



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

August 9, 1979

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise that the next regular meeting of the Board of Trustees will be on Saturday, August 25, 1979 in the Board Room in Tod Administration Building at noon, following the Summer Commencement exercises.

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

HWM:EVT

HUGH W. MANCHESTER. Secretary
to the Board of Trustees of
Youngstown State University

Copies of the above notice were mailed on August 9, 1979 to each of the nine Trustees and to the President, as listed on the reverse side of this page; and a copy was also mailed on the same date to each of the four others listed on the reverse side of this page.

Hugh W. Manchester

TRUSTEES AND THE PRESIDENT

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

Dr. Thomas D. Y. Fok
Thomas Fok & Associates, Ltd.
3896 Mahoning Avenue
Youngstown, Ohio 44515

Dr. John F. Geletka, D.D.S.
5600 Mahoning Avenue
Youngstown, Ohio 44515

Mr. Edgar Giddens
448 Cleveland Street
Youngstown, Ohio 44511

Mrs. Ann Isroff
11 Wildfern Drive
Youngstown, Ohio 44505

Mr. William J. Lyden, Business Mgr.
International Brotherhood of
Electrical Workers
291 McClurg Road
Youngstown, Ohio 44512

Mr. William G. Mittler, Advertising Mgr.
Youngstown Vindicator
Vindicator Square & W. Boardman
Youngstown, Ohio 44515

Mr. Fred C. Shutrump, Jr., President
Shutrump and Associates
3749 Mahoning Avenue
Youngstown, Ohio 44515

Mr. Frank C. Watson, President
Youngstown Welding and Engineering Co.
3700 Oakwood Avenue
Youngstown, Ohio 44515

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

Dr. David J. Robinson, President
YSU-OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

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

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

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

TO: RICHARD J. OWEN, Librarian
FROM: HUGH W. MANCHESTER, Secretary
to the Board of Trustees
DATE: August 25, 1979

SUBJECT: Minutes of Meetings of Board of Trustees
of Youngstown State University held on
June 16, 1979 and on July 5, 1979

I am enclosing xerox copies of the official
Minutes of the two Board meetings referred to above. The original Minutes
were approved, signed and attested at today's meeting of the Board of
Trustees.

HWM:EVT

xc: President Coffelt
Vice President Edgar
Vice President Alderman
Edgar Giddens



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

August 25, 1979

Dr. David J. Robinson, President
YSU Chapter of OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Dr. Robinson:

Enclosed for your records find copies of the Minutes of the two Meetings of the Board of Trustees of Youngstown State University which were held on June 16 and July 5, 1979.

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

Yours very truly,

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

HUGH W. MANCHESTER
Secretary to the Board of Trustees

HWM:EVT
Enc.

xc: Dr. John J. Coffelt



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

August 25, 1979

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

Enclosed for your records find copies of the Minutes of two meetings of the Board of Trustees of Youngstown State University, which were held on June 16 and July 5, 1979.

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

Yours very truly,

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

HUGH W. MANCHESTER
Secretary to the Board of Trustees

HWM:EVT
Enclosure

xc: Dr. John J. Coffelt,
President

MINUTES OF MEETING

of

BOARD OF TRUSTEES

of

YOUNGSTOWN STATE UNIVERSITY

Tod Administration Building
Saturday, August 25, 1979

Pursuant to Resolution YR 1979-50 and to Notices mailed on August 9, 1979, by the Secretary to the Board to each Trustee, copies of which precede these Minutes (with copies to the President of the University, the Presidents of the YSU Chapter of the OEA and the YSU Chapter of OCSEA, to Edward A. Flask, Special Counsel to the Attorney General of Ohio, and to the Director of Legal Services of the University) a regular meeting (Sixty-ninth) of the Board of Trustees of Youngstown State University convened on Saturday, August 25, 1979 in the Board Room in the Tod Administration Building at 12:00 noon.

SEVEN (7) Trustees were present at the meeting, to-wit: Edgar Giddens, Chairman, Paul M. Dutton, Dr. Thomas D. Y. Fok, Dr. John F. Geletka, Mrs. Ann L. Isroff, William G. Mittler and Fred C. Shutrump, Jr. Two Trustees, William J. Lyden and Frank C. Watson, were absent.

Also present were Dr. John J. Coffelt, President, Dr. Earl E. Edgar, Vice President for Academic Affairs, Dr. Neil D. Humphrey, Vice President for Financial Affairs, Dr. Taylor Alderman, Vice President for Personnel, Edmund J. Salata, Dean of Administrative Affairs, Dr. Lawrence E. Looby, Associate Vice President for Public Services, Philip A. Snyder, Director of University Relations, William J. Sullivan, Director Budget and Institutional Studies, Hugh W. Manchester, Secretary to the Board of Trustees and Miss Patricia Davis, Secretary to the President. Also present were approximately 20 Deans and members of the faculty and members of the news media.

Mr. Giddens presided as Chairman of the Board.

ITEM I - Proof of Notice of Meeting

Evidence was available to establish that due notice of the meeting had been sent on August 9, 1979 by the Secretary to each of the nine Trustees and to the President, and that copies had also been sent to the Presidents of the YSU Chapters of OEA and OCSEA, to Edward A. Flask, Special Counsel to the Attorney General and to Theodore R. Cubbison, Director of Legal Services. Such evidence precedes these Minutes.

ITEM II - Minutes of the Meetings held June 16, 1979 and July 5, 1979

Copies of the drafts of the Minutes of the Regular Meeting of the Board of Trustees held on June 16, 1979, and of the Special Meeting of the Board held on July 5, 1979, had been mailed to each Trustee, to the President, the three Vice Presidents, the Dean of Administrative Affairs, the State Examiner, the Special Counsel to the Attorney General and the Director of Legal Services. There being no corrections or changes suggested, the Minutes of both such meetings were approved on Motion by Mrs. Isroff, seconded by Dr. Geletka and duly carried, and were signed by the Chairman and attested by the Secretary.

ITEM III - Recommendations of the President of the University

1. Resolution to Ratify Faculty/Staff Appointments

Thirty-three Faculty/Staff appointments and promotions made since the June 16, 1979 meeting of the Board were reported.

After a Motion made by Dr. Fok had been seconded by Mr. Mittler and had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution carried:

WHEREAS, the Policies of the Board of Trustees YR 1980-4
direct the President to appoint such employees
as are necessary to effectively carry out the
operation of the University; and

WHEREAS, new appointments have been made subsequent to the June 16, 1979 regular meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1979-80 budget and with the University policy on Equal Employment Opportunity.

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

2. Resolution to Approve Policy on Adjunct Staff

Dr. Coffelt and Dr. Edgar reported that in some of the academic programs, part of the student training is conducted off the Campus and under supervision of persons such as hospital personnel, who are not employed or compensated by the University, and that the contributions of such persons to the programs of the University should be recognized. They recommended an Amendment to the Board's Policies which would permit recognition of such persons for their contributions.

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

WHEREAS, in a number of University academic programs, particularly in Allied Health and Nursing, an important part of the program is the training received in clinical or field work settings; and YR 1980-5

WHEREAS, this type of study is carried on under the supervision of individuals outside the University, not compensated or employed by the University; and

WHEREAS, the contributions made to the University by these individuals merit recognition.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby amend its Policies to include in Article IX a new Section 15, Adjunct Staff as set forth in Exhibit B attached hereto.

3. Resolution of Appreciation

Dr. Coffelt reported that with completion of the new parking facility east of Wick Avenue, it was no longer necessary to use parking area near the Republic Steel Corporation office building, and recommended that appropriate appreciation be expressed for the assistance of Republic Steel Corporation in furnishing temporary parking facilities.

After a Motion by Mrs. Isroff was seconded by Mr. Shutrump and received the affirmative vote of each Trustee present, the Chairman declared the following Resolution carried:

WHEREAS, in order to plan and build several major structures and to meet the parking needs of the university, a temporary parking facility was necessary to replace the parking spaces lost to the new facilities until the completion of the new 2150 car parking garage; and

YR 1980-6

WHEREAS, through the cooperation and generosity of Republic Steel Corporation and the assistance and guidance of Mr. Paul N. Wigton, Assistant Vice President-Operations for Republic Steel Corporation, in August 1976 an agreement was entered into between the Republic Steel Corporation and Youngstown State University permitting the University to use land owned by Republic Steel Corporation at their Market Street plant as a university parking lot at no cost to the University; and

WHEREAS, the Youngstown Hospital Association in order to construct a multi-level parking garage needed temporary parking facilities to provide parking for their employees during the period of construction of their multi-level parking garage; and

WHEREAS, in August 1978 the Republic Steel Corporation approved the inclusion of the Youngstown Hospital Association as part of the agreement between Republic Steel Corporation and Youngstown State University, permitting both the Youngstown State University and Youngstown Hospital Association to utilize the available parking spaces at the Market Street plant of the Republic Steel Corporation; and

WHEREAS, the construction of the parking garages at both Youngstown State University and Youngstown Hospital Association are now complete.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby express its sincere appreciation and gratitude to the Republic Steel Corporation for their cooperation and generosity in providing at no cost to the University a parking lot for temporary parking needs important to the successful construction of the University's 2150 car parking structure.

BE IT FURTHER RESOLVED that the Board of Trustees

does express its appreciation and gratitude to Mr. Paul N. Wigton, Assistant Vice President-Operations for Republic Steel Corporation, for his personal interest, guidance, active participation and efforts on behalf of Youngstown State University.

ITEM IV - Report of the President of the University

Dr. Coffelt reported concerning two matters:

1. Summer Enrollment

Headcount for the Summer 1979 term was 5,470, which was 99.1% of the Summer 1978 headcount. FTE for 1979 Summer term was 2874.9, an increase of 1.4% over the previous year.

2. Possible State subsidy changes

Three committees of the Ohio Board of Regents are reviewing various aspects of the formulae used by the State in determining the amounts of State subsidies paid to State Universities in Ohio. This may lead to future changes.

The President's report was accepted on Motion duly made, seconded and carried.

ITEM V - Report of the Vice President for Academic Affairs

Dr. Edgar reported concerning four matters:

1. Black Studies

After review of the Black Studies program, the academic program in Black Studies which leads to an AB degree is to be placed formally in the College of Arts and Sciences, as a department in that College, and the Counselor position is to be under the Student Affairs Office, with the title of Assistant for Minority Student Services.

2. Possible On-Site MBA Program

At the request of Joy Machinery Co. of Franklin, Pennsylvania, the possibility of offering an MBA program at its location in Pennsylvania is under study.

3. Labor Studies Program

On June 15, 1979, the Ohio Board of Regents approved the new degree program, Associate of Labor Studies.

4. Adult and Weekend Study Programs

For the Fall 1979 term, 52 Courses, in various fields, are being offered on Friday evenings and Saturdays, for the benefit of Adults and others whose schedules do not permit attendance during the week. Communications to 400 organizations have produced 50 responses and inquiries. At present there have been 550 enrollments and registration is planned for September 21 and 22.

Dr. Coffelt indicated such programs may assist in stabilizing enrollments; and the methods of promoting student retention and minority enrollments are being studied.

ITEM VI - Report of the Vice President for Financial Affairs

Dr. Humphrey reported concerning two matters:

1. Delays in completion of State Audits

Delays in completion of State Audits for the years ending in June 1977 and June 1978 have caused concern lest Federally funded student financial aid programs might be jeopardized. It is believed that the Examiner's Audit Report for FY 1977 is being reviewed at the State Auditor's office and that the Report for FY 1978 is nearing completion.

2. Student Financial Aids

A printed review of 1978-1979 Student Financial Aids was presented which indicated Receipts of:

\$2,182,745 from 7 Federal Programs

1,092,288 from 6 Ohio Programs

123,602 from 2 Pennsylvania Programs

722,729 from Private Donor Programs

460,652 from University Programs

The total of all Programs was \$4,582,016, which permitted 9,346 awards averaging \$490 each. These went to 5,688 separate recipients, at an average of \$806.00 each. It was reported that 26 Ohio Academic Scholarships were to students from high schools in Mahoning, Trumbull or Columbiana Counties and that total Financial Aid Programs approximated one-half of the student fee income.

ITEM VII - Report of the Dean of Administrative Affairs

Dean Salata reported concerning 14 subjects:

(VII) 1. Wick Avenue Pedestrian Bridge

Field work is 50% complete. Occupancy is planned for the Winter quarter, January 1980.

2. New Parking Deck (M-1)

New Parking Deck (M-1) is completed, except for graphics, to be finished this month, and for fall planting.

3. Chemical Storage Building

Chemical Storage Building is about 50% complete--expect completion December 1, 1979.

4. Kilcawley Center Expansion-Phase III

Preliminary drawings are expected by November 2, 1979.

5. Kilcawley Residence Hall

Interior renovations, began on lower floors, should be completed on September 10, 1979.

6. Kilcawley Mansard Damage

Damage 4-6-79 by winds, \$52,556.17 paid by insurer on claim for \$53,766.83. Replacement plans and specifications to be advertised for bids in mid-September.

7. Property Exchange--Romanian Church

Am SB 28, effective 8-29-79 permits sale by YSU. Church needs approval by its Episcopate and by Court.

8. Removal of Handicapped Barriers

Preliminary work is 15% complete and will be finished by October 1, 1979.

9. Earth Satellite Station

First phase (foundation and cable to control room in Cushwa Hall) to be finished August 27. Antenna erection to be October 5--7. Equipment installation scheduled for January 9, 1980 completion.

10. Central Utility Plant-Phase II

Central Utility Plant-Phase II is 94% complete. To be finished by October 1, 1979.

11. Parking Controls-Parking Deck M-1

Bids awarded on August 9, 1979 to A. P. O'Horo Co., William H. Axelson, Inc. and P. R. Snyder Co. and on August 16 to A.P.D. (Parking Systems & Analysis, Inc.). Expect completion by February 1, 1980.

12. Parking Lots S1, S2 and V2 Improvements

Regrading, paving, curbing, lighting, controls, marking and drainage to be completed by September 4, 1979. Meters on V2 to be installed later.

13. Health & Physical Education/All Sports Complex

Grading is complete. Foundation 98% complete and utility work is 57% complete.

Bids on the building, stadium and playing field which were received on July 10, 1979, were 30.8% above the Associate Architect's estimate and were rejected by the State Architect, who directed that changes be made in the Plans to bring costs within the project budget. The Revised Schedule calls for new bids to be opened on November 27, 1979, with completion scheduled for the Spring of 1982. It will be necessary that State appropriations made by HB Nos. 618 and 810 be reappropriated. It was reported that the Associate Architects are capable; and that at least six new bids are expected.

14. Land Acquisition East of Wick Avenue

A summary as to the status of Land Acquisitions pursuant to YR 1979-11, adopted August 26, 1978, indicated:

25 parcels acquired
7 parcels awaiting OBOR approvals
9 parcels in which outstanding offers
are pending
7 parcels on which appraisals are being
made

48 parcels involved

Out of \$500,000 made available for Purchases in Fiscal Year 1978-79, a balance of \$210,627.79 remained as of August 15, 1979.

Acquisitions not previously reported included the following:

270 Adams Street	City Lot No. 9022	\$4,000.00
243 Carlton Street	City Lot No. 13371 pt.	4,500.00
239 Emerald Street	City Lot No. 14272	12,000.00
244 Emerald Street	City Lot No. 16376	16,000.00

245 Emerald Street	City Lot No. 16344	\$16,000.00
248 Emerald Street	City Lot No. 16375	16,000.00
119 Grove Street	City Lots Nos. 3689 pt. and 3690 pt.	8,500.00
Kirtland Avenue	City Lot No. 16388 pt.	100.00
240-240 1/2 Valley Street	City Lot No. 14258 pt.	7,000.00
439 Walnut Street	City Lot No. 9649	15,000.00
709 Walnut Street	City Lot No. 16379	<u>16,000.00</u>
	Purchases (Total)	\$115,100.00

The Report was accepted, upon Motion by Mr. Dutton, seconded by Mr. Shutrump and duly carried.

ITEM VIII - Reports of the Committees of the Board

1. Personnel Relations Committee

Mrs. Isroff, Chairman of the Personnel Relations Committee, reported that such Committee had met and acted to recommend the adoption of four Resolutions by the Board, as follows:

a. Resolution to Approve Policy on
"Externally" Funded Personnel Contracts

Mrs. Isroff read and moved for adoption the following Resolution:

WHEREAS, the University employs certain individuals whose positions are supported from funding sources external to the University; and YR 1980-7

WHEREAS, the Personnel Relations Committee has recommended the approval of a policy on "Externally" Funded Personnel Contracts.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby amend its Policies to include in Article III a new Section 21 Externally Funded Personnel Contracts as set forth in Exhibit C attached hereto.

The Motion was seconded by Mr. Dutton, and after receiving the affirmative vote of each Trustee present, was declared adopted, by the Chairman.

b. Resolution to Authorize Sick-Leave Conversion Payments to Faculty and Administrative Staff Retiring in 1979

Mrs. Isroff read and moved for adoption the following Resolution:

WHEREAS, Article III, Section 5 of the Policies of the Board of Trustees of Youngstown State University and Article 16.2 of the YSU/YSU-OEA Agreement authorize cash payment to retiring employees for one-fourth of accrued but unused Sick-Leave, up to a maximum of forty-five (45) days; and YR 1980-8

WHEREAS, Ohio Revised Code 124.39, as revised subsequent to the adoption of the Sick-Leave Conversion policy of the Board of Trustees of the University, does in the opinion of legal counsel limit maximum payment to retiring employees of the University to one-fourth of one hundred and twenty (120) days, or thirty (30) days of accrued, but unused Sick-Leave; and

WHEREAS, certain faculty and administrative staff have retired during Fiscal Year 1979 and are entitled to payment for accrued but unused Sick-Leave; and

WHEREAS, the meaning and intent of O.R.C. 124.39 as it applies to Youngstown State University is currently under litigation in the Court of Common Pleas of Mahoning County.

NOW, THEREFORE, BE IT RESOLVED, that the President of the University is hereby directed to authorize payment for conversion of Sick-Leave to eligible retiring employees, in the amount of one-fourth of accrued but unused Sick-Leave, not to exceed thirty (30) days;

BE IT FURTHER RESOLVED, that in the event the present policy of the Board of Trustees covering Sick-Leave Conversion is determined to be consistent with applicable provisions of State law, the President of the University shall at that time authorize payment of any balance of Sick-Leave Conversion benefits due each retired employee.

Such Motion was seconded by Mr. Dutton, and after receiving the affirmative vote of each Trustee present, was declared carried.

c. Resolution Concerning Mrs. Marie A. Gubser

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

WHEREAS, Mrs. Marie A. Gubser retired as an assistant professor of English at the University on June 15, 1979, following nine years of service as a full-time member of the University's faculty; and YR 1980-9

WHEREAS, Mrs. Gubser previously served Youngstown State University as a limited-service faculty member for a period of six years, during which time she taught approximately the equivalent of a full-time teaching load; and

WHEREAS, Mrs. Gubser retired at the mandatory retirement age for faculty.

THEREFORE, BE IT RESOLVED, that for purposes of Article III, Section 5, of the Policies of the Board of Trustees of Youngstown State University, Mrs. Gubser has completed ten years of service to the University.

d. Resolution Concerning Revised Salary Ranges for Unclassified Administrative Employees

After a Motion which was made by Mrs. Isroff and seconded by Dr. Fok, had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution duly adopted:

WHEREAS, the President of the University recommended a revised schedule of salary minima and maxima for unclassified administrative employees of the University for fiscal 1980, reflecting increases in salary minima of 6% and maxima of 7%; and YR 1980-10

WHEREAS, the Budget and Finance Committee on June 7, 1979 and the Personnel Relations Committee on August 13, 1979 recommended approval of the revised schedule of salary minima and maxima.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does

hereby approve for fiscal year 1979-80 the revised Schedule of Salary Ranges for Un-classified Administrative Employees attached hereto as Exhibit D.

2. Budget and Finance Committee

In the absence of Mr. Lyden, Dr. Fok reported for the Budget and Finance Committee that it had met on August 14, 1979, and had determined to recommend adoption by the Board of Resolutions on four subjects, as follows:

a. Resolution Concerning the 1979-80 Budget

Dr. Fok read, and moved for adoption, the following Resolution:

WHEREAS, the "Youngstown State University YR 1980-11 Budget for 1979-80" includes the following funds:

<u>FUND GROUP</u>	<u>FUND NUMBER</u>	<u>FUND NAME</u>
Educational & General	1	University Operation Fund
	2	Continuing Education Fund
	3	Developmental Education Fund
(Supported by General Fee)		
	4	Career Services Fund
	5	Jambar Fund
	6	Neon Fund
	7	Spotlight Theatre Fund
	8	Student Government Fund
	9	Intramural Recreation Fund
	10	Miscellaneous Non-Instructional Student Activities Fund
Auxiliary Enterprises	20	Intercollegiate Athletics Fund
	21	Kilcawley Center Fund
	22	Bookstore Fund
	23	Kilcawley Residence Hall Fund
	24	Parking Facilities Fund

AND, WHEREAS, the projected revenues and proposed expenditures for each fund for 1979-80 have been explained and reviewed in detail by the Budget and Finance Committee and have been reviewed by the Board.

NOW, THEREFORE, BE IT RESOLVED, that the 1979-80 Budget is hereby approved, and that such approval includes:

1. all internal reorganization as noted on the "Organizational Chart" as presented (and it shall be understood that such chart shall require Board approval should changes be desired at the level of those reporting directly to the President; however, the President shall have the authority to approve changes below that level);
2. changes in title, position, and Civil Service classification as noted in the budget document or its subsidiary statements (and, where necessary, changes in title or responsibility may be made in the Policies of the Board of Trustees of Youngstown State University in order to conform to the Budget, and the policy statement shall be returned to the Board in November for adoption);
3. salaries for 1979-80 for all full-time positions as included in the "Salary Working Papers, 1979-80" excepting only that Civil Service positions may be adjusted as classifications are changed; and,
4. the authority to approve expenditures and make transfers within this budget shall be as described in the budget document, noting especially that it shall require approval of the Board of Trustees for transfers from the Unallocated Reserve, which is a part of this budget, or from the Contingency Reserves which were reaffirmed at the meeting of July 5, 1979, in adoption of the "Non-Mandatory Transfers as of June 30, 1979, and Special Projects Plan for 1979-80"; and,

BE IT FURTHER RESOLVED, that the Non-Mandatory Transfers referred to in the preceding paragraph shall be amended to provide that: (1) the "Opening Cash Balance--1979-80 University Operation Budget" shall be \$562,000 rather than \$886,000 (as shown on Schedule 4 of the transfer document); and, (2) from the difference of \$324,000 there shall be \$37,000 allocated to the Youngstown State University Alumni Association as an inter-fund loan for 1979-80 in conformity with Resolution YR 1979-38, and the balance shall be held for disposition by the Board at a later date.

The Motion was seconded by Mrs. Isroff, following which there was a lengthy and detailed discussion of the Budget for 1979-80. Detailed copies of the Budget and Summary Papers had been furnished to each Trustee and copies of an eleven page Summary of the Budget was available for anyone present who wished a copy. It was

explained by Dr. Coffelt, Dr. Humphrey and Mr. Sullivan.

Its completion had been delayed by problems arising out of a threatened enrollment decline, a threatened State freeze of instructional fees, delays in agreeing with the YSU Chapter of OEA as to salaries for 1979-1981. It amounts to an aggregate of \$38,917,208, an 8.8% increase over the preceding Budget, is based on an estimated student headcount of 15,625, contemplates adjustments in fees and charges as approved by the Board by YR 1979-42 on June 16, 1979.

It also includes changes in the responsibilities and titles of some of the staff, including a change in the title of the Dean of Student Affairs to Associate Vice President-Student Services, a change in the title of the Vice President for Financial Affairs to Executive Vice President and a shifting of eight positions and some responsibilities, as indicated on Page 10 of the Budget. It was described as a cautious budget, designed to keep student charges low, to permit pay increases mandated by Agreement as to Faculty and by law as to Classified Personnel.

After all Trustees present voted in favor of the Motion, it was declared to have carried, by the Chairman.

b. Resolution Concerning President's Conditions of Employment

Dr. Fok read and moved for adoption the following Resolution:

WHEREAS, on August 26, 1979, by Resolution YR 1980-12 YR 1979-5 the Board of Trustees reappointed Dr. John J. Coffelt as President of Youngstown State University for the two-year period September 1, 1978, through August 31, 1980; and

WHEREAS, his annual compensation was established at that time and the conditions of employment (as established and detailed in a letter of April 2, 1973, to Dr. Coffelt from John M. Newman, then chairman of the Board) were continued unchanged; and

WHEREAS, Chairman Newman's letter included the statement that the University would pay "... all fees and dues to civic, professional and other organizations and clubs, including the Youngstown Club and the Youngstown Country Club;" and

WHEREAS, legislation recently enacted by the General Assembly prohibits the payment of individual memberships.

NOW, THEREFORE, BE IT RESOLVED, that the remainder of Dr. Coffelt's two-year appointment is hereby amended effective August 1, 1979, and dues, to civic, professional and other organizations and clubs, including the Youngstown Club and the Youngstown Country Club, which are individual memberships (rather than institutional) shall no longer be paid by the University; however, as a condition of employment Dr. Coffelt shall be required to continue to hold such memberships; and

BE IT FURTHER RESOLVED, that Dr. Coffelt shall be required to furnish a suitable automobile for official transportation and shall be allowed a \$3,600 annual allowance, payable monthly, for this purpose and such allowance shall be in lieu of any mileage or other travel payment for all official travel within a 60 mile radius of Youngstown; however, he shall be paid mileage at the rate applicable to all other faculty and staff from Youngstown to those points beyond a 60 mile radius when using his personal car for official travel.

The Motion was seconded by Mr. Shutrump. In the discussions which followed, some of the Trustees expressed their views that the proposed allowance for automobile expense was not sufficient, and it was the view of all who expressed themselves that the Committee should consider the automobile allowance further and bring a further recommendation to the Board.

Upon a vote being taken, all Trustees present voted in favor of the Motion, and it was declared carried, by the Chairman.

c. Resolution to Adjust Professional Fees for Secretarial Services

After a Motion, which was made by Dr. Fok and seconded by Mrs. Isroff, had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution duly adopted:

WHEREAS, at its meeting on June 16, 1979, the Board of Trustees of Youngstown State University did nominate and elect Attorney Hugh W. Manchester to serve as Secretary to the Board through Fiscal 1979-80; and

YR 1980-13

WHEREAS, in the completion of the Budget any adjustment in compensation for the Secretary's services was inadvertently omitted.

NOW, THEREFORE, BE IT RESOLVED, that the professional fee for secretarial services to the Board for Fiscal 1979-80 be increased in the amount of 10%.

d. Resolution Concerning Savings Account

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

WHEREAS, Resolution 1979-41 adopted June 16, YR 1980-14 1979 authorizes a payroll account, operating account, and medical insurance account to be established at the Union National Bank of Youngstown, the official depository for Youngstown State University for the period July 1, 1979 through June 30, 1981; and

WHEREAS, it is desirable to also have a savings account at the Union National Bank of Youngstown in order to maximize interest earnings on amounts too small to be invested by other authorized and approved means.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes a savings account in the name of Youngstown State University at the Union National Bank of Youngstown and the Bank shall be authorized to move money between the savings account and other authorized accounts of the University upon telephonic instruction of Mr. Richard L. Glunt, Controller, or Mrs. Elaine C. Beatty, Assistant Controller.

3. Building and Property Committee

Dr. Geletka reported that the Building Committee had met on August 10, 1979 with the Associate Architect planning the Health & Physical Education/All Sports Complex and that it was hoped that new bids would be available in November, 1979.

ITEM IX - Communications

Copies of the following thirteen communications had been furnished to each Trustee:

Enrollment Summary, Summer 1979 1

Litigation Reports 2

Letter of Veterans Administration, dated July 18, 1979,
to President Coffelt regarding compliance surveys..... 3

Statements of Board's Legal Counsel for services
rendered..... 4

Correspondence regarding satellite station..... 5

Agreements regarding right to broadcast regularly
scheduled YSU football games..... 6

Correspondence regarding Black Studies..... 7

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ITEM X - Time and Place of Next Regular Meeting

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

RESOLVED that the next regular meeting of YR 1980-15
the Board of Trustees of Youngstown State
University be held in the Board Room in Tod
Administration Building on Saturday, November
3, 1979, at noon.

The meeting was duly adjourned at 2:45 P.M.

ATTEST:

Hugh W. Manchester
Secretary to the Board of Trustees

Thomas D. G. York
Vice Chairman

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF August 25, 1979

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>ANNUAL SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Johnson, David	Program Coordinator	Kilcawley Center	7/16/79	\$15,055 (12-Mon.base:\$15,595)	12	
Hough, Sister Anne	Assistant Catalog Librarian	Maag Library	8/1/79	(12-Mon.base:\$11,883)	12	
Nealeigh, Marilyn	Instructor	Nursing	9/15/79	\$14,000	9	
Stoffregen, Joan B.	Instructor	Home Economics	9/15/79	\$12,750	9	
Shale, Richard A.	Instructor	English	9/15/79	\$13,500	9	
Wino, Vincent G., Jr.	Assistant Professor	Engineering Technology	9/15/79	\$17,000	9	
Botros, Peter E.	Assistant Professor	Mechanical Engineering	9/15/79	\$19,000	9	
Kittleson, Mark	Instructor	.9 Health and Physical Educ. .1 Secondary Education	9/15/79	\$11,700	9	
Leonardi, Anthony S.	Instructor	Music	9/15/79	\$13,500	9	
Brown, William E., Jr.	Instructor	Allied Health	9/15/79	\$14,000	9	
Smolen, Dianne M.	Instructor	Nursing	9/15/79	\$12,300	9	
Corbe, Herve M.	Instructor	Foreign Languages	9/15/79	\$12,400	9	
Campbell, Robert C.	Instructor	Business Education and Technology	9/15/79	\$13,500	9	
Neal, Edna D.	Assistant Dean	Student Affairs	8/15/79	\$19,377 (12-Mon.base:\$22,000)	12	
Gallagher, Lawrence F., Jr.	Instructor	Allied Health	9/15/79	\$13,000	9	

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF August 25, 1979

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>ANNUAL SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Shea, Ann C.	Secretary	Cushwa Center for Industrial Development	7/16/79	\$ 9,654 (12-Mon.base:\$10,000)	12	"Soft-Money"
Hassell, Jean T.	Nutrition Education Coordinator In the School of Education	Home Economics	7/26/79	\$ 3,977 (12-Mon.base:\$22,000)	12	"Soft-Money" 7/26/79--9/30/79.
Wirth, Harry Richard	Program Director-- Television	Telecommunications	8/13/79	\$15,149 (12-Mon.base:\$17,051)	12	
Mincey, Daryl W.	Instructor	Chemistry	9/15/79	\$14,000	9	
Andrews, Debra A.	Coordinator, Professional Development Programs	Continuing Education	9/3/79	\$14,538 (12-Mon.base:\$17,500)	12	From Admissions
Godfrey, James A.	Instructor	Accounting and Finance	9/15/79	\$16,650	9	
Suchora, Daniel H.	Associate Professor	Mechanical Engineering	9/15/79	\$21,000	9	From Engr. Technology
Hassell, Jean	Nutrition Education Coordinator in the School of Education	Home Economics	10/1/79	\$22,000	12	"Soft-Money" 10/1/79-9/30/80
Baret, Mary Catherine	Clerical Assistant, Special Nursing Project	College of Applied Science and Technology	7/1/79	\$10,500		"Soft-Money" 7/1/79-2/29/80; extension through 6/30/80 if continued funding.
Blackman, Sharon L.	Coordinator	Developmental Education	7/1/79	\$14,500		"Soft-Money" 7/1/79-8/31/79; extension through 6/30/80 if continued funding.
Buss, Barbara W.	Coordinating Teacher, UPSTREAM	School of Education	9/6/79	\$14,012		"Soft-Money" 9/6/79-6/6/80.

Agenda Item D.1.
Exhibit A

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF August 25, 1979

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>ANNUAL SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Detwiler, Cindy L.	Coordinating Teacher, UPSTREAM	School of Education	9/6/79	\$12,782		"Soft-Money" 9/6/79- 6/6/80.
Flanagan, Rose M.	Typist, Veterans Cost of Instruction Program	Financial Aids	7/1/79	\$ 9,850	12	"Soft-Money" 7/1/79- 6/30/80.
Lencyk, Estelita	Assistant to the Director, Teacher Corps Project	School of Education	7/1/79	\$18,000	12	"Soft-Money" 7/1/79- 6/30/80.
Peterson, Lee T.	Director of the Teacher Corps	School of Education	7/1/79	\$33,250	12	"Soft-Money" 7/1/79- 6/30/80.
Pullman, Howard W.	Assistant Director, Teacher Corps Project	School of Education	7/1/79	\$29,550	12	"Soft-Money" 7/1/79- 6/30/80.
Sweeney, Nancy	Project Coordinator, UPSTREAM	School of Education	9/1/79	\$17,097		"Soft-Money" 9/1/79- 6/30/80.
Zorn, Joan M.	Student Advisor, Special Nursing Project	College of Applied Science and Technology	7/1/79	\$14,700		"Soft-Money" 7/1/79- 2/29/80; extension through 6/30/80 if continued funding.

Policies, Article IX

SECTION 15. ADJUNCT STAFF

EFFECTIVE FALL QUARTER 1979, PROFESSIONALS EMPLOYED BY COOPERATING AGENCIES IN THE YOUNGSTOWN AREA WHICH PARTICIPATE IN VARIOUS PROGRAMS AT THE UNIVERSITY THAT REQUIRE STUDENTS TO GAIN EXPERIENCE IN CLINICAL OR FIELD SETTINGS MAY BE DESIGNATED AS ADJUNCT STAFF. ALTHOUGH ADJUNCT STAFF MEMBERS WILL HAVE NO FORMAL TEACHING ASSIGNMENTS AT THE UNIVERSITY, AND RECEIVE NO COMPENSATION FROM THE UNIVERSITY, THEY PROVIDE VALUABLE ASSISTANCE TO THE TEACHING MISSION OF THE UNIVERSITY BY SHARING WITH STUDENTS A PROFESSIONAL ENVIRONMENT DIRECTLY RELATED TO AN ACADEMIC PROGRAM. SUCH APPOINTMENTS ARE MADE ON AN ANNUAL BASIS BY THE PRESIDENT OF THE UNIVERSITY UPON RECOMMENDATION BY THE VICE PRESIDENT FOR ACADEMIC AFFAIRS, AND SUITABLE RECOGNITION MAY BE GIVEN TO THOSE SO DESIGNATED AND TO THE AGENCY IN WHICH THEY ARE EMPLOYED.

Policies, Article III

SECTION 21. EXTERNALLY FUNDED PERSONNEL CONTRACTS

THE UNIVERSITY EMPLOYS A SMALL NUMBER OF PERSONS WHOSE POSITIONS ARE SPECIFICALLY FUNDED BY SOURCES EXTERNAL TO THE UNIVERSITY: RESEARCH GRANTS, SPECIAL APPROPRIATIONS, ENDOWMENTS, ETC. EMPLOYEES IN THIS CATEGORY ARE TYPICALLY ENGAGED IN TEMPORARY OR IMPERMANENT ACTIVITIES AND PROJECTS. EMPLOYEES IN THIS CATEGORY SHALL BE MEMBERS OF THE UNCLASSIFIED ADMINISTRATIVE STAFF: NO EMPLOYEE IN THIS CATEGORY SHALL BE ELIGIBLE FOR EARNED FACULTY RANK OR TENURE OR FOR ADMINISTRATIVE CONTINUITY OF EMPLOYMENT. EMPLOYEES IN THIS CATEGORY SHALL NOT BE ASSIGNED TO AN ADMINISTRATIVE SALARY RANGE. EACH EMPLOYEE IN THIS CATEGORY SHALL RECEIVE THE STANDARD INSURANCE BENEFITS PROVIDED ADMINISTRATIVE STAFF MEMBERS. EACH EMPLOYEE IN THIS CATEGORY SHALL RECEIVE 1.83 WORKING DAYS OF VACATION EACH MONTH, WHICH (EFFECTIVE JANUARY 1, 1980) MUST BE TAKEN DURING THE CONTRACT PERIOD IN WHICH IT IS EARNED; VACATION MAY NOT BE CARRIED FORWARD TO A SUCCEEDING CONTRACT PERIOD OR CONVERTED TO CASH PAYMENT. (UNDER UNUSUAL CIRCUMSTANCES, THE PRESIDENT MAY APPROVE CARRYING FORWARD VACATION FROM ONE CONTRACT PERIOD TO ANOTHER, TO BE TAKEN NO LATER THAN SIX MONTHS AFTER THE EFFECTIVE DATE OF REAPPOINTMENT.) EMPLOYEES IN THIS CATEGORY SHALL ACCRUE SICK-LEAVE AT THE STANDARD RATE OF 1½ DAYS FOR EACH MONTH OF SERVICE. EMPLOYEES IN THIS CATEGORY SHALL BE MEMBERS OF THE STATE TEACHERS RETIREMENT SYSTEM. EACH PERSON EMPLOYED IN THIS CATEGORY SHALL BE INFORMED AT THE TIME OF APPOINTMENT OR REAPPOINTMENT THAT HIS OR HER EMPLOYMENT IS SUBJECT TO THE PROVISIONS OF THIS POLICY, AND IS FURTHER SUBJECT TO TERMINATION AT ANY TIME THE FUNDING OF THE POSITION CEASES, PROVIDING THE EMPLOYEE RECEIVES TWO WEEKS NOTICE OF TERMINATION OF EMPLOYMENT.

Schedule of Salary Ranges for
Unclassified Administrative Employees
Effective July 1, 1979

12-MONTH SCHEDULE

<u>Salary Grade</u>	<u>Minimum</u>	<u>First Quartile</u>	<u>Midpoint</u>	<u>Third Quartile</u>	<u>Maximum</u>
30	\$41,772	\$45,079	\$48,386	\$51,693	\$55,000
29	\$38,156	\$42,099	\$46,041	\$49,984	\$53,926
28	\$34,867	\$38,469	\$42,071	\$45,673	\$49,275
27	\$31,853	\$35,144	\$38,434	\$41,725	\$45,015
26	\$29,102	\$32,108	\$35,113	\$38,119	\$41,124
25	\$26,591	\$29,337	\$32,084	\$34,830	\$37,576
24	\$24,293	\$26,803	\$29,312	\$31,822	\$34,331
23	\$22,191	\$24,484	\$26,776	\$29,069	\$31,361
22	\$20,275	\$22,370	\$24,465	\$26,560	\$28,655
21	\$18,522	\$20,435	\$22,349	\$24,262	\$26,175
20	\$16,923	\$18,671	\$20,420	\$22,168	\$23,916
19	\$15,455	\$17,051	\$18,647	\$20,242	\$21,838
18	\$14,122	\$15,581	\$17,041	\$18,500	\$19,959
17	\$12,906	\$14,240	\$15,573	\$16,907	\$18,240
16	\$11,791	\$13,009	\$14,228	\$15,446	\$16,664
15	\$10,771	\$11,883	\$12,996	\$14,108	\$15,220

9 MONTH SCHEDULE (75% OF 12-MONTH)

<u>Salary Grade</u>	<u>Minimum</u>	<u>First Quartile</u>	<u>Midpoint</u>	<u>Third Quartile</u>	<u>Maximum</u>
30	\$31,329	\$33,842	\$36,354	\$38,867	\$41,250
29	\$28,617	\$31,574	\$34,531	\$37,488	\$40,445
28	\$26,150	\$28,852	\$31,553	\$34,255	\$36,956
27	\$23,890	\$26,358	\$28,826	\$31,293	\$33,761
26	\$21,826	\$24,080	\$26,335	\$28,589	\$30,843
25	\$19,944	\$22,004	\$24,063	\$26,123	\$28,182
24	\$18,220	\$20,102	\$21,984	\$23,866	\$25,748
23	\$16,643	\$18,363	\$20,082	\$21,802	\$23,521
22	\$15,206	\$16,777	\$18,349	\$19,920	\$21,491
21	\$13,892	\$15,327	\$16,762	\$18,196	\$19,631
20	\$12,692	\$14,003	\$15,315	\$16,626	\$17,937
19	\$11,591	\$12,788	\$13,985	\$15,182	\$16,379
18	\$10,592	\$11,686	\$12,781	\$13,875	\$14,969
17	\$ 9,679	\$10,679	\$11,680	\$12,680	\$13,680
16	\$ 8,844	\$ 9,758	\$10,671	\$11,585	\$12,498
15	\$ 8,078	\$ 8,912	\$ 9,747	\$10,581	\$11,415

Note- Minima and Maxima have been increased over 1978-79 by 6% and 7% respectively.



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

September 12, 1979

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

Enclosed is draft of Minutes of the Meeting of
Trustees held on August 25, 1979.

Yours very truly,

HUGH W. MANCHESTER
Secretary to the Board of Trustees

HWM:EVT
Enc.

Copies to:

Each of Nine Trustees
Dr. John J. Coffelt, President
Dr. Earl E. Edgar, Vice President
Dr. Neil D. Humphrey, Executive
Vice President
Dr. Taylor Alderman, Vice President
Dean E. Salata, Administrative Services
Mr. Edward A. Flask, Legal Counsel
Mr. Theodore R. Cubbison, Director
Legal Services
Mr. Fred W. Rich, State Examiner