



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

January 14, 1981

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, January 31, 1981, in the Board Room in Tod Administration Building at 9:00 a.m.

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

HWM:EVT

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

Copies of the above notice were mailed on January 14, 1981 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.

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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 Local 64  
291 McClurg Road  
Youngstown, Ohio 44512

Mr. William G. Mittler, Advertising Mgr.  
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 44509

Dr. John J. Coffelt, President  
Youngstown State University  
410 Wick Avenue  
Youngstown, Ohio 44503

Dr. Thomas A. Shipka, 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

MINUTES OF MEETING

of

BOARD OF TRUSTEES

of

YOUNGSTOWN STATE UNIVERSITY

Tod Administration Building  
Saturday, January 31, 1981

Pursuant to Resolution YR 1981-30 and to Notices mailed on the 14th day of January, 1981, by the Secretary to the Board to each Trustee, a copy of which precedes 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-seventh) of the Board of Trustees of Youngstown State University convened on Saturday, January 31, 1981 in the Board Room in the Tod Administration Building at 9:00 A.M.

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

Also present were Dr. John J. Coffelt, President, Dr. Bernard T. Gillis, 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, Phillip A. Snyder, Director University Relations, Hugh W. Manchester, Secretary to the Board of Trustees, John N. McNally, representing Edward A. Flask, Special Counsel, and Patricia D. Martin, Secretary to the President. Also present were approximately 14 deans, 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 mailed on January 14, 1981 by the Secretary to each of the nine Trustees and to the President, and that copies had also been mailed to the Presidents of the YSU chapters of OEA and OCSEA, to Edward A. Flask, Legal Counsel and to Theodore R. Cubbison, Director of Legal Services. Such evidence precedes these Minutes.

ITEM II - Minutes of Meeting Held November 8, 1980.

Copies of the draft of the Minutes of the Meeting of the Board of Trustees held on November 8, 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 of such meeting were approved on Motion by Mr. Dutton, seconded by Mr. Lyden 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 four Resolutions be adopted by the Trustees:

1. Resolution to Ratify Faculty/Staff Appointments.

Fifteen (15) Faculty/Staff appointments and promotions made since the November 8, 1980 meeting of the Board were reported.

After a Motion which was made by Mrs. Isroff and seconded by Mr. Shutrump had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution 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 1981-31

"WHEREAS, new appointments have been made subsequent to the November 8, 1980 regular meeting of the Board of Trustees; and

"WHEREAS, such appointments are in accordance with the 1980-81 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 as of November 8, 1980 detailed on Exhibit B attached hereto were reported.

It was reported that of the \$250,225 total gifts to the University as of November 8, 1980, shown on Exhibit B, \$240,000 had come from Youngstown Educational Foundation.

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, Resolution YR 1980-34 provides that the President shall compile a list of gifts to the University for each meeting of the Board of Trustees and present the list accompanied by his recommendation for action by the Board; and

YR 1981-32

"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 to Establish the Frances and Lillian Schermer Trust Program.

Dr. Humphrey explained that the purpose of a proposed contract between Youngstown District of the Zionist Organization of America, Mahoning Lodge B'nai B'rith and Youngstown State University was to provide for the use of possibly \$10,000 per year from the Frances and Lillian Schermer Trust in identifying and revealing contemporary Jewish thought through performing artists, individual speakers, symposia or other means to serve to better the relationship between the University students and faculty and the Jewish community. The Trustees of the Sherman Trust are Attorney James L. Pazol and Dr. Saul Friedman. The initial committee to review proposed programs would include Dr. Saul Friedman, Dr. Leonard Spiegel, Mrs. Ann L. Isroff and Dean Bernard L. Yozwiak.

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

"WHEREAS, the late Charles Schermer established a charitable remainder trust in the name of Frances and Lillian Schermer; and

YR 1981-33

"WHEREAS, that trust is administered by the Youngstown District of the Zionist Organization of America and the Mahoning Lodge of the B'nai B'rith; and

"WHEREAS, representatives of the trustees have proposed establishment of a continuing relationship with

Youngstown State University which will be of substantial benefit to the University, its students, and the general community; and

"WHEREAS, the terms and purpose of that relationship are explained in the "Memorandum of Understanding" attached hereto as Exhibit C.

"NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the President to sign said Memorandum of Understanding and to comply with its provisions; and

"BE IT FURTHER RESOLVED, that the Board of Trustees does hereby express its appreciation to the trustees of the Frances and Lillian Schermer Trust and pledges its cooperation in promoting the programs as provided."

4. Resolution Accepting a Gift.

Dr. Coffelt reported that the J. Ford Crandall Foundation has offered to fund \$10,000 per year for five years with which to provide about ten scholarships, and recommended that the Trustees accept such gifts.

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

"WHEREAS, the J. Ford Crandall Memorial Foundation has offered Youngstown State University \$10,000 per year for each of five calendar years beginning with 1980 to be used for scholarships; and

YR-1981-34

"WHEREAS, the conditions negotiated are acceptable and serve the interests of Youngstown State University and its students;

"NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby authorize acceptance of the first \$10,000 and such additional amounts as the Foundation shall from time to time offer to fund the J. Ford Crandall Memorial Foundation Scholarships; and

"BE IT FURTHER RESOLVED, that these scholarships shall be awarded by the University in conformity with the following provisions:

1. Awards shall be in an amount equal to the academic year tuition (i.e. instructional fee and general fee) for full-time students (i.e. those registered for 12 credits or more) and shall be disbursed quarterly.

2. Awards shall be made to undergraduate students from Mahoning County, Ohio, from among those nominated for the award by the Buckeye Elks Lodge of Youngstown, Ohio. If sufficient qualified applicants are available the Lodge will nominate approximately twice as many students as the fund available will support.

3. The award is to be based on the scholastic record of the student and may be made to freshmen, sophomores, juniors, or seniors in any associate degree or baccalaureate program. Subject to funding being available, awards once made shall be renewable to recipients in good academic standing for a maximum of 11 additional academic quarters.

4. Entering Freshmen being considered shall present letters of recommendation from high school counselors or principals.

5. In addition to the earned grade point average the ACT or SAT test scores and evidence of demonstrated leadership potential shall be considered.

6. Although a student athlete is not to be excluded from consideration, these scholarships are not intended primarily for athletes.

7. In any calendar year in which the scholarship money given by the J. Ford Crandall Memorial Foundation to the University is not completely used the excess shall be accumulated for distribution in the following year in conformity with these provisions.

8. The J. Ford Crandall Memorial Foundation funds may be commingled by the University with other funds, but shall be separately identified and accounted for to assure that all monies received are used in conformity with these provisions.

"NOW, BE IT FURTHER RESOLVED, that the Board of Trustees does hereby express its sincere appreciation to the J. Ford Crandall Memorial Foundation for establishing and funding these scholarships.

ITEM IV - Report of the President of the University.

Dr. Coffelt reported concerning eight matters, as follows:

1. Enrollment - Winter Quarter - 1981.

14th day enrollment indicated Headcount 14,817, is up 3.6% over winter 1980; F.T.E. 11,488, is up 3.4% over winter 1980. Gains were in four colleges -

Applied Science and Technology, Arts and Sciences, Engineering and Fine and Performing Arts. Declines were in three colleges - Education, Business Administration and Graduate school.

2. State Subsidy.

The Board's appreciation has been expressed to those area legislators who supported the State's temporary tax increase. An additional 1% reduction makes a total reduction of 7% (\$1.4 million) in student subsidy from the state for current fiscal year. In addition over earning (due to increased enrollment) of \$1.8 million makes the total underfunding in the current year amount to \$3.2 million.

3. Tax Increases are Temporary.

Senate leaders have advised that the temporary tax increase will not be continued in fiscal year 1981-82; that budgets should not be increased and that no more than the actual student subsidies for the current year can be expected during the next year. Chancellor Moulton has indicated that no more money can be expected, regardless of growth, and that enrollment ceilings may become advisable. Possible ceilings are under study by the Academic Vice President as they may affect the academic master plan.

4. Fee Increases Becoming Necessary.

Nine of the State Universities in Ohio have found it necessary to authorize mid year increases in student fees, ranging from \$9.00 at Toledo to \$50.00 at Miami. Only Cleveland State, Wright State and Youngstown State University have not yet increased student fees. The need for a fee increase in fiscal year 1981-82 is apparent.

5. Cushwa Center for Industrial Development.

Another substantial gift by Mrs. Florence S. Beecher to be used in support of such center was announced, and copies of a detailed report by the Director of the Center concerning counselling with respect to fifty-three separate clients between June 1979 and November 1, 1980 had been furnished to each Trustee. Nine client inquiries were still active.

6. Pledges to All Sports Complex.

In excess of \$2,625,000 has been paid on account of such pledges, through December 1980. No problems are anticipated.

7. Mayor's Request for Advice and Data.

Mayor Vukovich's recent request to the University for assistance is being responded to by the Office of Urban Affairs which will release information only to the Mayor of Youngstown. The University will not publicly release any data furnished to the Mayor.



8. Commencement.

Winter commencement ceremony will be held on Saturday, March 28, 1981. Mrs. Ann L. Isroff will give the address.

9. Dr. Coffelt to Represent Ohio in the AASCU.

Mrs. Isroff remarked concerning the recent election of Dr. John J. Coffelt by his colleagues from Ohio to serve for the next two years as the state representative from Ohio to the American Association of State Colleges and Universities.

The Report of the President was accepted, on motion duly made, seconded and carried.

ITEM V - Report of the Academic Vice President.

Dr. Gillis reported concerning four matters:

1. The Search for a Dean of the School of Education.

96 applications for the position were received by the date fixed. These were reduced to 60 by a sub-committee on initial screening. Subsequent review by the full committee (eleven persons) has selected 23 for more intensive consideration. The selection of a Dean by April 15, 1981 is anticipated.

2. Non Traditional Programs.

Duties and responsibilities associated with Extended Education Programs, previously under Dr. Irwin Cohen, have been transferred to the Director of Continuing Education, Dr. John R. Loch. The merger of off campus credit offerings with the non credit delivery system already operating will coordinate all services to non traditional students under one function and should speed the development of education activities which may be required in the future.

3. National Association of Schools of Music Membership.

Evaluators from NASM visited the University May 15 and 16, 1980 relative to application for the 10 year renewal of full membership. Their report was sent December 17, 1980 and by separate communication action the application is deferred pending receipt of clarifications on final graduate examination requirements and curriculum electives. Such clarifications will be supplied prior to NASM meetings in June, 1981.

4. Teacher Education Redesign Compliance Schedule.

An on-site evaluation under State standards for Teacher Certification, by the Ohio Department of Education has been scheduled for the autumn of 1983.

Dr. Gillis' report was accepted, on Motion duly made, seconded and carried.

ITEM VI - Report of the Executive Vice President.

Dr. Humphrey reported concerning the following matters:

1. Financial Report for Year Ended June 30, 1980.

A copy of such report was furnished to each Trustee. Dr. Humphrey stated that the University accounts are maintained in conformity with the "Manual of Accounts and Financial Reports for State-Assisted Colleges and Universities" as published by the Auditor of the State of Ohio; also that in cooperation with and by permission of the State Auditor, the University was audited by an independent firm of Certified Public Accountants, and that although the audit firm's statement and opinion letter are separate, the financial statements in both documents are identical.

2. State Audit Report - Federal Student Aid Programs - July 1, 1978 to June 30, 1979.

Copies of such state audit report which was filed with the Bureau of Inspection and Supervision of Public Offices at Columbus, Ohio on January 8, 1980, have been received by the President of the University and the Secretary to the Board of Trustees. Its summary indicates no findings for recovery and no adjustments required.

3. Financial Report - Six Month Period Ended December 31, 1980.

A copy of such report had been furnished to each Trustee. Dr. Humphrey reviewed and explained some of the items therein.

4. Fact Book.

A copy of such loose leaf Fact Book, as prepared under the supervision of Dr. G. L. Mears, Director of Budget and Institutional Studies, was furnished to each Trustee.

Such Fact Book is to be updated from time to time and is intended to assemble facts for use by the Administration and Faculty of the University.

Dr. Humphrey's report was accepted, by Motion duly made, seconded and carried.

ITEM VII - Report of the Vice President for Personnel Services.

Dr. Alderman reported concerning six items:

1. Faculty Salaries and Compensation at Youngstown State University.

Copies of a five page report, with four tables, as prepared in January, 1981 by Dr. Alderman with the assistance of the Office of Budget and Management, were furnished to each Trustee and were explained:

Table 1 indicates nine month Compensation and Salary figure ranges for full time faculty at eleven of the State Universities in Ohio in 1980, by ranks, and indicates that Youngstown State University is near mid point in all categories.

Table 2 compares Youngstown State University with other Ohio State Assisted Universities as to rank in both Salary and Compensation categories over a six year period 1975 to 1981.

Table 3 compares Youngstown State University's nine month Faculty Salary and Compensation by rank with the National percentiles as published by AAUP for the Fall of 1979.

Table 4 shows the profile of twelve month compensation for the average Youngstown State University faculty member in 1980-81 to be \$32,179, including salary for nine months, salary for summer school teaching, with fringe benefits for each and with overload compensation included.

2. Collective Bargaining Team for 1981 Negotiations.

The team appointed by the President on December 19, 1980 to carry on negotiations in 1981 with YSU-OEA includes the following:

Dr. Taylor Alderman, Vice President Personnel, Chairman  
Dr. Bernard Yozwiak, Dean of Arts and Sciences  
Mr. Leon Rand, Dean Graduate Studies and Research  
Dr. H. Robert Dodge, Dean School of Business Administration  
Mr. Donald W. Byo, Director Dana School of Music  
Dr. Victor A. Richley, Chairperson Engineering Technology

3. Litigation Report

Reference was made to Mr. Cubbison's report of January 8, 1981 relative to litigation pending in various jurisdictions and to two favorable rulings by the State Personnel Board of Review which sustained the University's removal of two classified employees, one for alleged personal use of University property and the other for tardiness and absenteeism.

4. Removal of Non Teaching Assignment.

A recent arbitration report upheld the University's right to remove a non teaching assignment theretofore enjoyed by a faculty member (grievance No. 120).

5. Tenure and Rank Distribution.

Attention was called to a report on faculty tenure and rank distribution since 1977 compiled in December 1980, copies of which had been furnished to each Trustee.

6. Memorial Day - May 29, 1981.

Because of a recent change in Ohio legislation the University will be closed for Memorial Day on May 29, 1981 instead of on May 25 as previously planned.

Dr. Alderman's report was accepted, on Motion duly made, seconded and carried.

ITEM VIII - Report of the Dean of Administrative Services.

Dean Salata reported concerning the following matters:

1. Repair and Rehabilitation of M-2 Parking Deck.

At the suggestion of the Ohio Department of Administration three firms were consulted concerning identification of problems, establishing priorities and estimating costs for needed repairs and rehabilitation of the M-2 parking deck, as funds and time may become available.

Such firms and their proposed fees for such work are:

Giffels, Bergstrom & Fricker, Inc.	\$29,000
Mosure & Syrakis Company, Ltd.	16,100
Barber & Hoffman Inc.	13,400

The Building and Property Committee, on January 16, 1981, suggested that Barber & Hoffman Inc. be recommended to the Ohio Department of Administrative Services for consideration in furnishing the services required.

2. Campus Lighting Upgrade - Phase 1.

Bids will be opened February 10, 1981 on the first phase of a multi-phase program to improve lighting in the central care campus area. The first phase includes installation of lighting where presently there is none or inadequate lighting and installation of brilliant lights at some spots. Estimated costs are \$340,000 for the total project, including \$100,000 for the first phase. The whole project is included in the request for 1980-83 Capital Improvement Appropriations (not yet made), but funding of the first phase is available in the Campus Landscaping and Lighting Account for 1980-81 Special Projects.

3. Vacation of Bryson Street.

The Youngstown Planning Commission, after a hearing on December 9, 1980 recommended the vacation of Bryson Street from the east bound service road southerly about 335 feet to permit construction of the track. City Council, after a hearing on January 28, 1981 approved such vacation.

4. Acquisition of Harrison Field.

Sale of Harrison Field by the City of Youngstown to the University for \$54,500, subject to a license which will permit use of some University land for

playground purposes for eight years, was recommended by the City Park and Recreation Commission on December 19, 1980. Legislation to authorize such sale is pending in Youngstown City Council and a public hearing is scheduled for February 11, 1981.

5. Land Acquisition.

The University has acquired the following properties since the last report to the Board:

City Lot No. 17353, 239-239 1/2 Adams Street,  
Purchased from Carmelo and Lucy Rosa, \$15,000.

City Lot No. 14251, 610 Audobon Street,  
Purchased from William Carolyne, \$6,500.

City Lot No. 16378, 240 Emerald Street,  
Purchased from Vernon M. and Mary Evans Underwood, \$7,000.

City Lot No. 16343, 243 Emerald Street,  
Purchased from Mary Ann Willis and Italia and Ferruccio  
DeBlasio, \$12,000.

City Lot No. 12293, 503 N. Walnut Street,  
Purchased from Louis Rosselli, \$12,000.

Current status of acquisitions east of Wick Avenue is:

Parcels Purchased . . . . .	40
Approved for closing. . . . .	4
For approval by OBOR. . . . .	2
Offers to Purchase extended . . . . .	9
Appraisals ordered. . . . .	5

6. Purchased Steam.

Steam service by Youngstown Thermal Corporation began on December 19, 1980 and except for one suspension required to repair a leak the service and cooperation furnished has been excellent. A copy of a report by Youngstown Thermal Corporation to Dean Salata, dated January 8, 1981 concerning its operations and plans was furnished to each Trustee.

7. National Energy Conservation Policy Act-Title III-Part I  
Energy Conservation Projects.

A copy of a detailed report concerning this project was furnished to each Trustee.

8. All-Sports Complex/Health & Physical Education Stadium and Playing  
Field Facilities.

Construction is about 45 percent complete. Completion is expected in the spring of 1982. Work is progressing and temporary heat is available in a limited area.

Contracts have been let for landscaping, stadium seating, and the lockers and benches. The seating is being fabricated and stored in Iowa to await installation. The lockers and benches installation must also wait for the area to be enclosed.

9. Tennis Courts and Recreation Field.

Bids were opened August 28, 1980. Contractors started immediately, under a letter of intent dated September 4, 1980. Completion date is scheduled for April 1, 1981. The project is about 60 percent complete in spite of the bad weather this past month.

10. Track and Outdoor Recreation Area.

Bids were opened October 29, 1980. Because of encroachment on parking areas, construction will not start until April 1981 with no change in cost or completion date. Completion date is October 1, 1981.

EXECUTIVE SESSION

At 10:20 a.m. the Trustees retired into an executive session for the purpose of considering terms of employment and compensation of various Employees of the University. They returned to the open meeting in the Board Room to continue the regular meeting at 10:40 a.m.

ITEM IX - Reports of the Committees of the Board.

1. Personnel Relations Committee.

A. Resolution on Professional Leave for Academic Chairpersons.

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

"WHEREAS, Section 3345.28 of the Ohio Revised Code provides for Faculty Improvement Leaves for faculty members to undertake further education, carry out research, or to secure appropriate professional experience; and

YR 1981-35

"WHEREAS, academic department chairpersons at Youngstown State University retain earned faculty rank; and

"WHEREAS, it is deemed appropriate that department chairpersons be provided the opportunities of professional enrichment made possible through Faculty Improvement Leaves.

THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that the Policies of the Board of Trustees of Youngstown State University be hereby amended to include Article III, Section 25 attached hereto as Exhibit D to be effective September 1, 1981, in order to provide Faculty Improvement Leaves for academic department chairpersons.

2. Building and Property Committee.

A. Resolution to Authorize Development of Mineral Rights on Arboretum Property.

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

"BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize and direct the President to contact the appropriate state agency and in concert with that agency do all things necessary and appropriate to develop the gas and oil potential of real property commonly known as the "Arboretum" provided however in the development of said potential the University must be assured that in the selection of drilling sites, rare specimens of plant life will be protected; that the arboretum shall remain continuously available as a teaching laboratory; and that complete restoration will be assured in order that the site may continue to be utilized as a "living" laboratory for research and teaching of botany, general biology and geology.

YR 1981-36

3. Budget and Finance Committee.

Mrs. Isroff reported that the Committee had met on three occasions and had determined to recommend Board action on seven matters, as follows:

A. Resolution Concerning a Service Charge.

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

"WHEREAS, Resolution YR 1980-51 establishes the charge for room and board at Kilcawley Residence Hall at \$535 per academic quarter for double occupancy; and

YR 1981-37

"WHEREAS, upon occasion when the Residence Hall is not 100 percent occupied, some students wish to utilize a room for single occupancy; and

"WHEREAS, the President has, utilizing the authority contained in Section 3 (d) of Article IX of the Bylaws of the Board of Trustees, authorized single occupancy at an additional fee of \$80 per academic quarter effective Winter Quarter, 1981.

"NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a service charge of \$80 per academic quarter for single occupancy of a room in Kilcawley Residence Hall, which charge shall be in addition to the authorized board and room charge for double occupancy.

B. Resolution Concerning A Transfer From The Unallocated Reserve

After a Motion, which was made by Mrs. Isroff and seconded by Mr. Mittler had received the affirmative vote of each Trustee present (except only Mr. Dutton, who abstained) the Chairman declared the following Resolution duly adopted:

"WHEREAS, Resolution YR 1979-38 adopted by the Board of Trustees June 16, 1979, authorized a "Statement of Understanding" between the University and the Alumni Association which provided for a loan of \$36,185 to be made by the University to the Alumni Association in order to establish an Alumni director's position and provide operating funds for fiscal year 1979-80; and

YR 1981-38

"WHEREAS, the Alumni Association finances during 1979-80 were sufficiently good that it was not necessary to draw down the loan during that year; and

"WHEREAS, the experience gained in cooperation with the Alumni Association allows the University to more clearly identify its legitimate public relations activities; especially as it deals with that specific segment of the public who are alumni of Youngstown State University, and as it encourages donations to the University for scholarships and to supplement appropriation and fee income to bring about that margin of excellence sought in all programs; and

"WHEREAS, not all such activities were budgeted for 1980-81.

"NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby authorize the transfer of \$18,000 from the Unallocated Reserve of Fund One, General University Operation, to the Special Projects account (3688) to supplement that account in conformity with



Exhibit E for such projects as are necessary and desirable between February 1 and June 30, 1981, for the promotion of the University's objectives, especially with the alumni of the University.

C. Resolution Concerning the 1980-81 University Operation (Fund One) Budget.

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

"WHEREAS, Resolution YR 1980-52, as adopted by the Board of Trustees, authorized a 1980-81 budget for Fund One, General University Operation (Instruction and General), of \$36,000,000 including an Unallocated Reserve of \$395,154; and

YR 1981-39

"WHEREAS, the State of Ohio has now found it necessary to withhold seven percent of the subsidy previously appropriated to each state-assisted institution of higher education; and

"WHEREAS, the State of Ohio has also found it necessary to delay payment of the December subsidy, thereby causing cash flow complications; and

"WHEREAS, it is the obligation of the Board of Trustees to maintain a balanced budget.

"NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the revised revenue projection detailed on Exhibit F and the President is hereby directed to maintain a minimum of \$504,000 in the Unallocated Reserve and such greater amount as may be necessary to assure that expenditures will not exceed revenue.

D. Resolution to Approve Continued Use of Services of Insurance Consultant.

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

"WHEREAS, YR 1975-57 of the Board of Trustees of Youngstown State University authorized the engaging of a professional fee-basis insurance consulting firm to provide services to the University; and

YR 1981-40

"WHEREAS, Article IX, Section 9 of the Policies of the Board of Trustees of Youngstown State University provides for the use of a fee-basis insurance consulting firm for periodic reviews of the University's insurance coverage to determine if rebidding is appropriate; and

"WHEREAS, the Carlin-Black/Mercer consulting firm has provided the University staff with fee-basis professional consulting services related to rebidding of insurance benefits, analysis of bids and rate renewals, and evaluation of insurance matters related to collective bargaining.

"NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that the President of the University is authorized and directed to continue to utilize the services of Carlin-Black/Mercer on a fee-basis for consulting services on insurance matters in such situations as are deemed to be in the best interests of the University."

- E. Resolution to Implement Directive 80-17 of the Director, Ohio Department of Administrative Services.

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

"WHEREAS, on December 31, 1979, the Director of Ohio Department of Administrative Services issued Directive No. 80-17 which provides ". . . it is the policy of the Director that an employee who is reassigned to a classification in a higher pay range shall be placed in the lowest step of the new pay range which allows the employee at least a four percent increase in his base rate of compensation," and

YR 1981-41

"WHEREAS, 124.14 Ohio Revised Code provides that personnel departments of colleges and universities shall guarantee uniform application of powers, duties and functions of the Department of Administrative Services, and

"WHEREAS, there is no record of the receipt of Directive No. 80-17 by Youngstown State University, and

"WHEREAS, the 1980-81 General Fund One Budget does include a classified reclassification account under signature authority of the President sufficient to retroactively implement Directive No. 80-17.

"NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby determine that those classified employees affected by this Directive are entitled to back pay; and

"BE IT FURTHER RESOLVED, that the President of Youngstown State University is hereby authorized and directed to pay the back pay entitlement under said Directive in accordance with Exhibit G attached hereto.

F. Resolution Concerning Sale of Stock.

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

"WHEREAS, Donors sometimes make contributions in the form of securities to Youngstown State University, which securities may or may not be issued in the name of Youngstown State University; and

YR 1981-42

"WHEREAS, it is sometimes advisable that such securities be converted to cash promptly after receipt thereof by the University.

"NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that Article IX, Section 12 of the Policies of the Board of Trustees of Youngstown State University be and it is hereby amended by adding a new paragraph thereto to include the language which is attached hereto as Exhibit H."

G. Resolution Concerning Spotlight Theatre Budget.

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, the Board approved a 1980-81 budget of \$17,600 for the Spotlight Theatre; and

YR 1981-43

"WHEREAS, it is now recognized that provision was not made in the budget for the expense and control of complimentary tickets issued.

"NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby amend the 1980-81 budget of the Spotlight Theatre as attached hereto as Exhibit I to provide: (1) an expense item of \$450 be added for complimentary tickets given by the Director for promotional purposes; and (2) an additional \$450 in projected income from ticket sales; thereby retaining a balanced budget; and

"BE IT FURTHER RESOLVED, that the use of such tickets shall be verified by the Audits and Systems office and a report shall be submitted to the President at the end of the fiscal year which lists the recipients of such tickets.

4. Student Affairs Committee.

There was no report by the Student Affairs Committee.

ITEM X - Communications.

Copies of the following twenty-three communications had been furnished to each Trustee prior to the meeting.

Litigation Report . . . . .	1
Memorandum of Vice President Alderman, dated December 22, 1980, regarding Removal Hearings, State Personnel Board of Review . . . .	2
Court of Claims of Ohio, Opinion, Anne L. Scheetz v. YSU. . . . .	3
Court of Common Pleas, Mahoning County, Judgment Entry, Dr. William Convery v. YSU. . . . .	4
Letter of President Coffelt to certain area legislators, dated December 31, 1980, regarding Sub. S. B. No. 448 . . . . .	5
Letter from Ohio Senate, dated December 30, 1980, regarding 1981-83 Budget. . . . .	6
Correspondence regarding student instructional fee. . . . .	7
Undergraduate Instructional Fee Survey, November 26, 1980, Ohio State Universities . . . . .	8
Correspondence regarding President Coffelt serving as AASCU state representative from the State of Ohio . . . . .	9
Letter of Mr. Roesti, President, Youngstown Educational Foundation to Mrs. Florence S. Beecher, dated December 23, 1980, regarding her gift in support of the Charles B. Cushwa Jr. Center for Industrial Development . . . . .	10
Cushwa Center Client Counseling Record. . . . .	11
Appointments to the University's Collective Bargaining Team for the 1981 negotiations with the YSU-OFA. . . . .	12
All Sports Complex Committee-Progress Report, December 24, 1980 . . . . .	13

Correspondence regarding WKBN's decision to pre-empt the broadcast of YSU basketball on certain dates . . . . . 14

Correspondence regarding YSU providing the City with research support. . . . . 15

Correspondence regarding temporary suspension of admissions to the electrical engineering masters program at YSU . . . . . 16

Membership of Search Committee for Dean, School of Education . . . . . 17

Letter regarding renewal of full membership in National Association of Schools of Music. . . . . 18

Memorandum regarding transfer of non-traditional access and program responsibilities . . . . . 19

Memorandum regarding faculty tenure and rank distribution. . . . . 20

Memorandum regarding Arbitrator's Award in Hulsopple grievance . . . . . 21

Notice of Public Hearing, City Planning Commission, regarding vacation of a portion of Bryson Street . . . . . 22

Letter regarding contract with Youngstown Thermal Corporation. . . . . 23

ITEM XI - Unfinished Business.

A. Resolution Concerning Bylaws of the Board of Trustees.

Mr. Lyden, Chairman of the Ad Hoc Committee on Revision of Bylaws (which Committee included also, Paul M. Dutton, William G. Mittler, Dr. John J. Coffelt and Hugh W. Manchester), reported that after several meetings the Committee recommended changes in the Bylaws of the Trustees as indicated in proposed Exhibit J, a copy of which had been furnished to each Trustee prior to the meeting.

Mr. Lyden then moved for adoption the following Resolution:

"WHEREAS, the Bylaws of the Board of Trustees of Youngstown State University may be altered, amended, or repealed and new Bylaws may be adopted by the Board at any regular meeting of the Board; and

YR 1981-44

"WHEREAS, the Chairman has appointed an Ad Hoc Committee on Bylaw Review to review amendments thereto; and

"WHEREAS, said Ad Hoc Committee does hereby recommend certain amendments to the Bylaws of the Board of Trustees of Youngstown State University.

"NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve and adopt the revised Bylaws attached hereto as Exhibit J; and

"BE IT FURTHER RESOLVED, that previous Bylaws of the Board are hereby revoked."

The Motion was seconded by Dr. Fok, and after discussion, was carried by affirmative vote of all Trustees present. The Chairman declared the Resolution duly adopted.

B. Audit for Fiscal Year 1979-80.

It was reported that copies of the financial audit for the fiscal year 1979-80, prepared by Price Waterhouse & Co., requested by prior action of the Trustees, had just been received, and that such audit will be issued by the Auditor of the State of Ohio. Copies have been referred to the Budget and Finance Committee of the Board for its study and review.

ITEM XII - New Business.

Mr. Giddens announced the appointment of John R. Perkins, President of The Metropolitan Savings & Loan Co., an Attorney and a graduate of Youngstown State University, as a Trustee of the Youngstown State University Alumni Association, to fill a vacancy.

ITEM XIII - Time and Place of Next Regular Meeting.

There being no further business, on Motion made by Mr. Lyden, 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, April 25, 1981, at 9:00 a.m." YR 1981-45

The meeting was duly adjourned at 11:00 a.m.

  
CHAIRMAN

ATTEST:

  
Secretary to the Board of Trustees

YOUNGSTOWN STATE UNIVERSITY  
RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS  
AS OF January 31, 1981

Agenda Item D.1.  
Exhibit A

<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>
Dailey, F. William	Acting Head Basketball Coach	Intercollegiate Athletics	October 22, 1980	Temporary Salary Base:\$21,243	12	Temporary until return of Head Basketball Coach.
Libertyn, Karen	Clerical Assistant	Home Economics	October 1, 1980	\$10,950	12	Externally funded; 10/1/80--9/30/81, Reappointment.
Starkey, F. Wilbur	Publications Editor	University Relations	January 1, 1981	\$ 9,125 (12-Mon.Base:\$18,251)	12	Continuation of appointment through 6/30/81.
Railey, Dora L.	Staff Development Specialist	Teacher Corps	November 1, 1980	\$11,760 (12-Mon.Base:\$16,800)	12	Externally funded; 11/1/80--7/14/81.
Liu, Carol Bei-Wei	Project Coordinator	Applied Nutrition Grant/Home Economics	November 15, 1980	\$26,308 (12-Mon.Base:\$30,000)	12	Externally funded; 11/15/80--9/30/81.
Kuzniar, Timothy	Planetarium Lecturer	Physics and Astronomy	January 1, 1981	\$ 7,000 (12-Mon.Base:\$14,000)	12	Temporary/Terminal.
Green, Judith A.	Vocational Counselor	Counseling Center	November 17, 1980	\$ 7,833 ( 9-Mon.Base:\$10,115)	9	
DiEdwardo, Daniel B.	Assistant Athletic Director	Intercollegiate Athletics	June 16, 1981	\$ 819 (12-Mon.Base:\$19,355)	12	Currently Assistant Professor, Department of Health & Physical Ed.
Lowe, Frances N.	Coordinator, Nutrition Education and Training Project	Home Economics	September 15, 1980	\$ 3,098 (12-Mon.Base:\$17,900)	12	Externally funded; 9/15/80--11/15/80.
Gusweiler, Frederick H.	Director, Student Field Experiences	School of Education	January 5, 1981	\$11,967 (12-Mon.Base:\$24,500)	12	
Lowe, Frances N.	Coordinator, Nutrition Education and Training Project	Home Economics	December 2, 1980	\$19,830 (12-Mon.Base:\$23,760)	12	Externally funded; 12/2/80--9/30/81, Extension.
Thomas, Mary Place	Field Experience Supervisor	School of Education	January 5, 1981	\$10,113 ( 9-Mon.Base:\$17,000)	9	Externally funded; 1/5/81--6/15/81.

YOUNGSTOWN STATE UNIVERSITY  
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS  
 AS OF January 31, 1981

Agenda Item D.1.  
Exhibit A

<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>
Davis, Myrtle V.	Instructor	Nursing	January 5, 1981	\$ 9,628 ( 9-Mon.Base:\$16,185)	9	Reinstated in accordance with <u>Settlement Agreement EEOC.</u>
Musuka, Oliver	Instructor	History	January 5, 1981	\$ 9,221 ( 9-Mon.Base:\$15,500)	9	Temporary/Terminal, in view of transitory status with immigration authorities.
Kent, Nancy D.	Bibliographic Searcher and Assistant Reference Librarian	Maag Library	January 15, 1981	\$ 6,270 (12-Mon.Base:\$13,700)	12	



YOUNGSTOWN STATE UNIVERSITY

RESOLUTION ACCEPTING GIFTS

as of November 8, 1980

<u>DONOR</u>	<u>AMOUNT (AND/OR DESCRIPTION)</u>	<u>RESTRICTIONS OR PURPOSE OF GIFT</u>
Alan & Ruth Wilson (Matching Gift)	\$ 150	Department of Mechanical Engineering
International Business Machines (Matching Gift)	300	"
Standard Oil Company	4,000	School of Engineering - Student and Faculty Development
Diamond Shamrock Company	1,275	Department of Chemical Engineering
Ratner, Miller, Shaffran Foundation	1,000	Contribution toward publication authored by Dr. Slavin and Dr. Smith
Standard Oil Company	150	Career Services Office
Donald A. Volenik, Sr. (Matching Gift)	100	Unrestricted
Robert V. Galbreath (Matching Gift)	250	Student financial aid
Trust of Walter E. Watson	2,000	Annual Watson Awards
Youngstown Educational Foundation	240,000	Undergraduate Scholarships
Richard & Phyllis Klein	20	School of Education
Clarence J. Strouss, Jr. (Matching Gift)	400	All Sports Complex
Paul E. Rienenrth, Jr.	100	WYSU-FM
W. Dallas Woodall	10	"
Rebecca Rogers	25	"
Walter Rusnak	20	"

<u>DONOR</u>	<u>AMOUNT (AND/OR DESCRIPTION)</u>	<u>RESTRICTIONS OR PURPOSE OF GIFT</u>
Mrs. D. W. Smith	\$ 50	WYSU-FM
Reverend & Mrs. DuWayne Winters	10	"
Rosemarie A. Kascher	5	"
John S. Meyers, Jr.	10	"
Gulf & Western Foundation	100	"
Dorothea S. Keller	5	"
Raymond R. Hipple	20	"
Nick Gracenin	10	"
Mr. and Mrs. Franz Bibo	25	"
Mr. and Mrs. John W. Wissinger	5	"
Reverend Donald Feicht	10	"
George J. Random	10	"
Mr. and Mrs. Richard Rymer	120	"
Mr. and Mrs. Charles B. Ketcham	25	"
Mr. and Mrs. Alan Crain	50	"

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 1981, between the Youngstown District of the Zionist Organization of America, the Mahoning Lodge of B'nai B'rith (hereafter called the "Donors") and Youngstown State University (hereafter called the "University").

W I T N E S S E T H:

WHEREAS, Mr. Charles Schermer and Lillian Schermer by bequest created a charitable remainder trust in the name of Frances and Lillian Schermer respectively and the trust is administered by the Donors; and,

WHEREAS, the donors have expressed an interest in using a part of the proceeds each year to sponsor events at the University which will have identification with the Jewish community and which will add to the prestige of the University; and,

WHEREAS, the University has expressed to the Donors its willingness to plan, organize, and conduct on an annual basis such programs and events as would be suitable under the terms of the trust;

NOW, THEREFORE, the parties hereto have set forth in this Memorandum, in principle, the courses of action which they will follow in furtherance of the general statement of intent outlined in the preamble above.

I THE UNIVERSITY

(a) Each academic year the President of the University shall appoint a committee consisting of faculty, administrative/professional staff, and a member of the University's Board of Trustees. The Committee shall develop a proposal and related budget for the scheduling of specific events for the succeeding academic year which will appropriately identify and reveal contemporary Jewish thought through performing artists, individual speakers, symposia, or other means and which will serve to better the relationship between the University's students and faculty and the Jewish community.

(b) The Committee's proposal shall be submitted to the President who, if he approves, shall send the proposal to the Donors not later than March 31 of each year.

II THE DONORS

(a) Upon receipt of the University's proposal each year the Donors, through their designated representatives or agents, shall make a decision concerning whether the proposal merits funding and shall communicate that decision to the President of the University not later than May 15 each year.

(b) Should the Donors decide to fund a proposal or any part thereof and so notify the President, the amount necessary and approved shall be transmitted not later than June 30 of that year and, in any case, prior to the University entering into any binding contracts or agreements for services.

III GENERAL

(a) Nothing in this Memorandum shall be interpreted as prohibiting open communication between the University, through the President, and the Donors in order to facilitate understanding concerning what activities are considered appropriate, including possible modification of a proposal for budgetary or other reasons.

(b) Nothing in this Memorandum shall be interpreted as a delegation or abrogation of the University's sole and exclusive right and obligation to control its academic and extracurricular programs, which right and obligation it does and shall continue to exercise with full understanding and recognition of the principles of academic freedom.

(c) Should the University be unable for any reason to carry out an agreed upon and funded program it shall so notify the Donors and shall submit an alternative proposal. Should the Donors not approve the alternative proposal the University shall, within 15 days of written notification, return that portion of the money advanced for the earlier approved but uncompleted program.

(4) The parties recognize that this Memorandum is merely a general statement of intended action by each party and that from time to time it may be necessary either to add to or to clarify its provisions. Therefore, the right to amend, supplement, or modify is reserved to each party subject only to ratification by the other party.

IN WITNESS WHEREOF the parties have set their signatures the day and year first above written.

YOUNGSTOWN DISTRICT OF THE  
ZIONIST ORGANIZATION OF AMERICA

MAHONING LODGE  
OF B'NAI B'RITH

YOUNGSTOWN STATE UNIVERSITY

BY \_\_\_\_\_  
\_\_\_\_\_

BY \_\_\_\_\_  
\_\_\_\_\_

BY \_\_\_\_\_  
\_\_\_\_\_

YOUNGSTOWN STATE UNIVERSITY  
ENROLLMENT SUMMARY

Winter 1981  
(quarter) (year)

Date January 28, 1981

SUMMARY OF HEAD-COUNT STATISTICS  
(14th Day)

	19 77			19 80			1981			% OF PREVIOUS YEAR
	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	
Applied Science & Tech.	1977	2617	4594	1804	2747	4551	2029	2871	4900	107.7
Arts and Sciences	1721	1149	2870	1372	1052	2424	1442	1144	2586	106.7
Business Administration	2019	631	2650	2026	939	2965	1955	986	2941	99.2
Education	415	917	1332	242	711	953	227	718	945	99.2
Engineering	955	45	1000	1139	109	1248	1182	125	1307	104.7
Fine & Performing Arts	410	388	798	360	407	767	383	417	800	104.3
Graduate	924	772	1696	732	664	1396	634	704	1338	95.8
Freshmen	2708	2492	5200	2402	2527	4929	2563	2641	5204	105.6
Sophomore	1880	1472	3352	1630	1472	3102	1722	1542	3264	105.2
Junior	1350	959	2309	1349	1011	2360	1341	1043	2384	101.0
Senior	1559	824	2383	1562	955	2517	1592	1035	2627	104.4
Undergraduate Total	7497	5747	13244	6943	5965	12908	7218	6261	13479	104.4
Graduate	924	772	1696	732	664	1396	634	704	1338	95.8
University Total	8421	6519	14940	7675	6629	14304	7852	6965	14817	103.6
Full-Time-Equivalent			11449			11105			11488	103.4

RESIDENCY AND STUDENT LOAD

	19 77			19 80			1981			% OF PREVIOUS YEAR
	Ohio	N-Ohio	Total	Ohio	N-Ohio	Total	Ohio	N-Ohio	Total	
Full-Time	8676	891	9567	8349	929	9278	8648	922	9570	64.6
Part-Time	4982	391	5373	4665	361	5026	4846	401	5247	35.4
Total	13658	1282	14940	13014	1290	14304	13494	1323	14817	100.0
%	91.4	8.6	100.0	91.0	9.0	100.0	91.1	8.9	100.0	

CREDIT-HOUR PRODUCTION

Subsidy Model	19 77			19 80			19 81			% OF PREVIOUS YEAR
	Ohio	N-Ohio	Total	Ohio	N-Ohio	Total	Ohio	N-Ohio	Total	
General Studies I	26179	1708	27887	23564	1792	25356	22570	1863	24433	96.4
II	19205	1634	20839	18639	1502	20141	18672	1635	20307	100.8
III	11672	976	12648	10640	1063	11703	11942	1123	13065	111.6
Technical I	5108	497	5605	4368	458	4826	4670	277	4947	102.5
II	321	47	368	-	-	-	-	-	-	-
III	6322	492	6814	8992	823	9815	10848	1042	11890	121.1
Baccalaureate I	52531	5579	58110	51279	5284	56563	53755	5371	59126	104.5
II	14452	1296	15748	12542	1044	13586	12747	1060	13807	101.6
III	13354	2080	15434	14942	3056	17998	15245	2999	18244	101.4
Masters I	4928	614	5542	3811	628	4439	3976	537	4513	101.7
II	1587	387	1974	1317	338	1655	1206	298	1504	90.9
III	543	215	758	299	199	498	309	180	489	98.2
UNIVERSITY TOTAL	156202	15525	171727	150393	16187	166580	155940	16385	172325	103.4
%				90.3	9.7	100.0	90.5	9.5	100.0	

	FALL 1979	WINTER 1980	% F 1979	FALL 1980	WINTER 1981	% F 1980	% W 1980
Headcount	15303	14304	93.5	15784	14817	93.9	103.6
FTE	11662	11105	95.2	12120	11488	94.8	103.4
FTE % Headcount	76.2	77.6		76.8	77.5		

ARTICLE III, SECTION 25

FACULTY IMPROVEMENT LEAVE FOR ACADEMIC DEPARTMENT CHAIRPERSONS

25.1 AUTHORITY AND ADMINISTRATION: UNDER THE PROVISIONS OF SECTION 3345.28 OF THE OHIO REVISED CODE, ACADEMIC DEPARTMENT CHAIRPERSONS MAY BE GRANTED A FACULTY IMPROVEMENT LEAVE FOR A PERIOD NOT TO EXCEED ONE ACADEMIC YEAR TO ENGAGE IN FURTHER EDUCATION, RESEARCH, OR OTHER APPROPRIATE PROFESSIONAL ENDEAVOR. THE ACADEMIC VICE PRESIDENT SHALL BE RESPONSIBLE FOR ADMINISTERING THIS PROGRAM AND FORWARDING RECOMMENDATIONS TO THE PRESIDENT. PROFESSIONAL LEAVES PROVIDED FOR UNDER THIS POLICY REQUIRE APPROVAL IN ADVANCE BY THE BOARD OF TRUSTEES, UPON THE RECOMMENDATION OF THE PRESIDENT.

25.2 PURPOSE: THE PURPOSE OF LEAVES GRANTED UNDER THIS POLICY SHALL BE TO ENHANCE THE INDIVIDUAL'S TRAINING AND PROFESSIONAL EXPERIENCE AS PREPARATION FOR FUTURE CONTRIBUTIONS TO THE UNIVERSITY. PROFESSIONAL LEAVES ARE NOT REWARDS FOR PRIOR SERVICE.

25.3 DEFINITIONS: FOR THE PURPOSES OF THIS POLICY, AN ACADEMIC DEPARTMENT CHAIRPERSON IS A FACULTY MEMBER. AN ACADEMIC YEAR IS A FISCAL YEAR DURING WHICH AN INDIVIDUAL WAS UNDER CONTRACT AND PROVIDED FULL-TIME SERVICE TO THE UNIVERSITY DURING FALL, WINTER, AND SPRING QUARTERS.

25.4 ELIGIBILITY: A CHAIRPERSON IS ELIGIBLE TO APPLY FOR LEAVE UNDER THIS POLICY IF HE OR SHE HAS SERVED AS A CHAIRPERSON AND/OR

FULL-SERVICE FACULTY MEMBER FOR SEVEN ACADEMIC YEARS (AS DEFINED IN THE PRECEDING SECTION) AND HAS SERVED AS CHAIRPERSON FOR FIVE YEARS. AN INDIVIDUAL WHO IS GRANTED PROFESSIONAL LEAVE IS NOT ELIGIBLE TO RECEIVE ANOTHER PROFESSIONAL LEAVE UNTIL HE OR SHE HAS SERVED AN ADDITIONAL SEVEN ACADEMIC YEARS. (THE REQUIREMENT OF SEVEN YEARS SERVICE BETWEEN FACULTY IMPROVEMENT LEAVES APPLIES TO ALL LEAVES GRANTED UNDER THIS POLICY AND UNDER THE FACULTY IMPROVEMENT LEAVE PROGRAM ESTABLISHED IN THE AGREEMENT WITH THE BARGAINING AGENT REPRESENTING THE FULL-SERVICE FACULTY. AN INDIVIDUAL WHO IS GRANTED A PROFESSIONAL LEAVE UNDER THIS POLICY MUST, AS A CONDITION OF ACCEPTANCE OF THE LEAVE, AGREE TO RETURN TO THE UNIVERSITY FOR A MINIMUM OF TWO YEARS OF ADDITIONAL FULL-TIME SERVICE FOLLOWING COMPLETION OF THE LEAVE, OR TO REIMBURSE THE UNIVERSITY THE SALARY PAID DURING THE LEAVE.

25.5 PROCEDURE: AN INDIVIDUAL WHO IS ELIGIBLE FOR PROFESSIONAL LEAVE UNDER THIS PROGRAM AND WHO WISHES TO REQUEST LEAVE SHALL SUBMIT, ON A FORM PROVIDED BY THE OFFICE OF THE ACADEMIC VICE PRESIDENT, AN OUTLINE OF THE ACTIVITIES HE OR SHE WISHES TO PURSUE DURING THE REQUESTED LEAVE, INCLUDING THE DURATION OF THE REQUESTED LEAVE. REQUESTS FOR PROFESSIONAL LEAVES MUST BE SUBMITTED IN A TIMELY FASHION, AS ESTABLISHED BY THE ACADEMIC VICE PRESIDENT. THE WRITTEN LEAVE REQUEST IS TO BE FORWARDED BY THE LEAVE APPLICANT TO THE ACADEMIC DEAN, AND WITH THE WRITTEN RECOMMENDATION OF THE DEAN TO THE ACADEMIC VICE PRESIDENT. BOTH THE INITIAL LEAVE REQUEST AND THE RECOMMENDATION OF THE DEAN SHALL ADDRESS THE REPLACEMENT OF THE LEAVE APPLICANT DURING THE PERIOD OF PROPOSED LEAVE. THE ACADEMIC VICE PRESIDENT SHALL INFORM ALL LEAVE APPLICANTS OF THE DISPOSITION OF THEIR INDIVIDUAL REQUESTS FOR LEAVE.

25.6 PROVISIONS: LEAVE RECIPIENTS WILL RECEIVE 85% OF THEIR BUDGETED SALARIES FOR THE PERIODS OF APPROVED LEAVE. UP TO THREE PROFESSIONAL LEAVES WILL BE APPROVED EACH YEAR, THE NUMBER CONTINGENT UPON AVAILABLE RESOURCES. INDIVIDUALS ON LEAVE WILL BE COVERED FULLY BY THE UNIVERSITY'S INSURANCE PROGRAM. INDIVIDUALS ON LEAVE WILL RECEIVE CREDIT FOR RETIREMENT PURPOSES UNDER THE PROVISIONS OF APPLICABLE STATE LAW AND STRS RULINGS.

25.7 REPORT: EACH LEAVE RECIPIENT SHALL, WITHIN THIRTY DAYS FOLLOWING THE COMPLETION OF THE LEAVE, FORWARD THROUGH REGULAR CHANNELS TO THE PRESIDENT'S OFFICE A REPORT DETAILING THE ATTAINMENTS DURING THE LEAVE PERIOD.



Transfer of \$18,000 from the Unallocated Reserve of Fund One, General University Operation, to the Special Projects account (3688), which is an account under the control of the Associate Vice President for Public Services. The distribution among the object codes shall be:

<u>SOC</u>	<u>TITLE</u>	<u>AMOUNT</u>
310	Office Supplies	\$ 2,000
530	Publication of University Materials	11,000
570	Postage, Freight, & UPS Charges	4,000
550-551	Telephone - Local & Long Distance	<u>1,000</u>
	TOTAL	<u>\$18,000</u>

## YOUNGSTOWN STATE UNIVERSITY

 UNIVERSITY OPERATION - FUND ONE  
 SUMMARY OF REVENUE PROJECTIONS FOR 1980-81 COMPARED  
 TO 1979-80 ACTUAL

	1979-80 Actual	1980-81		Change Col. 3 from Col. 2
		Adopted Budget	Revised Estimate	
<b>STATE SUBVENTIONS</b>				
Subsidy	\$21,268,397	\$23,041,000	\$21,395,000 <sup>a</sup>	\$(1,646,000)
Mandated Civil Service Increase	498,843	-0-	571,000 <sup>b</sup>	571,000
Total Subventions	\$21,767,240	\$23,041,000	\$21,966,000	\$(1,075,000)
INSTRUCTIONAL FEE	9,265,148	9,800,000	10,122,000 <sup>c</sup>	322,000
NON-RESIDENT TUITION SURCHARGE	917,618	840,000	930,000	90,000
SPECIAL PURPOSE FEES	491,864	469,000	490,000	21,000
SERVICE CHARGES	47,926	48,000	48,000	-0-
LIBRARY FINES	12,487	20,000	12,000	(8,000)
INVESTMENT INCOME	1,423,266	1,100,000	1,200,000 <sup>d</sup>	100,000
INDIRECT EXPENSE RECOVERY	64,417	65,000	65,000	-0-
DEPARTMENTAL SALES	136,736	50,000	50,000	-0-
MISCELLANEOUS REVENUE	299,385	104,000	150,000	46,000
SUB-TOTAL	34,426,087	35,537,000	35,033,000	(504,000)
FUND BALANCE BROUGHT FORWARD	562,000	463,000	463,000	-0-
<b>TOTAL</b>	<b>\$34,988,087</b>	<b>\$36,000,000</b>	<b>\$35,496,000</b>	<b>\$ (504,000)</b>

## Notes:

- <sup>a</sup> Entitlement was \$23,005,605. This has been reduced by 7% by Executive Order.
- <sup>b</sup> Assumed distribution from Board of Control of \$614,000 less 7%. Based on experience this distribution was not projected when the 1980-81 budget was developed.
- <sup>c</sup> Assumes no increase in rate; however, increased enrollment over original projection has been included.
- <sup>d</sup> Interest rates remain high; however, the 7% cut plus the 60 day delay in the December state subsidy must be considered.

SUMMARY

Forty-eight (48) classified Civil Service positions were reclassified during calendar 1980 in situations in which the incumbent did not receive the annualized 4% minimum pay increase mandated by Ohio Department of Administrative Services Directive 80-17. The distribution of the positions and the cost of the adjustment in pay through the 1980-81 fiscal year are displayed below:

<u>AREA OFFICER</u>	<u>NUMBER OF POSITIONS RECLASSIFIED</u>	<u>COST OF RETROACTIVE ADJUSTMENT (THROUGH 6/30/81)</u>
ACADEMIC VICE PRESIDENT	17	\$8,261.68
ADMINISTRATIVE SERVICES	7	\$4,339.60
EXECUTIVE VICE PRESIDENT	12	\$7,758.60
PERSONNEL SERVICES	2	\$ 863.26
PRESIDENT	2	\$1,236.20
PUBLIC SERVICES	2	\$1,507.73
STUDENT SERVICES	6	\$2,321.60
	-----	-----
	Total Number of Positions: <u>48</u>	Total Cost of Adjustment: <u>\$26,288.67</u>

POLICIES OF THE BOARD OF TRUSTEES  
OF YOUNGSTOWN STATE UNIVERSITY

Article IX, Section 12. Acceptance of Gifts

Gifts to the University are welcome and often provide the "margin of excellence" which allows a program or even the entire institution to advance. Gifts may, however, be conditional upon some action by the University or there may be an implied obligation attached. For this reason, only the Board of Trustees may accept gifts to the University.

The President shall compile a list of gifts to the University for each meeting of the Board of Trustees, and present the list, accompanied by his recommendation, for action by the Board. Upon acceptance by the Board of Trustees, such gifts, shall become property of the University and their inventory, maintenance, and disposal comply with existing policies, rules and procedures. The President shall be responsible for notification of donors and establishment of procedures to implement this policy. He shall also establish a procedure for acceptance of books, periodicals, and similar items which shall be excluded from this policy.

IT SHALL BE THE POLICY OF THE UNIVERSITY THAT IN THE ABSENCE OF SPECIFIC INSTRUCTIONS TO THE CONTRARY FROM DONORS WHO MAY BE INVOLVED, WHENEVER SECURITIES OF ANY KIND MAY BE RECEIVED BY THE UNIVERSITY, THE PRESIDENT OR HIS DESIGNEE SHALL PROMPTLY CAUSE SUCH SECURITIES TO BE SOLD AT MARKET OR FOR THE BEST PRICE OBTAINABLE AND SHALL CAUSE THE PROCEEDS FROM SUCH SALE TO BE HELD OR INVESTED AS A PART OF THE UNRESTRICTED FUNDS OF THE UNIVERSITY TO BE USED AS THE BOARD OF TRUSTEES MAY DIRECT.

SPOTLIGHT THEATRE FUND

		<u>1980-81 ADOPTED BUDGET</u>	<u>PROPOSED CHANGE</u>	<u>NEW BUDGET</u>
<u>INCOME</u>				
General Fee Allocation		\$12,000		\$12,000
Ticket Sales		5,600	\$ 450	6,050
TOTAL		<u>\$17,600</u>	<u>\$ 450</u>	<u>\$18,050</u>
<u>EXPENDITURES</u>	<u>SOC</u>			
Personal Services:				
Wages	140	\$ 750		\$ 750
Operating Expenses:				
Supplies	300	300		300
Subscriptions	510	50		50
Printing	530	1,800		1,800
Advertising	540	3,000		3,000
Postage	570	500		500
Complimentary Admission Tickets	580		450	450
Miscellaneous:	700			
Book Royalties		2,100		2,100
Stage & Properties		5,500		5,500
Costumes		2,500		2,500
Make-up		500		500
Equipment	900	600		600
Total Operating		<u>\$16,850</u>	<u>450</u>	<u>\$17,300</u>
TOTAL		<u>\$17,600</u>	<u>\$ 450</u>	<u>\$18,050</u>

Re: Page 155 of 1980-81 Annual Budget document

BYLAWS

ARTICLE I. DEFINITION AND PURPOSES

As used in these Bylaws:

- (a) "Board" means the Board of Trustees of Youngstown State University.
- (b) "University" means Youngstown State University.
- (c) "Chairman" means Chairman of the Board of Trustees of the University.

## ARTICLE II. BOARD OF TRUSTEES - MEETINGS

### Section 1. Regular Meetings

The Board shall meet at least five times each year, and at such other times as are necessary for the best interest of the University. Meetings shall be called at such times as the Board prescribes; provided, however, that one of said meetings shall be subsequent to May 15, but before July 15. At the time of adjournment of each meeting, the Board shall provide, by resolution, the time and place for the holding of the next regular meeting. The Secretary of the Board shall give written notice of said meeting to the residence or business address of each member of the Board at least fifteen (15) days prior thereto.

### Section 2. Special Meetings

Special meetings of the Board may be called by or at the written request of the Chairman of the Board, the President of the University, or upon the written request of three members of the Board. A call for a special meeting shall specify the time and purposes thereof, although other business than that specified in the call may be considered at any such meeting. The person or persons calling said special meeting OR ON REQUEST MADE TO THE SECRETARY BY SUCH PERSON OR PERSONS, THE SECRETARY shall give written notice thereof, at least three (3) days, or as otherwise required in these Bylaws, delivered personally or sent by certified mail or telegram with return receipt requested to the residence or business address of each member of the Board. Any Board member may waive notice of any such meeting. The attendance of a Board member at such meeting shall constitute a waiver of notice of such meeting.

### Section 3. Place of Meeting

All regular and special meetings of the Board, unless the Board otherwise specifies, shall be held on University property, and the place of the meeting shall be specified in the call for that meeting.

### Section 4. Quorum

A majority of the members of the Board, when duly convened, shall constitute a quorum for the transaction of business at any meeting of the Board; if less than a majority of the members of the Board are present at said meeting, a majority of the members present may adjourn the meeting from time to time without further notice. At any such adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified. At any meeting where a quorum is present, a majority vote of those present shall be required for any official action of the Board, except as otherwise required by law or by these Bylaws.

## Section 5. Organization of Meetings

At each meeting of the Board, the Chairman, or in his absence, the Vice Chairman of the Board or in the absence of both, a chairman chosen by a majority of the Board TRUSTEES present, shall preside. The Secretary of the Board, or in his absence any person appointed by the Board, shall keep the minutes thereof, and otherwise perform the duties of Secretary.

## Section 6. Order of Business

The order of business at all regular and special meetings of the Board shall be as follows:

- (a) Roll call
- (b) Proof of notice of meeting (if a special meeting)
- (c) Disposition of minutes (Minutes shall be prepared and mailed to members as soon as practicable after each Board Meeting in order that members may be prepared for discussion)
- (d) Recommendations of the President of the University
- (e) Report of the President of the University
- (f) Report of committees of the Board
- (g) Communications, petitions and memorials
- (h) Unfinished business
- (i) New business
- (j) Election of Officers of the Board as pertinent
- (k) Time and place of next regular meeting
- (l) Adjournment

## Section 7. Parliamentary Procedure

On questions of parliamentary procedure not covered in these Bylaws, Robert's Rules of Order shall prevail.

## Section 8. Procedures for Presentation of Items to be Considered

- (a) Any proposed action which is to be introduced by a Board member which will substantially affect University policy shall be presented to the other Board members prior to the meeting at which the matter is to be considered by the Board.
- (b) The annual Budget and all other major questions of University policy to be recommended by the President of the University shall be presented to each member of the Board prior to the meeting at which the matter is to be considered by the Board.



- (c) Any business to be presented to the Board other than from a Board member or from the President of the University shall be submitted in writing to the Chairman of the Board at least three weeks prior to the meeting. The Chairman may direct that said matter be placed on the agenda.

#### Section 9. Public Notice of Meetings

- (a) Authority - This Bylaw is adopted in compliance with, and under the authority of, Section 121,22 (F), Ohio Revised Code, as amended, effective November 28, 1975.
- (b) Any person or news media may ascertain the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings by:
- (1) Written request mailed or delivered to the President of the University;
  - (2) Inquiry by telephone or in person at the office of the President during normal business hours.
- (c) Any representative of a news media may obtain notice of all special meetings by requesting in writing that such notices be provided and by paying an annual fee of \$15 to compensate the University for the special services required of it. Such notices will be furnished, however, to only one representative of any particular publication or radio or television station. Any request for such notification shall be addressed to the Secretary to the Board of Trustees of the University.

Each request shall provide the name of the individual media representative to be contacted, his or her mailing address, and not to exceed two telephone numbers at which such representative may be reached. The Secretary to the Board of Trustees shall maintain a list of all representatives of the news media who have requested notice of special meetings pursuant to this Section 9, Paragraph 3, and have paid the annual service charge provided for above.

In the event of any special meeting which is not of an emergency nature, the Secretary shall notify each media representative on such list of such meeting by doing at least one of the following:

- (1) Sending written notice, which must be mailed no later than three calendar days prior to the day of the special meeting;
- (2) Calling a representative by telephone no later than twenty-four hours prior to the special meeting; such telephone notice shall be complete if a message has been left for the representative, or if, after reasonable effort, the Secretary has been unable to provide such telephone notice;

- (3) Informing such representative personally no later than twenty-four hours prior to the special meeting.

Should a special meeting of an emergency nature be called, notice to each representative on the list of media representatives may be given by any means deemed practical, depending upon the circumstances.

Any such notices shall be given as promptly as may be feasible.

In furnishing any notices required by this Section (9) the Secretary may rely on assistance provided by the President of the University, (or by his designee), and any such notice is complete if given in the manner provided in this Section (9).

- (d) The Secretary shall maintain a list showing the names, addresses and telephone numbers and business affiliation, if given, of all persons who have requested, in writing, notice of all meetings of the Board of Trustees of Youngstown State University, and of all news media representatives who have qualified for notices as to the time, place and purpose of all special meetings.

ARTICLE III. BOARD OF TRUSTEES -  
OFFICERS AND ORGANIZATION

Section 1. Powers of the Board

The Board shall have the power, not inconsistent with law or by these Bylaws, to do all things necessary for the proper maintenance and successful and continuous operation of the University. No Trustee or Committee of the Board shall have authority to commit the Board to any policy, action or agreement unless specifically authorized by the Board.

Section 2. Officers of the Board

The officers of the Board shall be a Chairman, Vice Chairman, and Secretary. The Board may appoint such other officers or employees as the interest of the University requires, such officers and employees to have the authority and perform the duties prescribed by the Board.

Section 3. Qualifications, Election, Term of Office

The Chairman and Vice Chairman must be members of the Board. The qualifications of all other officers shall be determined by the Board. The officers of the Board shall be annually elected at the meeting of the Board first following May 15. Said officers shall take office immediately following adjournment of the meeting at which they are elected and shall hold their offices until their successors are elected and qualified.

Section 4. Chairman

The Chairman, when present, shall preside at all meetings of the Board, and perform generally all duties incident to the office of Chairman, and such other duties as may be assigned to him by the Board. The members of all committees of the Board shall be appointed by the Chairman annually. Appointments to standing and special committees shall be subject to the approval of the Board. Unless specifically provided to the contrary by the Board, the Chairman may assign any of his duties to another member of the Board.

Section 5. Vice Chairman

At the request of, or in the absence or disability of the Chairman, the Vice Chairman shall perform all the duties of the Chairman and, while so acting, shall have all the powers and authority of, and be subject to all the restrictions upon the Chairman.

## Section 6. Secretary

The Secretary shall ~~be the custodian of, and responsible for, the official books and records of the Board, and shall keep~~ PREPARE AND MAINTAIN, IN THE OFFICE OF THE PRESIDENT, minutes of all meetings and proceedings of the Board in one or more books provided for that purpose. The Secretary shall give notice of all ~~regular~~ meetings of the Board, ~~in accordance with~~ WHEN REQUIRED BY the provisions OF ARTICLE II SECTION 1 OR 2 OF THESE BYLAWS, AND he shall submit a written report of attendance at Board meetings at the meeting of the Board first following May 15. He shall perform such other duties as from time to time may be assigned to him by the Board or by the Chairman.

## Section 7. ~~Legal Adviser~~ ATTORNEY GENERAL

The Attorney General of the State of Ohio shall be the legal adviser ~~of the~~ TO AND REPRESENT THE UNIVERSITY AND/OR THE Board OF TRUSTEES. He ~~shall institute and prosecute all suits in its behalf.~~ IN ALL MATTERS CIVIL OR CRIMINAL INVOLVING THE UNIVERSITY OR THE BOARD OF TRUSTEES.

## Section 8. Removal of Board Officers

Upon proper notice, any officer of the Board may be removed as such officer at any time, either with or without cause, by resolution adopted by six members of the Board at any meeting thereof, the notices of which have specified that such removal action was to be considered.

## Section 9. Board Committees

- (a) The Chairman of the Board and the President of the University shall be ex-officio members of all Board committees. Whereas the Chairman shall have power to vote, the President shall not have power to vote, unless otherwise provided by law.
- (b) Standing Committees - Subject to the approval of the Board, the Chairman shall appoint three or more Board members to each of the following standing and special committees whose duties and responsibilities shall be as follows:
  - (1) Budget and Finance Committee - To review and advise the Board on University budgetary and fiscal policy, and management AND AUDITS OF UNIVERSITY FINANCES AND AFFAIRS.
  - (2) Buildings and Property Committee - To review and advise the Board as to the acquisitions and dispositions of real property, the selection of architects and engineers, and the planning of new facilities and major remodeling.

- (3) Personnel Relations Committee - To review and advise the Board on new policies and changes in existing policies and regulations related to University employees.
- (4) Youngstown State University Housing Commission - The Youngstown State University Housing Commission was created by the General Assembly as a part of Amended House Bill No. 134 effective August 15, 1967, and consists of the Chairman of the Board, the President of the University and the ~~Vice-President-for-Financial-Affairs of-the-University~~ EXECUTIVE VICE PRESIDENT
- (5) Student Affairs Committee - To review and advise the Board on new policies and changes in existing policies and regulations related to students. Two additional members of this committee appointed by the Chairman of the Board shall be full-time undergraduate students.
- (6) ACADEMIC AFFAIRS COMMITTEE -- TO REVIEW NEW POLICIES AND CHANGE EXISTING POLICIES RELATING TO ACADEMIC MATTERS REQUIRING BOARD ACTION, AND TO ADVISE THE BOARD THEREON. SUCH ACADEMIC POLICY MATTERS SHALL INCLUDE STATEMENTS OF INSTITUTIONAL MISSION; ACADEMIC MASTER PLANS; UNIVERSITY-WIDE STANDARDS OF ADMISSION, RETENTION AND GRADUATION; AND DELETIONS OR CHANGES IN ACADEMIC PROGRAMS AND NEW PROGRAMS LEADING TO DEGREES.
- (c) Ad Hoc Committees - The Chairman may appoint from time to time such ad hoc committees as may be required for the proper and continuous operation of the University.
- (d) Committee Chairman - A member of the Board shall be appointed chairman of each committee by the Chairman of the Board.
- ~~(e) Vacancies---Vacancies-in-the-membership-of-any-committee may-be-filled-by-appointments-made-in-the-same-manner-as provided-in-the-case-of-the-original-appointments.~~
- (e) Quorum - A majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.
- (f) Rules - Each committee may adopt rules for its own government not inconsistent with these Bylaws or rules adopted by the Board.

## ARTICLE IV. ADMINISTRATION OF THE UNIVERSITY

### Section 1. President of the University, Faculty and Staff

The Board shall employ the President of the University, and shall employ, fix the compensation of, and remove such number of professors, teachers and other employees as the Board may deem necessary. It shall do all things necessary for the proper maintenance and successful continuous operation of the University, and may act under such regulations as it may approve.

### Section 2. Other Personnel

The employment, classification, wage scales and dismissal of all personnel not otherwise under contract to the Board of Trustees, shall follow the regulations established by this Board AND THE LAWS OF OHIO.

### Section 3. Reports to the Board

- (a) Budget - At an appropriate time annually, the President of the University shall present to the Board the budget for the ensuing fiscal year. The budget shall be presented in a form showing estimated income and the allocations for the University's major areas of expenditure in accordance with general account classifications of the State of Ohio, and shall be accompanied by a review describing the major changes. As may be necessary, the budget may be revised from time to time by the Board. After approval by the Board, the budget shall govern financial transactions. The President of the University shall establish procedures for the expenditure of all budgeted funds in accordance with the regulations of the Board of Trustees.

In administering the budget, the President of the University may make or authorize transfers or adjustments in individual budget accounts or in local unrestricted accounts provided that no such action shall increase the total of budgeted expenditures.

Whenever income fails to meet budgeted income, the President of the University shall direct reductions in budgeted expenditure of a corresponding amount.

~~Unbudgeted-general-funds-may-be-expended-by-direction of-the-President-of-the-University-for-a-specific-purpose-not-exceeding-\$10,000,-and-shall-be-reported-to the-Board-at-its-next-regular-meeting.--Expenditures of-larger-amounts-from-such-funds-must-have-prior-approval-of-the-Finance-Committee.~~

- (b) ~~Administration of Gifts and Grants---The President of the University shall cause an annual report to be made to the Board of all restricted and unrestricted gifts and grants received, stating the source and value thereof.---The President of the University is authorized to assign gifts to University purposes with dutiful attention to the wishes of the donors insofar as known.~~
- (b) Revisions of Fees and Other Charges - From time to time, at least once a year, the President of the University shall recommend to the Board for its approval, a continuation or revision of the instructional fees, tuition, general fees, and other UNIFORM charges which he may deem appropriate.
- (c) Service Charges - The President may fix and announce other fees, fines, and rental or service charges. No such other fees or charges shall be imposed until authorized by the President.
- (d) Purchase of Insurance -
- (1) The President of the University shall cause to have prepared and submitted to the Board, at its first regular meeting after September 1 of each year, a report that tabulates all insurance policies in force, including coverage, premiums, and agents servicing these policies. This report shall include, but is not limited to: general, fire, liability, bonds, property, automobile, comprehensive, medical and hospitalization contracts, or any other policy for the protection of Youngstown State University's personnel and property.
- (2) All insurance shall be purchased through the President, or his designee, subject to prior approval of the Board of Trustees.
- (e) Inventory of Real Property - At the close of each fiscal year, the President shall cause to be prepared and to submit to the Board, an inventory of all real property managed, owned, leased, rented, or under option to the University. This report shall include acreage held, an estimate of land and building values, general statement on the condition of the physical plant, and such other details as may be directed by the Board of Trustees or the President of the University.
- (f) Annual Financial Report - At the end of each fiscal year, the President shall cause to be prepared and submitted to the Board, a comprehensive Financial Report. The report should summarize all financial transactions, note changes in fund balances, and tabulate expenditures in accordance with generally accepted accounting principles for state agencies.

#### Section 4. Purchasing Practice

All purchases by the University shall be made in accordance with the Regulations of the Board of Trustees AND THE LAWS OF OHIO.

ARTICLE V. UNIVERSITY ORGANIZATION

Section 1. Auxiliary Agencies

As recommended by the President and approved by the Board, certain University operations, whose income includes substantial amounts of other than imposed fees or appropriated revenue, shall be designated as auxiliary services. For budgeting purposes, an auxiliary service is a fiscal entity. The President shall cause to be prepared and submitted to the Board an annual report including an itemization of income and expenditures and a resume of the operation for the year.

Except for those auxiliary activity accounts otherwise restricted, there may be a transfer of balances among them or to other University purposes as directed by the President with the approval of the Finance Committee.

The rental policies of the University as approved by the Board of Trustees also apply to all auxiliary activity facilities.



ARTICLE VI. INSTRUCTION AND DEGREES

Section 1. Degrees and Certificates

Degrees, titles and certificates shall be awarded by the Board upon recommendation of the University faculty, transmitted to the Board by the President of the University. All diplomas issued to those receiving degrees and titles from the University shall be signed by the Chairman, the President of the University, and the Secretary of the Board. Facsimile signatures may be used.

ARTICLE VII. MISCELLANEOUS

~~Section 1. Gifts~~

~~The Board may accept gifts of money, real and personal property and shall administer same according to law.~~

Section 1. Appearances Before Governmental Offices

Subject to specific control by the Board, the preparation and presentation of requests for appropriations from the State of Ohio, and all appearances, communications and representations made on behalf of the University with all federal, state, and local government offices, boards, and agencies shall be under the direction of the President of the University. Unauthorized appearances, communications, and representations before federal, state, and local government offices, boards, and agencies are hereby prohibited.

Section 2. Use of University Facilities

The use of University facilities shall be governed by such rules and regulations as may be promulgated by the Board PRESIDENT.

ARTICLE VIII. BYLAWS, RULES AND REGULATIONS:  
THEIR PROMULGATION, AMENDMENT AND REPEAL

Section 1. Statement of Purpose

These Bylaws, including additions or amendments, outline the major administrative and governing functions of the Board of Trustees. Detailed rules, regulations, and ordinances for the operation of the University may be enacted or amended by action of the Board of Trustees or may be promulgated by the President of the University, provided such shall not conflict with Regulations or Bylaws of the Board of Trustees.

Section 2. Rules and Regulations: Promulgation, Amendment and Repeal

Detailed rules and regulations for the organization, administration, and operation of the University may be promulgated, amended, and repealed by the Board, in consideration of recommendations of the President of the University.

Section 3. Amendments to Bylaws

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by the Board at any regular meeting of the Board, and at any special meeting of the Board, if at least fifteen (15) days written notice is given of intention to alter, amend, or repeal, or to adopt new Bylaws at such special meeting.

~~Section 4. --Ohio Board of Regents~~

~~Except as expressly provided in Chapter 3333 of the Revised Code of Ohio, establishing the Ohio Board of Regents, nothing in such chapter shall be construed to deprive the Board of the duties and powers conferred upon them by the law in the government of the University.~~

MEMO TO: DR. DAVID C. GENAWAY  
Librarian

FROM: HUGH W. MANCHESTER, Secretary to  
the Board of Trustees

DATE: January 31, 1981

SUBJECT: Minutes of Meeting of Board of  
Trustees of Youngstown State  
University held on November 8,  
1980

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

*HWM*  
H.W.M.

HWM:EVT

xc: President Coffelt  
Vice President Gillis  
Vice President Alderman  
Edgar Giddens, Chairman of the Board



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

January 31, 1981

Dr. Thomas A. Shipka, President  
YSU-OEA  
Youngstown State University  
410 Wick Avenue  
Youngstown, Ohio 44555

Dear Dr. Shipka:

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 November 8, 1980.

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

Yours very truly,

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

HUGH W. MANCHESTER  
Secretary to the Board of Trustees

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



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

January 31, 1981

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 November 8, 1980.

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

Yours very truly,

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

HUGH W. MANCHESTER  
Secretary to the Board of Trustees

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



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

February 20, 1981

TO THE TRUSTEES OF  
YOUNGSTOWN STATE UNIVERSITY

Enclosed is copy of draft of Minutes of Meeting of the Board  
of Trustees held on January 31, 1981.

Yours very truly,

HUGH W. MANCHESTER  
Secretary to the Board of Trustees

HWM:EVT  
Enc.

Copy to:

Each of Nine Trustees  
Dr. John J. Coffelt, President  
Dr. Bernard Gillis, 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