\$ 39,414
Accounts receivable (Schedule A-2)	10,277	Due to current general fund	21,493
Inventories, at cost (Schedule A-3)	353,118	Deposits	10,405
Prepaid expenses and deferred charges	5,817	Deferred income	19,980
Due from current restricted funds	194	Fund balances (Exhibit D)	<u>353,118</u>
Total auxiliary enterprises	444,410	Total auxiliary enterprises	444,410
 Restricted:		 Restricted:	
Cash	139,468	Accounts payable and accrued expenses	680
Accounts receivable (Schedule A-2):		Due to current general fund	42,279
Federal government	<u>43,156</u>	Due to auxiliary enterprises	194
Total restricted	<u>182,624</u>	Fund balances (Exhibit E)	<u>139,471</u>
Total current funds	<u>\$ 3,189,731</u>	Total restricted	<u>182,624</u>
		Total current funds	<u>\$ 3,189,731</u>

(Continued)

## YOUNGSTOWN STATE UNIVERSITY

## Balance Sheet, Continued

June 30, 1972

<u>Assets, Continued</u>		<u>Liabilities and Fund Balances, Continued</u>	
Loan funds:		Loan funds:	
Cash	\$ 143,191	Fund balances (Exhibit F):	
Accounts receivable	278,223	National Defense Student Loan Fund	\$ 1,198,948
Accounts receivable-NDSLIF	<u>842,871</u>	Other	65,337
Total loan funds	<u>1,264,285</u>	Total fund balances	<u>1,264,285</u>
		Total loan funds	<u>1,264,285</u>
Endowment funds and funds functioning as endowment:		Endowment funds and funds functioning as endowment (Exhibit G):	
Cash and certificates of deposit	985,527	Due to current general fund	42
Investments (Schedules A-1):		Principal of endowment funds:	
Marketable securities, at cost (market value \$2,549,293)	2,536,697	Income restricted	\$ 29,093
Interest receivable	<u>12,596</u>	Principal of funds functioning as endowment:	
Total endowment funds and funds functioning as endowment	<u>3,534,820</u>	Income unrestricted	3,505,685
		Total principal	<u>3,534,778</u>
		Total endowment funds and funds functioning as endowment	<u>3,534,820</u>
Plant funds:		Plant funds:	
Unexpended plant funds:		Unexpended plant funds:	
Cash	66,715	Fund balances (Exhibit I):	
Investments, at cost (market value \$7,173,905) - (Schedule A-1)	7,087,349	Plant additions	6,815,130
Interest receivable	86,556	Maintenance and improvements	425,490
Total unexpended plant funds	<u>7,240,620</u>	Total fund balances	<u>7,240,620</u>
		Total unexpended plant funds	<u>7,240,620</u>
Investment in plant (Schedule I-3):		Investment in plant:	
Land	\$ 1,348,767	Net investment in plant (Exhibit I)	31,229,920
Improvements other than buildings	346,462		
Buildings	21,624,971		
Moveable equipment	7,482,167		
Construction in progress (Schedule A-5)	<u>427,553</u>		
Total investment in plant	<u>31,229,920</u>		
Total plant funds	<u>38,470,540</u>	Total investment in plant	31,229,920
		Total plant funds	<u>38,470,540</u>
Agency funds:		Agency funds:	
Cash	99,073	Accounts payable and accrued expenses	248
Accounts receivable (Schedule A-2)	14,093	Due to current general fund	13,632
Total agency funds	<u>113,166</u>	Fund balances (Exhibit J)	99,286
		Total agency funds	<u>113,166</u>
Total assets	<u>\$46,572,542</u>	Total liabilities and fund balances	<u>\$46,572,542</u>

YOUNGSTOWN STATE UNIVERSITY

Statement of Current Income, Expenditures and Charges  
in the Unappropriated Current General Fund

Year ended June 30, 1972

	<u>Total</u>	<u>General</u>	<u>Restricted</u>
Current income:			
Instruction and general (Schedule B-1):			
Governmental appropriations	\$ 9,700,000	9,700,000	-
Student fees (and tuition)	8,746,061	8,746,061	-
Private gifts and grants	11,648	-	11,648
Governmental grants	32,917	-	32,917
Departmental sales and charges	578	578	-
Recovery of indirect expenses	36,730	36,730	-
Other	323,202	323,202	-
Total instruction and general	<u>18,851,136</u>	<u>18,806,571</u>	<u>44,565</u>
Organized research:			
Private gifts and grants	1,963	-	1,963
Governmental grants	34,040	-	34,040
Total organized research	<u>36,003</u>	<u>-</u>	<u>36,003</u>
Public services:			
Private gifts and grants	110,259	85,854	24,405
Governmental grants	238,140	36,147	201,993
Total public services	<u>348,399</u>	<u>122,001</u>	<u>226,398</u>
Auxiliary enterprises	<u>1,505,683</u>	<u>1,505,683</u>	<u>-</u>
Student aid:			
Endowment income	1,000	-	1,000
Private gifts and grants	421,799	-	421,799
Governmental grants	459,954	-	459,954
Total student aid	<u>882,753</u>	<u>-</u>	<u>882,753</u>
Total current income	<u>21,623,974</u>	<u>20,434,255</u>	<u>1,189,719</u>
Current expenditures:			
Instruction and general (Schedule B-2):			
Departmental instruction	9,379,070	9,345,341	33,729
Instructional services	404,293	404,293	-
Libraries	728,024	724,525	3,499
Plant operation and maintenance	2,447,683	2,447,683	-
Student services	829,461	829,461	-
General expenses	903,522	898,185	5,337
General administration	1,053,318	1,051,318	2,000
Total instruction and general	<u>15,745,371</u>	<u>15,700,806</u>	<u>44,565</u>
Organized research (Schedule B-4)	<u>\$ 63,493</u>	<u>27,490</u>	<u>36,003</u>

(Continued)

YOUNGSTOWN STATE UNIVERSITY

Statement of Current Income, Expenditures and Charges  
in the Unappropriated Current General Fund, Continued

Year ended June 30, 1972

	<u>Total</u>	<u>General</u>	<u>Restricted</u>
Public services:			
Institutes and workshops	\$ 263,129	246,489	16,640
Other	209,758	-	209,758
Total public services	<u>472,887</u>	<u>246,489</u>	<u>226,398</u>
Auxiliary enterprises	<u>1,539,153</u>	<u>1,539,153</u>	-
Student aid:			
Scholarships and fellowships	593,181	-	693,181
Other	189,572	-	189,572
Total student aid	<u>882,753</u>	<u>-</u>	<u>882,753</u>
Total current expenditures	<u>18,703,657</u>	<u>17,513,938</u>	<u>1,189,719</u>
Excess of current income over current expenditures	<u>2,920,317</u>	<u>2,920,317</u>	-
Appropriations to (from) other funds:			
Appropriated current general fund - net (Exhibit C)	(1,712,111)	(1,712,111)	-
Current auxiliary enterprises fund - excess of income over expenditures (Exhibit D)	(33,470)	(33,470)	-
Auxiliary enterprises	304,588	304,588	-
Loan funds	19,262	19,262	-
Pooled endowment funds	2,389,309	2,389,309	-
Unexpended plant funds (Exhibit I)	1,880,661	1,880,661	-
Agency funds	72,078	72,078	-
Total appropriations	<u>2,920,317</u>	<u>2,920,317</u>	<u>-</u>
Excess of current income over current expenditures and appropriations	-	-	-
Unappropriated current general fund balance, July 1, 1971	-	-	-
Unappropriated current general fund balance, June 30, 1972	<u>\$ -</u>	<u>-</u>	<u>-</u>

YOUNGSTOWN STATE UNIVERSITY

Statement of Changes in the Appropriated Current General Fund Balances

Year ended June 30, 1972

	<u>Total</u>	<u>Reserve for working capital</u>	<u>University improvements fund</u>	<u>Rental and equipment fund</u>	<u>University organized research</u>	<u>Urban studies reserve</u>	<u>Continuing education reserve</u>	<u>Unemployment compensation reserve</u>
Balance, July 1, 1971	\$1,741,122	2,000	1,200,000	500,000	31,540	2,082	5,500	-
Transfer to (from) unappropriated current general fund:								
Transferred from the unappropriated current general fund by action of the Governing Board for purposes designated	50,629	-	-	-	50,326	-	-	303
Returned to the unappropriated current general fund to support expenditures for purposes designated	(1,762,740)	(1,200)	(1,200,000)	(500,000)	(61,540)	-	-	-
Total	(1,712,111)	(1,200)	(1,200,000)	(500,000)	(11,214)	-	-	303
Balance, June 30, 1972	\$ 29,011	800	-0-	-0-	20,326	2,082	5,500	303



YOUNGSTOWN STATE UNIVERSITY

Statement of Changes in the Current  
Auxiliary Enterprises Fund Balance

Year ended June 30, 1972

Excess (deficit) of income over expenditures		
from year's operations:		
Residences - Students (Schedule D-1)		\$ 112,407
Dining halls and cafeterias (Schedule D-3)		(10,667)
Student center (Schedule D-4)		(7,305)
Bookstore (Schedule D-5)		41,001
Intercollegiate athletics (Schedule D-6)		(283,602)
Parking lots (Schedule D-8)		<u>114,696</u>
Total		<u>(33,470)</u>
Fund balance, July 1, 1971		
Kilcawley Dormitory	\$ 308,899	
Kilcawley Cafeteria	(3,014)	
Kilcawley Student Center	21,770	
Bookstore	445,060	
Intercollegiate athletics	168,750	
Parking lots	<u>358,505</u>	
Total		1,299,970
Transfer in of activities' fees from		
current general fund to:		
Dining halls and cafeterias	13,682	
Student center	7,305	
Intercollegiate athletics	<u>283,602</u>	
Total		<u>304,589</u>
Balance before appropriations		1,571,089
Appropriations to (from) other funds:		
Funds functioning as endowment (Exhibit G)	1,116,376	
Unexpended plant funds (Exhibit I)	<u>101,595</u>	
Total		<u>1,217,971</u>
Fund balance, June 30, 1972:		
Bookstore		<u>\$ 353,118</u>

YOUNGSTOWN STATE UNIVERSITY  
Statement of Changes in Current Restricted Fund Balances  
Year ended June 30, 1972

Balance, July 1, 1971		\$ 156,961
Additions:		
Endowment income	\$ 3,263	
Gifts and grants	1,202,594	
Income from temporary investments	<u>135</u>	
Total additions		<u>1,205,992</u>
Total available		<u>1,362,953</u>
Deductions:		
Expenditures (Exhibit B):		
Instruction and general	44,565	
Organized research	36,003	
Public services	226,398	
Student aid	<u>882,753</u>	
Total expenditures	<u>1,189,719</u>	
Returned to contributors or grantors	<u>33,763</u>	
Total deductions		<u>1,223,482</u>
Balance, June 30, 1972		<u>\$ 139,471</u>

YOUNGSTOWN STATE UNIVERSITY  
 Statement of Changes in Loan Fund Balances  
 Year ended June 30, 1972

Balance, July 1, 1971, consisting of:		
National defense student loan fund		\$1,049,329
Other		<u>59,661</u>
Total		<u>1,108,990</u>
Additions:		
Gifts and grants	\$ 193,267	
Interest on notes	<u>10,171</u>	
Total additions		<u>203,438</u>
Deductions:		
National defense student loan fund:		
Cancellations	33,667	
Authorized administrative expense	13,000	
Notes written off	<u>1,476</u>	
Total deductions		<u>48,143</u>
Balance, June 30, 1972, consisting of:		
National defense student loan fund	1,198,948	
Other	<u>65,336</u>	
Total		<u>\$1,264,285</u>

## YOUNGSTOWN STATE UNIVERSITY

Statement of Changes in Principal of Endowment  
Funds and Funds Functioning as Endowment

Year ended June 30, 1972

	<u>Total</u>	<u>Endowment funds</u>	<u>Funds function- ing as endowment funds</u>
Balance, July 1, 1971	\$ 25,416	25,416	-
Additions:			
Gifts and bequests	5,093	5,093	-
Gains on investments (net)	-	-	-
Appropriation from current general fund (Exhibit B)	2,389,309	-	2,389,309
Transfer from auxiliary enterprises (Exhibit D)	1,116,376	-	1,116,376
Total additions	<u>3,510,778</u>	<u>5,093</u>	<u>3,505,685</u>
Deductions:			
Student aid:			
Scholarships	1,416	1,416	-
Total deductions	<u>1,416</u>	<u>1,416</u>	<u>-</u>
Balance, June 30, 1972	<u>\$3,534,778</u>	<u>29,093</u>	<u>3,505,685</u>

YOUNGSTOWN STATE UNIVERSITY  
Statement of Changes in Plant Fund Balances  
Year ended June 30, 1972

	Unexpended plant funds			Investment in plant	Total	
	Plant additions	Renewals and replacements	Maintenance and improvements			Total
Balance, July 1, 1971	\$8,866,276	-	336,872	9,203,148	22,405,746	31,608,894
Additions:						
Gifts and bequests	-	-	-	-	3,746,000	3,746,000
Expended or appropriated from:						
Current general fund (Exhibit B)	1,755,811	65,900	88,618	1,910,329*	726,198	2,636,527
Auxiliary enterprises (Exhibit D)	101,595	-	-	101,595	-	101,595
Unexpended plant fund	-	-	-	-	5,570,156	5,570,156
Income from temporary investments	353,428	-	-	353,428	-	353,428
Total additions	<u>2,210,834</u>	<u>65,900</u>	<u>88,618</u>	<u>2,365,352</u>	<u>10,042,354</u>	<u>12,407,706</u>
Deductions:						
Expenditures	4,261,980	65,900	-	4,327,880	-	4,327,880
Plant assets written off or otherwise disposed of	-	-	-	-	1,218,180	1,218,180
Total deductions	<u>4,261,980</u>	<u>65,900</u>	<u>-</u>	<u>4,327,880</u>	<u>1,218,180</u>	<u>5,546,060</u>
Balance, June 30, 1972	<u>\$6,815,130</u>	<u>-</u>	<u>425,490</u>	<u>7,240,620</u>	<u>31,229,920</u>	<u>38,470,540</u>

\*Includes \$29,668 derived from excess encumbrances in the current general fund at the close of fiscal year 1970-71.

YOUNGSTOWN STATE UNIVERSITY  
Statement of Agency Fund Balances

June 30, 1972

<u>Name</u>	<u>Amount</u>
Neon	\$32,882
ROTC corps fund	23
ROTC military equipment deposit	837
ROTC uniform account	307
Dana concert series	10,319
Dana concert choir	576
Madrigal Singers	62
Penquin Review	300
Student activities	8,758
Alumni activity	926
Kilcawley Crest	25
State guaranteed loan	295
University assistance fund	18,955
Kilcawley Club	1,023
International Students Visitors Program	2,983
Ernst and Ernst Faculty Seminar	866
Senior Class Gift	503
Women's extramural program	540
Student Council social programs	14,605
Chemistry dept. special fund	15
Y.S.U. band recording	840
Robert Szentirmay Fund	3,007
Y.S.U. School of Business Administration seminar	20
Pre-law dinner	86
Ticket sales - university personnel	383
Jazz ensemble	150
Total agency funds	<u>\$99,286</u>

## YOUNGSTOWN STATE UNIVERSITY

## Schedule of Investments

June 30, 1972

ENDOWMENT FUNDS AND FUNDS FUNCTIONING AS ENDOWMENT

<u>Description</u>	<u>Rate or yield</u>	<u>Due date</u>	<u>Face value</u>	<u>Market value</u>	<u>Cost</u>
Marketable securities:					
Pooled investments:					
United States Government:					
U.S. Treasury bills	3.798%	7- 6-72	\$ 130,000	129,918	128,752
U.S. Treasury bills	3.798	7- 6-72	125,000	124,921	123,800
U.S. Treasury bills	3.375	7-13-72	200,000	199,756	196,588
U.S. Treasury bills	3.560	8- 3-72	100,000	99,673	98,250
U.S. Treasury bills	3.513	8-24-72	80,000	79,571	78,579
U.S. Treasury bills	4.278	10-19-72	200,000	197,362	195,674
Banks for Cooperatives	4.550	10- 2-72	305,000	308,238	305,000
Banks for Cooperatives	4.550	10- 2-72	500,000	505,675	501,252
Banks for Cooperatives	4.445	12- 4-72	280,000	281,004	280,000
Banks for Cooperatives	4.445	12- 4-72	350,000	351,254	350,000
Federal Home Loan Mortgage Corp.	5.300	8-26-74	250,000	254,638	250,000
Total pooled			<u>2,520,000</u>	<u>2,532,010</u>	<u>2,507,895</u>
<u>Harry K. Graebing - Athletic Scholarship Fund</u>					
Separately invested:					
Corporate bonds:					
Industrial:					
Chrysler Financial Corporation	7.375	5- 1-74	15,000	15,000	14,737
<u>Nellie P. Nick Scholarship Fund</u>					
Corporate bonds:					
Industrial:					
Ford Motor Credit Corp.	6.875	3-15-78	5,000	5,000	5,042
<u>Dorothy Zola Greenberger Memorial Scholarship Fund</u>					
Corporate bonds:					
Industrial:					
Phelph-Dodge Corp.	7.375	6-15-78	4,000	4,000	4,000
Cities-Service Company	7.000	1-15-78	5,000	5,000	5,023
Total			<u>9,000</u>	<u>9,000</u>	<u>9,023</u>
Total separately invested			<u>29,000</u>	<u>29,000</u>	<u>28,802</u>
Total endowment funds and funds functioning as endowment			<u>\$2,549,000</u>	<u>2,561,010</u>	<u>2,536,697</u>

(Continued)

## YOUNGSTOWN STATE UNIVERSITY

## Schedule of Investments, Continued

June 30, 1972

PLANT FUNDS

<u>Description</u>	<u>Rate or yield</u>	<u>Due date</u>	<u>Face value</u>	<u>Market value</u>	<u>Cost</u>
Unexpended:					
U.S. Treasury bills	3.798%	7- 6-72	\$ 45,000	44,972	44,568
U.S. Treasury bills	3.560	8- 3-72	200,000	199,312	196,499
U.S. Treasury bills	3.470	8- 3-72	400,000	398,689	396,376
U.S. Treasury bills	3.462	8-10-72	70,000	69,724	69,388
U.S. Treasury bills	3.462	8-10-72	130,000	129,487	128,862
U.S. Treasury bills	3.513	8-24-72	220,000	218,819	216,093
U.S. Treasury bills	3.710	8-31-72	210,000	208,704	206,061
U.S. Treasury bills	4.195	9-14-72	75,000	74,336	73,409
U.S. Treasury bills	4.195	9-14-72	225,000	223,007	220,228
U.S. Treasury bills	4.023	9-28-72	500,000	494,971	494,915
U.S. Treasury bills	3.998	11- 2-72	400,000	394,448	391,916
U.S. Treasury bills	4.106	11-30-72	100,000	98,255	97,924
U.S. Treasury bills	4.187	12-14-72	200,000	196,115	195,766
U.S. Treasury notes	5.000	8-15-72	500,000	509,375	500,000
U.S. Treasury notes	6.000	11-15-72	200,000	201,500	200,000
Federal Land Grant Banks	5.200	4-23-72	400,000	404,044	400,000
Federal National Mortgage					
Association	7.510	12-10-73	700,000	702,781	700,000
Banks for Cooperatives	4.650	7- 3-72	500,000	511,453	500,022
Banks for Cooperatives	4.550	10- 2-72	195,000	197,070	195,000
Banks for Cooperatives	4.450	12- 4-72	210,000	210,753	210,000
Banks for Cooperatives	4.450	12- 4-72	160,000	160,574	160,000
Federal Intermediate					
Credit Bank	4.950	8- 1-72	490,000	506,221	490,053
Credit Bank	4.625	9- 5-72	500,000	513,695	500,269
Credit Bank	4.800	1- 2-73	500,000	505,600	500,000
Total unexpended			<u>\$7,130,000</u>	<u>7,173,905</u>	<u>7,087,349</u>



YOUNGSTOWN STATE UNIVERSITY  
 Schedule of Accounts Receivable  
 June 30, 1972

	<u>0-30 days</u>	<u>30-60 days</u>	<u>60-90 days</u>	<u>Over 90 days</u>	<u>Total</u>	<u>Allowance for doubtful accounts</u>	<u>Net</u>
Current funds:							
General:							
Students	\$ 18,713	498	838	19,038	39,087	15,000	24,087
Bursar's billing for student fees	2,197	-	-	-	2,197	-	2,197
Faculty and staff	165	-	-	-	165	-	165
General	16,387	22	18	-	16,427	-	16,427
State of Ohio	5,601	40	-	9,049	14,690	-	14,690
Federal Government	103	-	-	-	103	-	103
Student aid receivable	<u>38,497</u>	<u>15,370</u>	<u>4,316</u>	<u>207,031</u>	<u>265,214</u>	<u>-</u>	<u>265,214</u>
Total general	<u>81,663</u>	<u>15,930</u>	<u>5,172</u>	<u>235,118</u>	<u>337,883</u>	<u>15,000</u>	<u>322,883</u>
Auxiliary enterprises:							
Bookstore	646	-	-	-	646	-	646
Kilcawley Cafeteria	8,407	-	-	-	8,407	-	8,407
Intercollegiate athletics	<u>1,224</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,224</u>	<u>-</u>	<u>1,224</u>
Total auxiliary enterprises	<u>10,277</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,277</u>	<u>-</u>	<u>10,277</u>
Restricted:							
Federal Government	<u>43,156</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>43,156</u>	<u>-</u>	<u>43,156</u>
Total restricted	<u>43,156</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>43,156</u>	<u>-</u>	<u>43,156</u>
Agency funds:							
General	<u>14,093</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14,093</u>	<u>-</u>	<u>14,093</u>
Total agency funds	<u>14,093</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14,093</u>	<u>-</u>	<u>14,093</u>
Total	<u>\$149,189</u>	<u>15,930</u>	<u>5,172</u>	<u>235,118</u>	<u>405,409</u>	<u>15,000</u>	<u>390,409</u>

## YOUNGSTOWN STATE UNIVERSITY

## Schedule of Inventories

June 30, 1972

Current funds:		
General:		
Office Supplies		\$ 12,949
Total general		<u>12,949</u>
Auxiliary enterprises:		
Books	\$306,289	
Miscellaneous merchandise	<u>46,829</u>	
Total auxiliary enterprises		<u>353,118</u>
Total		<u>\$366,067</u>

YOUNGSTOWN STATE UNIVERSITY  
Schedule of Construction in Progress  
June 30, 1972

<u>Project</u>	<u>Project budget</u>	<u>Expended to date</u>	<u>Unexpended commitments</u>	<u>Uncom- mitted balance</u>	<u>Percentage of physical completion</u>	<u>Estimated comple- tion date</u>
Kilcawley expansion	<u>\$3,469,896</u>	<u>754,479</u>	<u>2,287,864</u>	<u>427,553</u>	37.4%	July, 1973

## YOUNGSTOWN STATE UNIVERSITY

## Schedule of Current Income - Instruction and General

Year ended June 30, 1972

	Favorable (Unfavorable) variance	Total	General	Restricted
Governmental appropriations:				
State	\$623,000	9,700,000	9,700,000	-
Student fees (and tuition):				
Instructional	(301,957)	5,948,043	5,948,043	-
General	(208,601)	1,378,279	1,378,279	-
Tuition	122,513	1,089,513	1,089,513	-
Application and matriculation	(15,142)	98,858	98,858	-
Other	(34,632)	231,368	231,368	-
Total student fees	<u>(437,819)</u>	<u>8,746,061</u>	<u>8,746,061</u>	<u>-</u>
Private gifts and grants:				
Restricted	<u>11,648</u>	<u>11,648</u>	<u>-</u>	<u>11,648</u>
Government grants	<u>32,917</u>	<u>32,917</u>	<u>-</u>	<u>32,917</u>
Departmental sales and charges:				
Electronic shop charge	240	240	240	-
Computer laboratory	<u>338</u>	<u>338</u>	<u>338</u>	<u>-</u>
Total departmental sales and charges	<u>578</u>	<u>578</u>	<u>578</u>	<u>-</u>
Recovery of indirect expenses:				
Governmental projects	<u>36,730</u>	<u>36,730</u>	<u>36,730</u>	<u>-</u>
Other:				
Income from temporary investments	(169,587)	256,413	256,413	-
Rental of educational plant	3,532	3,532	3,532	-
Locker, towel, and equipment fees	2,831	2,831	2,831	-
Commissions - vending machines and telephones	22,517	22,517	22,517	-
Miscellaneous	<u>37,909</u>	<u>37,909</u>	<u>37,909</u>	<u>-</u>
Total other	<u>(102,798)</u>	<u>323,202</u>	<u>323,202</u>	<u>-</u>
Total current income - instruction and general	<u>\$164,256</u>	<u>18,851,136</u>	<u>18,806,571</u>	<u>44,565</u>

## YOUNGSTOWN STATE UNIVERSITY

## Schedule of Current Expenditures - Instruction and General

Year ended June 30, 1972

	Favorable (Unfavorable) variance	Total	General	Restricted
<b>Departmental instruction:</b>				
College of Arts and Sciences	\$ 585	5,237,827	5,214,657	23,170
School of Business Administration	118,315	962,361	962,361	
School of Education	3,397	946,233	942,233	4,000
School of Engineering	28,170	866,580	863,519	3,061
School of Music	(38,343)	550,646	547,255	3,391
Graduate School	285,271	63,361	63,361	
Technical and Community College	140,141	752,062	751,955	107
Total departmental instruction	<u>537,536</u>	<u>9,379,070</u>	<u>9,345,341</u>	<u>33,729</u>
<b>Instructional services:</b>				
Media Center	(10,001)	109,835	109,835	
Computer Center - Instruction	(72,631)	249,373	249,373	
Black Studies	(1,324)	43,273	43,273	
Other	12,741	1,812	1,812	
Total instructional services	<u>(71,215)</u>	<u>404,293</u>	<u>404,293</u>	<u>-</u>
<b>Library</b>	<u>(2,572)</u>	<u>728,024</u>	<u>724,525</u>	<u>3,499</u>
<b>Plant operation and maintenance:</b>				
Administration	59,060	132,076	132,076	
Janitorial service	45,414	593,797	593,797	
Repairs of buildings	280,160	461,267	461,267	
Care of grounds	722	153,940	153,940	
Utilities-purchased	112,564	378,568	378,568	
Campus security	14,307	245,296	245,296	
Operation of motor vehicles	18,056	50,474	50,474	
Other	150,244	432,265	432,265	
Total plant operation	<u>680,527</u>	<u>2,447,683</u>	<u>2,447,683</u>	<u>-</u>
<b>Student services:</b>				
Dean - Admissions and Records	2,467	453,354	453,354	
Dean of Student Affairs	(11,573)	277,729	277,729	
Administration of student aid	(504)	98,378	98,378	
Total student services	<u>(9,610)</u>	<u>829,461</u>	<u>829,461</u>	<u>-</u>

(Continued)

## YOUNGSTOWN STATE UNIVERSITY

Schedule of Current Expenditures -  
Instruction and General, Continued

Year ended June 30, 1972

	Favorable (Unfavorable) variance	Total	General	Restricted
General expenses:				
University relations office	\$ (6,597)	117,328	117,328	
Public events	528	27,979	27,979	
Publications	1,065	57,493	57,493	
Membership	230	12,583	12,583	
Lectures and artists	285	15,615	10,278	5,337
Computer Center - General	82,589	480,477	480,477	
Mailing department	4,750	18,885	18,885	
Central services	(3,629)	3,629	3,629	
Receiving department	21,838	11,284	11,284	
Telephone service	(47,810)	126,170	126,170	
Resident examiner expense	471	25,171	25,171	
Moving - Faculty and Staff	133	6,756	6,756	
Other general expenses	13	152	152	
Total general expenses	<u>53,866</u>	<u>903,522</u>	<u>898,185</u>	<u>5,337</u>
General administration:				
Board of trustees	(5,367)	19,273	19,273	
President's office	13,445	79,910	77,910	2,000
Vice-President Academic Affairs	(275)	62,647	62,647	
Vice-President Administrative Affairs	(11,217)	96,537	96,537	
Vice-President Financial Affairs	10,191	104,724	104,724	
Bursar's office	13,303	187,099	187,099	
Comptroller's office	8,975	199,508	199,508	
Purchasing office	(2,636)	78,067	78,067	
Personnel office	2,230	56,861	56,861	
Budget office	7,596	53,249	53,249	
Audit and systems office	(3,388)	41,936	41,936	
Campus planning office	(2,824)	73,403	73,403	
Other	(104)	104	104	
Total general administration	<u>29,929</u>	<u>1,053,318</u>	<u>1,051,318</u>	<u>2,000</u>
Total current expenditures - instruction and general	<u>\$1,218,461</u>	<u>15,745,371</u>	<u>15,700,806</u>	<u>44,565</u>

## YOUNGSTOWN STATE UNIVERSITY

## Schedule of Current Expenditures - Organized Research

Year ended June 30, 1972

<u>Description</u>	<u>Total</u>	<u>General</u>	<u>Restricted</u>
National Science Foundation Grant-Chemistry	\$ 4,786		4,786
Eli Lilly and Co. Biology Research	337		337
National Science Foundation Grant-GK 5319	3,969		3,969
Am. Chem. Soc. Petroleum Research Fund	1,626		1,626
Participation in Vocational Educ. Prog.	10,082		10,082
N.A.S.A. Sonic Boom and Noise Management	15,203		15,203
University sponsored research:			
Department of:			
Speech and Dramatic Art:			
Project 82	5	5	
Project 134	109	109	
Project 156	9	9	
Health and Physical Education:			
Project 98	12	12	
Biology:			
Project 50	30	30	
Project 55	89	89	
Project 65	57	57	
Project 68	317	317	
Project 95	145	145	
Project 117	175	175	
Project 124	480	480	
Project 125	240	240	
Project 145	172	172	
Project 155	916	916	
Project 164	12	12	
English:			
Project 63	(57)	(57)	
Project 143	20	20	
Foreign Language:			
Project 64	25	25	
Project 88	10	10	
Project 114	458	458	
Project 121	250	250	
Mathematics:			
Project 101	338	338	
Project 152	30	30	
Chemistry:			
Project 19	6	6	
Project 61	275	275	
Project 66	831	831	
Project 74	16	16	
Project 87	2,699	2,699	
Project 129	801	801	
Project 137	31	31	
Project 139	250	250	

## YOUNGSTOWN STATE UNIVERSITY

## Schedule of Current Expenditures - Organized Research, Continued

Year ended June 30, 1972

<u>Description</u>	<u>Total</u>	<u>General</u>	<u>Restricted</u>
University sponsored research, continued:			
Department of:			
Geology:			
Project 115	\$ 88	88	
Project 120	1,389	1,389	
Project 147	620	620	
Project 167	50	50	
Physics and Astronomy:			
Project 78	414	414	
Project 89	1,838	1,838	
Project 90	461	461	
Project 120	1,389	1,389	
Project 141	58	58	
Project 142	214	214	
Project 147	620	620	
Project 167	50	50	
Psychology:			
Project 96	12	12	
Project 142	214	214	
Project 157	142	142	
Economics:			
Project 150	332	332	
History:			
Project 44	15	15	
Project 52	97	97	
Project 92	66	66	
Project 118	250	250	
Project 126	8	8	
Project 133	250	250	
Project 138	250	250	
Project 146	507	507	
Project 161	250	250	
Political Science:			
Project 105	9	9	
Project 116	1	1	
Project 127	68	68	
Project 128	43	43	
Project 149	110	110	
Sociology:			
Project 76	209	209	
Project 84	42	42	
Project 111	254	254	
Project 135	150	150	
Educational Foundations:			
Project 107	204	204	

(Continued)



## YOUNGSTOWN STATE UNIVERSITY

## Schedule of Current Expenditures - Organized Research, Continued

Year ended June 30, 1972

<u>Description</u>	<u>Total</u>	<u>General</u>	<u>Restricted</u>
University sponsored research, continued:			
Department of:			
Elementary Education:			
Project 104	\$ 674	674	
Project 130	127	127	
Secondary Education:			
Project 97	657	657	
Chemical Engineering:			
Project 108	98	98	
Project 131	11	11	
Project 148	318	318	
Project 151	355	355	
Civil Engineering:			
Project 24	147	147	
Project 113	45	45	
Electrical Engineering:			
Project 159	85	85	
Mechanical Engineering:			
Project 60	55	55	
Project 112	15	15	
Project 122	2,401	2,401	
Project 136	1	1	
Project 162	76	76	
Metallurgical Engineering:			
Project 158	698	698	
Project 160	1,287	1,287	
Criminal Justice:			
Project 123	<u>1,015</u>	<u>1,015</u>	<u>        </u>
Total current expenditures - organized research	<u>\$63,493</u>	<u>27,490</u>	<u>36,003</u>

YOUNGSTOWN STATE UNIVERSITY  
 Schedule of Income and Expenditures -  
 Residence - Students  
 Year ended June 30, 1972

	Favorable (Unfavorable) variance	<u>Actual</u>
<b>Income:</b>		
Room rentals:		
Student	\$ (15,859)	173,766
Other	1,095	61,095
Miscellaneous	1,342	261,203
Total Income	<u>(13,422)</u>	<u>261,203</u>
<b>Expenditures:</b>		
Administrative and general:		
Salaries	(3,473)	14,770
Staff benefits	529	625
Office supplies	(476)	476
Telephone and telegraph	(114)	414
Other	(107)	307
Total administrative and general	<u>(3,641)</u>	<u>16,592</u>
Room service:		
Laundry	3,945	4,555
Total room service	<u>3,945</u>	<u>4,555</u>
Student meals:		
Student meals - residents	22,239	97,761
Student meals - non residents	15,820	3,180
Total student meals	<u>38,059</u>	<u>100,941</u>
Operation and maintenance of plant:		
Salaries and wages	7,602	2,910
Cleaning and maintenance supplies	396	1,104
Heat, light, power and water	(2,062)	14,062
Repairs	1,838	1,162
Equipment	2,911	5,089
Total operation and maintenance of plant	<u>10,685</u>	<u>24,327</u>
Resident services	519	2,381
Total expenditures	<u>49,567</u>	<u>148,796</u>
Excess of income over expenditures	<u>\$ 36,145</u>	<u>112,407</u>

## YOUNGSTOWN STATE UNIVERSITY

Schedule of Income and Expenditures -  
Dining Halls and Cafeterias

Year ended June 30, 1972

	Favorable (Unfavorable) variance	Actual
Income:		
Sales commissions	\$ <u>(17,953)</u>	<u>11,013</u>
Expenditures:		
Administrative and general:		
Salaries and wages	(230)	1,766
Staff benefits	(205)	435
Office supplies	(58)	358
Total administrative and general	<u>(493)</u>	<u>2,559</u>
Operation and maintenance of plant:		
Cleaning and maintenance supplies	1,087	313
Heat, light, power and water	3,287	16,713
Repairs	1,053	447
New equipment	352	1,648
Total operation and maintenance of plant	<u>5,779</u>	<u>19,121</u>
Total expenditures	<u>5,286</u>	<u>21,680</u>
Excess of income over expenditures	\$ <u>(12,667)</u>	<u>(10,667)</u>

## YOUNGSTOWN STATE UNIVERSITY

Schedule of Income and Expenditures -  
Student Center

Year ended June 30, 1972

	Favorable (Unfavorable) variance	Actual
Income:		
Activities fees	\$ -	-
Other	<u>55</u>	<u>55</u>
Total income	<u>55</u>	<u>55</u>
Expenditures:		
Administrative and general:		
Salaries and wages	1,362	4,674
Staff benefits	209	21
Office supplies	162	38
Other	<u>240</u>	<u>(40)</u>
Total administrative and general	<u>1,973</u>	<u>4,693</u>
Center activities:		
Recreation rooms	<u>735</u>	<u>2,515</u>
Operation and maintenance of plant:		
Cleaning and maintenance supplies	<u>2,248</u>	<u>152</u>
Total expenditures	<u>5,006</u>	<u>7,360</u>
Excess of income over expenditures	<u>\$5,061</u>	<u>(7,305)</u>

YOUNGSTOWN STATE UNIVERSITY  
 Schedule of Income and Expenditures -  
 Bookstore

Year ended June 30, 1972

	Favorable (Unfavorable) variance	Actual
Income:		
Sales	\$(143,327)	828,673
Miscellaneous	(967)	2,033
Total income	<u>(144,294)</u>	<u>830,706</u>
Expenditures:		
Cost of sales	<u>146,530</u>	<u>667,470</u>
Selling, general and administrative:		
Salaries and wages	10,800	93,544
Staff benefits	(2,523)	14,673
Office supplies	2,152	3,848
Telephone and telegraph	463	737
Advertising	1,372	628
Other	<u>2,952</u>	<u>1,548</u>
Total selling, general and administrative	<u>15,216</u>	<u>114,978</u>
Operation and maintenance of plant:		
Maintenance and repairs - equipment	2,128	1,972
Heat, light, power and water	(3,620)	3,620
Equipment	<u>335</u>	<u>1,665</u>
Total operation and maintenance of plant	<u>(1,157)</u>	<u>7,257</u>
Total expenditures	<u>160,589</u>	<u>789,705</u>
Excess of income over expenditures	\$ <u>16,295</u>	<u>41,001</u>

YOUNGSTOWN STATE UNIVERSITY  
 Schedule of Income and Expenditures -  
 Intercollegiate Athletics

Year ended June 30, 1972

	Favorable (Unfavorable) variance	<u>Actual</u>
<b>Income:</b>		
Activities' fees	\$ -	-
<b>Sports:</b>		
Football	(7,934)	35,066
Basketball	3,174	30,174
Other	5,777	6,077
Total Sports	<u>1,017</u>	<u>71,317</u>
Total Income	<u>1,017</u>	<u>71,317</u>
<b>Expenditures:</b>		
<b>Administrative and general:</b>		
Salaries and wages	77,304	19,206
Staff benefits	8,416	4,442
Office supplies	(2,289)	3,289
Telephone and telegraph	1,510	290
Other	1,280	8,035
Total administrative and general	<u>86,221</u>	<u>35,262</u>
<b>Sports:</b>		
Football	(28,634)	205,093
Basketball	(9,895)	71,961
Other	2,423	40,574
Total sports	<u>(36,106)</u>	<u>317,628</u>
<b>Operation and maintenance of plant:</b>		
New equipment	3,295	1,965
Repairs	36	64
Total operation and maintenance of plant	<u>3,331</u>	<u>2,029</u>
Total expenditures	<u>53,446</u>	<u>354,919</u>
Excess of income over expenditures	<u>\$54,463</u>	<u>(283,602)</u>

YOUNGSTOWN STATE UNIVERSITY  
 Schedule of Income and Expenditures -  
 Parking Lots

Year ended June 30, 1972

	Favorable (Unfavorable) variance	Actual
Income:		
Total Income	\$ <u>99,727</u>	<u>331,389</u>
Expenditures:		
Administrative and general:		
Salaries	16,913	144,619
Staff benefits	(809)	24,639
Office supplies	<u>(2,572)</u>	<u>2,672</u>
Total administrative general	<u>13,532</u>	<u>171,930</u>
Operation and maintenance of plant:		
Cleaning and maintenance supplies	96	2,504
Maintenance and repairs - Buildings and grounds	3,141	39,859
New equipment	<u>(1,800)</u>	<u>2,400</u>
Total operations and maintenance of plant	<u>1,437</u>	<u>44,763</u>
Total expenditures	<u>14,969</u>	<u>216,693</u>
Excess of income over expenditures	<u>\$114,696</u>	<u>114,696</u>

## YOUNGSTOWN STATE UNIVERSITY

## Schedule of Changes in Current Restricted Fund Balances - by Fund

Year ended June 30, 1972

Classification	Purpose	Balance July 1, 1971	Additions			Deductions		Balance June 30, 1972
			Endow- ment income	Gifts and grants	Invest- ment income	Expendi- tures	Other	
Instruction and general:								
Departmental instruction:								
Beals' record collection School of Music	Complete and expand record library	\$		266		266		
Albert H. Kindler Fund School of Business Administration Merchandising	Assistance for merchandising department	200						200
Youngstown Education Foundation Equipment-School of Engineering Mechanical	Purchase of instructional equipment for mechanical engineering department	4,378				239		4,139
National Science Foundation - Institutional Grant for Science GU 3648	Purchase of special equipment and materials			3,402		2,367		1,035
Allied Health Professions - HEW College of Arts and Sciences - Chemistry and Home Economics	Improvement of medical technology and dietetics curriculums	3,284				2,679		605
National Science Foundation - Instructional Scientific Equipment Biology GY 8183	Purchase of special equipment and materials			1,154		644		510
National Science Foundation - Undergraduate Research Participation Biology GY 7608	Undergraduate research participation for insitutional purposes			2,520		2,520		
American Heart Association - Instructional Research Technical and Community College - Continuing Education	Coronary care survey	619				107		512
Y.S.U. Marching Band Commission School of Music	March to be commissioned for Y.S.U. band	300		100				400
Allied Health Professions - HEW #2 College of Arts and Sciences - Chemistry and Home Economics	Improvement of medical technology and dietetic curriculums			11,227		11,227		
Title VI Equipment Grant NFAH Herman Seminar & Clinic & Concert School of Music	Purchase of special equipment Presentation of Woody Herman and The Young Thundering Herd	114		11,000		10,355		759
Y.E.F. Telelecture Series School of Education	Audio-visual materials			3,366		200		3,166
Y.E.F. Band Uniform Topcoats School of Music	Purchase of topcoats for Y.S.U. band members			5,600				5,600
Total departmental instruction		\$ 8,895	-	41,954	-	33,729	-	17,120

(Continued)



## YOUNGSTOWN STATE UNIVERSITY

## Schedule of Changes in Current Restricted Fund Balance - by Fund, Continued

Year ended June 30, 1972

Classification	Purpose	Balance July 1, 1971	Additions			Deductions		Balance June 30, 1972
			Endow- ment income	Gifts and grants	Invest- ment income	Expendi- tures	Other	
General Administration:								
Alumni Development Fund	University improvements	\$ 25,463		1,377				26,840
Skeggs Lecture Series	Special lectures	1,202		6,000		5,337		1,865
Friends of the Library	Gifts to the library			548		548		
Distinguished Professors - Watson Foundation	Awards - President's discretion			2,000		2,000		
George M. Wilcox Curriculum Material Center	Establish curriculum material center	4,000		1,856		2,951		2,905
Total general administration		<u>30,665</u>	<u>-</u>	<u>11,781</u>	<u>-</u>	<u>10,836</u>	<u>-</u>	<u>31,610</u>
Total instruction and general		<u>39,560</u>	<u>-</u>	<u>53,735</u>	<u>-</u>	<u>44,565*</u>	<u>-</u>	<u>48,730</u>
Organized research:								
National Science Foundation Grant Chemistry	Scientific research grant	478		4,500		4,786		192
Eli Lilly and Co. Grant-in-aid Biology	Research in biology	1,000				337		663
National Science Foundation Research Grant - GK 5319 Mechanical Engineering	Scientific research grant			3,969		3,969		
American Chemical Society Petroleum Research Fund	Fundamental research in the petroleum field	3,500		2,000		1,626		3,874
Participation in Continuing Vocational Education Program by Young Adults	Research in continuing education			10,082		10,082		
NASA Sonic Boom and Noise Measurement of Aircraft	Solid-state converter for measurement of aircraft and sonic boom			15,203		15,203		
American Chemical Society Petroleum Fund	Fundamental research in the petroleum field			2,500				2,500
Total organized research		<u>4,978</u>	<u>-</u>	<u>38,254</u>	<u>-</u>	<u>36,003*</u>	<u>-</u>	<u>7,229</u>
Public services:								
Title I Mental Health Training Project	Mental health training program			2,151		2,151		
Upward Bound	College Preparation			(901)		(901)		
Family Plays	Special school plays	1,461		5,281		4,892		1,850
Inner-City Educational Workshop	City school improvement	3,630						3,630
Tutorial Service Program	Provide tutorial service	10,566		56,000		41,854		24,712
Inner-City Institute on Development of Teachers	College preparation for girls	421				(33)		454
Public Radio Support Grant	Development of public radio programs	4,508		8,500		11,845		1,163
Title I Training Program - Broadcasting	Broadcasting training program			25,206		25,206		
Cultural Enrichment Program	Cultural program for underprivileged children			46,315		46,315		
Vocational Guidance Seminar	Seminar for Youngstown City School counselors	\$		7,861		7,861		

## YOUNGSTOWN STATE UNIVERSITY

## Schedule of Changes in Current Restricted Fund Balances - by Fund, Continued

Year ended June 30, 1972

Classification	Purpose	Balance July 1, 1971	Additions			Deductions		Balance June 30, 1972
			Endow- ment income	Gifts and grants	Invest- ment income	Expendi- tures	Other	
Public services, continued:								
Counseling Institute for Professionals Radio and TV Broadcasting	Training institute in counseling Broadcasting training program	\$ 13,000		16,673		16,673	12,560	440
Pre-Service Training Program Board of Education CDA-HUD	Sensitivity training for professional educational instructors and concerned parents			42,131		42,131		
Counseling and Guidance Program Board of Education CDA-HUD	Sensitivity training for professional educational instructors and concerned parents			10,632		10,632		
State Planning Grant	Planning for a statewide network of multiunit schools, etc.			5,212		5,212		
Total public services		<u>33,586</u>	<u>-</u>	<u>225,061</u>	<u>-</u>	<u>226,398*</u>	<u>-</u>	<u>32,249</u>
Auxiliary enterprises:								
Intercollegiate Athletic Activities	Athletics activities including scholarships	329						329
Total auxiliary enterprises		<u>329</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>329</u>
Student aid:								
Scholarships and fellowships:								
PHEAA Scholarship Fund	Scholarships	19,865		267,934		259,954	25,170	2,675
University Scholarship Funds	Scholarships	41,893		410,753	135	421,099	1,240	30,442
Nursing Scholarship Program-HEW	Scholarships	6,435		12,300		11,128	6,335	1,272
Harry K. Graebing Athletic Scholarship Fund	Scholarships		2,230			1,000		1,230
Hellie P. Nick Scholarship Fund	Scholarships		437					437
Dorothy Z. Greenberger Memorial Scholarship Fund	Scholarships		596					596
Total scholarships and fellowships		<u>68,193</u>	<u>3,263</u>	<u>690,987</u>	<u>135</u>	<u>693,181</u>	<u>32,745</u>	<u>36,652</u>
Other student aid:								
Educational Opportunity Grant	Student supplemental support	1,366		130,272		126,377	150	5,111
Law Enforcement Education Program	Grants for officers or law enforcement agencies			51,785		50,851	868	66
Youngstown Vindicator Awards	Graduation awards			500		500		
College Work Study Program - HEW	Provide work for underprivileged students	8,949				4,344		4,605
Youngstown Welding and Engineering Foundation	Graduation awards	\$		200		200		

(Continued)

## YOUNGSTOWN STATE UNIVERSITY

## Schedule of Changes in Current Restricted Fund Balances - by Fund, Continued

Year ended June 30, 1972

Classification	Purpose	Balance July 1, 1971	Additions			Deductions		Balance June 30, 1972
			Endow- ment income	Gifts and grants	Invest- ment income	Expendi- tures	Other	
Student aid, continued:								
Other student aid, continued:								
Law Enforcement Assistance Administration	Internship program	\$		8,800		7,300		1,500
Otto F. Moses Student Assistance Fund	Assistance for graduate students			3,000				3,000
Total other student aid		<u>10,315</u>	<u>-</u>	<u>194,557</u>	<u>-</u>	<u>189,572</u>	<u>1,018</u>	<u>14,282</u>
Total student aid		<u>78,508</u>	<u>3,263</u>	<u>885,544</u>	<u>135</u>	<u>882,753*</u>	<u>33,763</u>	<u>50,934</u>
Total		<u>\$156,961</u>	<u>3,263</u>	<u>1,202,594</u>	<u>135</u>	<u>1,189,719</u>	<u>33,763</u>	<u>139,471</u>
			Instruc- tion and general	Organized research	Public services	Student aid		
*Source of funds:								
Endowment income		\$				1,000		
Private gifts and grants		11,648	1,963	24,405	421,799			
Government grants and contracts		32,917	34,040	201,993	459,954			
Total		<u>\$44,565</u>	<u>36,003</u>	<u>226,398</u>	<u>882,753</u>			

## YOUNGSTOWN STATE UNIVERSITY

## Schedule of Changes in Loan Funds - by Fund

Year ended June 30, 1972

Fund	Restriction	Balance July 1, 1971	Additions		Deductions- notes can- celled or written off	Balance June 30, 1972	Fund assets	
			Gifts and grants	Interest on notes			Cash	Notes receivable
National Defense Student loan fund	Unrestricted	\$1,049,329	189,041	8,721	48,143*	1,198,948	109,218	1,089,730
Other:								
Dean of Men's loan fund	Unrestricted	1,025	-	-	-	1,025	369	656
Dean of Women's loan fund	Unrestricted	1,115	-	-	-	1,115	394	721
Nursing student loan fund	Restricted	30,000	3,574	-	-	33,574	15,797	17,777
Y.S.U. student loan fund	Unrestricted	25,038	391	1,270	-	26,699	16,486	10,213
Foreign students emergency loan fund	Restricted	2,483	261	180	-	2,924	927	1,997
Total other		<u>59,661</u>	<u>4,226</u>	<u>1,450</u>	<u>-</u>	<u>65,337</u>	<u>33,973</u>	<u>31,364</u>
Total		<u>\$1,108,990</u>	<u>193,267</u>	<u>10,171</u>	<u>48,143</u>	<u>1,264,285</u>	<u>143,191</u>	<u>1,121,094</u>

\* Includes authorized administrative expenses.

## YOUNGSTOWN STATE UNIVERSITY

Schedule of Changes in Principal of Endowment Funds  
and Funds Functioning as Endowment - by Fund

Year ended June 30, 1972

Fund and classification	Purpose	Balance July 1, 1971	Additions			Deduc- tions	Balance June 30, 1972
			Gifts and bequests	Gains on invest- ments (net)	Other		
For current purposes:							
Restricted:							
Instruction and general:							
General administration:							
Rental and equipment funds	As designated by resolution	\$			500,000		500,000
University improvements fund	and budgetary process				1,200,000		1,200,000
Campus renovation reserve	under authority of the				129,840		129,840
Relocation reserve	Board of Trustees				20,000		20,000
Deferred maintenance reserve	"				39,469		39,469
Specific property purchases	"				500,000		500,000
Total instruction and general		<u>-</u>	<u>-</u>	<u>-</u>	<u>2,389,309</u>	<u>-</u>	<u>2,389,309</u>
Auxiliary enterprises:							
Kilcawley Dormitory	"				421,306		421,306
Bookstore	"				132,943		132,943
Intercollegiate athletics	"				88,926		88,926
Parking lots	"				473,201		473,201
Total auxiliary enterprises		<u>-</u>	<u>-</u>	<u>-</u>	<u>1,116,376</u>	<u>-</u>	<u>1,116,376</u>
Student aid:							
Scholarships and fellowships:							
College of Arts and Sciences:							
Dorothy Zola Greenberger Memorial Fund	Arts and Science major	4,000	5,093				9,093
School of Music:							
Nellie P. Nick Music Scholarship	Women music student	5,030				30	5,000
Intercollegiate athletics:							
Harry K. Graebing Athletic Scholarship Fund	Athletic participants	<u>16,386</u>				<u>1,386</u>	<u>15,000</u>
Total student aid		<u>25,416</u>	<u>5,093</u>	<u>-</u>	<u>-</u>	<u>1,416</u>	<u>29,093</u>
Total restricted		<u>25,416</u>	<u>5,093</u>	<u>-</u>	<u>-</u>	<u>1,416</u>	<u>29,093</u>
Total for current purposes		<u>\$25,416</u>	<u>5,093</u>	<u>-</u>	<u>3,505,685</u>	<u>1,416</u>	<u>3,534,778</u>

## YOUNGSTOWN STATE UNIVERSITY

## Schedule of Changes in Unexpended Plant Fund Balances - by Fund

Year ended June 30, 1972

Fund	Balance July 1, 1971	Inter-fund transfers	Additions			Deductions expenditures	Balance June 30, 1972
			Current gen- eral fund	Auxiliary enterprises	Other*		
Plant additions:							
Property purchases	\$ 150,000	525,109	40,529	-	-	565,638	150,000
Buildings:							
Special fund for additional student services	610,034	(1,302,280)	1,343,689**	101,595	-	-	753,038
Kilcawley expansion	2,504,726	908,466	-	-	-	697,773	2,715,419
Air conditioning fund	406,154	(368,314)	-	-	-	37,840	-
Educational television	907,739	(107,739)	-	-	-	-	800,000
Power substation	231,201	(21,134)	-	-	-	150,380	59,687
Beeghly Physical Education Center	1,308,677	(8,677)	3,182	-	-	807,182	496,000
Parking garage deck	2,027,483	(40,557)	-	-	-	1,863,266	123,660
Unallocated plant funds	-	728,046	368,411	-	353,428	-	1,449,885
Total buildings	<u>7,996,014</u>	<u>(212,189)</u>	<u>1,715,282</u>	<u>101,595</u>	<u>353,428</u>	<u>3,556,441</u>	<u>6,397,689</u>
Movable equipment, furniture, and library books:							
Beeghly Physical Education Center	643,754	(243,280)	-	-	-	139,721	260,753
Student health center equipment fund	76,508	(29,477)	-	-	-	180	46,851
Total movable equipment	<u>720,262</u>	<u>(272,757)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>139,901</u>	<u>307,604</u>
Total plant additions	<u>8,866,276</u>	<u>40,163</u>	<u>1,755,811</u>	<u>101,595</u>	<u>353,428</u>	<u>4,261,980</u>	<u>6,855,293</u>
Renewal and replacement fund:							
Buildings:							
Campus renovations	-	-	65,900	-	-	65,900	-
Total renewal and replacement	<u>-</u>	<u>-</u>	<u>65,900</u>	<u>-</u>	<u>-</u>	<u>65,900</u>	<u>-</u>
Maintenance and improvement funds:							
Building maintenance reserve fund	336,872	(40,163)	88,618	-	-	-	385,327
Total maintenance and improvement	<u>336,872</u>	<u>(40,163)</u>	<u>88,618</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>385,327</u>
Total unexpended plant funds	<u>\$9,203,148</u>	<u>-0-</u>	<u>1,910,329</u>	<u>101,595</u>	<u>353,428</u>	<u>4,327,880</u>	<u>7,240,620</u>

\*Income from temporary investments

\*\*Includes \$29,668 derived from excess encumbrances in the current general fund at the close of fiscal year 1970-71.

YOUNGSTOWN STATE UNIVERSITY  
 Schedule of Changes in  
 Investment in Plant - by Investment

Year ended June 30, 1972

	Balance July 1, 1971	Additions Expended from		Apprais- ed value of gifts	Deductions plant assets written off or disposed of	Balance June 30, 1972
		Current funds	Unexpended plant funds			
Land:						
Campus	\$ 709,401	-	639,366	-	-	1,348,767
Improvements other than buildings:	62,195	-	284,267	-	-	346,462
Buildings:	13,824,313	2,240	4,080,667	3,746,000	28,249	21,624,971
Movable equipment, furniture and library books:						
General equipment	-	17,136	111,123	-	-	-
Office furniture and equipment	-	77,849	24,705	-	12,068	-
Maintenance equipment	-	20,883	-	-	1,768	-
Transportation equipment	-	21,528	-	-	-	-
Instruction and research equipment	-	199,290	2,475	-	5,670	-
Library books	-	373,248	-	-	-	-
Other	-	14,024	-	-	-	-
Total movable equipment	6,639,412	723,958	138,303	-	19,506	7,482,167
Construction in progress (Schedule A-5)	1,170,425	-	427,553	-	1,170,425	427,553
Net investment in plant	\$22,405,746	726,198	5,570,156	3,746,000	1,218,180	31,229,920

QUARTER ENDING  
September 30, 1972

YOUNGSTOWN STATE UNIVERSITY  
Statement of Income and Expenditures  
Current General Fund  
For the period July 1, 1972 to September 30, 1972

CURRENT INCOME

Instruction and general:		
State appropriation		\$ 2,759,750
Student fees		3,497,508
Recovery of indirect expense		1,090
Departmental sales		225
Other		69,907
Total instruction and general		<u>6,328,480</u>
Public services		46,686
Total current income		<u>\$ 6,375,166</u>

CURRENT EXPENDITURES

Instruction and general:			
Departmental instruction			\$ 1,537,863
General:			
Instructional services	\$	40,628	
Library		142,695	
Plant operation and maintenance		469,188	
Student services		183,006	
General expenses		225,190	
General administration		230,554	
Undistributed fringe benefits		267	
Total general			1,291,528
Organized research			2,882
Public services			61,187
Total current expenditures			<u>2,893,460</u>
Excess of current income over current expenditures			<u>\$ 3,481,706</u>

BUDGET SUMMARY

Estimated income for the fiscal year 1972-73			\$19,286,000
Less: Actual income to September 30, 1972			6,375,166
Uncollected portion of estimated income			<u>\$12,910,834</u>
Estimated income			\$19,286,000
Less: Appropriation expenditures	\$	2,893,460	
Encumbered appropriations		905,426	
Fund balance-appropriated		15,487,114	
			<u>19,286,000</u>
Fund balance-unappropriated for the fiscal year 1972-73			<u>\$ -0-</u>



YOUNGSTOWN STATE UNIVERSITY

Schedule of Investments  
September 30, 1972

CURRENT FUNDS

<u>Description</u>	<u>Rate or Yield</u>	<u>Term</u>	<u>Due Date</u>	<u>Face Value</u>	<u>Market Value</u>	<u>Cost</u>
Investments:						
General:						
U. S. Treasury bills	4.138	91 days	10-5-72	\$ 210,000	209,880	207,804
U. S. Treasury bills	4.759	91 days	12-14-72	120,000	118,810	118,556
Banks for Cooperatives	4.550	180 days	1-2-73	80,000	80,854	79,950
Federal Intermediate Credit Bank	4.800	187 days	4-2-73	340,000	342,910	342,655
Federal Intermediate Credit Bank	5.050	216 days	5-1-73	700,000	704,511	703,990
Total Current Funds				<u>1,450,000</u>	<u>1,456,965</u>	<u>1,452,955</u>

ENDOWMENT FUNDS AND FUNDS FUNCTIONING AS ENDOWMENT

Marketable securities:

Pooled investments:

United States Government:

U. S. Treasury bills	4.138	91 days	10-5-72	90,000	89,948	89,059
U. S. Treasury bills	4.278	182 days	10-19-72	200,000	199,549	195,674
U. S. Treasury bills	4.759	91 days	12-14-72	180,000	178,215	177,834
Banks for Cooperatives	4.55	176 days	10-2-72	305,000	311,708	305,000
Banks for Cooperatives	4.55	162 days	10-2-72	500,000	511,189	501,387
Banks for Cooperatives	4.45	183 days	12-4-72	630,000	639,267	630,000
Banks for Cooperatives	4.55	179 days	1-2-73	400,000	404,429	400,000
Federal Home Loan Mortgage Corp.	5.30	900 days	8-26-74	250,000	251,288	250,000
Total Pooled				<u>2,555,000</u>	<u>2,585,593</u>	<u>2,548,954</u>

HARRY K. GRAEBING - ATHLETIC SCHOLARSHIP FUND

Separately invested:

Corporate bonds:

Industrial:

Chrysler Financial Corporation	7.375	5 years	5-1-74	<u>15,000</u>	<u>15,000</u>	<u>14,737</u>
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(continued)

YOUNGSTOWN STATE UNIVERSITY

Schedule of Investments, Continued  
September 30, 1972

ENDOWMENT FUNDS AND FUNDS FUNCTIONING AS ENDOWMENT

<u>Description</u>	<u>Rate or Yield</u>	<u>Term</u>	<u>Due Date</u>	<u>Face Value</u>	<u>Market Value</u>	<u>Cost</u>
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NELLIE P. NICK SCHOLARSHIP FUND

Corporate bonds:

Industrial:

Ford Motor Credit Corp.	6.875	7 years	3-15-78	<u>5,000</u>	<u>5,000</u>	<u>5,0421</u>
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DOROTHY ZOLA GREENBERGER MEMORIAL SCHOLARSHIP FUND

Corporate bonds:

Industrial:

Phelps-Dodge Corporation	7.375	7 years	6-15-78	4,000	4,000	4,000
Cities-service Company	7.000	7 years	1-15-78	<u>5,000</u>	<u>5,000</u>	<u>5,023</u>
Total				<u>9,000</u>	<u>9,000</u>	<u>9,023</u>

Total separately invested				<u>29,000</u>	<u>29,000</u>	<u>28,802</u>
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Total endowment funds and funds functioning as endowment				<u>\$2,584,000</u>	<u>2,614,593</u>	<u>2,577,757</u>
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PLANT FUNDS

Unexpended:

U. S. Treasury bills	3.928	91 days	11-9-72	200,000	199,127	198,014
U. S. Treasury bills	3.800	86 days	11-9-72	500,000	497,889	495,461
U. S. Treasury bills	4.058	92 days	11-24-72	300,000	298,140	296,889
U. S. Treasury bills	4.106	186 days	11-30-72	100,000	99,304	97,924
U. S. Treasury bills	4.332	91 days	11-30-72	210,000	209,242	207,701
U. S. Treasury bills	4.180	182 days	12-14-72	200,000	198,255	195,766
U. S. Treasury bills	4.298	182 days	2-1-73	700,000	689,637	684,789
U. S. Treasury bills	5.236	182 days	3-29-73	500,000	486,910	486,765
U. S. Treasury notes	6.000	503 days	11-15-72	200,000	204,500	200,000
Federal Land Bank	5.20	360 days	4-23-73	400,000	409,245	400,000
Federal National Mortgage Assoc.	7.510	851 days	12-10-73	700,000	715,293	700,000
Banks for Cooperatives	4.550	176 days	10-2-72	195,000	199,288	195,000
Banks for Cooperatives	4.45	183 days	12-4-72	370,000	375,443	370,000
Banks for Cooperatives	4.55	179 days	1-2-73	220,000	222,366	219,863
Federal Intermediate Credit Bank	4.80	266 days	1-2-73	500,000	511,600	500,000
Federal Intermediate Credit Bank	4.95	146 days	2-1-73	500,000	509,920	508,134

(continued)

YOUNGSTOWN STATE UNIVERSITY

Schedule of Investments, Continued  
September 30, 1972

PLANT FUNDS

<u>Description</u>	<u>Rate or Yield</u>	<u>Term</u>	<u>Due Date</u>	<u>Face Value</u>	<u>Market Value</u>	<u>Cost</u>
Federal Intermediate Credit Bank	4.80	187 days	4-2-73	160,000	161,369	161,249
Federal Intermediate Credit Bank	5.05	270 days	5-1-73	300,000	302,483	300,000
Total plant funds				<u>\$6,255,000</u>	<u>6,290,011</u>	<u>6,217,555</u>

CERTIFICATE OF DEPOSIT

Current General:

Dollar Saving and Trust Bank	5.500	365 days	7-1-73			530,600
Dollar Saving and Trust Bank	4.750	182 days	11-2-72			700,000
People Bank	5.500	365 days	6-28-73			336,000
People Bank	5.500	365 days	10-22-73			50,000
						<u>1,616,600</u>

Endowment Fund:

Union National Bank	5.500	365 days	5-2-73			300,000
People Bank	5.000	365 days	4-14-73			145,000
Mahoning National Bank	5.375	365 days	5-1-73			200,000
Mahoning National Bank	5.375	365 days	5-20-73			300,000
						<u>945,000</u>

Plant Fund:

Dollar Saving and Trust Bank	4.625	90 days	11-15-72			200,000
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\$2,761,600

EVALUATION OF  
MAIN 23KV SUBSTATION #1  
FOR  
THE BOARD OF TRUSTEES

YOUNGSTOWN STATE UNIVERSITY  
DEPARTMENT OF PHYSICAL PLANT  
NOVEMBER 11, 1972

CONTENTS

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## PURPOSE

The objective of this report is to evaluate Youngstown State University's 23KV Substation in terms of:

1. What was projected in 1970 by Ohio Edison.
2. What has been accomplished to date.
3. What are the future requirements on the Substation.

## INTRODUCTION

In conjunction with the Building Expansion Program at Youngstown State University, the Ohio Edison Company in February of 1970 submitted a report entitled "Feasibility Study 23000 Volt Power Supply". The report projected the University's future electrical load requirements through 1985. The report further required that the University build a Substation to purchase 23KV unregulated transmission voltage. The report also stated that in addition to meeting future power requirements, substantial savings would result during the life of the Substation under the new Rate Schedule 25-A.

As a result of this study, the Youngstown State University Board of Trustees at a meeting voted to allocate \$300,000 towards the construction of the 23KV Substation. The Substation was built and placed into operation in November of 1971.

This report will evaluate the Substation's first year of operation, particularly as to rate savings, and comment on future substation requirements and/or costs.

## SUMMARY

In summary the following items should be noted regarding the present and future operation of the 23KV Substation:

The 23KV Substation was completed in the Fall of 1971 at a total cost of \$240,578. The projected figure of \$178,750 by Ohio Edison in February 1970 did not include architect and engineering fees.

### 1972 Operation

1. Rate Savings are \$36,446 (adjusted - re Table I), substantially higher than had been projected by Ohio Edison in 1970.
2. Substation maintenance was \$417.00. Although this was higher than had been projected by Ohio Edison, protective relays testing (which amounted to \$400.00) will not be an annual requirement.

### Future Operation

1. The second 5,000 KVA transformer has been contracted for and will be added to the Substation in 1973.
2. The third 5,000 KVA transformer has been projected by Ohio Edison to be added in 1978. However, its actual installation will depend on new projects and their completion dates. By adding the third 5,000 KVA transformer, the 23 KV Substation will be able to handle Ohio Edison's projected load estimate of 13,450 KVA in 1985.



SUMMARY - Page 2

It should be noted that with the increasing energy demands and barring a rate increase from Ohio Edison, accumulated net savings are projected for as early as 1976.

It is the intention of the Physical Plant Director to update this report annually as an evaluation of the 23KV Substation.

## DISCUSSION

To facilitate the evaluation of the 23KV Substation on a yearly basis, three tables have been constructed to compare Ohio Edison's projected data with actual data. Although the tables are self explanatory a number of comments should be made.

When Ohio Edison made its projection on annual rate savings it used Rate Schedule 24-F. However, Rate Schedule 24-F was superceded by Rate Schedule 35 on April 2, 1971. This accounts for the low rate savings projection made by Ohio Edison for 1972 and subsequent years.

Table III has been constructed to show how on an annual basis rate savings can be applied to reduce the Substation construction and maintenance costs. Net savings will be realized when the total accumulated rate savings exceed the total substation construction and maintenance costs.

The Ohio Edison report projected the second 5,000 KVA transformer to be installed in 1974. However, project completion dates require that this transformer be installed in 1973. The installation of the transformer has already been contracted for and the project is expected to be completed by Fall, 1973.

The Substation maintenance was projected by Ohio Edison at \$300.00 annually. It is felt that this is somewhat high.

DISCUSSION - Page 2

During 1972 the Substation protective relays were inspected and tested, as well as calibrated. The 5,000 KVA transformer oil was also tested. However, this will not be an annual requirement unless a fault occurs at which time an investigation must be made and equipment checked for damage.

Table II was constructed to show the projected future savings that can be realized by the University during the years 1973 - 1976 provided that buildings are added and utilized as shown.

YOUNGSTOWN STATE UNIVERSITYDEPARTMENT OF PHYSICAL PLANTELECTRICAL COSTS AND SAVINGS FOR MAIN 23KV SUBSTATION #1

<u>BILLING PERIOD</u>	<u>KVA</u>	<u>KWH</u>	<u>P.F.</u>	<u>SUBSTATION RATE #25-A</u>	<u>KILCAWLEY RATE #35</u>	<u>SAVINGS THIS PERIOD</u>	<u>CUMULATIVE SAVINGS</u>
11/17 - 12/17/71	2,274	864,000	.928	\$ 9,901.65	\$ 12,116.04	\$ 2,214.39	\$ 2,214.39
12/17 - 1/17/72	2,134	784,000	.931	9,180.15	11,216.29	2,036.14	4,250.53
1/17 - 2/15/72	2,074	904,000	.940	9,796.65	12,042.54	2,245.89	6,496.42
2/15 - 3/16/72	2,271	952,000	.922	10,424.48	12,800.30	2,375.82	8,872.24
3/16 - 4/17/72	2,594	992,000	.922	11,221.65	13,721.40	2,499.75	11,371.99
4/17 - 5/18/72	2,978	1,240,000	.904	13,372.05	17,300.05	3,928.00	15,299.99
5/18 - 6/19/72	3,068	1,232,000	.905	13,479.30	17,439.80	3,960.50	19,260.49
6/19 - 7/19/72	3,027	1,080,000	.863	12,496.57	16,157.12	3,660.55	22,921.04
7/19 - 8/18/72	3,102	1,184,000	.870	13,249.95	17,138.56	3,888.61	26,809.65
8/18 - 9/18/72	2,867	1,072,000	.874	12,172.58	15,734.96	3,562.38	30,372.03

CALCULATION OF RATE SAVINGS FOR 1972 \*

<u>ENERGY (KWH)</u>	<u>COST RATE 35</u>	<u>COST RATE 25-A</u>	<u>SAVINGS (1971-72)</u>
12,364,800	\$174,799	\$138,353	\$36,446

\* SAVINGS OBTAINED AS FOLLOWS:

10 MONTH ACTUAL DATA - 2 MONTHS ESTIMATED DATA (ESTIMATED DATA TAKEN AS AVERAGE OF 10 MONTH DATA)

TABLE II

PROJECTED FUTURE SAVINGS FOR  
MAIN 23KV SUBSTATION #1 (1973-76)

<u>YEAR</u>	<u>ESTIMATED MAX. DEMAND KVA FOR THE YEAR *</u>	<u>ESTIMATED ENERGY (KWH) FOR THE YEAR **</u>	<u>ESTIMATED NET SAVINGS FOR THE YEAR ***</u>	<u>ACCUMULATED TOTAL ESTIMATED NET SAVINGS</u>
1973	3,520	\$ 13,283,600	\$ 49,308	\$ 85,754
1974	6,490	25,641,800	93,432	179,186
1975	7,530	29,741,800	109,476	288,662
1976	8,510	33,601,800	124,812	413,474

\* Based on the following building additions and that close to maximum loading is achieved for each building that year.

1973 - None

1974 - Steam Plant  
Student Center  
Technical & Community College

1975 - Library

1976 - Music & Fine Arts

\*\* Based on .9 power factor and 50% utilization for the year.

\*\*\* Difference between Rate Schedules 35 and 25-A.

TABLE III

<u>YEAR</u>	<u>OHIO EDISON ESTIMATED 23KV ALLOCATION (EXCLUDE ENGR. FEES)</u>	<u>OHIO EDISON EST. RATE SAVINGS FOR THE YEAR</u>	<u>ACTUAL RATE SAVINGS FOR THE YEAR</u>	<u>OHIO EDISON EST. SUB. MTCE. EXP. FOR THE YEAR</u>	<u>ACTUAL SUB. MTCE. EXP. FOR THE YEAR</u>	<u>CONSTRUCTION COSTS TO BE REDUCED BY RATE SAVINGS</u>	<u>ACCUMULATED NET SAVINGS</u>
1971	\$178,750	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$240,578	\$
1972	-0-	18,168	36,446*	300	417	204,549	
1973	-0-	19,998		300			
1974	41,250	29,925		300			
1975	-0-	34,006		600			
1976	-0-	37,863		600			
1977	-0-	42,358		600			
1978	62,150	44,901		600			

\* SEE TABLE I

ACTUAL OPERATING  
ACCUMULATED NET SAVINGS REPORT  
FOR MAIN 23KV SUBSTATION #1

*Changed  
4-2-11  
7-8/0  
Change.*

**SECONDARY LIGHT AND POWER SERVICE  
LARGE**

**Availability:**

Available as shown on Sheet No. 3 for secondary light and power service. The billing load as hereinafter defined shall not be less than 50 KVA.

Single and three phase service will be metered and billed separately or, where feasible, single and three phase service will be furnished through a single meter installation and billed as one account provided the customer arranges his wiring to facilitate the installation of a single meter.

Where a transformer installation is utilized solely to furnish service to a single customer, the Company may meter the service on the primary side of the transformers, and in such case the load and energy registrations shall each be reduced 2%.

**Service:**

Alternating current, 60 cycles, at nominal voltages of 120/240 or 120/208 single phase, or 120/208 or 240 three phase, as available from suitable facilities of adequate capacity adjacent to the premises to be served; provided, that with respect to particular installations nominal voltage of 265/460 may, in the Company's sole discretion, be made available under this rate schedule.

Other voltages may be obtained from available distribution facilities provided the customer owns, operates and maintains all necessary transforming, controlling, regulating and protective equipment, in which case service may be metered at the Company's supply voltage.

**Rate:**

The net monthly charge per customer shall be:

**Capacity Charge:**

\$2.50 per KVA for the first	_____	100 KVA of billing load
\$2.05 per KVA for the next	_____	300 KVA of billing load
\$1.80 per KVA for the next	_____	1,100 KVA of billing load
\$1.65 per KVA for all over	_____	1,500 KVA of billing load

**Energy Charge:**

The first 250 KWH per KVA of billing load or 50,000 KWH, whichever is the greater:

1.20¢ per KWH for the first	_____	25,000 KWH
1.10¢ per KWH for the next	_____	25,000 KWH
1.05¢ per KWH for the next	_____	50,000 KWH
1.00¢ per KWH for the next	_____	100,000 KWH
0.95¢ per KWH for the next	_____	300,000 KWH
0.90¢ per KWH for all over	_____	500,000 KWH

For all over 250 KWH per KVA of billing load or 50,000 KWH, whichever is the greater:

0.80¢ per KWH

**Minimum Charge:**

The minimum monthly charge shall be the capacity charge.

**Billing Load in KVA:**

The measured load shall be determined monthly from the highest registration of a thermal type meter or, at the option of the Company, from a 30-minute integrating type meter.

The billing load for the month shall be (1) the measured load for the month, adjusted where service is metered primary, or (2) 60% of the highest billing load during the preceding eleven months, or (3) the contract load, or (4) 50 KVA, whichever is the greatest.

(Continued)

Filed under authority of Order No. 34217, issued by The Public Utilities Commission of Ohio

(Continued)

**Fuel Adjustment:**

The energy charge shall be adjusted by a decrease or an increase of 0.00045¢ per kilowatt-hour for each one cent variation below or above \$4.50 per ton (2,000 lbs.) in the cost of coal burned in the Company's interconnected steam-electric generating stations during the month immediately preceding the month covered by the service bill. The cost per ton of coal burned shall be the sum of the costs of coal on hand at the first of the month and the costs of coal received during the month including transportation and all charges incident to the storage and the delivery of coal into the station bunkers divided by the sum of the number of tons on hand and received.

**Tax Adjustment:**

Bills shall be adjusted to offset the imposition of or removal of any new or increased tax levied by any taxing authority upon the Company's generation, distribution or sale of electric energy after January 1, 1965.

**Adjustment for Primary Service:**

Where the service is furnished and metered at nominal primary voltages of not less than 2400 nor more than 15,000, as available from suitable facilities of adequate capacity adjacent to the premises to be served, and the customer owns, operates and maintains all necessary transforming, controlling, regulating and protective equipment, the load and energy registrations shall each be reduced 2% and the above capacity charge shall be reduced 20 cents per KVA of billing load.

**Terms of Payment:**

The net amount billed is due and payable within a period of ten days. If the net amount is not paid on or before the date shown on the bill for payment of net amount, the gross amount which is 3% more than the net amount is due and payable.

**Auxiliary or Stand-by Service:**

When auxiliary or stand-by service is furnished, a contract load shall be established by mutual agreement and shall be specified in the service contract.

No reduction in contract load shall be permitted during the term of the contract. In re-contracting for auxiliary or stand-by service, the new contract load shall not be less than 60% of the highest billing load during the last eleven months of the previous contract term.

**Contract:**

Electric service hereunder will be furnished in accordance with a written contract which by its terms shall be in full force and effect for a minimum period of one year and shall continue in force thereafter from year to year unless either party shall give to the other not less than 60 days notice in writing prior to the expiration date of any of said yearly periods that the contract shall be terminated at the expiration date of said yearly period. When a contract is terminated in the manner provided herein, the service will be discontinued.

When the service is re-established for the benefit of the same customer at the same location within a period of less than twelve months from the date when service was discontinued, all of the conditions during the previous contract period applicable to billing shall apply and the billing load shall not be less than 60% of the highest billing load during the last eleven months of the previous contract period.

**Rules and Regulations:**

The Company's Standard Rules and Regulations shall apply to the installation and use of electric service.

Filed under authority of Order No. 34217, issued by The Public Utilities Commission of Ohio



**LARGE LIGHT AND POWER SERVICE  
TRANSMISSION VOLTAGE**

**Availability:**

Available as shown on Sheet No. 3 for large light and power service. The billing load as hereinafter defined shall not be less than 1,000 KVA.

**Service:**

Alternating current, 60 cycles, three phase, at nominal transmission unregulated voltages above 15,000 as available from suitable facilities of adequate capacity adjacent to the premises to be served. Service under this rate schedule is not available from feeders serving a secondary network system.

All transforming, controlling, regulating and protective equipment shall be owned, operated and maintained by the customer.

The Company reserves the right to install the metering equipment on either the primary or secondary side of the customer's transformers, and when installed on the secondary side, compensating metering equipment will be used to correct for transformer losses.

**Rate:**

The net monthly charge per customer shall be:

**Capacity Charge:**

\$2.10 per KVA for the first.....	100 KVA of billing load
\$1.70 per KVA for the next.....	300 KVA of billing load
\$1.50 per KVA for the next.....	1,100 KVA of billing load
\$1.35 per KVA for the next.....	2,500 KVA of billing load
\$1.30 per KVA for all over.....	4,000 KVA of billing load

**Energy Charge:**

The first 250 KWH per KVA of billing load or 50,000 KWH, whichever is the greater:

1.05¢ per KWH for the first.....	50,000 KWH
0.95¢ per KWH for the next.....	50,000 KWH
0.85¢ per KWH for the next.....	200,000 KWH
0.75¢ per KWH for the next.....	700,000 KWH
0.70¢ per KWH for all over.....	1,000,000 KWH

For all over 250 KWH per KVA of billing load or 50,000 KWH, whichever is the greater:

0.60¢ per KWH

**Discount:**

The capacity charge and energy charge shall be reduced prior to applying the fuel and tax adjustments by: 3.5% when the customer receives service directly from the 69,000 volt transmission system. The discount shall not apply to the fuel and tax adjustments.

**Minimum Charge:**

The minimum monthly charge shall be the capacity charge.

**Determination of Billing Load:**

The term load is defined as the average rate of use of electric energy measured in kilovolt-amperes (KVA) during any 30-minute period.

The billing load for the month shall be (1) the average of the highest two 30-minute loads during the month, or (2) 60% of the highest billing load during the preceding eleven months, or (3) the contract load, or (4) 1,000 KVA, whichever is the greatest.

(Continued)

Filed under authority of Order No. 34217, issued by The Public Utilities Commission of Ohio

Resolution Confirming Acquisition of Certain  
Properties as Provided under YR 1970-24

The following Resolution is proposed in order to meet  
the requirements set forth in YR 1970-24:

"NOW BE IT RESOLVED, that the  
acquisition of the properties  
as provided under YR 1970-24  
be hereby confirmed and approved." YR 1973-

523 North Walnut, City Lot No. 11792, 11793 pt., City of Youngstown,  
Purchased from Abe Levine, Sarah Aronoff Estate

611 North Walnut, City Lot No. 11798 pt., City of Youngstown,  
Purchased from Isabel Conroy

605 North Walnut, City Lot No. 11796, City of Youngstown,  
Purchased from Isabel Conroy

609-611 Bryson Street, City Lot No. 1513, City of Youngstown,  
Purchased from Marion King Browne and F. McKinley Browne

663 Elm Street, City Lot No. 949 pt., City of Youngstown,  
Purchased from Barbara W. Bares

639 Wick Avenue, City Lot No. 1433 pt., 1434, 11400, 11401,  
City of Youngstown, Purchased from Thomas and Eileen Murray

230 - 234 West Wood Street, City Lot No. 594, 595,  
633, 2594, City of Youngstown, Purchased from the Higbee Company

118 Webb Street, City Lot No. 3489, City of Youngstown,  
Purchased from John Lumpkin

720 North Walnut Street, City Lot No. 11403, City of Youngstown,  
Purchased from Catherine Rogenski

235 Adams Street, City Lot No. 17352, City of Youngstown,  
Purchased from Gerald Nunziato and William Wainio Jr.

615 Walnut Street, City Lot No. 11798, City of Youngstown,  
Purchased from Gerald Nunziato and William Wainio Jr.

718 Walnut Street, City Lot No. 11404, City of Youngstown,  
Purchased from Gerald Nunziato and William Wainio Jr.

242 Grant Street, City Lot No. 976, City of Youngstown,  
Purchased from Sylvester Jackson

252 Grant Street, City Lot No. 978, City of Youngstown,  
Purchased from Alex and Irene McCullough

225 Scott Street, City Lot No. 3753, City of Youngstown,  
Purchased from Alfaretta Allison

As a matter of information the following properties  
are pending approval by the Controlling Board, State of Ohio:

286, 284 Grant Street plus house in rear, City Lot No. 985,  
City of Youngstown, Owner: Tufic Saadi Estate

114 Wade Street, City Lot No. 9017, City of Youngstown,  
Owner: Sophie Lampkin

5 Kennywood Court, City Lot No. 16070, City of Youngstown,  
Owner: James A. Lipp

247 West Scott Street, City Lot No. 9133, City of Youngstown,  
Owner: Melvin & Ozella Hill

(Continued)

**Fuel Adjustment:**

The energy charge shall be adjusted by a decrease or an increase of 0.00045¢ per kilowatt-hour for each one cent variation below or above \$4.50 per ton (2,000 lbs.) in the cost of coal burned in the Company's interconnected steam-electric generating stations during the month immediately preceding the month covered by the service bill. The cost per ton of coal burned shall be the sum of the costs of coal on hand at the first of the month and the costs of coal received during the month including transportation and all charges incident to the storage and the delivery of coal into the station bunkers divided by the sum of the number of tons on hand and received.

**Tax Adjustment:**

Bills shall be adjusted to offset the imposition of or removal of any new or increased tax levied by any taxing authority upon the Company's generation, distribution or sale of electric energy after January 1, 1965.

**Terms of Payment:**

The net amount billed is due and payable within a period of ten days. If the net amount is not paid on or before the date shown on the bill for payment of net amount, the gross amount which is 2% more than the net amount is due and payable.

**Auxiliary or Stand-by Service:**

When auxiliary or stand-by service is furnished, a contract load shall be established by mutual agreement and shall be specified in the service contract.

No reduction in contract load shall be permitted during the term of the contract. In re-contracting for auxiliary or stand-by service, the new contract load shall not be less than 60% of the highest billing load during the last eleven months of the previous contract term.

**Contract:**

Electric service hereunder will be furnished in accordance with a written contract which by its terms shall be in full force and effect for a minimum period of one year and shall continue in force thereafter from year to year unless either party shall give to the other not less than 60 days notice in writing prior to the expiration date of any of said yearly periods that the contract shall be terminated at the expiration date of said yearly period. When a contract is terminated in the manner provided herein, the service will be discontinued.

When the service is re-established for the benefit of the same customer at the same location within a period of less than twelve months from the date when service was discontinued, all of the conditions during the previous contract period applicable to billing shall apply and the billing load shall not be less than 60% of the highest billing load during the last eleven months of the previous contract period.

**Rules and Regulations:**

The Company's Standard Rules and Regulations shall apply to the installation and use of electric service.

Filed under authority of Order No. 34217, issued by The Public Utilities Commission of Ohio

**SECONDARY LIGHT AND POWER SERVICE  
LARGE**

**Availability:**

Available as shown on Sheet No. 3 for secondary light and power service. The billing load as hereinafter defined shall not be less than 50 KVA.

Single and three phase service will be metered and billed separately or, where feasible, single and three phase service will be furnished through a single meter installation and billed as one account provided the customer arranges his wiring to facilitate the installation of a single meter.

Where a transformer installation is utilized solely to furnish service to a single customer, the Company may meter the service on the primary side of the transformers, and in such case the load and energy registrations shall each be reduced 2%.

**Service:**

Alternating current, 60 cycles, at nominal voltages of 120/240 or 120/208 single phase, or 120/208 or 240 three phase, as available from suitable facilities of adequate capacity adjacent to the premises to be served; provided, that with respect to particular installations nominal voltage of 265/460 may, in the Company's sole discretion, be made available under this rate schedule.

Other voltages may be obtained from available distribution facilities provided the customer owns, operates and maintains all necessary transforming, controlling, regulating and protective equipment, in which case service may be metered at the Company's supply voltage.

**Rate:**

The net monthly charge per customer shall be:

**Capacity Charge:**

\$2.85 per KVA for the first.....	100 KVA of billing load
\$2.40 per KVA for the next.....	300 KVA of billing load
\$2.10 per KVA for the next.....	1,100 KVA of billing load
\$1.90 per KVA for all over.....	1,500 KVA of billing load

**Energy Charge:**

The first 250 KWH per KVA of billing load or 50,000 KWH, whichever is the greater:

1.30¢ per KWH for the first.....	25,000 KWH
1.20¢ per KWH for the next.....	25,000 KWH
1.10¢ per KWH for the next.....	50,000 KWH
1.05¢ per KWH for the next.....	100,000 KWH
1.00¢ per KWH for the next.....	300,000 KWH
0.95¢ per KWH for all over.....	500,000 KWH

For all over 250 KWH per KVA of billing load or 50,000 KWH, whichever is the greater:

0.80¢ per KWH

**Minimum Charge:**

The minimum monthly charge shall be the capacity charge.

**Billing Load in KVA:**

The measured load shall be determined monthly from the highest registration of a thermal type meter or, at the option of the Company, from a 30-minute integrating type meter.

The billing load for the month shall be (1) the measured load for the month, adjusted where service is metered primary, or (2) 60% of the highest billing load during the preceding eleven months, or (3) the contract load, or (4) 50 KVA, whichever is the greatest.

(Continued)

(Continued)

**Fuel Adjustment:**

The energy charge shall be adjusted by a decrease or an increase of 0.00045¢ per kilowatt-hour for each one cent variation below or above \$4.50 per ton (2,000 lbs.) in the cost of coal burned in the Company's interconnected steam-electric generating stations during the month immediately preceding the month covered by the service bill. The cost per ton of coal burned shall be the sum of the costs of coal on hand at the first of the month and the costs of coal received during the month including transportation and all charges incident to the storage and the delivery of coal into the station bunkers divided by the sum of the number of tons on hand and received.

**Tax Adjustment:**

Bills shall be adjusted to offset the imposition of or removal of any new or increased tax levied by any taxing authority upon the Company's generation, distribution or sale of electric energy after January 1, 1971.

**Adjustment for Primary Service:**

Where the service is furnished at nominal primary voltages of not less than 2400 nor more than 15,000, as available from suitable facilities of adequate capacity adjacent to the premises to be served, and the customer owns, operates and maintains all necessary transforming, controlling, regulating and protective equipment, the above capacity charge shall be reduced 30 cents per KVA of billing load.

**Terms of Payment:**

The net amount billed is due and payable within a period of ten days. If the net amount is not paid on or before the date shown on the bill for payment of net amount, the gross amount which is 3% more than the net amount is due and payable.

**Auxiliary or Stand-by Service:**

When auxiliary or stand-by service is furnished, a contract load shall be established by mutual agreement and shall be specified in the service contract.

No reduction in contract load shall be permitted during the term of the contract. In re-contracting for auxiliary or stand-by service, the new contract load shall not be less than 60% of the highest billing load during the last eleven months of the previous contract term.

**Contract:**

Electric service hereunder will be furnished in accordance with a written contract which by its terms shall be in full force and effect for a minimum period of one year and shall continue in force thereafter from year to year unless either party shall give to the other not less than 60 days notice in writing prior to the expiration date of any of said yearly periods that the contract shall be terminated at the expiration date of said yearly period. When a contract is terminated in the manner provided herein, the service will be discontinued.

When the service is re-established for the benefit of the same customer at the same location within a period of less than twelve months from the date when service was discontinued, all of the conditions during the previous contract period applicable to billing shall apply and the billing load shall not be less than 60% of the highest billing load during the last eleven months of the previous contract period.

**Rules and Regulations:**

The Company's Standard Rules and Regulations shall apply to the installation and use of electric service.

Filed under authority of Order No. 71-301-E, issued by The Public Utilities Commission of Ohio

JOHN H. RANZ  
HUGH W. MANCHESTER  
RICHARD B. WILLS  
PAUL J. FLEMING  
JAMES E. BENNETT, JR.  
JOHN WEED POWERS  
FRANKLIN S. BENNETT  
DON E. TUCKER  
JOHN D. LIBER  
W. STEPHEN MELOY  
ROBERT N. DINEEN  
GILBERT M. MANCHESTER  
MICHAEL I. WALLING  
WILLIAM T. BODOH

LAW OFFICES

MANCHESTER, BENNETT, POWERS & ULLMAN

UNION NATIONAL BANK BUILDING

YOUNGSTOWN, OHIO 44503

TELEPHONE 743-1171 AREA CODE 216

CURTIS A. MANCHESTER  
1902-1951

JAMES E. BENNETT  
1917-1964

FRANKLIN B. POWERS  
1914-1960

MYRON E. ULLMAN  
OF COUNSEL

January 20, 1973

Mrs. Marian Webster  
Secretary to the President  
Youngstown State University  
Youngstown, Ohio

Dear Mrs. Webster:

I hand you herewith the original, 10 pages, of Minutes of Meeting of the Board held November 11, 1972, which have now been signed by the Chairman and attested by me. These should be inserted in the original record which you have.

I also enclose a copy of the agenda for such meeting as originally furnished to me on or about November 6, 1972. If any revised agenda sheet was used at the meeting, I was not furnished a copy.

I would suggest that you include with the original minutes copies of the following:

1. Agenda sheet as per enclosed copy.
2. Agenda Item d)1 (2 pages).
3. Agenda Item d)2 (1 page).
4. Agenda Item d)3 (1 page).
5. Agenda Item d)4 (10 pages), including draft of proposed Merger Agreement.
6. Report on contract cleaning study (6 pages) and many attachments.
7. Report on gifts (1 page).
8. Report on insurance and real property (34 pages).
9. Financial Report year ending June 30, 1972 (20 printed pages).

#2.

10. Financial Report Quarter ending September 30, 1972 (4 pages).
11. Evaluation of Substation No. 1 (17 pages).
12. Agenda Item f)2 (2 pages).
13. Copy of my letter of November 1, 1972, as Secretary of The Youngstown University, addressed to Youngstown Educational Foundation, which is referred to at paragraph 2 of Item III - 4, on page 4 of the enclosed Minutes of November 11.
14. Copy of Enrollment Report for Fall Quarter 1972, which was referred to in Dr. Coffelt's report at the top of page 8 in the Minutes.
15. Copy of my letter of December 1, 1972 enclosing draft of such Minutes to the Trustees.

I am only enclosing the first page of the agenda and the last three items mentioned above, as I assume you have copies of the others.

Also enclosed, for insertion in the minute book, is one page copy of my Notice of January 3 to the Trustees concerning the meeting of January 20, 1973, and Certificate of Mailing such Notice on January 3.

Yours very truly,



HWM MM  
Enclosures



MINUTES OF MEETING  
of  
BOARD OF TRUSTEES  
YOUNGSTOWN STATE UNIVERSITY

Faculty Lounge, Kilcawley Student Center,  
Saturday, November 11, 1972

Pursuant to action previously taken and the foregoing Notice, which was mailed by the Secretary to all Trustees on October 25, 1972, a regular meeting (twenty-eighth meeting) of the Board of Trustees of Youngstown State University convened at 1:30 p.m. on Saturday, November 11, 1972, at the Faculty Lounge in Kilcawley Student Center. A copy of the Notice for such meeting and of the Agenda and supplemental data as prepared by the President's office and furnished to all Trustees on or about November 6, 1972 is attached to these minutes.

Eight Trustees were present, to wit: John M. Newman, Chairman, Dr. Bertie B. Burrowes, Carl L. Dennison, Mrs. Ann L. Isroff, Albert J. Shipka, Clarence J. Strouss, Raymond J. Wean, Jr. and Robert E. Williams. One Trustee, William J. Brown, was absent.

Other persons present included Dr. Albert L. Pugsley, President, Dr. Earl E. Edgar, Vice President for Academic Affairs, Dr. John J. Coffelt, Vice President for Administrative Affairs, Joseph S. Rook, Vice President for Financial Affairs, Philip A. Snyder, Director of University Relations, Guy R. Solomon, Jr., Director for Information Services, Raymond D. Orlando, Director of Physical Plant, Paul H. Cress, Chief of Security, Hugh W. Manchester, Secretary of the Board of Trustees, and Mrs. Marian Webster, Secretary to the President.

Also present were approximately forty persons, including representatives of the Jambar, The Youngstown Vindicator, various news media, and faculty members.

Mr. Newman, Chairman of the Board, presided.

ITEM I - Proof of Notice of Meeting

Evidence was presented that due notice of the meeting had been mailed by the Secretary on October 25, 1972 to each Trustee, and that copies of the Agenda and supplemental data had been furnished to each Trustee on or about November 6, 1972 by the President's office.

ITEM II - Minutes of Meetings held June 17, August 7 and  
August 28, 1972

Copies of drafts of the regular meeting of Trustees held on June 17, 1972 and the minutes of the special meetings of Trustees held on August 7 and August 28, 1972 had been mailed to each Trustee, the President, the three Vice Presidents and the State Examiner on July 12, 1972, August 10, 1972 and September 8, 1972 respectively. There being no additions or corrections suggested, the same were approved as mailed, upon motion by Mr. Strouss, seconded by Dr. Burrowes and unanimously carried, and such minutes were signed by the respective Chairmen who had presided at the meetings, and were attested by the Secretary.

ITEM III - Recommendations of the President

1. Resolution Authorizing New Access Road to  
Butler Institute of American Art

Dr. Pugsley reviewed the material contained in Agenda Item d)1 concerning access to the Butler Institute of American Art Building.

Mr. Strouss moved for adoption the following resolution:

"WHEREAS the University is obligated to maintain existing driveways to the garages and loading dock located on the south side of the Butler Institute of American Art Building, or provide a mutually satisfactory alternative; and

WHEREAS the University plans to abandon both existing driveways now used to provide vehicular access to the south side of the Butler Property; and

WHEREAS the Board of Trustees of the Butler Institute of American Art have taken formal action approving the resolution of an access road as covered in this resolution.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Youngstown State University authorize the construction, funding from House Bill #988, and maintenance of an access road as shown on the attached Exhibit A and its joint use as a driveway by both parties. Said access road will permit the Butler Institute of American Art to have free access to the Institute's garage on the southerly portion of its premises by way of entrance from Spring Street."

The motion was seconded by Mr. Wean and upon affirmative vote of all Trustees present, was declared duly adopted by the Chairman.

2. Resolution on Consultant's Report for Kilcawley Center

Dr. Pugsley discussed the recommendations of the Porter Butts Report dated September 14, 1972, as summarized at Agenda Item d)2, and recommended acceptance in principle of the suggestions in such Report for operation of the Kilcawley Center. Mrs. Isroff suggested the advisability of supplementing such Report through study of the experience of other State Universities in Ohio which have comparable Student Centers.

After some discussion and upon motion made by Mrs. Isroff, seconded by Mr. Williams, which was carried by affirmative vote of all eight Trustees present, the Chairman declared the following resolution duly adopted:

"WHEREAS provision should be made for greater student participation in the development and implementation of campus-centered social, cultural, and recreational programs for students; and

YR 1973-6

WHEREAS the Kilcawley Center will provide expanded facilities to accommodate such programs.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Youngstown State University accepts the Butts Report in principle within general University Policy and State law, and directs the Administration in cooperation and consultation with members of the University community to prepare a Kilcawley Center Constitution incorporating these principles; provided, however, the President shall select a committee to study the experience of similar organizations and operations at Student Centers which may exist at other State Universities in Ohio, such committee to report at the next regular meeting of this Board."

3. Resolution to Authorize Landscape Architectural Services

Dr. Pugsley recommended that qualified landscape architects be employed to develop complete landscaping plans for the whole campus. See Agenda Item d)3.

Upon motion made by Mr. Dennison, seconded by Dr. Burrowes, and the affirmative vote of the eight Trustees present, the Chairman declared the following resolution duly adopted:

"BE IT RESOLVED that a landscape architect be employed as directed by the State Architect to do the planning required to complete a campus landscape plan which is estimated not to exceed \$20,000 and that funds required to employ the firm be made available from the University Improvement Fund." YR 1973-7

4. Resolution to approve proposed Merger of The Youngstown University and Youngstown Educational Foundation

Dr. Pugsley reported that with the exception of acquiring Phase III lands from the City of Youngstown and conveyance of such lands to the State of Ohio for the benefit of Youngstown State University, The Youngstown University had substantially completed its obligations under its Agreement and Plan of Transition with the Ohio Board of Regents dated as of August 15, 1967; and that Members and Trustees of both The Youngstown University and Youngstown Educational Foundation had approved a Proposed Agreement of Merger pursuant to which Youngstown Educational Foundation would succeed to all of the assets and liabilities of The Youngstown University, such approval being conditioned, however, upon the approval of such Merger Agreement by the Trustees of Youngstown State University. Copy of such Proposed Merger Agreement had been furnished to each Trustee as a part of Agenda Item d)4.

Mr. Shipka inquired relative to the "tie-in" of The Youngstown University and the finances which might be involved. At the Chairman's request the Secretary then read a letter dated November 1, 1972 from the Secretary of The Youngstown University to Youngstown Educational Foundation which described the known obligations and assets of The Youngstown University as of such date. A copy of such letter is attached to these minutes.

Mrs. Isroff commented upon the advisability of having some of the Trustees of Youngstown State University also serving as Trustees of Youngstown Educational Foundation.

Mr. Dennison then moved for adoption the following resolution:

"WHEREAS The Youngstown University has completed performance of its contract dated August 15, 1967, with the Ohio Board of Regents with certain exceptions, the principal one of which is that by reason of causes beyond its control, the Urban Renewal Plans of the City have not progressed to a point which would make possible the purchase of lands in Phase III from the City, and the transfer of title thereto to the State of Ohio for the benefit of Youngstown State University; and YR 1973-8

WHEREAS there have been long delays by the City of Youngstown in the fulfillment of its Urban Renewal Plans, and it is not known when or if such Phase III lands may be cleared and made available for purchase from the City of Youngstown; and

WHEREAS Youngstown Educational Foundation was originally created and funded by The Youngstown University and its sole purpose is to "be operated exclusively for the benefit of Youngstown State University" (as set forth in Paragraph Third of its Articles of Incorporation); and

WHEREAS from the inception of plans in 1966 to have The Youngstown University become a part of the State University System it was and has been contemplated that The Youngstown University would be eventually merged into Youngstown Educational Foundation; and

WHEREAS it cannot now be determined how much it may cost to complete the acquisition of such Phase III lands and to convey them to the State of Ohio; and it is believed that The Youngstown University presently has assets which will be more than sufficient to satisfy all of its remaining liabilities (including cost of acquiring such Phase III lands); and

WHEREAS such Agreement of August 15, 1967 provides among other things that should The Youngstown University have more assets than are needed to satisfy all of its remaining liabilities any such excess of assets will be made available for the benefit of Youngstown State University in such manner as its Board of Trustees may approve; and

WHEREAS the Trustees and Members of both The Youngstown University and Youngstown Educational Foundation have approved a proposed Agreement of Merger pursuant to which Youngstown Educational Foundation would be the surviving corporation and would succeed to all of the assets and liabilities of The Youngstown University; and have authorized the execution of such Merger Agreement upon condition that it be approved by the Trustees of Youngstown State University.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Youngstown State University, having this day examined the terms and provisions of the proposed "Agreement of Merger" between The Youngstown University and Youngstown Educational Foundation, does hereby approve such proposed Agreement of Merger as being for the best interests of Youngstown State University, recognizing that should the assets of The Youngstown University exceed its liabilities, such assets will be used by Youngstown Educational Foundation only to meet the needs of Youngstown State University.

The motion was seconded by Mr. Strouss and was followed by further discussion during which Mr. Shipka objected to acting without details relative to the finances of The Youngstown University and Youngstown Educational Foundation.

The question being called for all Trustees present except Mr. Shipka voted in the affirmative and Mr. Shipka, at his request, was recorded as not voting. The Chairman declared the resolution duly adopted.

#### ITEM IV - Reports of the President and Vice Presidents

##### 1. Possible Increase in Tuition Charges

Dr. Pugsley reported that if the legislature provides no increases in funds for operations than are being provided in the present biennium, and if enrollment continues to fall, it will probably be necessary to increase tuition charges for the next year.

##### 2. Committee to select a Football Coach

Dr. Pugsley reported that because Dwight V. Beede is planning to retire as Football Coach, it would be necessary to select a new Coach, and that a committee to assist in selecting a new Coach would be announced in the near future.

3. Report of Dr. Edgar, Vice President for Academic Affairs

Dr. Edgar's report as to Academic Affairs was made at the General Faculty Meeting held on September 16, 1972, and is set forth at pages 13 to 19 of the minutes of such meeting. Copies of such minutes had been furnished to all Trustees prior to this meeting.

He reported that approvals had been received for the granting of degrees upon completion of two year programs in the fields of Respiratory Therapy Technology, Medical Laboratory Technology, Physical Therapy Technology and Radiologic Technology; also that a search committee is seeking a person qualified to replace Dr. Donald Robinson, who has resigned as Dean of the School of Education.

Dr. Edgar's report was ordered received and filed, upon motion by Mr. Williams, seconded by Mr. Wean and duly carried.

4. Report of Dr. Coffelt, Vice President for Administrative Affairs.

Dr. Coffelt reported:

- (a) Concerning the Power Plant. Bids were opened September 22, 1972 and the low bid was \$1,967,715, which was \$414,555 less than the \$2,382,270 estimated costs. Because of the possible effect of the Governor's recent order as to compliance with equal opportunity requirements contracts have not yet been awarded, and rebidding may be required.
- (b) Concerning Bliss Hall (Music and Fine Arts). Bids were opened October 26, 1972. Low bid was \$5,827,577 which was \$999,720 in excess of the \$4,827,857 available for such building. Discussions with the State Architect are pending, and plans may have to be revised to keep costs within the funds available for such building.
- (c) Concerning Building Program. Construction of the Technical & Community College project has been somewhat delayed by wet weather. The Parking Decks have been completed and approved, at a total cost of \$2,278,000, or \$1,822 per stall.

- (d) Concerning Enrollments. Enrollment Report for the Fall Quarter-1972 shows a drop of 4.1% from 14,588 to 13,988 in the Head Count since the Fall of 1971. This is a drop of 4.6%, from 11,587.5 to 11,058.6 in the "Full Time Equivalent Student" count, for the same period. Most of the drop was in Freshmen students (602 fewer). Copy of such report is attached to the minutes.

Dr. Coffelt's report was ordered received and filed, upon motion by Dr. Burrowes, seconded by Mrs. Isroff, and duly carried.

4. Report of Joseph S. Rook, Vice President for Financial Affairs

Mr. Rook submitted and commented upon the following reports, copies of which are attached to these minutes:

- (a) Report on Contract Cleaning. Mr. Rook suggested continuing with present arrangements for cleaning.
- (b) Report on Gifts and Grants for year ended June 30, 1972 in total amount of \$1,109,878.
- (c) Report on Insurance and Real Property - 1972.
- (d) Financial Report for year ending June 30, 1972.
- (e) Financial Report for quarter ending September 30, 1972.
- (f) Evaluation of Electrical Substation Operation.

Mr. Rook's reports were ordered received and filed, upon motion by Mr. Shipka, seconded by Mr. Dennison and duly carried.

ITEM V - Reports of Committees of the Board

1. Finance Committee. Mr. Dennison, Chairman of such committee reported relative to pending acquisitions of 15 parcels which had been approved by the State Control Board, and of 4 parcels not yet approved by the State Control Board.

Mr. Dennison moved for adoption the following resolution:

"NOW BE IT RESOLVED that the acquisition of the properties as provided under YR 1970-24 be hereby confirmed and approved." YR 1973-9



1. 523 North Walnut, City Lot No. 11792, 11793 pt., City of Youngstown. Purchased from Abe Levine, Sarah Aronoff Estate.
2. 611 North Walnut, City Lot No. 11798 pt., City of Youngstown. Purchased from Isabel Conroy.
3. 605 North Walnut, City Lot No. 11796, City of Youngstown. Purchased from Isabel Conroy.
4. 609-611 Bryson Street, City Lot No. 1513, City of Youngstown. Purchased from Marion King Browne and F. McKinley Browne.
5. 663 Elm Street, City Lot No. 949 pt., City of Youngstown. Purchased from Barbara W. Bares.
6. 639 Wick Avenue, City Lot No. 1433 pt., 1434, 11400, 11401. City of Youngstown. Purchased from Thomas and Eileen Murray.
7. 230-234 West Wood Street, City Lot No. 594, 595, 633, 2594, City of Youngstown. Purchased from the Higbee Company.
8. 118 Webb Street, City Lot No. 3489, City of Youngstown. Purchased from John Lumpkin.
9. 720 North Walnut Street, City Lot No. 11403, City of Youngstown. Purchased from Catherine Rogenski.
10. 235 Adams Street, City Lot No. 17352, City of Youngstown. Purchased from Gerald Nunziato and William Wainio, Jr.
11. 615 Walnut Street, City Lot No. 11798, City of Youngstown. Purchased from Gerald Nunziato and William Wainio, Jr.
12. 718 Walnut Street, City Lot No. 11404, City of Youngstown. Purchased from Gerald Nunziato and William Wainio, Jr.
13. 242 Grant Street, City Lot No. 976, City of Youngstown. Purchased from Sylvester Jackson.
14. 252 Grant Street, City Lot No. 978, City of Youngstown. Purchased from Alex and Irene McCullough.
15. 225 Scott Street, City Lot No. 3753, City of Youngstown. Purchased from Alfaretta Allison.

As a matter of information, the following properties are pending approval by the Controlling Board, State of Ohio:

16. 286, 284 Grant Street plus house in rear, City Lot No. 985, City of Youngstown. Owner: Tufic Saadi Estate.
17. 114 Wade Street, City Lot No. 9017, City of Youngstown. Owner: Sophie Lampkin.
18. 5 Kennywood Court, City Lot No. 16070, City of Youngstown. Owner: James A. Lipp.
19. 247 West Scott Street, City Lot No. 9133, City of Youngstown. Owner: Melvin and Ozella Hill.

The motion was seconded by Mr. Shipka, and upon the affirmative vote of all Trustees present was declared duly adopted by the Chairman.

ITEM VI - There being no new business, it was determined after canvass of the Trustees present that the next regular meetings of the Board should be held at the Faculty Lounge in Kilcawley Student Center at 1:30 p.m. on the following dates:

Saturday, January 20, 1973

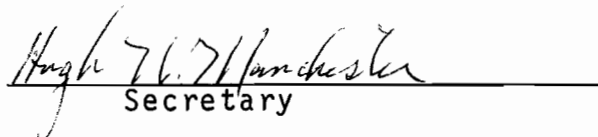
Saturday, April 14, 1973

Saturday, June 16, 1973 (following Commencement)

The meeting was duly adjourned, upon motion, made, seconded and carried, at 3:45 p.m.

  
Chairman

Attest:

  
Secretary

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

December 1, 1972

Trustees of  
Youngstown State University

Gentlemen:

Enclosed is draft of minutes of the Meeting of Trustees held November 11, 1972.

Yours very truly,

*Hugh W. Manchester*

Secretary to the Board of Trustees  
of Youngstown State University

HWM MM  
Enclosure

These minutes mailed to the following on December 1, 1972

William J. Brown  
Dr. Bertie B. Burrowes  
Carl L. Dennison  
John M. Newman  
Mrs. Ann Isroff  
Albert J. Shipka  
Clarence J. Strouss  
Robert E. Williams  
Raymond J. Wean, Jr.

Dr. Albert J. Pugsley, President  
Dr. John J. Coffelt, Vice President  
for Administrative Affairs  
Dr. Earl E. Edgar, Vice President  
for Academic Affairs  
Mr. Joseph S. Rook, Vice President  
for Financial Affairs  
Mr. Hershel Rickard, University State  
Examiner

(TRUSTEES)

*Hugh W. Manchester*

Faculty Lounge, 1:30 p.m.  
Kilcawley Center

Saturday, November 11, 1972

AGENDA

- a) Roll Call
- b) Proof of Notice of Meeting
- c) Disposition of Minutes for Meetings
  - Regular Meeting held June 17, 1972
  - Special Meeting held August 7, 1972
  - Special Meeting held August 28, 1972
- d) Recommendations of the President of the University
  1. Resolution Authorizing New Access Road to Butler Institute of American Art
  2. Resolution on Consultant's Report for Kilcawley Center
  3. Resolution to Authorize Landscape Architectural Services
  4. Resolution to Adopt the Merger of the Youngstown University and Youngstown Educational Foundation
- e) Report of the President of the University
  1. Fee Increases
  2. Committee to Recommend a Football Coach
  3. Report from Vice President for Academic Affairs
  4. Report from Vice President for Administrative Affairs
    - a) Bliss Hall
    - b) Building Program
    - c) Enrollments for Fall Quarter, 1972-73
  5. Report from Vice President for Financial Affairs
    - a) Report on Contract Maintenance
    - b) Report on Gifts and Grants
    - c) Report on Insurance and Real Property
    - d) Annual Financial Statement
    - e) Quarterly Financial Statement
    - f) Electrical Substation Operation
- f) Report of Committees of the Board
  1. Finance Committee
  2. Building Committee
    - a) Resolution on Acquisition of Certain Properties
- g) New Business
- h) Time and Place of Next Meeting - Saturday, January 20, 1973  
Other Regular Meetings in 1973 set at the last regular meeting of the Board:

Saturday, April 14

Saturday, June 16 (Commencement)

## THE YOUNGSTOWN UNIVERSITY

November 1, 1972

Youngstown Educational Foundation  
Youngstown, Ohio

Gentlemen:

I have been asked to describe to you the known obligations and assets of The Youngstown University. You have an Auditor's Report concerning The Youngstown University made by Alexander & Grant for the period ending September 30, 1972, which lists assets totalling \$6,645,278; liabilities amounting to \$125,363, and Equity in Funds in the amount of \$6,519,915 as of September 30, 1972.

Under its contract of August 15, 1967 with the Ohio Board of Regents, for the transfer of assets which enabled Youngstown State University to operate, The Youngstown University, among other things, was obligated to transfer to the State of Ohio all of its former campus and lands and to procure funds to pay for and to subsequently convey to the State of Ohio additional areas known as Phases II and III of the Youngstown Urban Renewal Projects. It was also obligated to construct on lands to be included in the Phase II area, prior to transfer to the State, a proposed Health & Physical Education Building, and to expend for such building and equipment, not to exceed \$2,500,000 plus whatever funds were available to it under a \$1,000,000 grant, dated December 29, 1966, made to it by the Department of Health Education and Welfare (Original Project No. Ohio 4-2356, Present Project No. 4-5-00318-0).

Because of delays involved in securing title to lands, contracts for construction of the Health & Physical Education Building were not awarded until November 26, 1969, and the building was not completed until the summer of 1972. Its total cost was \$5,335,772, of which Youngstown State University has furnished in excess of \$1,750,000. All but \$72,000 of the \$1,000,000 grant by the Federal Government has been received by The Youngstown University and requests for payment of such \$72,000 were filed in July, 1972. Youngstown State University advanced such \$72,000 to permit payments to contractors and will be entitled to repayment when the \$72,000 is received.

Youngstown Educational Foundation  
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 November 1, 1972

Deeds from the City for the final portions of Phase II lands were not delivered until September, 1972, and on October 31, 1972, a deed of The Youngstown University conveying the balance of Phase II lands (including Lot 61239 on which the Health & Physical Education Building is located) to the State of Ohio was filed for Record in Mahoning County. Delivery of such deed removed the "Land" (\$204,298) and the "Construction in Progress" (\$5,335,772) from the assets of The Youngstown University, and should reduce its "Equity in Funds" from the \$6,519,915 to \$1,184,143, (as of September 30, 1972).

On October 16, 1972, Youngstown Educational Foundation paid The Youngstown University \$97,193 to supplement its funds for purchase of Urban renewal lands.

Giving effect to such changes the Assets & Liabilities of The Youngstown University as of November 1, 1972, should show:

ASSETS:	Cash & Cert. of Deposits	242,974
	Accounts Receivable (Fed. grant)	72,000
	Securities (at cost)	<u>790,244</u>
	Total assets.....	\$1,105,200
LIABILITIES:		
	Due contractors and Yo. State University	<u>125,363</u>
	Balance to cover all other liabilities.....	\$ 979,845

The unfulfilled obligations of The Youngstown University, known to me, at this time are the following:

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1. Unknown cost of acquiring Phase III lands, when and if they become available, for conveyance to the State (as per the August 15, 1967 Agreement with the Board of Regents). About 1,000,000 square feet may be involved. Costs will depend upon future appraisals and negotiations, and would be

\$ 330,000 @ 0.33 per square foot  
\$ 500,000 @ 0.50 per square foot  
\$1,000,000 @ 1.00 per square foot

2. Possible claims which might conceivably be made within the next three years if the federal government audits the disbursement of funds paid under its \$1,000,000 grant; as it may under Conditions 3.20 through 3.25 of its original grant. No liabilities are expected, but records must be maintained for audit purposes.
3. The City of Youngstown has so far failed to convey two strips of land two feet in width on the East side of Elm Street and the South side of Arlington (located within Phase I), which were not included in its first deed, dated March 19, 1965, of the lands for construction of the Engineering Building. It is expected that the City will cure such omission by a quitclaim deed made directly to the State of Ohio. No costs are anticipated, and \$4,725 should be an outside estimate as to possible costs.
4. Closing costs and expenses, such as recording and filing fees, will be involved, but these should be minimal.

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The writer believes that it would facilitate matters for the officers of the Foundation if some arrangements were made to have all records and accounts relative to the \$1,000,000 grant and the disbursements made and yet to be made concerning the construction of the Health and Physical Education Building maintained by those persons who have been keeping such records and accounts until all payments due are received and the accounts payable are paid.

Yours very truly,



Hugh W. Manchester  
Secretary, The Youngstown University

HWM:jm