



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

April 10, 1980

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise that the next regular meeting of the Board of Trustees will be held on Saturday, April 26, 1980, in the Board Room in Tod Administration Building at 9:30 a.m.

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

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

HWM:EVT

A copy of the above notice was mailed on April 10, 1980 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, Secretary to the
Board of Trustees

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
Austintown, 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
Manager
Youngstown Vindicator
Vindicator Square & W. Boardman
Youngstown, Ohio 44503

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

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

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

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

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

MEMO TO: Dr. Neil D. Humphrey
Acting Librarian

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

DATE: April 26, 1980

SUBJECT: Minutes of Meeting of Board of
Trustees of Youngstown State
University held on February 9,
1980

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



H. W. M.

HWM:EVT

xc: President Coffelt
Acting Academic Vice President Rand
Vice President Alderman
Edgar Giddens, Chairman of the Board



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

April 26, 1980

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 a copy of the Minutes of the meeting of the Board of Trustees of Youngstown State University which was held on February 9, 1980.

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

HWM:EVT
Enclosure
xc: Dr. John J. Coffelt



YOUNGSTOWN STATE UNIVERSITY
YOUNGSTOWN, OHIO 44555

April 26, 1980

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

Dear Mr. McElroy:

Enclosed for your records find a copy of the Minutes of the meeting of the Board of Trustees of Youngstown State University which was held on February 9, 1980.

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

MINUTES OF MEETING

of

BOARD OF TRUSTEES

of

YOUNGSTOWN STATE UNIVERSITY

Tod Administration Building
Saturday, April 26, 1980

Pursuant to Resolution YR 1980-41 and to Notices mailed on the 10th day of April, 1980, 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 (seventy-second) of the Board of Trustees of Youngstown State University convened on Saturday, April 26, 1980 in the Board Room in the Tod Administration Building at 9:30 a.m.

Eight (8) Trustees were present at the meeting, to-wit:
Paul M. Dutton, Dr. Thomas D. Y. Fok, Dr. John F. Geletka, Edgar Giddens, William J. Lyden, William G. Mittler, Fred C. Shutrump, Jr. and Frank C. Watson. Mrs. Ann L. Isroff was absent.

Also present were Dr. John J. Coffelt, President, Dr. Leon Rand, Acting Academic Vice President, Dr. Neil D. Humphrey, Executive Vice President, Dr. Taylor Alderman, Vice President Personnel Services, Edmund J. Salata, Dean Administrative Services, Dr. Lawrence E. Looby, Associate Vice President Public Services, Dr. Charles McBriarty, Associate Vice President Student Services, Philip A. Snyder, Director University Relations, Hugh W. Manchester, Secretary to the Board of Trustees and Patricia D. Martin, Secretary to the President. Also present were approximately 14 Deans and members of the faculty and members of the news media.

Mr. Giddens, Chairman of the Board, presided.

ITEM I - Proof of Notice of Meeting

Evidence was available to establish that due notice of the meeting had been sent on April 10, 1980 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, Legal Counsel and to Theodore Cubbison, Director of Legal Services. Such evidence precedes these Minutes.

ITEM II - Minutes of meeting held February 9, 1980

Copies of the draft of the Minutes of the Meeting of the Board of Trustees held on February 9, 1980, had been mailed to each Trustee, to the President, the three Vice Presidents, the Dean of Administrative Services, 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 were approved on Motion by Mr. Watson, 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

Dr. Coffelt recommended that five (5) Resolutions be adopted by the Trustees:

1. Resolution to Ratify Faculty/Staff Appointments

Seventeen (17) Faculty/Staff appointments and promotions made since the February 9, 1980 meeting of the Board were reported.

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

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

YR 1980-42

WHEREAS, new appointments have been made subsequent to the February 9, 1980 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 Accepting Gifts

Gifts to the University since February 9, 1980 were reported and described.

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

WHEREAS, Resolution YR 1980-34 provides that the President shall compile a list of gifts to the University

YR 1980-43

for each meeting of the Board of Trustees and present the list accompanied by his recommendation for action by the Board; and

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

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

3. Resolution on Promotion in Academic Rank for 1980-81

Dr. Coffelt and Dr. Rand reported concerning proposed promotions of faculty members, including twenty-five to the rank of Professor, three to Associate Professor and six to Assistant Professor as well as three administrative promotions in Academic rank. Two promotions are being held in abeyance pending a review as provided for in Article 12 of the Agreement.

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

WHEREAS, Article 12 of the Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association (YSU-OEA) provides for review of promotion applications by School/College promotion committees; and YR 1980-44

WHEREAS, School/College promotion committees, after careful consideration of each individual have recommended promotion in academic rank for certain University employees; and

WHEREAS, the Acting Academic Vice President has received and reviewed the recommendations of the School/College promotion committees, and his recommendations have been approved by the President of the University; and

WHEREAS, the costs of these recommendations will be within the funds provided for this purpose.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University ratify and approve promotions in academic rank for nine-month faculty as recommended in Exhibit C attached hereto, such promotions to become effective with 1980-81 contracts; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University ratify and approve promotions in academic rank for academic administrators as recommended in Exhibit D attached hereto, such promotions to become effective with the 1980-81 contracts.

4. Resolution to Approve Policies of the Board

It was reported that amendments made since April 17, 1978 in the Policies of the Board had been incorporated in a new printing of the Policies "Revised-April 26, 1980" copies of which were given to each Trustee present.

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

WHEREAS, from time to time the Board of Trustees of Youngstown State University has adopted new policies and revised existing policies subsequent to the publication of its revised policies on April 17, 1978; and YR 1980-45

WHEREAS, it is deemed advisable to republish the Policies from time to time for the convenience of all persons who may be interested or concerned in the operation of the University.

NOW, THEREFORE, BE IT RESOLVED, that the Policies of the Board of Trustees of Youngstown State University, as revised April 26, 1980, is hereby approved it being understood that such publication shall and does supersede the previous publication dated April 17, 1978.

5. Resolution Concerning Travel Regulations

It was reported that travel regulations promulgated by the Office of Budget and Management of the State of Ohio are limited in their application to Youngstown State University personnel travelling within Ohio, and do not purport to apply to Students or to travel outside of Ohio and that new regulations to cover out of State travel as well as some other travel within Ohio, are within the Board's powers to determine.

New proposed travel Regulations, to supplant those adopted by Resolution YR 1979-15 have been prepared and incorporated in a twelve page new Chapter 8 of the Executive Vice President's Administrative Manual. They are designed to be compatible with recent changes in Rule 126-1-02 issued by the Office of Budget and Management, and copies were supplied Marked Exhibit E.

After consideration of such changes, and after a Motion, which was made by Mr. Watson and seconded by Dr. Geletka, had received the affirmative

vote of each Trustee present, the Chairman declared the following Resolution duly adopted:

BE IT RESOLVED, that the Travel Regulations displayed in Exhibit E shall be adopted to be effective May 1, 1980, and shall replace the regulations as adopted by Resolution YR 1979-15 and by any other resolution or Motion; and YR 1980-46

BE IT FURTHER RESOLVED, that the regulations shall be distributed to all faculty and professional/administrative staff and included in the Administrative Manual of the Office of the Executive Vice President and any changes modifications or interpretations shall be included in that Manual.

ITEM IV - Report of the President of the University

Dr. Coffelt reported concerning six matters, as follows:

1. National Swimming Championship--Division II Meet

National Swimming Championship-Division II meet was held at Youngstown State University on March 20-22, 1980. Contestants from 38 Universities participated. About 350 visitors, including students, witnessed the meet. Costs were reimbursed by the N.C.A.A. Many commendatory letters received indicate good publicity for the University and the Community resulted from the meet.

2. Enrollment for Spring Quarter 1980

Enrollment for Spring Quarter 1980 was:

Headcount 14023 (up 515 or 3.8% over 1979 Spring Quarter)

F.T.E. 10540.9 (up 350.2 or 3.4% over 1979 Spring Quarter)

Four Colleges (Applied Science, Arts & Science, Business Administration and Engineering) showed increases. The drop under Winter Quarter 1979-80 was 281 in headcount and 564 in F.T.E. 61% of the students are full time. Probably increased growth due to economic conditions is likely.

3. EDATA'S Threat to sue Youngstown State University

EDATA'S threat to sue Youngstown State University and its claim that Youngstown State University is attempting to charge rents since closing the Forensic Laboratory in 1978 are incorrect. No such rent charges have been made and the \$20,860.40 was owed to Youngstown State University by EDATA when such laboratory was closed on October 1, 1978. Continuance of efforts to collect were suggested.

4. Legislation

Over 132 bills affecting higher education are pending and it has become increasingly difficult to keep abreast of those which directly affect Youngstown State University's operations. Additional help in this respect is greatly needed. Two recent bills are of major impact at Youngstown State University. H. B. 833 (awaiting Governor's action) would permit creation of a group legal services insurance plan to benefit students. AM S. B. 76 provides for immunity, indemnification and defense counsel for officers and employees (also Trustees) and is an improvement over prior law. Its ramifications and effects will require further study, review and report. The creation of an "emergency purposes fund" may be highly desirable.

5. Outside Audits--Request of November 14, 1979

No reply to Youngstown State University's request of November 14, 1979 for permission to employ an auditing firm to update audits had been received since the Supervisor's letter of November 26, 1979 had been received, until April 23 when the local Examiner, Mr. Pash, reported that some response to the Supervisor's November 26 letter had been expected. On April 25, 1980, the President advised the Supervisor that the University's wish continues, and suggested that the State Auditor solicit bids from qualified CPA firms who might complete the audits to more current dates and requested that the University be kept advised so that funds to cover costs of such audits could be released by the Board.

6. Executive Director--Youngstown State University Alumni Association

At the President's request, Mr. Dan Recer, recently appointed as Executive Director of the Youngstown State University Alumni Association was introduced to the Trustees by Mr. Dutton, who is the President of such Association.

On Motion duly made, seconded and carried, the President's Report was accepted.

ITEM V - Report of the Acting Academic Vice President

Dr. Rand reported concerning the following nine matters:

1. Name Change--Department of Chemical and Metallurgical Engineering

The undergraduate curriculum in Materials Science has been modified to concentrate on Metallurgical Engineering and to reflect such change the Department's name has been changed to the Department of Chemical and Metallurgical Engineering (formerly Department of Chemical Engineering and Materials Science).

2. 1980-81 Calendar

The 1980-81 Calendar includes:

Fall Quarter Classes Begin September 25, 1980

Winter Commencement	March 28, 1981
Spring Commencement	June 20, 1981
Summer Commencement	August 29, 1981
Holiday swing day closings on and	December 26, 1980 January 19, 1981

3. Faculty Improvement Leaves--1980-81 Academic Year

Faculty Improvement Leaves awarded for 1980-81 Academic year include 14 Three Quarter Leaves and 1 One Quarter Leave all to Professors and Associate Professors in various Departments.

4. Research Professorship Awards

Nine Research Professorships awarded for the 1980-81 Academic Year were reported, with names of recipients, Departments and subjects of Research indicated.

5. Accreditations Report

a. Youngstown State University's program for preparation of Respiratory Therapists has been recommended for accreditation by the American Medical Association's Committee on Allied Health Education and Accreditation.

b. Graduate programs in the School of Education were examined on March 23-26 by a six member team from the National Council for Accreditation of Teacher Education and favorable findings are anticipated.

6. Programs for non-traditional post-secondary education (Weekend, Evening, Re-Entry, and Off-Campus classes)

Youngstown State University's program for non-traditional post-secondary education fall under four titles: Weekend, Evening, Re-entry and Off-Campus. During the three Quarters of 1979-80, the Weekend program accomodated 2,884 students (average 961 per Quarter) who averaged older ages than weekday and evening students. Weekend classes are available in many different programs. Arrangements are nearing completion to offer several courses at Lordstown (General Motors) this Fall.

7. Academic Planning

Academic Planning is underway, with many faculty, student and academic administrative personnel participating. The Senate Executive Committee is assisting. A report by January 1981 is the present goal.

8. Enrollment (Anticipated declines--ceilings)

Some enrollment decline, except in the School of Business Administration and in Engineering, is anticipated. Temporary enrollment ceilings in Business, Engineering and Education have been placed, to insure the maintenance of high academic quality. Further details for establishing those ceilings are under development.

9. Chemical Engineering Laboratory--Equipment failure accidents

Two unrelated accidents, in the Chemical Engineering Laboratory occurred on April 21, 1980. Rupture of a glass rotometer injured two students, and failure of a calorimeter to withstand high internal pressure caused injury to three students. Causes are under investigation. Four of the students have returned to classes and the fifth is expected back within a few days.

On Motion duly made, seconded and carried, such Report was accepted.

ITEM VI - Report of the Executive Vice President

Dr. Humphrey reported concerning the following matters:

1. Income and Expense Report for Nine Months ended March 31, 1980

Summary of Income and Expense for Nine Months ended March 31, 1980 indicates that operations are very close to budget. Actual expenditures aggregating \$20,755,683 (excluding encumbrances of \$741,684) amount to 61.9% of the \$33,500,000 Budgeted expenditures from the Operation Fund. Expenses from other funds range between 69.0% and 74.7% of the amounts Budgeted for the full year 1979-80. Careful investment practices and high interest rates have resulted in a substantial increase in the interest earned on monies being handled by the University.

2. New on-line Bursar System

A "new on-line Bursar System" developed over the past several years, which ties four Olivetti T C 800 Financial Terminals to communicate directly with the Amdahl System in the Computer Center in such a manner that students' accounts can be updated instantaneously, and the students' receipts can be printed out in computerized form at the time of the student's registration and payment of fees. This should speed up the registration process to the benefit of all persons concerned.

On Motion duly made, seconded and carried, such Report was accepted.

ITEM VII - Report of the Vice President for Personnel Services

Dr. Alderman reported concerning two matters:

1. STRS and PERS

On February 15, 1980, the governing Board of the State Teachers Retirement System, by two Resolutions, determined that certain non classified employees of Youngstown State University (who have no teaching duties), were improperly contributing to the State Teachers Retirement and that their accounts and contributions should be covered by the Public Employees Retirement System from and after July 1, 1980; and that certain employees at Youngstown State University who have received "courtesy" rank but have no actual teaching duties must continue

their membership in the State Teachers Retirement System. Staff members who are involved have been so advised, and it is believed that no significant impact upon them will result. Procedures as respects qualifications of professional staff persons not now holding courtesy faculty rank remain under review.

2. Ohio Department of Administrative Services-
Review of Procedures-Employment of Classified
Civil Service employees

Two staff members from the Ohio Department of Administrative Services recently were on campus to review procedures governing employment of classified Civil Service employees. Such Department has recently been visiting each State university. A written report is expected in the near future.

On Motion duly made, seconded and carried, such report was accepted.

ITEM VIII - Report of the Dean of Administrative Services

Dean Salata reported concerning the following matters:

1. Kilcawley Center Expansion--Phase III

Final Plans and Specifications were approved and taking of bids was authorized by the Building and Property Committee on April 17, 1980. At a hearing on March 13, 1980 before a Board of Appeals, Mr. Lyden assisted in securing such Board's approval of the University's interpretation and application of recent Building Code changes to the project. Projected cost is 1.8 Million. Bids are expected in June 1980 with completion hoped for in August 1981.

2. Removal of Handicapped Barriers

Bids are expected in June 1980. Budget for Project is \$107,000. State capital Funding has been approved by O.B.O.R.

3. Steam Supply--Youngstown Thermal Corporation

Report as to economic and technical aspects of the proposal to furnish steam, received from Youngstown Thermal Corporation on April 11, 1980 is under review by Youngstown State University staff and Phil Cardo, of Schmidt Associates. Because present facilities produce both steam and chilled water, the entire impact of Youngstown Thermal Corporation's proposal requires evaluation and study.

4. Capital Appropriations for 1979-81

H. B. 834 has not yet been enacted.

5. Energy Conservation Grant

A \$211,304 grant from the United States Department of Energy, to be matched by a non-Federal share of \$211,305 has been made. The non-Federal portion is expected through OBOR. Cost savings in Bliss Hall, Maag Library and

the Engineering Science Building (from changes in electrical and HVAC systems) amounting to about \$200,000 per year are estimated.

6. Pedestrian Bridge

Pedestrian Bridge opened February 11, 1980. Landscaping to be completed within six weeks. Currently 77% of those using the parking deck use the bridge. A landscape barrier, which will retain view integrity of the Campus and the Butler Art Institute, to discourage unsafe and illegal crossing of Wick Avenue opposite the deck entrance is being planned.

7. Parking Deck

Improved signs, with roll up grilles at both entrances to the M 1 Parking Deck (Wick) should be complete in June. Project cost is \$159,032 plus \$38,313 for grilles and \$13,080 for signs.

New stairs, enclosing stair towers and first floor security fence at M 2 Parking Deck (Arlington) should be complete in July. Project cost is \$151,200.00.

8. Parking Permits

9149 sold for 1979-80 Spring Quarter (1269 Faculty/Staff and 7880 students), compares with 9020 sold one year ago. Total for three quarters is 28,164, which exceed last year by 306 permits.

9. All-Sports Complex

As a result of Adjudication Order issued by the Department of Industrial Relations concerning the application of the Ohio Building Code to this project, the Board of Appeals at a hearing held on March 13, 1980 supported the University's interpretation and application of the Ohio Building Code as it applies to this project. William Lyden was of great assistance at the hearing. The building permit has been obtained and the contractors are making excellent progress on the project. The completion date, pursuant to the present contract is January 29, 1982.

Such Report was accepted by Motion duly made, seconded and carried.

Executive Session

From 10:45 a.m. until noon, the meeting was recessed for an executive session in the Caucus room for the purpose of considering reappointment and compensation to be paid to officers and certain employees, and to review pending bargaining sessions with representatives of the Classified Civil Service Employees.

ITEM IX - Reports of the Committees of the Board

1. Personnel Relations Committee

Mr. Mittler reported that such Committee had met on April 9, 1980 and had determined to recommend that the Board act to comply with the requests

of the Governing Board of the State Teachers Retirement System, reported by Dr. Alderman at this meeting.

a. Resolution to Clarify Employee Membership in STRS and PERS

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

WHEREAS, the Ohio State Teachers Retirement System (STRS) has informed the University that it is inappropriate for University staff members who are not faculty members or teachers to belong to STRS; and

YR 1980-47

WHEREAS, the Ohio Revised Code (Section 3307.01 (B)) assigns to the Ohio State Teachers Retirement Board the authority to determine any question regarding membership in STRS: and

WHEREAS, all University unclassified administrative staff currently belong to STRS.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that effective July 1, 1980, University employees enrolled in STRS shall be restricted to faculty on 9-month contracts, department chairpersons, limited-service faculty members, academic deans, and administrative staff holding courtesy or earned faculty rank; and

BE IT FURTHER RESOLVED, that effective July 1, 1980, all other full-time administrative staff shall be enrolled in the Ohio Public Employees Retirement System (PERS).

2. Building and Property Committee

Dr. Geletka stated that such Committee had no report.

3. Budget and Finance Committee

Mr. Lyden stated that the Committee had determined to recommend the adoption of five Resolutions by the Board of Trustees.

a. Resolution Concerning Amendment of 1979-80 Budget for Continuing Education, Fund Two

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

WHEREAS, the 1979-80 budget for Continuing Education was prepared utilizing new concepts (e.g. (1) all direct expenses related to Continuing Education to be budgeted in this fund rather than administrative expense being in Fund One; and (2) no "overhead" or indirect cost assessment made against the Fund); and

YR 1980-48

WHEREAS, numerous transfers of budget credits have been necessary as the fiscal year progressed; and

WHEREAS, it is now projected that \$48,221 of additional expenditures will be required to finish the 1979-80 year and sufficient revenues from non-credit course enrollments are assumed available.

NOW, THEREFORE, BE IT RESOLVED, that the 1979-80 budget for Fund Two, Continuing Education, is hereby increased to \$340,951 in conformity with the detail included in Exhibit F.

b. Resolution Concerning Transfers from Unallocated Reserve - Fund One

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

WHEREAS, the "Instructions Concerning Administration in 1979-80", adopted by the Board of Trustees as a part of the 1979-80 operating budget, provided that transfers out of the Unallocated Reserve require approval of the Board of Trustees; and

YR 1980-49

WHEREAS, the following transfers have been requested by appropriate University administrators and recommended by the President:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby approve the following transfers from the Unallocated Reserve in Fund One, University Operation:

TR. NO. BT 10 \$2,234 to Administrative Salaries (SOC 120) and \$491 to Fringe Benefits (SOC 200) in the Budget and Institutional Studies department to provide for the new Director for the month of June.

TR. NO. BT 11 \$ 4,000 to Classified Salaries - Part-time (SOC 131) and \$600 to Fringe Benefits (SOC 200) in Janitorial Services, Physical Plant, to provide for the temporary replacement of

Margaret Vaughn, custodial worker in Pollock House, who is on leave without pay (her salary for this period reverts to the Unallocated Reserve).

TR. NO. BT 12 \$20,000 to Supplies for Resale (SOC 830) in Central Services (the \$310,000 credit for supplies and services will be increased to \$330,000) to provide for an increase in the total dollar volume of sales to Campus departments.

TR. NO. BT 13 \$15,000 to Faculty Overload Reserve, a transfer account controlled by the Acting Academic Vice President. (Payments are not made until June 15; however, \$60,000 was spent from this account in 1978-79 and it is feared that it is currently underbudgeted at \$50,000 for 1979-80).

c. Resolution Concerning Urban Demonstration Program

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

WHEREAS, the Ohio General Assembly H. B. No. 204 appropriated \$1 million to the Ohio Board of Regents to be allocated to Ohio universities in support of Urban Demonstration programs; and YR 1980-50

WHEREAS, the Ohio Board of Regents has distributed \$28,572 to Youngstown State University to aid this university in making its educational, research and service capabilities more available to the Youngstown community for assisting governmental and other local leaders in finding answers to urban problems; and

WHEREAS, community leaders were invited in January, 1980 to solicit their advice on how the university's Demonstration Program funding might be best utilized in meeting urban problems; and

WHEREAS, it was the consensus of the committee that funding could be best utilized to conduct a series of workshops and seminars relevant to community economic planning and development as proposed in Exhibit G.

NOW, THEREFORE, BE IT RESOLVED, that the Urban Demonstration Program budget, as proposed in Exhibit H, be hereby approved by the Board of Trustees of Youngstown State University.

d. Resolution Concerning Charges
Students and Others

Mr. Lyden then read, and moved for adoption, the following Resolu-
tion:

WHEREAS, Ohio law provides that Boards of Trustees of state-assisted institutions of higher education shall supplement state subsidies by income from charges to students and that an "...instructional fee and a general fee for noninstructional services...shall...encompass all charges for services assessed uniformly to all enrolled students..."; and YR 1980-51

WHEREAS, Ohio law also provides that a Board of Trustees may establish "...special purpose fees, service charges, and fines..."and such "...shall not be applied uniformly to all enrolled students..."; and

WHEREAS, Ohio law also provides that a "...tuition surcharge is to be paid by all students who are not residents of Ohio..." and that "Each state-assisted institution of higher education in its statement of charges to students shall separately identify the instructional fee, the general fee, the tuition charge, and the tuition surcharge."

NOW, THEREFORE, BE IT RESOLVED, that the instructional fee and the general fee shall be identified as "tuition" and the following rates for tuition, nonresident tuition surcharge, special purpose fees, service charges, and fines shall be effective September 1, 1980, and all rates shall remain in effect until changed by the Board of Trustees.

TUITION

Instructional Fee (Including Audit)	
Part-time student, 1 to 11 credits	\$ 22 per credit
Full-time student, 12 to 16 credits.....	\$250 per quarter
Credits in excess of 16 credits per quarter.....	22 per credit
General Fee (noninstructional services)	
Part-time student, 1-2 credits.....	\$ 10 per quarter
3-4 credits.....	\$ 15 per quarter
5-6 credits.....	\$ 20 per quarter
7-11 credits.....	\$ 25 per quarter
Full-time student, 12 credits or more.....	\$ 55 per quarter

NONRESIDENT TUITION SURCHARGE

Part-time student, 1 to 11 credits.....	\$ 21 per credit
Full-time student 12 to 16 credits.....	\$240 per quarter
Credits in excess of 16 credits per quarter.....	\$ 21 per credit

SPECIAL PURPOSE FEES

Applied Music fee--tuition plus.....	\$ 14	per credit
Application Fee (Undergraduates only).....	\$ 20	
Change of Registration Fee.....	\$ 6	
Child Development Laboratory Fee.....	\$ 25	per quarter
Credit by Examination Fee.....	\$ 20	per course
Elementary Education Reading Specialist Fee.....	\$ 50	per quarter
Early Childhood Practicum.....	\$ 25	per quarter
Graduation Fee.....	\$ 25	
Late Payment Fee.....	\$ 15	
Late Registration Fee.....	\$ 30	
Matriculation Fee (Graduate School only).....	\$ 20	
Proficiency Examination Fee.....	\$ 10	
Registration Withdrawal Fee.....	\$ 10	
ROTC Activity Fee.....	\$ 4	per quarter

SERVICE CHARGES

Dental Hygiene Clinic Charge.....	\$ 5	per treatment
Diploma Mailing Charge (not assessed those attending commencement).....	\$ 5	
Diploma Replacement Charge.....	\$ 20	
Health and Physical Education Locker and Towel Charge:		
Student Registered for H & PE Course.....		No Charge
All others authorized to use facilities.....	\$ 5	per quarter
Lock Replacement Charge.....	\$ 3	
Towel Replacement Charge.....	\$ 2	
H&PE Activity Charge - Variable to cover cost in specified courses. Charge set by and paid to vendor.		
ID Replacement Charge.....	\$ 5	
ID Validation Sticker Replacement Charge.....	\$ 3	
Military Equipment Deposit.....	\$ 10	
Parking Permit Charge.....	\$ 20	per quarter
Per entrance without permit.....	\$ 1	
Residence Hall Charge (Room & Board).....	\$535	per quarter
Food Service Meal Ticket Charge.....	\$295	per quarter
Residence Hall Security Deposit.....	\$ 50	
Returned Check or Charge Card Charge.....	\$ 12	
Student Locker Charge.....	\$ 3	per academic year
Thesis Binding Charge.....	\$ 10	
Transcript of Credits Charge.....	\$ 3	
Intramural Team Deposit.....	\$ 10	
Intramural Team Protest Charge.....	\$ 5	
Neon Mailing Charge (for any student registered winter quarter or scheduled to graduate during academic year).....	\$ 1	
Neon Printing Charge (for those students neither registered winter quarter nor scheduled to graduate during academic year and for nonstudents, including YSU departments).....	\$ 20	
Nonstudent Library Card Deposit.....	\$ 25	
Library Carrel Key Deposit.....	\$ 10	

Student Sickness and Accident insurance:

Optional for all students except those who are non-permanent residents of the United States. This group shall be required to purchase this insurance at the then applicable rate unless excused by the International Student Advisor.

FINES:

Parking Violation Fine.....\$ 5
(Fine to be \$10 if not paid within 30 days)

Library Fines:

- (1) Overdue book: 5¢ per day to maximum of \$5, plus cost of book replacement, plus \$7.50 processing charge
- (2) Overdue reserve book: 30¢ per day and as above
- (3) Unauthorized removal of closed reserve book: Same as for reserve, plus \$2.

BE IT FURTHER RESOLVED, that the President of Youngstown State University or his designee shall have the authority to approve:

- 1. fees for noncredit courses, institutes and workshops and for preparatory training at the Dana School of Music, all offered or coordinated through the Department of Continuing Education;
- 2. ticket prices for admission of the public to intercollegiate athletic games and to student music or drama productions;
- 3. service charges for loans to students; and,
- 4. charges for use of University facilities by non-University groups or organizations

in all cases the revenue generated by such fees and charges shall be expended in conformity with budgets approved in the same manner as other University budgets. It shall be understood that: (a) prices of books and other items for sale in the Bookstore, Kilcawley Center, or through on-campus vending shall be established in conformity with good business practices by the appropriate managers of those units; (b) charges for unreturned equipment checked out to a student shall be established by the cognizant department head to recover the replacement value of the equipment; (c) in neither type of charge shall the approval of the President nor the Board of Trustees be required; and (d) the President shall have the authority to designate parking facilities which may be utilized either without charge or for a reduced charge.

BE IT FURTHER RESOLVED, that fines which are authorized in this resolution may be assessed against nonstudents who are authorized to use University services as well as against students; and

BE IT FURTHER RESOLVED, that the rates detailed in this resolution shall replace the rates adopted in resolution 1979-42 and 1978-44 and in any other resolution and it shall be the policy of this Board to review and adopt all fees, service charges, and fines annually, usually in the spring, in order that students and others are informed as to rates for the coming academic year and budgets may be finalized; and

BE IT FURTHER RESOLVED, that if a student is permitted to withdraw from the University or if a student reduces his or her academic load, a refund of the tuition (i.e. the instructional fee and the general fee) and of the nonresident tuition surcharge and the applied music fee, where applicable, shall be made in conformity with the following schedule; however, for those withdrawing from the University, the registration withdrawal fee shall be assessed and paid and the student identification card shall be surrendered before the refund is paid.

DATE OF ACCEPTANCE BY BURSAR*	ACADEMIC QUARTER	SUMMER QUARTER
1st - 6th day	75% of fee	50% of fee
7th - 12th day	50% of fee	No refund
13th - 18th day	25% of fee	No refund
19th day and thereafter	No refund	No refund

*Beginning the first day of each academic term and excluding Sundays.

The Motion was seconded by Dr. Geletka.

Dr. Coffelt explained the changes in the charge schedules, noting both increases and decreases. He believes that Youngstown State University will remain as the lowest or second lowest of the State universities in Ohio in-so-far as student fees and tuitions are concerned.

After each Trustee present had voted affirmatively on the Motion, the Chairman declared the Resolution adopted.

c. Resolution Concerning Adoption of the Budget

Each Trustee had been furnished a "Revised" copy of the "1980-81 Preliminary Budget" (in excess of 165 pages in length) and a copy of the "1980-81 Preliminary Salary Papers" (in excess of 153 pages in length), also a copy of "A Summary of the 1980-81 Operating Budget" (13 pages in length) about eight days prior to the Meeting.

Mr. Lyden reported that the Budget and Finance Committee recommends the approval of the Proposed Budget for 1980-81 which aggregates a total of

\$42,358,553 for all Budgeted Funds (an increase of 8.7% over the prior year), and he read and moved for adoption the following Resolution:

WHEREAS, the Youngstown State University Budget for 1980-81 includes the following funds: YR 1980-52

EDUCATIONAL AND GENERAL FUND GROUP

<u>FUND NUMBER</u>	<u>FUND NAME</u>
1	University Operation (Instruction and General)
2	Continuing Education
3	Developmental Education
30	Cushwa Center for Industrial Development
31	NEOUCOM Liaison
32	Teacher Education Redesign
33	Telecommunications - NETO
34	Telecommunications - Corp. for Public Broadcasting (Sub-group: Student Activities Supported by General Fee)
4	Career Services
5	Jambar
6	Neon
7	Spotlight Theatre
8	Student Government
9	Intramural Recreation
10	Miscellaneous Noninstructional Student Activities

AUXILIARY ENTERPRISES FUND GROUP

<u>FUND NUMBER</u>	<u>FUND NAME</u>
20	Intercollegiate Athletics
21	Kilcawley Center

- 22 Book Store
- 23 Kilcawley Residence Hall
- 24 Parking Facilities

AND, WHEREAS, the projected revenues and proposed expenditures for each fund for 1980-81 have been reviewed in detail by the Budget and Finance Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED, that the 1980-81 Budget is hereby approved, and that such approval includes:

1. The organizational chart as included in the budget which remains unchanged from 1979-80 (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 classifications as noted in the budget document or its subsidiary statements;
3. Salaries for 1980-81 for all full-time positions as included in the "Salary Working Papers, 1980-81" excepting only that Civil Service positions may be adjusted as classifications are changed;
4. An increase of 4.5 percent in the minima and of 8 percent in the maxima of all salary ranges for Professional/Administrative employees;
5. Salaries for Limited Service Faculty at the per credit rate of \$195 for those with baccalaureates, \$215 for those with masters, and \$260 for those with doctorates;
6. Graduate Assistants' salaries at \$3,750 per academic year in all academic disciplines;
7. Hourly wage rates at \$2.90, \$3.05, \$3.20, and \$3.35 (rate increased one step for each 800 hours of employment a student accumulates on any YSU job); and,
8. 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 transfer from the Unallocated Reserve in Fund One, University Operation.

The Motion was seconded by Dr. Fok, following which a number of questions were asked and explanations were made by the President, Executive Vice-President and others.

Following such discussion, all Trustees present voted in favor of the Motion, except only Mr. Dutton, who abstained, and the Chairman declared the Resolution adopted.

f. Resolution to Approve Employment Contract

It was reported that a proposed new Employment Contract under which Dr. John J. Coffelt would be continuing to serve as President until at least June 30, 1982 and probably thereafter, had been prepared and taken under consideration, with some clarifications added, by the Trustees at the Executive Session this morning.

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

WHEREAS, DR. JOHN J. COFFELT has been serving as President of Youngstown State University since September 1, 1973, pursuant to Resolution YR 1973-21 (adopted January 29, 1973); a letter from the Chairman of the Board to him (dated April 2, 1973); Resolution YR 1977-51 (adopted June 29, 1977) and Resolution YR 1979-5 (adopted August 29, 1978) as altered by Resolution YR 1980-12 (adopted August 25, 1979); and YR 1980-53

WHEREAS, this Board of Trustees wishes that he continue to serve at least until June 30, 1982 and probably thereafter; and

WHEREAS, it is deemed advisable to incorporate the terms and conditions of his employment into a single document entitled "Employment Contract", copies of which have been furnished to each Trustee and to Dr. Coffelt, and a copy of which is attached hereto as Exhibit I; and

WHEREAS, it is believed by this Board that it is within their legal powers and will be for the best interests of the University to continue Dr. Coffelt's services as President of the University pursuant to the terms and conditions provided in such proposed Employment Contract.

NOW, THEREFORE, BE IT RESOLVED, that such proposed Employment Contract be and it is hereby authorized and approved, and that the Chairman of this Board and the Secretary to this Board be and they are hereby authorized to execute and deliver copies of such Employment Contract for and on behalf of the Board of Trustees of Youngstown State University when and if copies thereof are executed by Dr. Coffelt.

The Motion was seconded by Dr. Fok, and each Trustee present voted in favor of the Motion, whereupon the Chairman declared the Resolution adopted.

ITEM X - Communications

Copies of the following seventeen communications had been furnished to each Trustee prior to the meeting:

Correspondence regarding Travel Regulations	1
Statement for services rendered by Board's legal counsel, Attorney Flask	2
Special Counsel Contract and statement for services rendered by Board's legal counsel, Attorney Ingram.....	3
Pending litigation report and related documents and correspondence.....	4
Letter of Attorney Ingram to <u>Jambar</u> Editor, dated April 14, 1980, regarding letter from Thomas E. Ferguson, Auditor of the State of Ohio.....	5
Letter of Attorney Cubbison to Mr. Fergus, EDATA, dated February 28, 1980, regarding Eastern Ohio Forensic Laboratory.....	6
Letter regarding NCAA Division II National Swimming Championships.....	7
1980-81 Calendar.....	8
Memorandum of President Coffelt, dated March 6, 1980, regarding Faculty Improvement Leaves for 1980-81.....	9
Letter regarding Accreditation for Respiratory Therapy Education.....	10
Correspondence regarding audits of Classified Civil Service positions at Youngstown State University.....	11
Memorandum of Dean Salata, dated April 14, 1980, regarding energy conservation program.....	12
Decisions of the Board of Building Appeals, State of Ohio.....	13
Letter from Ohio Edison Company regarding rate increase.....	14
Resolutions of The State Teachers Retirement System of Ohio.....	15
Report and correspondence regarding tuition and service charge increases.....	16
Non-Classified Administrative Salary Schedule, effective July 1, 1980.....	17

The Secretary reported that he had received three communications from a former student, Ms. Elaine D. Snethkamp of Girard, Ohio, dated February 19,

March 14 and April 18, 1980, addressed to the Board of Trustees, expressing her desire to address the Board concerning alleged unfairness in grading some of her work in courses in which she had twice failed, alleged improprieties as respects the results of appeals in which she had engaged, and threatened litigation. She had been fully advised as to the time and place of this meeting, as to how matters may be brought before the Board and as to the limitations on the Board's Powers as respects grades and the granting of degrees. She did not appear at the meeting.

ITEM XI - Old Business and New Business

There was no old business to consider.

Mr. Dutton suggested the possibility that a new Standing Committee to consider Academic Matters for consideration and action by the Trustees might be helpful. After discussion, and upon Motion by Mr. Dutton, seconded by Dr. Fok and carried by the affirmative vote of each Trustee present, the Chairman declared the following Resolution carried:

WHEREAS, the By Laws of the University have not been reviewed since a revision adopted on April 20, 1974, by YR 1974-30, and YR 1980-54

WHEREAS, all By Laws should be periodically reviewed.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman be and he is hereby requested to appoint an Ad Hoc Committee for the purpose of reviewing the By Laws of Youngstown State University and suggesting such changes, amendments and modifications which it deems proper for consideration and possible adoption by the Board of Trustees.

Nominating Committee

The Chairman announced the appointment of Mrs. Isroff and Mr. Lyden to act as a Nominating Committee for the election of officers of the Board of Trustees, to report at the June meeting of the Board.

ITEM XII - Time and Place of Next Regular Meeting

There being no further business, on Motion made by Mr. Watson, seconded by Mr. Mittler, 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 the Board of Trustees of Youngstown State University be held in the Board Room in Tod Administration Building on Saturday, June 21, 1980, at noon. YR 1980-55

The meeting was duly adjourned at 2:35 p.m.

Hugh W. Manchester
Secretary to the Board of Trustees

Edgar Dutton
Chairman

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF April 26, 1980

<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>
George, Gayle	Academic Advisor	School of Business Administration	February 4, 1980	\$ 5,304 (12-month base: \$13,009)	12	
Ronccone, John E.	Assistant Director, Computer Operations	Computer Center	February 19, 1980	\$ 8,174 (12-month base: \$22,370)	12	
McNicol, Linda P.	Curriculum/Media Developmental Specialist	Special Education	February 4, 1980	\$8,154 (9-month base: \$15,000)	9	9-month admin. staff; externally funded position; state grant 2/4/80 - 6/30/80
Murray, Brian J.	Instructor	English	March 24, 1980	\$3,962 (9-month base: \$12,875)	9	
Kent, Nancy D.	Temporary Assistant Reference Librarian	Maag Library	February 11, 1980	\$ 4,662 (12-month base: \$12,000)	12	Temporary
Gulas, Gregory M.	Sports Information Editor	University Relations	February 6, 1980	\$6,233 (12-month base: \$15,581)	12	
Levels, Governa C.	Admissions Counselor	Admissions	March 3, 1980	\$ 3,969 (12-month base: \$12,000)	12	
Mears, G. L.	Director	Budget and Institutional Studies	June 1, 1980	\$ 2,165 (12-month base: \$26,803)	12	
James, Dava P.	Academic Advisor	School of Education	February 25, 1980	\$ 4,553 (12-month base: \$13,008)	12	Temporary

Agenda Item D.1.
Exhibit A

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF April 26, 1980

<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>
Lowe, Frances N.	Coordinator, Nutrition Education Training Grant	School of Education and Home Economics	March 17, 1980	\$ 4,200 (12-month base: \$17,900)	12	Temporary/externally funded position
Rasor, Ann W.	Acting Coordinator of Testing	Student Services	March 3, 1980	\$ 4,107 (9-month base: \$10,679)	9	Temporary
Miller, Mindy U.	Data Collector	Home Economics	March 3, 1980	\$ 3,096 (12-month base: \$9,360)	12	Ohio Division of Mental Health grant/externally funded position
Bobner, Ronald F.	Principal Investigator	Home Economics	March 3, 1980	\$ 7,277 (12-month base: \$22,000)	12	Ohio Division of Mental Health grant/externally funded position
Cilas, Carol L.	Consulting Teacher/UPSTREAM	Special Education	March 3, 1980	\$ 5,292 (9-month base: \$12,000)	9	Externally funded position; 9-month admin. position
Cockley, Joel	Assistant Football Coach	Intercollegiate Athletics	April 1, 1980	\$4,260 (12-month base: \$17,041)	12	
Finney, Michael	Instructor	English	March 24, 1980	\$ 4,154 (9-month base: \$13,500)	9	
Rand, Leon	Acting Academic Vice President; Dean, Graduate Studies and Research; Professor	Academic Vice President Graduate School	March 1, 1980	\$16,802 (12-month base: \$50,797)	12	Temporary

Agenda Item D.1.
Exhibit A

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION ACCEPTING GIFTS

as of February 9, 1980

<u>DONOR</u>	<u>AMOUNT (OR DESCRIPTION)</u>	<u>RESTRICTIONS OR PURPOSE OF GIFT</u>
Youngstown Educational Foundation	\$10,000	Eynon Beyer Memorial Chair, Metallurgy
Youngstown Educational Foundation	20,000	Graduate Scholarships
Youngstown Educational Foundation	10,000	Legal Assistance (YEF)
TRW Foundation (Matching Gift)	100	Unrestricted
General Electric Foundation (Matching Gift)	300	Unrestricted
Bechtel Foundation (Matching Gift)	200	Unrestricted
Dr. Ralph Nissen	10	Unrestricted
Mary Lee Krauss	10	Unrestricted
John T. Laitsch	1,000 specimens of vascular plants	Deposit in Herbarium of Youngstown State University

RECOMMENDED FACULTY PROMOTIONS IN ACADEMIC RANK FOR 1980-81

<u>To Professor</u>	<u>Department</u>
1. Lorryne Y. Baird	English
2. William O. Barsch	Engineering Technology
3. Paul X. Bellini	Civil Engineering
4. Ivis Boyer	Political Science
5. John J. Buoni	Mathematics
6. J. Douglas Faires	Mathematics
7. Robert H. Foulkes	Electrical Engineering
8. Saul S. Friedman	History
9. Steven R. Gardner	Engineering Technology
10. Stephen Hanzély	Physics and Astronomy
11. James A. Houck	English
12. John L. Kearns	Industrial Engineering
13. Friedrich W. Koknat	Chemistry
14. Richard D. Kreutzer	Biological Sciences
15. Glorianne M. Leck	Foundations of Education
16. Yih Wu Liu	Economics
17. William Petrych	Accounting/Finance
18. Afzalur M. Rahim	Management
19. James P. Ronda	History
20. Charles Singler	Geology
21. Agnes M. Smith	History
22. Charles Smith	Special Education
23. Arthur G. Spiro	Music
24. Calvin J. Swank	Criminal Justice
25. Ronald P. Volpe	Accounting/Finance

To Associate Professor

1. Lawrence A. Davis	Marketing
2. John B. Mason	English
3. Walter S. Mayhall	Music

To Assistant Professor

1. Christopher M. Bache	Philosophy/Religious Studies
2. Peter A. Beckett	Psychology
3. Ivania Del Pozo	Foreign Languages
4. Daniel A. Fantauzzi	Art
5. Alfred W. Owens	Speech
6. Jane M. Simmons	Advertising/Public Relations

3/26/80
Academic Vice President

RECOMMENDED ADMINISTRATIVE PROMOTIONS IN ACADEMIC RANK

FOR 1980-81

To Professor

1. Jack D. Bakos
2. Daniel J. O'Neill

Department

Civil Engineering
Speech, Communication and Theatre

To Associate Professor

1. Larry Cummings

Criminal Justice

3/26/80
Academic Vice President

CHAPTER 8
TRAVEL REGULATIONS

Section 8.1 - Intent

These regulations are intended to govern University travel, in conformity with ORC 141.15 and Rule No. 126-1-02 (5-9-79) of the Office of Budget and Management of the State of Ohio. These regulations apply only to YSU personnel and are not applicable to candidates for positions or to other non-employees traveling as a result of some contractual arrangement. THESE REGULATIONS DO NOT APPLY TO STUDENTS TRAVELING AS PARTICIPANTS IN INTERCOLLEGIATE ATHLETICS, FORENSICS, STUDENT GOVERNMENT, OR OTHERWISE. SEPARATE REGULATIONS PROMULGATED BY THE PRESIDENT WILL BE APPLICABLE TO STUDENTS. Any questions which might arise concerning the intent of the Board of Trustees, as expressed in these regulations, shall be resolved by the President.

Section 8.2 - Prior Approval of Travel

- 8.2.1 All travel off campus for which reimbursement is to be claimed must be approved before the fact by the President or his designated representative. For this purpose the President designates the following persons to approve travel:
- A. Academic Deans for all faculty and staff in their respective schools or colleges.
 - B. The ~~Dean of Student Affairs~~ ASSOCIATE VICE PRESIDENT - STUDENT SERVICES for staff reporting administratively to him.
 - C. The ~~Dean of - Administrative Affairs~~ SERVICES for staff reporting administratively to him.

- D. The Associate Vice President for - Public Services for staff reporting administratively to him.
- E. The Vice President for - Personnel SERVICES for staff reporting administratively to him.
- F. The EXECUTIVE Vice President for-~~Financial-Affairs~~ for staff reporting administratively to him.
- G. The ACADEMIC Vice President for-Academic-Affairs for all Academic Deans and for any staff member not reporting to one of the above officers, except as noted in 8.2.2 following.

8.2.2 The President will approve his own travel and travel for Vice Presidents and for other staff in the Office of the President reporting directly to him (or administratively to him).

8.2.3 In the event that the President's designee is absent from campus for an extended period (e.g. annual leave, sick leave, or official travel) and not available to process requests for travel, the administrative superior of the President's designee shall process such requests.

Section 8.3 - Categories of Travel

8.3.1 All travel authorized will be under one of three categories:

Category 1. Official business of the University in one of the contiguous 48 states or Canada, for which full reimbursement will be paid, subject to the provisions of these regulations. (In certain cases the President or his representative may specify that less than full reimbursement will be paid as a condition of approval.)

Category 2. Professional improvement of the individual in one of the contiguous 48 states or Canada, for which not more than one-half of the expense as provided in these

regulations will be reimbursed.

Category 3. Official business or professional improvement of the individual in Alaska, Hawaii, a U.S. possession or territory, or a foreign country other than Canada, for which not more than one-fourth of the expense as provided in these regulations will be reimbursed.

8.3.2 The President or his representative designated in Sec. 8.2.1 above will assign the category; however, it must be in conformity with Sec. 8.3.1 above.

Section 8.4 - Special Items of Consideration

8.4.1 Faculty and unclassified PROFESSIONAL/administrative employees are encouraged to attend appropriate professional meetings when time and budget permits; however, the immediate work of the University must be given priority. The cognizant department chairman, dean, or other administrative superior must approve substitute arrangements in advance for classes or other duties.

8.4.2 Persons traveling on University money have an obligation not only to follow all applicable regulations but to avoid the appearance of abuse of public monies.

8.4.3 Not more than three persons from one department are to be approved to attend the same conference or meeting except when meetings are held relatively close to Youngstown and the travel cost is low.

Section 8.5 - Approval and Encumbrance Procedure

8.5.1 A Travel Voucher must be completed, signed by the traveler, cleared through the department chairman or other person with signature authority for the account and submitted to the President or his representative designated in Sec. 8.2.1 above, at least 14 days

prior to the proposed trip. If the person with signature authority for the account is not administratively responsible for the traveler, the Voucher must be signed by both the department chairman and the person responsible for the account to be charged. ONLY ONE TRAVELER MAY BE ACCOUNTED FOR ON A VOUCHER.

- 8.5.2 The President or his representative will send the Travel Voucher to the Internal Auditor for review as to compliance with these regulations. Upon approval the Travel Voucher will then be sent to the Controller, who will encumber the estimated cost against the designated account and return the Travel Voucher to the traveler.
- 8.5.3 In an emergency the Travel Voucher may be hand carried.
- 8.5.4 Travel is not approved until the Travel Voucher has been signed by the President or his representative designated in Sec. 8.2.1 above, cleared the Internal Auditor and funds have been encumbered by the Controller.
- 8.5.5 Should the Internal Auditor conclude that the Travel Voucher as submitted does not comply with these regulations the Voucher shall be returned to the President's representative who approved the Voucher along with a written explanation of the exception taken. Should the President's representative disagree with the conclusion of the Internal Auditor he may appeal it in writing to the Vice President for-Financial-Affairs for final disposition. ~~if-the-disputed-Voucher-was-signed-by-the Vice-President-for-Financial-Affairs-as-the-President's-representative and-he-disagrees-with-the-conclusion-of-the-Internal-Auditor,-he-may appeal-to-the-President-for-final-disposition:~~ A Voucher will not be rejected by the Internal Auditor due to computation errors; in this case the Voucher will be corrected by the Internal Auditor and processed.

Section 8.6 - Reimbursement for Travel

- 8.6.1 Within seven days of return from a trip, all copies of the Travel Voucher (with conference brochure attached if one was issued) should be completed and signed by the traveler, signed by the person authorized to expend monies from the account being charged, and sent to the Controller for pre-audit. Upon approval the Travel Voucher will be paid.
- 8.6.2 The Controller will pre-audit the Travel Voucher for compliance with these regulations. If pre-audit reveals a discrepancy the Voucher will be returned for correction or written explanation; however, errors of computation will be corrected without returning the Travel Voucher. Should the person with signature authority for the account disagree with the pre-audit finding, the matter may be referred through the designated representative of the President to the EXECUTIVE Vice President for-Financial-Affairs for final disposition.
- 8.6.3 Within approximately seven days from the filing of the Travel Voucher (if uncontested on pre-audit) the reimbursement check may-be-called for-at-the-Controller's-office: if-the-check-is-not-called-for-within 30-days-it-will-be-mailed-to-the-home-address-of-the-traveler-as listed-in-the-University-telephone-directory: WILL BE SENT TO THE TRAVELER THROUGH CAMPUS MAIL.

Section 8.7 - Transportation Expenses

- 8.7.1 YSU Motor Pool vehicles may be used. Passenger cars will be charged at 17¢-per-mile THE RATE AUTHORIZED FOR PRIVATELY OWNED AUTOMOBILES. Rates for other vehicles may-be-secured-from-the-Physical-Plant-office: ARE SET BY THE DEAN - ADMINISTRATIVE SERVICES.

- 8.7.2 The use of a privately owned automobile is authorized provided the owner has liability insurance which complies with ORC 4509.51 (\$12,000 per person, \$25,000 per incident, \$7,500 property damage). Signature of the Travel Voucher is considered certification by the traveler that he has the required insurance. The reimbursement rate is ~~17¢~~ 18¢ per mile. Should the Director of the Ohio Office of Budget and Management order this rate to be increased to an amount not to exceed ~~20¢ per mile~~, the higher amount may be reimbursed by action of the President.
- 8.7.3 If a personal automobile is used for out-of-state travel the reimbursement will be the lesser of: (1) the actual mileage plus tolls and parking; or (2) tourist-rate air fare plus ~~\$5~~ \$15, assumed to be the round-trip transportation cost to and from both airports.
- 8.7.4 Travel by private aircraft is not approved due to insurance complications. Travel by chartered aircraft must be approved before the fact by the EXECUTIVE Vice President ~~for Financial Affairs~~ in order that insurance coverage may be verified.
- 8.7.5 When two or more persons are traveling in the same automobile, reimbursement shall be made to only one of the individuals. Names of all persons traveling together or to the same function shall be listed on each Travel Voucher. When more than one YSU representative is to attend the same meeting or is to transact business in the same city on approximately the same schedule, it is expected that they travel together in order to save money and conserve fuel.
- 8.7.6 Reimbursement for common carrier usage will be at the lowest available regularly scheduled rate. No payment will be made for unused reservations on common carriers.

8.7.7 Highway, bridge and ferry tolls, parking charges, taxi, limousine service, rental cars, and other reasonably incurred travel expenses directly related to authorized travel shall be itemized on the Travel Voucher and any single expenditure in excess of \$1 shall be supported by a receipt EXCEPT THAT NO RECEIPT SHALL BE REQUIRED FOR TAXI, LIMOUSINE, BOAT, OR FERRY SERVICE. The use of rental cars is discouraged except when it is the most economical method. Intended use of rental cars should be noted on the Travel Voucher when submitted for approval before the trip.

8.7.8 WHEN TWO OR MORE AUTHORIZED TRAVELERS ARE TRANSPORTED IN ONE PRIVATE AUTOMOBILE THE VEHICLE DRIVER-OWNER SHALL BE PAID THE AUTHORIZED MILEAGE RATE OR TOURIST AIR FARE FOR ONE PERSON PLUS \$15, WHICHEVER IS MORE; HOWEVER, THE UNIVERSITY WILL NOT PAY MORE FOR TRANSPORTATION IN SUCH CASES THAN IF THE TRAVELERS WENT SEPARATELY. THIS PROVISION APPLIES REGARDLESS OF THE "CATEGORY OF TRAVEL" AND IS INTENDED TO ENCOURAGE MULTIPLE TRAVELERS UTILIZING THE SAME VEHICLE.

Section-8:8---Living-Expenses

8:8:1 \$2:50-is-paid-provided-travel-status-starts-before-6:00-A:M:-and continues-until-after-9:00-A:M:-

8:8:2 \$3:50-is-paid-provided-travel-status-starts-before-11:00-A:M:-and continues-until-after-1:00-P:M:-

8:8:3 \$7:00-is-paid-for-travel-in-state-and-\$9:00-for-travel-out-of-state provided-travel-status-starts-before-5:00-P:M:-and-continues-after 8:00-P:M:-

8-8-4 Receipts-are-not-required-for-meal-expenses:

8-8-5 Reimbursement-shall-not-be-claimed-for-meals-served-aboard-a-commercial
airline:

8-8-6 Up-to-\$25-will-be-reimbursed-for-lodging-in-state: The-actual-and
reasonable-cost-for-lodging-out-of-state-will-be-reimbursed: Receipts
must-be-included-with-the-Travel-Voucher: The-single-room-rate-is-to
be-used-except-where-two-approved-travelers-share-a-twin-bedded-room;
in-which-case-one-half-of-the-twin-bedded-room-rate-will-be-paid-each
traveler: Travelers-accompanied-by-their-spouse-or-other-non-approved
traveler-must-have-the-hotel-cashier-specify-the-single-room-rate-on
the-receipt: Should-the-Director-of-the-Ohio-Office-of-Budget-and
Management-order-the-in-state-lodging-rate-to-be-increased-to-an
amount-not-to-exceed-\$30-per-calendar-day,-the-higher-amount-may
be-reimbursed-by-action-of-the-President:

8-8-7 Reimbursement-shall-not-be-made-for-meals-or-lodging-within-Mahoning
County-or-within-30-miles-of-the-traveler's-residence-except-as
noted-below-in-Section-8-9-2: The-cost-of-entertainment-and-alcoholic
beverages-are-not-reimbursable-as-travel-expenses: No-reimbursement
may-be-claimed-for-gratuities-except-in-those-cases-where-it-is-added
to-a-lodging-bill-and-payment-is-mandatory:

8-8-8 When-two-or-more-authorized-travelers,-all-of-whom-would-otherwise
be-entitled-to-transportation-reimbursement,-travel-in-one-private
automobile-the-provisions-of-Section-8-3-1,-Category-2-and-Section
8-7-3-do-not-apply-as-those-sections-relate-to-transportation-expense:
The-driver-may-be-paid-17¢-per-mile-or-tourist-air-fare-plus-\$5,-which-
ever-is-more;-however,-the-University-will-not-pay-more-for-transporta-
tion-in-such-cases-than-if-two-travelers-went-separately-and-Section-8-3-1-

Category-2-and/or-Section-8:7:3-applied: When-traveling-by-auto-
mobile-out-of-state-the-traveler-shall-not-be-paid-for-lodging-or
meals-enroute-in-excess-of-that-which-would-have-been-paid-had
airline-transportation-been-used:

SECTION 8.8 - REIMBURSEMENT FOR MEALS AND LODGING IN OHIO

8.8.1 REIMBURSEMENT FOR MEALS WHILE ON TRAVEL STATUS ON A PART-DAY BASIS
SHALL BE AS FOLLOWS:

. . .UP TO \$2.50 FOR BREAKFAST IF TRAVEL STATUS STARTS PRIOR TO
6:00 A.M. AND CONTINUES UNTIL AFTER 9:00 A.M.

. . .UP TO \$3.50 FOR LUNCH IF TRAVEL STATUS STARTS BEFORE 11:00 A.M.
AND CONTINUES UNTIL AFTER 1:00 P.M.

. . .UP TO \$7.00 FOR DINNER IF TRAVEL STATUS STARTS BEFORE 5:00 P.M.
AND CONTINUES UNTIL AFTER 8:00 P.M.

8.8.2 WHILE ON TRAVEL STATUS ON A CALENDAR DAY BASIS REIMBURSEMENT FOR MEALS
SHALL BE PAID UP TO A TOTAL OF \$13 REGARDLESS OF THE PRICE OF ANY
SINGLE MEAL.

8.8.3 RECEIPTS ARE NOT REQUIRED FOR MEALS.

8.8.4 UP TO \$30 WILL BE REIMBURSED FOR LODGING, INCLUDING ROOM TAX. RECEIPTS
MUST BE INCLUDED WITH THE TRAVEL VOUCHER. THE SINGLE ROOM RATE IS TO
BE USED EXCEPT WHERE TWO APPROVED TRAVELERS SHARE A TWIN-BEDDED ROOM,
IN WHICH CASE ONE-HALF OF THE TWIN-BEDDED ROOM RATE WILL BE PAID EACH
TRAVELER. TRAVELERS ACCOMPANIED BY THEIR SPOUSE OR OTHER NON-APPROVED
TRAVELER MUST HAVE THE HOTEL CASHIER SPECIFY THE SINGLE ROOM RATE ON
THE RECEIPTS. NO REIMBURSEMENT MAY BE CLAIMED FOR GRATUITIES EXCEPT
IN THOSE CASES WHERE IT IS ADDED TO A LODGING BILL AND ITS PAYMENT IS
MANDATORY. IN SUCH CASES THE MAXIMUM SHALL STILL APPLY.

- 8.8.5 SHOULD THE DIRECTOR OF THE OHIO OFFICE OF BUDGET AND MANAGEMENT ORDER THESE RATES INCREASED, THE HIGHER AMOUNTS MAY BE REIMBURSED BY ACTION OF THE PRESIDENT.
- 8.8.6 PROHIBITIONS. NO REIMBURSEMENT SHALL BE MADE FOR LODGING OR MEALS WITHIN MAHONING COUNTY NOR ELSEWHERE IN OHIO IF WITHIN 30 MILES OF THE TRAVELER'S RESIDENCE WHILE ON TRAVEL STATUS. NO REIMBURSEMENT SHALL BE MADE FOR COST OF ENTERTAINMENT OR ALCOHOLIC BEVERAGES. NO TRAVEL REIMBURSEMENT SHALL BE ALLOWED FOR "RETREATS", "TRAINING SESSIONS", "SEMINARS", OR MEETINGS BY WHATEVER NAME WHICH ARE INTENDED PRIMARILY FOR YSU EMPLOYEES. SUCH MEETINGS SHALL BE HELD ON CAMPUS OR IN THE IMMEDIATE VICINITY OF YOUNGSTOWN WITHOUT USE OF TRAVEL MONIES.

SECTION 8.9 - REIMBURSEMENT FOR MEALS AND LODGING OUT OF STATE

- 8.9.1 AUTHORIZED TRAVELERS OUT OF STATE WILL BE PAID A PER DIEM TO COVER THE COST OF MEALS. THE TIME FRAME FOR PART-DAY TRAVEL SHALL BE AS PROVIDED FOR TRAVEL IN OHIO. THE PER DIEM WILL BE \$3 FOR BREAKFAST, \$4 FOR LUNCH, AND \$10 FOR DINNER. THE CALENDAR DAY PAYMENT SHALL BE \$17.
- 8.9.2 THE ACTUAL AND REASONABLE COST OF LODGING WILL BE REIMBURSED. RECEIPTS ARE REQUIRED. TRAVELERS ARE EXPECTED TO EXERT THEIR BEST EFFORT TO KEEP THIS COST AS LOW AS CONDITIONS PERMIT: HOWEVER, NO MAXIMUM IS SET DUE TO VARIATIONS OF PRICES IN DIFFERENT CITIES WHICH ARE BEYOND THE CONTROL OF THE TRAVELER. NO REIMBURSEMENT MAY BE CLAIMED FOR GRATUITIES EXCEPT IN THOSE CASES WHERE IT IS ADDED TO A LODGING BILL AND ITS PAYMENT IS MANDATORY.
- 8.9.3 WHEN TRAVELING BY AUTOMOBILE OUT OF STATE THE TRAVELER SHALL NOT BE PAID FOR LODGING OR MEALS ENROUTE IN EXCESS OF THAT WHICH WOULD HAVE BEEN PAID HAD AIRLINE TRANSPORTATION BEEN USED.

8.9.4 OUT-OF-STATE TRAVEL FUNDED BY GRANT OR CONTRACT BY EXTERNAL AGENCIES SHALL FOLLOW THESE REGULATIONS UNLESS IT IS SPECIFICALLY PROVIDED IN THE TERMS OR CONDITIONS OF THE GRANT OR CONTRACT THAT SOME OTHER REGULATIONS ARE APPLICABLE.

Section ~~8.9~~ 8.10 - Conference Fees

~~8.9.1~~ 8.10.1 Conference registration fees in excess of \$50.00 may be paid to the vendor in advance directly by the University. Utilize the "Other Expenses" "CONFERENCE REGISTRATION FEE" line on the Travel Voucher for this purpose. Conference registration fees which include personal membership dues, recreational activities, or other non-reimbursable items will not be paid. A RECEIPT MUST BE PROVIDED FOR CONFERENCE FEES PAID DIRECTLY BY THE TRAVELER.

~~8.9.2~~ 8.10.2 Conference registration fees which include meals must be specific as to which meals are included and these meals will not be separately reimbursed. ~~Registration-fees-for-conferences-in-Mahoning-County-or-within-30-miles-of-the-traveler's-residence-may-include-a-meal-expense-not-to-exceed-the-rates-noted-in-Section-8-(1,-2,-and-3) above;-provided-the-meal-is-an-integral-part-of-the-conference. A receipt-must-be-provided-for-conference-fees-paid-directly-by-the-traveler:~~ THE MEAL EXPENSE INCLUDED IN A REGISTRATION FEE FOR AN IN-STATE CONFERENCE WILL BE ALLOWED IF IT DOES NOT EXCEED THE RATES LISTED FOR IN-STATE MEALS IN THESE REGULATIONS. THE MEAL EXPENSE INCLUDED IN A REGISTRATION FOR AN OUT-OF-STATE CONFERENCE WILL BE ALLOWED IF IT IS NOT GREATER THAN 150 PERCENT OF THE RATE LISTED FOR OUT-OF-STATE MEALS IN THESE REGULATIONS.

~~8.9.3~~ 8.10.3 CONFERENCE FEES IN EXCESS OF \$100 ABOVE THE COST OF MEALS INCLUDED IN THE FEE WILL NOT BE ALLOWED EXCEPT AS FOLLOWS: "Conference-fees"

which-are-in-reality-a Tuition (BY WHATEVER NAME) for attendance at a NON-CREDIT seminar, workshop, or institute or other training session are IS permitted up to a maximum of \$300 \$1,000 per person (OVER AND ABOVE MEALS INCLUDED) provided the training is for the position presently held by the employee and is judged by his administrative superiors, including the cognizant Vice-President AREA OFFICER, AND THE VICE PRESIDENT - PERSONNEL SERVICES, to be necessary or highly desirable for continued satisfactory performance in that position. Such fees-are TUITION IS to be charged to STANDARD Object Code 417, Training Tuition. Written justification for attendance at the training program must accompany the Travel Voucher.

Section ~~8.10~~ 8.11 - Travel Advances

~~8.10.1~~ A travel advance may be secured to cover the actual cost of commercial transportation. So indicate on the Travel Voucher. The check will be made payable to the common carrier or authorized travel agent. The traveler is responsible for securing a full refund of such payment if the trip does not occur.

~~8.10.2~~ Travel advances may be secured to cover all estimated expenses for trips involving students (e.g., intercollegiate athletics, forensics). So indicate on the Travel Voucher. One advance may be made payable to the common carrier or authorized travel agent and a separate advance may be made payable to the faculty or staff member accompanying or responsible for the students. If the travel advance is in excess of the final amount claimed, deposit the excess at the Bursar's office and attach a receipt to the Travel Voucher.

Section 8.12 - Cancellation

If a Travel Voucher has been processed and funds encumbered it is important that the Controller's office be notified in writing if the trip is cancelled.

CONTINUING EDUCATION
REVISED BUDGET

1979-80

		ORIGINAL BUDGET	ADJUSTED BUDGET (INCL. TRANS.)	INCREASES REQUESTED	REVISED BUDGET
REVENUE	\$	292,730	\$ 292,730	\$ 48,221	\$ 340,951
EXPENDITURES:					
Limited Service	108	\$ 78,900	\$ 61,038	\$ 22,453	\$ 83,491
Administrative	120	68,965	63,647	1,185	64,832
Civil Service	130	30,484	30,283	849	31,132
Wages	140	-0-	6,250	785	7,035
Honoraria	180	7,000	1,400	-0-	1,400
Suppl. Salary	191	-0-	4,126	-0-	4,126
Fringe Benefits	200	37,301	36,400	-0-	36,400
Supplies	300	5,550	26,687	14,830	41,517
Off. Tvl.-Ohio	410	2,200	1,870	822	2,692
Off: Tvl.-Out-of-St.	411	1,800	2,630	-0-	2,630
Subscriptions	510	200	98	-0-	98
Dues	520	600	25	-0-	25
Printing	530	7,250	6,730	2,960	9,690
PR Advertising	540	24,400	21,330	-0-	21,330
Telephone-Local	550	554	554	112	666
Telephone-L.D.	551	1,000	750	140	890
Postage	570	5,100	14,893	287	15,180
Rental-Facilities	640	1,000	2,561	471	3,032
Miscellaneous	740	2,000	-0-	-0-	-0-
Meals	771	4,500	7,795	1,127	8,922
Rental-Equipment	795	1,000	54	200	254
Rental-Materials	796	5,100	2,610	-0-	2,610
Miscellaneous-Other	799	-0-	984	2,000	2,984
Maintenance-Equip.	620	-0-	15	-0-	15
Reserve		7,826	-0-	-0-	-0-
		<u>\$ 292,730</u>	<u>\$ 292,730</u>	<u>\$ 48,221</u>	<u>\$ 340,951</u>

April 26, 1980

Agenda Item J.3.a.
Exhibit F

Urban Demonstration Grant Program
for
Community Economic Planning
and Development

Introduction

The Ohio Legislature through the Board of Regents has allocated \$57,142 to Youngstown State University which is to be spent on an Urban Demonstration Program, focusing on training and education technical assistance or urban data base development.

President Coffelt convened a meeting of community leaders in January, 1980 to solicit their advice on how the project funding might best be utilized in solving urban problems in the community. It was the consensus of the group that the funding should be used to conduct a series of workshops and seminars relevant to community economic planning and development.

The sections below describe the proposed project.

Project Goals

The goals of the project are defined as follows:

- . to expose community leaders to innovate, action-oriented approaches to community planning.
- . to enhance the planning skills of community leaders through a variety of planning-related experiences.
- . to facilitate interaction between recognized experts in community planning and local community leadership.
- . to provide a forum in which community leaders can acquaint themselves with various planning activities currently on-going in the community.
- . to improve channels of communication between community leaders and their organizations.

Description

The Urban Demonstration Program will involve the presentation of a series of workshops on community economic planning and development to local leaders who are concerned with planning and development in the community.

The Workshops

The workshops will focus on the following. First, the workshops will seek to develop the technical skills necessary for participants to expertly engage in economic planning and development activities. Second, specific topics in economic planning and development relevant to the Mahoning Valley will be presented at the workshops in such a way that participants will actually be able to implement what they have learned in their own organizations. Third, the workshops will provide mechanisms which might be used to coordinate a comprehensive economic planning and development strategy for the community.

The workshop leaders will consist of well-known experts in economic planning and development who can demonstrate successful experiences in dealing with problems similar to those in the Mahoning Valley. Each workshop will be conducted by at least two workshop leaders--one will be a practitioner and the other will be an academician. This will provide participants with both practical and theoretical information. The workshop leaders will present programs which are action-oriented, that is, programs which are intended to produce positive results in the community.

Some of the topics of these workshops will include:

- . Research skills necessary for economic planning and development.
- . Attracting new businesses to an area.
- . Revitalizing declining neighborhoods.

- . Development of small businesses.
- . Designing and implementing retraining programs for the unemployed.
- . Improving human service agency planning.
- . Attracting federal and state funding.
- . Applying for economic development grants.
- . Improving the community image.
- . Developing a comprehensive community economic development plan.

The workshops will be held once a month in day-long sessions over the period of one year.

Participants will be provided with necessary information and materials to begin projects on their own and to work with others on cooperative projects.

Approximately thirty participants in the workshops will be selected by the President's advisory committee. Each will be chosen based upon his/her leadership role in the community economic development and planning. Top decision-makers will be included as participants whenever possible.

Program Development

It is imperative that community leaders representing a variety of organizations in the area participate in the planning and implementation of the program. This goal will be achieved by incorporating the following steps into the development of the project.

Step 1. President Coffelt will appoint a committee of community leaders who will serve in an advisory panel for all phases of the project. The committee will include about ten members selected from key planning organizations in the community and from organizations which may greatly affect planning.

Step 2. The Center for Urban Studies will search for an individual to serve as project coordinator. The committee will develop a list of potential participants in the project. These individuals will be contacted by mail and in person. The project will also be advertised in the mass media and through other sources so that other potential participants may be identified. The committee and the project director will select from the list of potential interested participants a group of about thirty persons who will actually participate in the project.

Concurrent to the participant selection process, the committee and project director will develop a list of potential seminar leaders who will conduct workshops in various aspects of community planning. The project director will contact these potential seminar leaders. Workshops will then be developed and scheduled. Once the program is finalized, potential participants will be contacted and selected.

Finally in Step 1, the project director will develop project evaluation instruments (questionnaires) to be used through the project.

Step 2. The workshops will be conducted over the period of approximately one year.

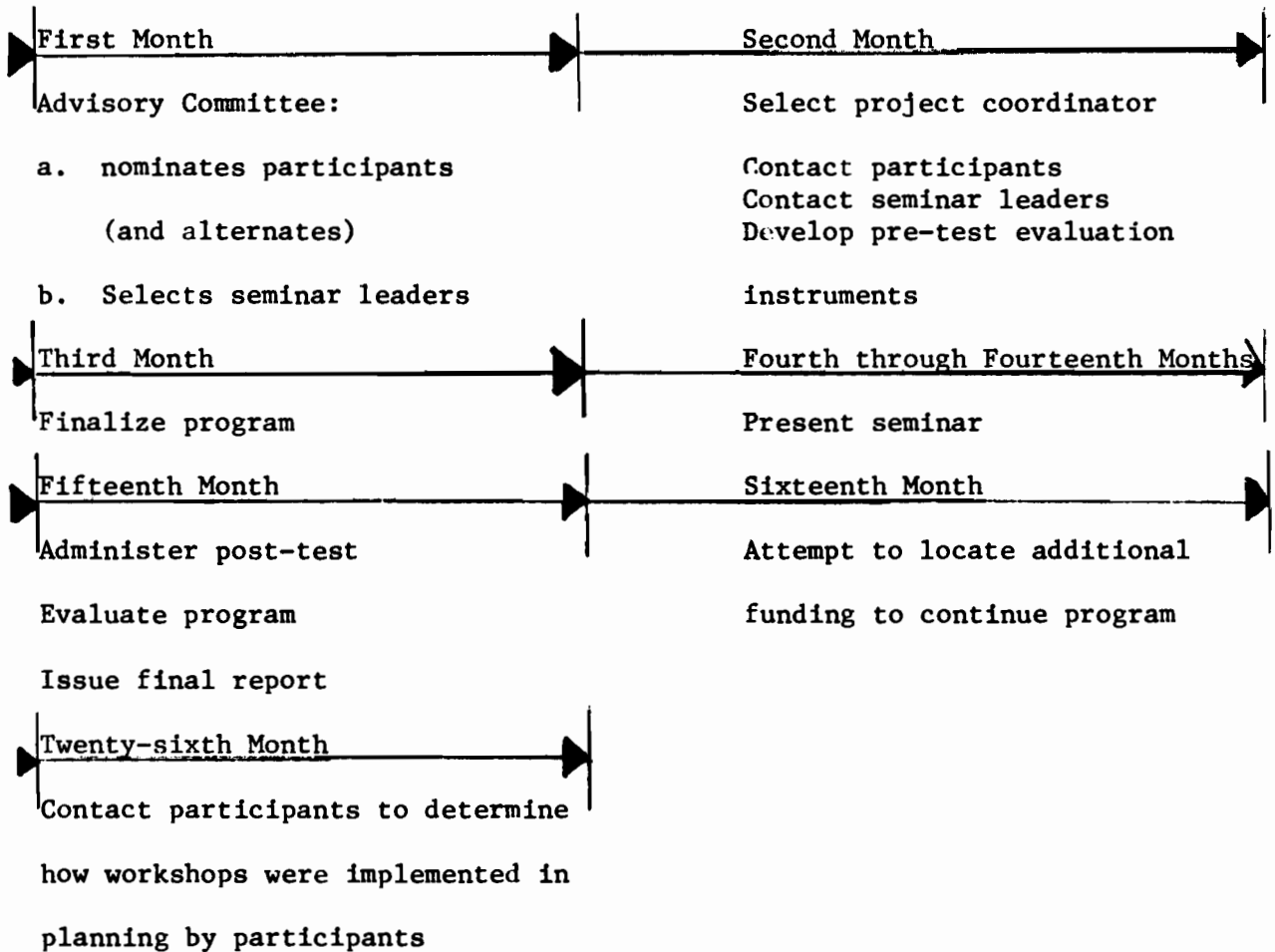
Step 3. The project will be evaluated and a final report will be prepared for submission by President Coffelt to the Ohio Board of Regents and to Youngstown State University's Board of Trustees.

Step 4. The committee will review the final report to determine whether or not additional funding should be secured in order to develop other or subsequent community planning workshops. The committee will also determine whether or not other participants might be contacted to attend these workshops. Upon

recommendation of the committee, the project director will prepare grant proposals in an attempt to secure the necessary funding for the on-going project.

Step 5. The committee will meet about one year after the conclusion of the project to determine the impact of the project on community planning in the Mahoning Valley.

Time Line for Project



Program Evaluation

The project will be evaluated in order to determine its effectiveness in stimulating community planning activity in the Mahoning Valley. The evaluation will be conducted in three phases.

During the first workshop, participants will be given a questionnaire which solicits information about their current planning efforts, their opinions, attitudes and beliefs about planning in the area, and their preferences for various kinds of plans which might be developed. At the end of the last workshop, a similar questionnaire will be utilized to measure changes in their efforts, beliefs and preferences over the course of the project. In addition, the latter questionnaire will contain mechanisms for evaluating the effectiveness of the workshops as a vehicle for planning. Approximately one year after the last workshop, participants will be contacted once again to determine to what extent the project helped them in their planning efforts.



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

Urban Demonstration Program April, 1980

Revenue

Ohio Board of Regents \$ 28,572

Expenditures

Personal Services:

Wages	140	\$ 855
Professional Services	170	7,664
Honoraria	180	<u>10,000</u>

Total Salaries \$ 18,519

Fringe Benefits 1,092

Total Personal Services \$ 19,611

Operating Expenses:

Supplies	300	\$ 461
Supplies	310	500
Supplies	320	1,000
Travel	410/411	1,000
Subscriptions	520	200
Telephone-Local	550	50
Telephone-Long Distance	551	150
Postage	570	100
Public Relations-Advertising	540	500
Computer Services	799	1,300
Miscellaneous	799	<u>300</u>

Total Operating Expenses \$ 5,561

Unallocated Reserve 3,300

Total Departmental Budget \$ 28,572

E M P L O Y M E N T C O N T R A C T

THIS AGREEMENT, effective as of the first day of July, 1980, between JOHN J. COFFELT, (hereinafter referred to as Coffelt) and YOUNGSTOWN STATE UNIVERSITY, a State university and a body politic and corporate which was created and exists pursuant to Chapter 3356 of the Revised Code of Ohio (first enacted by AM. H. B. 134 enacted in May 1967, effective August 15, 1967), (hereinafter referred to as YSU).

W I T N E S S E T H

WHEREAS, COFFELT was first appointed and employed by YSU as President of YSU pursuant to Resolution YR 1973-21 adopted by YSU's Board of Trustees on January 29, 1973 and by letter of YSU's Chairman to Coffelt dated April 2, 1973, and assumed the office as President on September 1, 1973 and has continued since that time as the President of YSU; and

WHEREAS, his base pay has been changed from time to time and the conditions of his employment have been changed from time to time since September 1, 1973, and

WHEREAS, his present term as President (September 1, 1978 to August 31, 1980), his base pay and the conditions of his employment are presently fixed pursuant to YR 1979-5, adopted by the Board of Trustees of YSU on August 28, 1978, as amended by YR 1980-12, adopted by such Board of Trustees on August 25, 1979, and

WHEREAS, the Board of Trustees of YSU and Coffelt both desire to change his compensation, the term of his employment as President and the conditions of his employment as hereinafter provided;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. EMPLOYMENT AND TERM:

YSU hereby employs Coffelt as President of YSU for a term commencing July 1, 1980 and continuing thereafter until June 30, 1982, or until terminated, extended or

amended as hereinafter provided.

2. DUTIES AS PRESIDENT:

Coffelt accepts the responsibilities as President, and agrees to use his best efforts to continue as President of YSU and to carry out all Policies of the University as presently set forth in the Policies of the University currently existing and as the same may be hereafter altered, amended or changed by action of its Board of Trustees.

3. BASE SALARY:

The President shall be entitled to be paid at an annual base salary from and after July 1, 1980, at such amount as may be fixed for such base salary in the annual Budgets of the University, as approved and/or as amended from time to time by Resolution of the Trustees of YSU.

4. CONDITIONS OF EMPLOYMENT:

In addition to his responsibilities as President, as provided in Paragraph 2 above, the Parties agree that so long as Coffelt continues in office:

a. Residence

Coffelt agrees that he and his family will continue to live at the President's House, located at 1010 Colonial Drive, Youngstown, Ohio (owned by YSU) so that his responsibilities as President and his duties to members of the Faculty and Staff, to the Student Body, to official visitors to the University and as the chief representative of the University to the Community served by the University may be properly fulfilled. To accomplish such purposes, YSU will continue to provide for the maintenance and appropriate furnishings of such residence, including all costs and operating expenses, care and repairs to the house and grounds, utilities and suitable domestic assistance.

b. Automobile

Coffelt shall provide, at his own expense, an automobile which will be suitable for use in transporting officers and employees of YSU as well as official visitors and guests of the University when engaged in the fulfillment of his duties and responsibilities to YSU. In lieu of being assigned a University vehicle, he shall be allowed a \$4200.00 annual allowance (to be reviewed annually) payable monthly from unrestricted funds, for the use of his personal automobile for any and all official travel within a radius of 60 miles from the YSU campus. For all official travel beyond such radius, he shall be paid mileage from his starting point at the rate applicable to all the faculty and staff, if his personal automobile has been used.

c. Club Membership

Coffelt shall continue his memberships in The Youngstown Country Club, The Youngstown Club, and in such other civic, professional and other organizations as are necessary and proper to enable him to fulfill his responsibilities and identification as President of YSU, at no cost to YSU.

d. Travel and Expense incurred on behalf of the University

It is agreed that the President, to properly conduct and lead the affairs of the University, must at times attend meetings within or beyond the City of Youngstown at which problems which involve the proper conduct of YSU's affairs may be involved or discussed (such as meetings requested by the Ohio Board of Regents, meetings with Presidents or representatives of other Universities, meetings related to the operations of NEUCOM, MEDCO, meetings with representatives of accrediting agencies, meetings with legislators,

councilmen, Public officers at various levels of government, to indicate but a few types of meetings), that at times it is necessary that his wife accompany him, and that the costs of travel, meals served at such meetings and of lodging outside of Youngstown may be necessarily incurred. Any such expenses for travel, meals and for lodging so incurred by the President will be reimbursed to him upon presentation of proper receipts showing the costs so incurred and evidence of their connection with University affairs.

e. Entertainment expense

It is agreed that proper conduct of the affairs of the University frequently requires entertainment of other persons, either on or off campus, at meetings or conferences at which problems involved in conducting University affairs are discussed; that such other persons may involve students, staff or Trustees of the University, as well as other persons not directly connected with the University and that it is often necessary that such meetings and conferences be scheduled at hours when the serving of food is frequently essential and integral to the conduct of such meetings and conferences. It is agreed that all costs of food and drink (liquor excepted) incurred by Coffelt, will be reimbursed to him, or paid directly to the party who furnished such services, upon presentation of proper receipts or bills therefor, with evidence indicating the connection of such meetings or conferences with University affairs.

f. Retirement and Fringe Benefits

Coffelt, as a member of the Full Service Faculty, will be included in any and all retirement or other fringe benefits which may be avail-

able under applicable Ohio and U. S. Laws.

5. EXTENSION OR AMENDMENT OF AGREEMENT

This Agreement supersedes all prior employment agreements between the parties hereto, and it is agreed that unless notice of intention to terminate this Agreement is given by either party to the other party at least SIX (6) months prior to the expiration of the term first above mentioned (June 30, 1982), the term then current shall be automatically extended for one additional TWO (2) year period; pursuant to the same provisions as to base salary and Conditions of Employment above provided; subject, however, to any amendment, change, supplement or modification hereafter made and agreed to in a writing executed by and on behalf of both parties hereto.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, by JOHN J. COFFELT and by the Chairman and Secretary to the Board of Trustees of YOUNGSTOWN STATE UNIVERSITY (they being duly authorized by Resolution adopted the 26th day of April, 1980), at Youngstown, Ohio, this _____ day of _____ 1980.

JOHN J. COFFELT

YOUNGSTOWN STATE UNIVERSITY

By _____
Chairman of the Board of Trustees

And _____
Secretary to the Board of Trustees

E M P L O Y M E N T C O N T R A C T

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WHEREAS, his present term as President (September 1, 1978 to August 31, 1980), his base pay and the conditions of his employment are presently fixed pursuant to YR 1979-5, adopted by the Board of Trustees of YSU on August 28, 1978, as amended by YR 1980-12, adopted by such Board of Trustees on August 25, 1979, and

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Coffelt agrees that he and his family will continue to live at the President's House, located at 1010 Colonial Drive, Youngstown, Ohio (owned by YSU) so that his responsibilities as President and his duties to members of the Faculty and Staff, to the Student Body, to official visitors to the University and as the chief representative of the University to the Community served by the University may be properly fulfilled. To accomplish such purposes, YSU will continue to provide for the maintenance and appropriate furnishings of such residence, including all costs and operating expenses, care and repairs to the house and grounds, utilities and suitable domestic assistance.

b. Automobile

Coffelt shall provide, at his own expense, an automobile which will be suitable for use in transporting officers and employees of YSU as well as official visitors and guests of the University when engaged in the fulfillment of his duties and responsibilities to YSU. In lieu of being assigned a University vehicle, he shall be allowed a \$4200.00 annual allowance (to be reviewed annually) payable monthly from unrestricted funds, for the use of his personal automobile for any and all official travel within a radius of 60 miles from the YSU campus. For all official travel beyond such radius, he shall be paid mileage from his starting point at the rate applicable to all the faculty and staff, if his personal automobile has been used.

c. Club Membership

Coffelt shall continue his memberships in The Youngstown Country Club, The Youngstown Club, and in such other civic, professional and other organizations as are necessary and proper to enable him to fulfill his responsibilities and identification as President of YSU, at no cost to YSU.

d. Travel and Expense incurred on behalf of the University

It is agreed that the President, to properly conduct and lead the affairs of the University, must at times attend meetings within or beyond the City of Youngstown at which problems which involve the proper conduct of YSU's affairs may be involved or discussed (such as meetings requested by the Ohio Board of Regents, meetings with Presidents or representatives of other Universities, meetings related to the operations of NEOUCOM, MEDCO, meetings with representatives of accrediting agencies, meetings with legislators,

councilmen, Public officers at various levels of government, to indicate but a few types of meetings), that at times it is necessary that his wife accompany him, and that the costs of travel, meals served at such meetings and of lodging outside of Youngstown may be necessarily incurred. Any such expenses for travel, meals and for lodging so incurred by the President will be reimbursed to him upon presentation of proper receipts showing the costs so incurred and evidence of their connection with University affairs.

e. Entertainment expense

It is agreed that proper conduct of the affairs of the University frequently requires entertainment of other persons, either on or off campus, at meetings or conferences at which problems involved in conducting University affairs are discussed; that such other persons may involve students, staff or Trustees of the University, as well as other persons not directly connected with the University and that it is often necessary that such meetings and conferences be scheduled at hours when the serving of food is frequently essential and integral to the conduct of such meetings and conferences. It is agreed that all costs of food and drink (liquor excepted) incurred by Coffelt, will be reimbursed to him, or paid directly to the party who furnished such services, upon presentation of proper receipts or bills therefor, with evidence indicating the connection of such meetings or conferences with University affairs.

f. Retirement and Fringe Benefits

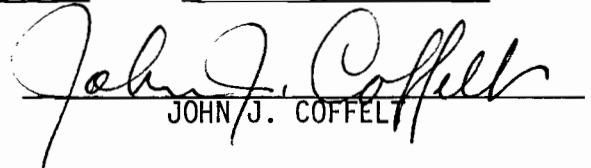
Coffelt, as a member of the Full Service Faculty, will be included in any and all retirement or other fringe benefits which may be avail-

able under applicable Ohio and U. S. Laws.

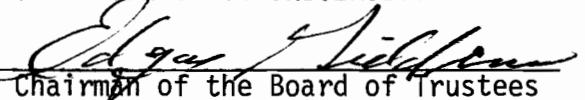
5. EXTENSION OR AMENDMENT OF AGREEMENT

This Agreement supersedes all prior employment agreements between the parties hereto, and it is agreed that unless notice of intention to terminate this Agreement is given by either party to the other party at least SIX (6) months prior to the expiration of the term first above mentioned (June 30, 1982), the term then current shall be automatically extended for one additional TWO (2) year period; pursuant to the same provisions as to base salary and Conditions of Employment above provided; subject, however, to any amendment, change, supplement or modification hereafter made and agreed to in a writing executed by and on behalf of both parties hereto.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, by JOHN J. COFFELT and by the Chairman and Secretary to the Board of Trustees of YOUNGSTOWN STATE UNIVERSITY (they being duly authorized by Resolution adopted the 26th day of April, 1980), at Youngstown, Ohio, this 5th day of May 1980.


JOHN J. COFFELT

YOUNGSTOWN STATE UNIVERSITY

By 
Chairman of the Board of Trustees

And 
Secretary to the Board of Trustees



YOUNGSTOWN STATE UNIVERSITY

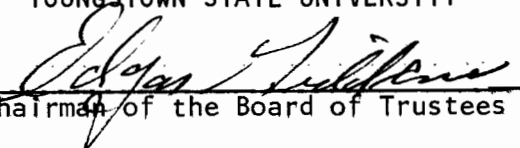
YOUNGSTOWN, OHIO 44555

INTERPRETATION OF EMPLOYMENT CONTRACT

Confirming our conversation with reference to the meaning of the words "unrestricted funds" as used in the seventh line on page three of the contract between Youngstown State University and John J. Coffelt for the period July 1, 1980 through June 30, 1982, both parties understand and agree that as such phrase is used in such contract it is intended to mean either: (1) a gift account unrestricted as to the purpose for which it may be expended; or (2) a restricted gift account which may be used for this purpose without violation of the restriction.

It is understood that the above interpretation is the sense in which the phrase "unrestricted funds" is used in the informal opinion from the Office of the Attorney General of the State of Ohio to Edward A. Flask, dated April 22, 1980.


John J. Coffelt

YOUNGSTOWN STATE UNIVERSITY
BY 
Chairman of the Board of Trustees

AND 
Secretary to the Board of Trustees

May 5, 1980

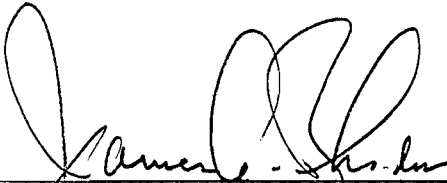
Executive Department

OFFICE OF THE GOVERNOR

Columbus

I, James A. Rhodes, Governor of the State of Ohio, do hereby appoint William J. Lyden, Democrat, Poland, Mahoning County, Ohio, as a Member, Youngstown State University, Board of Trustees, for a new term beginning May 2, 1980 and ending at the close of business May 1, 1989.

IN WITNESS WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the State of Ohio to be affixed at Columbus, this 7th day of May, in the year of our Lord, one thousand nine hundred and eighty.


Governor



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

May 8, 1980

MEMO TO: Dr. Neil D. Humphrey, Executive Vice President

and

Dr. Taylor Alderman, Vice President Personnel Services

SUBJECT: EMPLOYMENT CONTRACT between
Youngstown State University and JOHN J. COFFELT, as President
for period July 1, 1980--June 30, 1982

Pursuant to Resolution YR 1980-53, adopted by the Board of Trustees at its meeting held on April 26, 1980, two copies of the above mentioned Contract, and of a one page "Interpretation of Employment Contract", each dated May 5, 1980 have been executed by Dr. Coffelt and by Mr. Giddens and myself on behalf of the Board of Trustees.

One set has been delivered to Dr. Coffelt, and the University's copies, together with a copy of this Memo, will be filed with the ribbon copy of the Trustees Minutes of their April 26, 1980 meeting when such Minutes have been approved and placed in the official set of Minutes which is maintained in the President's office.

Attached hereto, for each of you, is a xerox copy of such documents. Dr. Humphrey's copy is intended for use in the Financial offices of the University, and Dr. Alderman's copy to be included in the Personnel file of Dr. Coffelt.

Xerox copies of this memo are being sent to Dr. Coffelt and to Mr. Giddens.

Hugh W. W. Manchester
Secretary to the Board of Trustees



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

June 2, 1980

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

Enclosed is copy of draft of Minutes of the Meeting of
Trustees held on April 26, 1980.

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. Leon Rand, Acting Academic Vice President

Dr. Neil D. Humphrey, Executive Vice President

Dr. Taylor Alderman, Vice President Personnel
Services

Edmund J. Salata, Dean Administrative Services

Attorney Edward A. Flask, Legal Counsel

Attorney Theodore R. Cubbison, Director of Legal
Services

Mr. Fred W. Rich, State Examiner



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

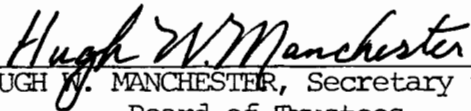
June 5, 1980

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise that the next regular meeting of the Board of Trustees will be held on Saturday, June 21, 1980, in the Board Room in the Tod Administration Building at noon, following Commencement.

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

A copy of the above notice was mailed on June 5, 1980 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, Secretary to the
Board of Trustees

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
Austintown, 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
Manager
Youngstown Vindicator
Vindicator Square & W. Boardman
Youngstown, Ohio 44503

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, Legal Counsel
424 City Centre One
Youngstown, Ohio 44503

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

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

MEMO TO: Dr. Neil D. Humphrey
Acting Librarian

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

DATE: June 21, 1980

SUBJECT: Minutes of Meeting of Board of
Trustees of Youngstown State
University held on April 26, 1980

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



H. W. M.

HWM:EVT

cc: President Coffelt
Acting Academic Vice President Rand
Vice President Alderman
Edgar Giddens, Chairman of the Board



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

June 21, 1980

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 a copy of the Minutes of the meeting of the Board of Trustees of Youngstown State University which was held on April 26, 1980.

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

Yours very truly,

HUGH W. MANCHESTER
Secretary to the Board of Trustees

HWM:EVT

Enc.

xc: Dr. John J. Coffelt



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

June 21, 1980

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

Dear Mr. McElroy:

Enclosed for your records find a copy of the Minutes of the meeting of the Board of Trustees of Youngstown State University which was held on April 26, 1980.

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

Yours very truly,

HUGH W. MANCHESTER
Secretary to the Board of Trustees

HWM:EVT
Enclosure
xc: Dr. John J. Coffelt