

MINUTES OF MEETING
OF
BOARD OF TRUSTEES
OF
YOUNGSTOWN STATE UNIVERSITY

Tod Administration Building
Friday, June 30, 1989

Pursuant to Resolution YR 1989-45, and to Notices mailed on the 14th day of June, 1989, by the Acting Secretary to the Board to each Trustee, (a copy of which precedes these Minutes) with copies to the President of the University; to the President of the YSU Chapter of the OEA; to Alan R. Kretzer, Special Counsel appointed by the Attorney General of Ohio; and to the Executive Director of YSU Alumni Association, a Regular Meeting (one-hundred and thirty-third) of the Board of Trustees of Youngstown State University convened at 3:00 P.M. in the Board Room in the Tod Administration Building.

Eight Trustees and one student were present at the meeting, to-wit: Mrs. Elizabeth C. DeLuca, Mr. Edward A. Flask, Dr. John F. Geletka, Mr. William J. Lyden, Mrs. Emily P. Mackall, Mr. Richard P. McLaughlin, Mr. Martin J. O'Connell and Dr. Earnest Perry; and Mr. Ralph M. Crum, Student Trustee. Absent were Trustee Michael I. Monus and Student Trustee Amy MacFarland.

Also present were Dr. Neil D. Humphrey, President; Dr. Bernard T. Gillis, Provost; Dr. Taylor Alderman, Vice President - Personnel Services; Dr. Lawrence E. Looby, Vice President - Institutional Advancement; Dr. Charles A. McBriarty, Vice President - Student Services; Edmund J. Salata, Executive Director of Facilities; Mr. Philip A. Snyder, Director, News Service; Attorney Alan R. Kretzer, Special Counsel to the Attorney General of Ohio; Franklin S. Bennett, Jr., Acting Secretary to the Board of Trustees, and Mrs. Patricia D. Martin, Secretary to the President of the University.

Dr. Earnest Perry, Chairperson of the Board, presided.

ITEM I - SWEARING IN OF TRUSTEE

Dr. Perry reported that Governor Richard F. Celeste had appointed Mr. Mark E. Lyden to the Board of Trustees of Youngstown State University, for the term expiring 1998. Dr. Perry invited Mr. Lyden to step forward where the oath of office was administered by the Acting Secretary to the Board. Upon

administration of the oath to Mr. Lyden, Dr. Perry invited him to take his seat with the Board.

ITEM II - PROOF OF NOTICE OF MEETING

Evidence was available to establish that due notice of the meeting had been mailed by the Acting Secretary on June 14, 1989, to each of the nine Trustees, the two Student Trustees, and to the President; and that copies had also been mailed to Dr. Paul Dalbec, President of the YSU Chapter of OEA, to Alan R. Kretzer, Special Counsel, to Mr. Thomas Thompson, President YSU-ACE, and to Mrs. Patricia Tkacik Hanna, Director YSU Alumni Association. Such evidence precedes these Minutes.

ITEM III - MINUTES OF REGULAR MEETING HELD ON MARCH 24, 1989 AND SPECIAL MEETING HELD ON JUNE 6, 1989

The Acting Secretary reported that copies of the drafts of the Minutes of the Regular Meeting of the Board of Trustees held on March 24, 1989, and of the Minutes of the Special Meeting of the Board of Trustees held on June 6, 1989, had been mailed to each Trustee, to the President, the Provost, the Vice President - Personnel Services, the Executive Director of Facilities, and the Special Counsel.

There being no additions or corrections, the Minutes of both meetings were accepted as mailed.

ITEM IV - RECOMMENDATIONS OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Humphrey recommended that two Resolutions be adopted by the Trustees.

After a Motion which was made by Dr. Geletka, and seconded by Mr. O'Connell, had received the affirmative vote of each Trustee present, the Chairperson declared the following Resolution duly adopted:

- a. Resolution to Ratify Faculty/Staff Appointments

YR 1989-46

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

WHEREAS, new appointments have been made subsequent to the March 24, 1989 regular meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1988-89 Budget and with the University policy on Equal Employment Opportunity;

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

After the Resolution was adopted, Dr. Humphrey called upon Dr. Looby to report on the progress of the Residence Hall Campaign and the status of gifts received by the University.

Dr. Looby reported that \$1,248,300.00 in pledges have been received toward the Residence Hall Campaign. Dr. Looby stated that more than 60 personal contacts have been made during the Campaign, and that he was hopeful that \$1,500,000.00 would be raised through the Campaign.

Dr. Looby then reviewed a written report of gifts prepared as of June 30, 1989, stating that Annual Fund Campaign cash contributions and pledges of \$80,166.00 have been received since the last Regular Meeting of the Board. When taken together with Residence Hall Campaign pledges, WYSU-FM pledges and contributions, 1989 YSU English Festival contributions, and Grants and Contracts, the total received for the period since March 24, 1989 is \$1,310,583.00.

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

b. Resolution Accepting Gifts

YR 1989-47

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

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 of Youngstown State University 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.

ITEM V - REPORT OF THE PRESIDENT OF THE UNIVERSITY

1. Dr. Gillis, Provost, reported concerning the following matters:

Dr. Gillis stated that three items would be advanced by the Academic Affairs Committee to the Board for approval. Dr. Gillis reported on the following seven informational items:

- a. Distinguished Professor Awards and Watson Award

The following faculty members have received Distinguished Professorship Awards in the areas of Teaching and Research/Scholarship:

Teaching

Dr. William R. Cochran, Department of Physics and Astronomy
Dr. Steve K. Ellyson, Department of Psychology
Dr. Richard W. Jones, Department of Chemical Engineering
Mr. John F. Ritter, Department of Civil Engineering
Ms. Susan Russo, Department of Art

Research/Scholarship

Dr. Javed Alam, Department of Civil Engineering
Dr. Richard H. Bee, Department of Economics
Dr. Lawrence W. Hugenberg, Department of Speech Communication and Theatre
Dr. Steven M. Schildcrout, Department of Chemistry
Dr. Joseph A. Waldron, Department of Criminal Justice

The following faculty member has received the Watson Award:

Dr. William O. Barsch - Chairperson, Engineering Technology

Department

b. Reaccreditations

Dr. Gillis reported that the Committee on Allied Health Education and Accreditation has awarded continuing accreditation to the Medical Laboratory Technician-Associate Degree Program.

Dr. Gillis reported that at its May 1989 meeting, The American Dental Association Commission on Dental Accreditation granted the accreditation classification of approval to the YSU dental hygiene program.

Dr. Gillis reported that The American Chemical Society (ACS) has reviewed the Chemistry Department's five-year evaluation report and has concluded that the program in Chemistry continues to meet the guidelines established for ACS approved schools.

Dr. Gillis reported that upon the exit interview indications for reaccreditation of the Dietetics program were most positive. Formal action on reaccreditation by the American Dietetics Association may take six months.

c. Selective Excellence Proposals

Dr. Gillis reported that proposals have been submitted to the Ohio Board of Regents for funding under the Academic Challenge Grant category for the following programs in the following amounts:

Mall Management Program	\$108,022.00
General English	\$176,236.00
Enhanced String Program	\$100,292.00

Dr. Gillis noted that a proposal will also be prepared in the categories of Program Excellence and Research Challenge.

d. Name Change from Respiratory Therapy to Respiratory Care

Dr. Gillis reported that following a change in the name of the professional association from American Association for Respiratory Therapy to American Association for Respiratory Care, the Allied Health Department submitted a request for the change

of its program name. The University Academic Senate approved such a change at its meeting on April 5, 1989, with the approval of the Dean, the Provost, and the President. The Ohio Board of Regents permits such a name change.

e. Executive Master of Business Administration

Dr. Gillis reported that a proposal for offering an Executive Master of Business Administration with special fees has been prepared. A separate budget is being established for the program, which is designed to hone and strengthen the management skills of individuals in middle management positions.

f. Continued Approval of Master's Program in Mechanical Engineering

Dr. Gillis reported that, at its meeting of April 5, 1989, the Graduate Council voted to recommend to the Graduate Dean that the Master's Program in Mechanical Engineering be approved for continuation for another five-year period.

g. Faculty Publications

Dr. Gillis reported that a significant book on collective bargaining in higher education has recently been published. "The Right Ball: A Primer for Management Negotiators in Higher Education" has been authored by Dr. Taylor Alderman, Vice President - Personnel Services, and is published by College and University Personnel Association, 1989. Dr. Gillis stated that the book should provide a boon to those institutions where groups have organized or are organizing.

2. Dr. McBriarty, Vice President - Student Services, reported concerning the following matters:

a. Status of Residential Hall Project

Dr. McBriarty stated that with the adoption of the proposed Resolutions of the Building and Property Committee, the construction of a 300-bed residence facility on campus comes ever closer to reality. Dr. McBriarty reviewed aerial photographs, architect's renderings, and the proposed Phase I building location "footprint" with the Board.

Dr. McBriarty reported that the results of a marketing and feasibility study performed regarding student housing indicate that YSU has approximately 9,500 undergraduate students, 90% of whom reside with their parents. Of the remaining potential

market of approximately 1,000 undergraduate students, 50% are between the targeted ages of 18 to 22 years of age. The study concludes that it is likely that there is a distinct market for a 250-300 student residence facility at this time which could be met in the Phase I Project.

Dr. McBriarty noted that the current architectural plans are for the construction of a 4-story residence facility with an exterior influenced by the design of Jones Hall.

b. Resolution regarding revision to THE CODE

Dr. McBriarty reported that the proposed Resolution of the Student Services Committee regarding revisions to The Code is the result of extensive consideration and discussion by the various elements of the University community. Dr. Humphrey stated that the Resolution before the Board has been modified slightly from that recommended by the Student Services Committee to indicate an effective date.

c. Use of Publications in Student Recruitment

Dr. McBriarty provided a report on the various publications utilized in the process of student recruitment to the University. Dr. McBriarty stated that the number of new students admitted through the end of June, 1989, is seven percent (7%) greater than for the similar period in 1988. Dr. McBriarty displayed a "Publications Board" holding numerous University publications including: the "SOAR Poster", the "View Book", brochures regarding housing alternatives, scholarships, and specific programs offered by the University.

Mr. McLaughlin asked whether the proportionate increases in nontraditional students is a local or national phenomenon. Dr. McBriarty stated that YSU's increase in the nontraditional student population is in line with a national trend toward such increases at urban and metropolitan campuses.

Upon question by Mr. Lyden, Dr. McBriarty stated that the "Career Series Manual" is sent to high school guidance departments within Ashtabula, Trumbull, Mahoning and Columbiana Counties in Ohio, and to Lawrence and Mercer Counties in Pennsylvania. Dr. Humphrey introduced Ms. Jean Engel, Publications Editor, and commented on the importance of good publications to the University.

3. Mr. Salata, Executive Director of Facilities, reported concerning the following matters:

a. Status of Current Facilities Projects

Mr. Salata reported that work on the Stambaugh Stadium Leak Repair Project was on schedule with completion expected in mid-August of 1989. The Chilled Water Project was reported also to be progressing on schedule with start-up expected on or about August 1, 1989.

b. Capital Improvements Budget for Upcoming Biennia

Mr. Salata discussed briefly the projects set forth in the proposed Resolution of the Building and Property Committee regarding Capital Improvements for the Period 1991-1996.

c. Acquisitions of Land

Mr. Salata discussed the proposed Resolutions regarding the acquisition of lands known as 318 Fifth Avenue and 656 Wick Avenue.

4. Report of Dr. Humphrey on Other Matters

Dr. Humphrey thanked Dr. Perry, retiring from his term as Chairperson of the Board of Trustees following this Meeting, for his conscientious efforts as Chairperson. Dr. Humphrey noted Dr. Perry's perfect attendance at all Committee and Board Meetings during his tenure as Chairperson.

ITEM VI - REPORTS OF THE COMMITTEES OF THE BOARD OF TRUSTEES

1. Personnel Relations

Mrs. Mackall reported that the Personnel Relations Committee recommended four Resolutions for adoption by the Board. She then read and moved for adoption of the following Resolution:

a. Resolution on Contracts for Goods and Services Involving University Employees

YR 1989-48

WHEREAS, upon further consideration it has been determined that the intervals between the meetings of the YSU Board of Trustees may not allow timely consideration of exceptions to the policy restricting the awarding of contracts for goods or services provided by employees of the University, or by entities in which an employee, a member of their

immediate family, or a business associate have an interest; and

WHEREAS, the Revised Code addresses this issue in considerable detail in Chapters 102 and 2921;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby amend Article III, Section 32, Policies of the Board of Trustees of Youngstown State University as included in Exhibit C attached.

The motion was seconded by Mr. McLaughlin, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Mrs. Mackall then read and moved for adoption the following Resolution:

b. Resolution to Revise Policy on Multi-Year Contracts

YR 1989-49

WHEREAS, it is deemed appropriate that head athletic coaches be granted annual contracts of one year in duration, following the completion of an initial three-year contract;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby revise and amend Article III, Section 17.4, of the Policies of the Board of Trustees of Youngstown State University as included in Exhibit D attached.

The motion was seconded by Dr. Geletka, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Mrs. Mackall then read and moved for adoption the following Resolution:

c. Resolution to Confer Emeritus Status

YR 1989-50

WHEREAS, Article III, Section 27 of the Policies of the Board of Trustees provides for the conferral of emeritus status upon faculty and Professional/Administrative staff who retire from the University following at least ten years of meritorious service and are recommended by the President of the University;

THEREFORE BE IT RESOLVED by the Board of Trustees of Youngstown State University that those faculty and Professional/Administrative staff members listed on Exhibit E attached hereto are hereby granted the emeritus title designated thereon.

The motion was seconded by Mr. McLaughlin, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the resolution adopted.

Mrs. Mackall then read and moved for adoption the following Resolution:

d. Resolution Concerning Expiration of Agreement

YR 1989-51

WHEREAS, the 1986-89 Agreement between the University and the University Chapter of the Ohio Education Association expired on June 14, 1989, and a successor Agreement has not been reached;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Youngstown State University that 1) faculty pay for summer session 1989 shall be 1/40 of the 1988-89 9-month salary base for each Workload Hour taught in the summer, subject to a maximum of eight Workload Hours in either five-week terms, and a maximum of twelve Workload Hours in the full summer session; and 2) faculty insurance benefits described in the University's insurance booklet shall remain in effect for full-service faculty;

BE IT FURTHER RESOLVED that the University declares its intention to comply with other terms and conditions specified within the 1986-89 Agreement, so long as negotiations

with the faculty continue, and so long as YSU-OEA complies with the terms and conditions of the Agreement.

The motion was seconded by Mr. O'Connell, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

2. Building and Property

Dr. Geletka reported that the Building and Property Committee recommended five Resolutions for adoption by the Board. He then read and moved for adoption the following Resolution:

a. Resolution to Modify Facility Master Plan West Side of Fifth Avenue From Rayen Avenue to Lincoln Avenue

YR 1989-52

WHEREAS, the University is presently acquiring property on the west side of Fifth Avenue between the East Bound Service Road and Lincoln Avenue; and

WHEREAS, the property known as 318 Fifth Avenue can be purchased at a reasonable price; and

WHEREAS, there is a University need for the type of space available in the 9086 ± sq. ft. building along with sufficient on-site parking; and

WHEREAS, it is in the best interest of Youngstown State University that this property be acquired to meet a University need.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the University administration to purchase property fronting on the west side of Fifth Avenue between Rayen Avenue and Lincoln Avenue, known as 318 Fifth Avenue including city lots 664, 1495 and 3998, following usual University procedures for purchase of property, and does hereby modify the Facility Master Plan as

adopted on June 7, 1985, and as subsequently revised, to include the area described above.

The motion was seconded by Mrs. DeLuca, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Dr. Geletka next read and moved for adoption the following Resolution:

b. Resolution to Authorize Land Appropriation Procedure

YR 1989-53

WHEREAS, the Board of Trustees of Youngstown State University through its amended Long Range Facilities Master Plan has authorized the University administration to enter into negotiations to purchase real estate within the area bounded by Fifth Avenue, Grant Street, Ford Avenue and Iona Street; and

WHEREAS, negotiations for 333 Grant Street, part of City Lot No. 998, are at impasse;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the administration to request the Ohio Department of Administrative Services to appropriate the above identified parcel of real estate.

The motion was seconded by Mr. Lyden, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Dr. Geletka next read and moved for adoption the following Resolution:

c. Resolution Concerning New Student Residence Reserve

YR 1989-54

WHEREAS, the Board of Trustees has approved construction of new student residence facilities, and through the generosity of individuals, families, corporations, and

foundations, has already received \$1,116,300 in gifts and pledges for this project; and

WHEREAS, it is highly desirable to subsidize this project since state appropriated monies cannot be used for construction of residence facilities, and the only source of revenue is board and room charges and such charges must be competitive with other public institutions;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approved the transfer of \$290,385 of the following reserves to the New Student Residence Reserve in order to accomplish this desired objective:

\$101,023 in the principal account from the sale of the former President's House at 1010 Colonial Drive;

\$ 49,765 in the interest account on the outstanding mortgage on the 1010 Colonial Drive property;

\$ 44,851 of income which has been earned to date from investment of these two reserves;

\$ 48,528 from proceeds of the sale of the Bliss property on Fifth Avenue; and

\$ 46,218 accumulated in the account which receives Wick-Pollock Inn lease payments.

The motion was seconded by Mr. Flask, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Dr. Geletka next read and moved for adoption the following Resolution:

- d. Resolution Concerning Capital Improvements for the Period 1991-1996

YR 1989-55

WHEREAS, the Ohio Board of Regents has requested each state-assisted university to submit capital improvement requests for the 1991-96 period by no later than June 19, 1989; and

WHEREAS, recommendations in the approved Facilities Master Plan are included in the University's Capital Improvement Request for the 1991-96 period;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby adopt the Capital Improvement Project Request (Exhibit F), and authorizes the President to submit a Capital Improvement Request.

The motion was seconded by Mr. O'Connell, and after discussion received the affirmative vote of all Trustees present. the Chairperson declared the motion carried and the Resolution adopted. Following the adoption of the Resolution, Dr. Humphrey explained that the Regents' deadline for the capital improvements request required the submission of the request prior to Board review. Therefore, the capital improvements request was submitted subject to Board revision.

Dr. Geletka next read and moved for adoption of the following Resolution:

e. Land Acquisition - Student Housing Project - Phase I

YR 1989-56

WHEREAS, the Board of Trustees has, by prior action, authorized the administration to negotiate offers to sell at the appraised value for real estate parcels located in the area bounded by the Madison Avenue expressway on the south, Elm Street on the east, Madison Avenue on the north, and the intersection of Michigan Avenue, the freeway, and Madison Avenue on the west; and

WHEREAS, the offers were to be contingent upon all property owners responding favorably;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University while still committed to acquiring all parcels within the area noted above, except the studio-warehouse on the corner of Elm and Custer, does hereby authorize the administration to proceed to secure Controlling Board approval and close the purchases of parcels as offers to sell at the appraised value are received.

The motion was seconded by Mr. Flask, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

3. Budget and Finance Committee

In the absence of Mr. Monus, Mrs. Mackall reported that the Budget and Finance Committee recommended eight Resolutions for adoption by the Board. She then read and moved for adoption the following Resolution:

a. Resolution to Amend the Monus Professor of Entrepreneurship Budget

YR 1989-57

WHEREAS, the Monus Professor Entrepreneurship budget is funded by the interest income from the endowment provided by Michael I. Monus; and

WHEREAS, an additional gift has been provided to supplement the interest income to the Chair; and

WHEREAS, there is a need to make use of the gift in the FY 1988-89 budget;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the amended budget for the Monus Professor of Entrepreneurship as shown on the attached Exhibit G.

The motion was seconded by Dr. Geletka, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Mrs. Mackall next read and moved for adoption the following Resolution:

b. Resolution Concerning CCM Free Clinic

YR 1989-58

WHEREAS, the Cooperative Campus Ministry in cooperation with the Youngstown Osteopathic Hospital has for many years operated a free clinic one evening a week at the First Christian Church at the corner of Wick Avenue and Spring Street, and this clinic serves YSU students as well as the general public; and

WHEREAS, in 1986, 1987, and 1988, the YSU Board of Trustees has approved a contribution of \$1,500 to the CCM Free Clinic, and such contributions have been helpful in continuing this desired service;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the payment of \$1,500 to the CCM Free Clinic from the General Fee fund monies not otherwise allocated and available before closing accounting records June 30, 1989.

The Motion was seconded by Mrs. DeLuca, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Mrs. Mackall next read and moved for adoption the following Resolution:

c. Resolution Concerning Bookstore Equipment

YR 1989-59

WHEREAS, the University Bookstore computer system needs to be replaced and staff has identified the hardware and software desired, and its cost is \$208,000; and

WHEREAS, \$147,958 is available in the Bookstore Equipment Reserve which may be expended with Board approval;

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

University does hereby approve: (1) the use of the \$147,958 in the Bookstore Equipment Reserve; (2) an interfund loan of \$56,995 from the General Equipment Reserve to be repaid within five years without interest; and (3) transfer of \$3,047 from the Bookstore Contingency Reserve for a total of \$208,000 for acquisition of a new computer system for the University Bookstore.

The Motion was seconded by Mr. O'Connell, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Mrs. Mackall next read and moved for adoption the following Resolution:

d. Resolution to Amend Policy on Deposit and Investment of University Funds

YR 1989-60

WHEREAS, the local Savings and Loan Associations have expressed interest in assisting the University with its investment program; and

WHEREAS, the local Savings and Loan Associations have demonstrated sound fiscal practices; and

WHEREAS, the Board of Trustees policy on Deposit and Investment of University funds currently covers only banks under Section 1101.1 insured by the FDIC;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University hereby amends Article IX, Sections 10.1 through 10.4 of the Board of Trustees Policies as shown on Exhibit H.

The Motion was seconded by Dr. Geletka, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Mrs. Mackall next read and moved for adoption the following Resolution:

e. Resolution to Amend Travel Regulations

YR 1989-61

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve amendment of Unit 7, Travel Regulations, of the YSU Administrative Manual as shown on Exhibit I.

The Motion was seconded by Mrs. DeLuca, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Dr. G. L. Mears, Director of Budget, addressed the Board concerning the 1989-90 Budget. Dr. Mears stated that the proposed Budget exceeds 450 pages in length, and Dr. Mears spent approximately 15 minutes summarizing the Sources of Revenue, the Areas of Expenditure, the Objects of Expenditure, and Future Projections elements of the Budget. Upon conclusion of Dr. Mears' presentation, Dr. Humphrey stated that the Board had spent considerable time and effort on the Budget. Thereupon, Mrs. Mackall read and moved for adoption the following Resolution:

f. Resolution Concerning 1989-90 Budget

YR 1989-62

WHEREAS, the proposed budget for 1989-90 has been reviewed in detail by the Budget and Finance Committee of the Board and all members of the Board have had opportunity for review of the proposed budget.

BE IT RESOLVED, that the Board of Trustees does hereby approve the 1989-90 Budget for Youngstown State University as recommended by the Budget and Finance Committee and that approval includes:

1. The Organizational Chart included in the document with the understanding that changes proposed during the year at the level of those reporting directly to the President shall require Board approval and

the President has authority to approve changes below that level;

2. Salaries for professional/ administrative staff and classified civil service staff shall be as included in the subsidiary document "Salary Working Papers, 1989-90";
3. Salaries for full service faculty represented by the YSU-OEA union and for extended teaching service faculty shall be carried forward at the 1988-89 amounts subject to adjustment upon completion of a collective bargaining agreement with this Union;
4. Salaries for limited service faculty at workload hour rates of \$400 for those with baccalaureates, \$500 for those with masters, and \$675 for those with doctorates;
5. Salaries for graduate assistants as follows:
 - a. in the Biology, Chemistry, and Mathematics departments and all School of Engineering departments - \$14,000 per FTE;
 - b. All other instructional departments - \$11,000 per FTE;plus waiver of tuition and non-resident tuition surcharge for the academic year;
6. Wage rates of \$6 per hour for research assistants, \$4.25 per hour for students supervising other student employees as approved by the University Budget Committee and \$3.90 per hour for all other student employees;
7. The authority to approve expenditures and transfers as described in the budget document, noting that absolute position control shall be

in effect and each pay period either the incumbent is paid or the proportional amount for that full-time position is transferred to the unallocated reserve, except that the President shall have the authority to approve the transfer of monies budgeted for a position to another position which is either a temporary replacement or a new position created to recognize a change in classification;

8. Exemption of all professional/administrative positions from the overtime provisions of Section 124.18 of the Ohio Revised Code;
9. Titles of professional/ administrative staff as listed in the appendix of the document;
10. Contract duration for Professional/Administrative staff who serve on multi-year contracts under the provisions of Article III, Section 17.3 of the Policies of the Board of Trustees are designated in the salary Working Papers by years of contract, e.g., 1988-91; and
11. Exemption of full service faculty positions included in Academic Challenge grants from the provisions of Article III, Section 21 of the Policies of the Board of Trustees and understanding that such positions will be eligible for inclusion within the Educational and Associated Operations, Fund One, budget upon termination of these grants.
12. 1989 year-end non-mandatory transfers number 1 through 27, recognizing that such transfers are based upon preliminary information prior to final closing entries and,

therefore, adjustments necessary at closing are authorized to occur in the Educational and Associated Operations (Fund One) Contingency Reserve.

BE IT FURTHER RESOLVED, that although designated University officers have authority to transfer monies from budgeted "contingency reserves" within their budgeted areas of administrative responsibility, it shall require the approval of the Board of Trustees for transfer of money from the "unallocated reserve" in any fund.

The motion was seconded by Mrs. DeLuca, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Mrs. Mackall next read and moved for adoption the following Resolution:

g. Resolution Concerning Tuition and Other Student Fees

YR 1989-63

WHEREAS, the Ohio state appropriation act for higher education provides that boards of trustees of state-assisted institutions of higher education shall supplement state subsidies by income from charges to students; and

WHEREAS, the act provides that each board shall establish the fees to be charged to all students, including an instructional fee for educational and associated operations support of the institution, and a general fee for noninstructional services including locally financed student services facilities used for the benefit of enrolled students; and

WHEREAS, the act provides that the instructional fee and the general fee shall encompass all charges for services assessed uniformly to all enrolled students, but that each board may also establish special purpose fees, service charges, and fines for services

and benefits furnished individual students or specific categories of students and shall not be applied uniformly to all enrolled students; and

WHEREAS, the act provides that the board shall separately identify the instructional fee, the general fee, the tuition charge, and the tuition surcharge which shall be paid by all students who are not residents of Ohio; and

WHEREAS, the Ohio General Assembly uses an assumption as to what the instructional fee will be at each instructional program level in order to subtract the proceeds of that assumed fee from the appropriation which would otherwise be needed as generated by the formula as applied to each university; and

WHEREAS, the instructional fee for all undergraduate programs at YSU in 1988-89 was \$1,410 for the three-quarter academic year but the appropriations bill (Amended Substitute Bill 171 for 1987) assumed an instructional fee of \$1,995 for all undergraduate programs used by YSU except technical I and II which were assumed to be \$1,945; and

WHEREAS, the instructional fee used by the Ohio General Assembly in its 1989-90 formula is \$2,250 for all undergraduate instructional programs except technical I and II which are assumed to be \$2,200; and

WHEREAS, the Ohio General Assembly has enacted legislation which limits 1989-90 instructional fee increases to an amount equal to 7 percent; and

WHEREAS, a 7 percent increase, rounded to the nearest dollar, brings the instructional fee to \$503 per quarter, and it is noted that an academic year instructional fee of \$1,509 is \$741 or 32.9 percent less than used by the General Assembly when subtracting from the formula allocation to determine the appropriation for YSU;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby declare that the "tuition charge" shall be the sum of the instructional fee and the general fee and does hereby establish the tuition and other fees included in Exhibit J to become effective Fall Quarter, 1989, and to remain in effect until changed by the Board of Trustees.

The motion was seconded by Dr. Geletka, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Dr. Humphrey reported that estimates of revenues to be received from the State of Ohio utilized during the preparation of the proposed 1989-90 Budget proved to be overly optimistic. Dr. Humphrey stated that it is therefore necessary to revise the proposed Budget to conform with revenues available.

Thereupon, Mrs. Mackall read and moved for adoption the following Resolution:

h. Resolution to Amend Resolution Concerning Tuition and Other Student Fees

YR 1989-64

WHEREAS, the Board of Trustees of Youngstown State University adopted the FY 1989-90 Budget which included a resolution to set tuition and other student fees as Appendix F; and

WHEREAS, the resolution set the Instructional Fee component of tuition, in conformity with then pending legislation, at an increase of 7 percent; and

WHEREAS, the General Assembly of the State of Ohio has modified the legislation to permit Instructional Fee increases of 6 percent or \$120 per academic year, whichever is greater; and

WHEREAS, the state budget adopted by the General Assembly provides an Instructional Subsidy amount for Youngstown State University

that was \$725,000 less than assumed in the preparation of the FY 1989-90 budget; and

WHEREAS, it is desirable to increase the Instructional Fee to the amount permitted to partially offset the decrease in the Instructional Subsidy.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby amend the instructional fee section of Appendix F of the FY 1989-90 budget as follows:

<u>Instructional Fee</u>	<u>1988-89</u>	<u>1989-90</u>
Part-time undergraduate, 1-11 credits	\$ 40 per credit	\$ 43
Full-time undergraduate, 12-16 credits	\$470 per quarter	\$510
Undergraduate credits in excess of 16 per quarter	\$ 40 per credit	\$ 43

with all other components of Appendix F to remain unchanged; and

BE IT ALSO RESOLVED, that the Director of the Budget and Institutional Studies is directed to amend Table 4 of the FY 1989-90 budget document, in accordance with the attached Exhibit J-2; and

BE IT FURTHER RESOLVED, that the President is authorized to amend the General Fee Fund group budgets that are impacted by the change in the Instructional Fee rate as an expense item and report all changes to the next regularly schedule meeting of this Board.

4. Student Services

Mr. McLaughlin reported that the Student Services Committee recommended three Resolutions for adoption by the Board. He then read and moved for adoption the following Resolution:

- a. Resolution Concerning New Residence Hall.
Student Housing and Bond Underwriting Services

YR 1989-65

WHEREAS, the Budget and Finance Committee, the Building and Property Committee and the Student Services Committee of the Board of Trustees have reviewed the Program for YSU Student Housing Project, Phase I, as prepared by Buchanan, Ricciuti & Balog Associates; and

WHEREAS, an additional existing facility may be purchased which can be remodeled as a student residence which would accommodate over 100 students; and

WHEREAS, the University must notify the Ohio Board of Regents of its desire to increase the number of University-operated residence hall units as a result of this program; and

WHEREAS, funding for these additional units will require the issuance of bonds; and

WHEREAS, the Attorney General has appointed the law firm of Bricker & Eckler to serve as appointed Bond Counsel for YSU; and

WHEREAS, upon advice from Bond Counsel it would be in the best interest of the University to advertise for bids pertaining to Bond Underwriting Services;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept the Program for YSU Student Housing Project, Phase I, and hereby authorizes the construction of a residence hall of approximately 300 beds to be completed in 1990.

BE IT FURTHER RESOLVED, the University administration be authorized to seek the Ohio Board of Regents approval for the University to operate additional housing of up to 450 beds in 1990; and to issue a Request for Proposal for Bond Underwriting Services.

The motion was seconded by Mr. Flask, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Mr. McLaughlin next read and moved for adoption the following Resolution:

b. Resolution Concerning The Code

YR 1989-66

WHEREAS, The Code outlines the proscribed conduct expected of students and the due process and disciplinary procedures utilized; details the academic grievance procedures for undergraduate and graduate students; and describes the student records policy; and

WHEREAS, several sections of The Code have been revised; and

WHEREAS, the proposed revisions have been reviewed by various members of the University community; and

WHEREAS, the Student Services Committee has reviewed The Code and recommends approval by the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby adopt The Code as included herewith effective Fall Quarter 1989.

The motion was seconded by Mr. O'Connell, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Mr. McLaughlin next read and moved for adoption the following Resolution:

c. Resolution to Revise Policy on Firearms

YR 1989-67

WHEREAS, Article IX, Section 17.2, of the Policies of the Board of Trustees prohibits University police officers from carrying personal firearms, ammunition or other police equipment while on duty or storing same in department vehicles or offices; and

WHEREAS, the University currently employs approximately 80 intermittent police officers, many of whom are employed elsewhere as

police officers and some permitted by their departments to carry personal firearms and either these personal weapons or those issued by their respective departments are usually available for those officers to use while on duty at the University.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby revise Article IX, Section 17.2, of the Policies of the Board of Trustees to allow intermittent police officers to carry firearms not issued by the University but meeting University standards as stated in Exhibit K attached hereto.

5. Academic Affairs

Mrs. DeLuca reported that the Academic Affairs Committee recommended three Resolutions for adoption by the Board. She then read and moved for adoption the following Resolution:

a. Resolution Ratifying Changes in the Charter and Bylaws of the University Academic Senate

YR 1989-68

WHEREAS, the Board of Trustees of Youngstown State University has previously approved the Charter and Bylaws of the Academic Senate by resolution, with the understanding that, in compliance with the authority and responsibilities vested in the Board by law, the Charter, Bylaws and all actions of the Academic Senate are subject to the Board's right to review and approve, or reject; and

WHEREAS, the Academic Senate has seen fit to amend its Charter and Bylaws, as attached hereto as Exhibit L; and

WHEREAS, such amendments are to eliminate sexist language from same and to expedite the workings of the Academic Senate and the President and the Provost have concurred in the above mentioned amendments;

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

University does hereby approve the aforesaid amendments to the Charter and Bylaws of the Youngstown State University Academic Senate.

The motion was seconded by Mr. O'Connell, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Mrs. DeLuca then read and moved for adoption the following Resolution:

b. Resolution to Authorize Conferral of Honorary Degree

YR 1989-69

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Laws (LL.D.) degree, honoris causa, upon Mr. Paul J. Thomas, with all the rights and privileges attendant thereto.

The motion was seconded by Mr. Lyden, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Mrs. DeLuca then read and moved for adoption the following Resolution:

c. Resolution to Approve Faculty Improvement Leave for Chairpersons

YR 1989-70

WHEREAS, Article III, Section 25, Policies of the Board of Trustees of Youngstown State University provides for the award by the Board of Trustees of Faculty Improvement Leaves to academic department chairpersons upon the recommendation of the President; and

WHEREAS, two such awards have been recommended by the Provost to the President and by the President to the Board;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that a Chairperson Faculty Improvement Leave for the 1989-90 academic year is hereby

approved for Dr. Barbara Brothers, Chairperson of the English Department, and for Dr. Barbara Wright, Chairperson of the Health and Physical Education Department, both in the College of Arts and Sciences.

The motion was seconded by Mr. Lyden, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

6. Public Services

Dr. Geletka reported that the Public Services Committee recommended one Resolution for adoption by the Board. He then read and moved for adoption the following Resolution:

a. Resolution Authorizing Lease Agreement with WKBN for Antenna Space

YR 1989-71

WHEREAS, Youngstown State University wishes to dismantle its radio tower in order to construct the McDonough Art Museum; and

WHEREAS, the Federal Communications Commission has authorized the relocation of the antenna from the present site to the WKBN radio and television tower; and

WHEREAS, WKBN and YSU have negotiated an acceptable contract to both parties;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the President to enter into a lease agreement with WKBN.

The motion was seconded by Mr. Flask, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

7. Athletics Committee

The Athletics Committee had no report.

8. Executive Committee

The Executive Committee had no report.

ITEM VII - COMMUNICATIONS, MEMORIALS

There were no communications or memorials.

ITEM VIII - UNFINISHED BUSINESS

There was no unfinished business.

ITEM IX - NEW BUSINESS

Dr. Perry stated that his term as Chairperson of the Board has been an enjoyable one. Dr. Perry thanked the Board, Dr. Humphrey, and the University Staff. Thereupon, Mrs. Mackall came forward and received the gavel as the new Chairperson of the Board. Mrs. Mackall congratulated Dr. Perry on two successful terms as Chairperson, and stated that she looked forward to serving the University as Chairperson of the Board.

ITEM X - TIME AND PLACE OF NEXT REGULAR MEETING

Upon motion made by Mrs. DeLuca, seconded by Mr. McLaughlin, which carried the affirmative vote of each Trustee present, the Chairperson 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 at 3:00 P.M. on Friday, September 22, 1989.

YR 1989-72

ITEM XI - EXECUTIVE SESSION

The Chairperson recognized Mr. O'Connell who made the following Motion:

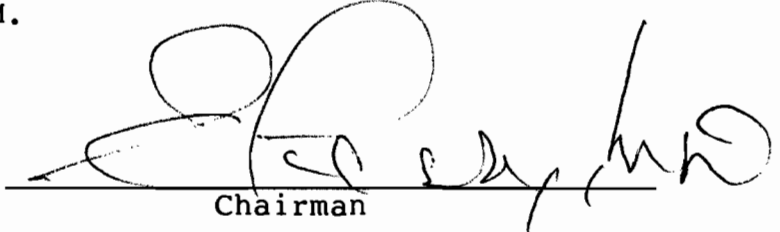
I move that the Board vote by roll call to hold an Executive Session for the purpose of considering collective bargaining discussions.

The Motion was seconded by Mr. Lyden. Thereupon, the Chairperson requested the Acting Secretary to conduct a roll call vote upon the Motion, the results of which are as follows ("Yes" being in favor of the Motion):

Mrs. DeLuca	Yes	Mr. Lyden	Yes
Mr. Flask	Yes	Dr. Perry	Yes
Mrs. Mackall	Yes	Mr. O'Connell	Yes
Dr. Geletka	Yes	Mr. McLaughlin	Yes

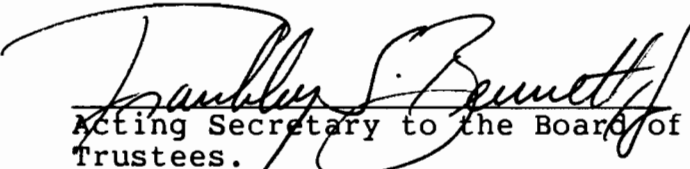
The Trustees then retired into Executive Session in the Manchester Room at 4:45 P.M. for approximately one-half hour.

Upon conclusion of the Executive Session, and upon Motion made by Mrs. DeLuca, and seconded by Mr. McLaughlin, the meeting was duly adjourned at 5:20 P.M.



 Chairman

ATTEST:



 Acting Secretary to the Board of Trustees.

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF June 30, 1989

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Haiyang Chen	Assistant Professor	Accounting and Finance	09-15-89	\$42,000	9	Renewal beyond 89-90 contingent upon DBA by 12/31/89; Tenure contingent upon 2 articles published in refereed journals.
Daniel J. Borgia	Assistant Professor	Accounting and Finance	09-15-89	\$34,000*	9	2nd Temporary/Terminal.
Marilyn S. Corrado	Assistant Professor	Accounting and Finance	09-15-89	\$35,000	9	Temporary/Terminal.
William R. Buckler	Assistant Professor	Geography	09-15-89	\$27,000	9	
J. B. Wilkinson	Associate Professor	Marketing	09-15-89	\$50,000	9	Tenure contingent upon 2 articles accepted for publication in Cabell's.
Helen Savage	Assistant Professor	Accounting and Finance	09-15-89	\$40,000*	9	If PhD by 9/14/89, reissue contract as Assoc. @ \$48,500. Non-renewal beyond 89-90 if PhD not conferred by 6/15/90; Tenure contingent upon minimum of 2 articles accepted for publication in Cabell's; 2nd Temporary/Terminal.
Ronald L. Williams	Associate Director (Systems Development)	Computer Center	03-27-89	\$11,038 (12-Mo. Base: \$41,000)	12	

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF June 30, 1989

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Bo Kai Wong	Associate Professor	Management	09-15-89	\$45,000	9	If DBA by 9/15/89, increase base by \$2,000 to \$47,000; Non-renewal beyond 90-91 w/o DBA by 12/31/90; Non-renewal beyond 91-92 w/o minimum of 2 articles in Cabell's; Contingent upon INS authorization.
L. Gail Pastoria	Assistant Professor	Accounting and Finance	09-15-89	\$35,000*	9	2nd Temporary/Terminal.
David H. Pollack	Assistant Professor	Mathematical and Computer Sciences	09-15-89	\$30,000	9	
Carolyn M. Mesnak	Program Developer	Continuing Education and Education Outreach	05-01-89	\$ 3,356 (12-Mo. Base: \$19,388)	12	
Melvin L. North, Jr.	Program Developer	Continuing Education and Education Outreach	06-01-89	\$ 2,071 (12-Mo. Base: \$19,388)	12	
Kerry Kimerer	Telecommunication Program Assistant	Speech Communication and Theatre	04-10-89	\$ 4,678 (12-Mo. Base: \$20,270)	12	Temporary thru 6/30/89.
Nathan P. Ritchey	Assistant Professor	Mathematical and Computer Sciences	09-15-89	\$26,000	9	Salary differential dependent upon completion of PhD by 9/15/89.
Joseph L. Mosca	Assistant Professor	Sociology, Anthropology and Social Work	09-15-89	\$25,000	9	Renewal beyond 90-91 contingent upon completion of PhD by 1/1/91.

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF June 30, 1989

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Thomas H. McAninch	Assistant Professor	Criminal Justice	09-15-89	\$29,500	9	Contingent upon completion of PhD by 9/15/89.
Genevra A.M. Kornbluth	Assistant Professor	Art	09-15-89	\$30,000	9	
Paul M. Mullins	Assistant Professor	Mathematical and Computer Sciences	01-02-90	\$21,664 (9-Mo. Base: \$35,500)	9	Salary differential of \$2,000 dependent upon conferral of PhD by 1/2/90.
Shakir Husain	Assistant Professor	Civil Engineering	09-15-89	\$33,800*	9	Regular appointment after serving temporary/terminal.
Ronald K. Chordas	Director	Center for Human Services Development	07-17-89	\$34,615 (12-Mo. Base: \$36,000)	12	
Virginia L. Mears	Coordinator of the Reading Laboratory	Foundations of Education	07-01-89	\$19,633	12	From Temporary to Regular position.
Ganesh V. Kudav	Assistant Professor	Mechanical Engineering	09-15-89	\$31,000*	9	From Temporary to Regular tenure-track; Contingent upon INS authorization.
Stanley M. Browne	Assistant Professor	Philosophy and Religious Studies	09-15-89	\$30,000	9	

YOUNGSTOWN STATE UNIVERSITY
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
 AS OF June 30, 1989

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Janet C. Papiernik	Instructor	Accounting and Finance	09-15-89	\$32,000*	9	2nd Temporary/Terminal.
Shirley J. O'Rourke	Assistant Professor	Elementary Education and Reading	09-15-89	\$26,000	9	Renewal beyond 89-90 contingent upon satisfactory review by Chair and Dean of PhD progress; Renewal beyond 90-91 contingent upon com- pletion of PhD by 6/15/91.

*To be increased in accordance with Agreement to be negotiated with YSU-OEA.

**YOUNGSTOWN STATE UNIVERSITY
GIFT LIST
AS OF JUNE 30, 1989**

<u>CONTRIBUTOR</u>	<u>AM'T. AND/OR DESCRIPTION</u>	<u>PURPOSE OR RESTRICTION</u>
<u>ANNUAL FUND CAMPAIGN</u>		
Dominick Aimino	10	Undesignated
Avery (Walter Wasilewski)	80	Undesignated/Matching Gift
Bechtel Foundation (Robert V. Galbreath)	250	Undesignated/Matching Gift
Benedictine Sisters Queen of Heaven Convent	20	Undesignated
Forrest J. Cavalier	30	"
Bela Joseph Csejtey	10	"
Anthony Deperro	5	"
Margaret S. Diamond	100	"
LTC Martha Dingey	50	"
Richard W. Duesing	100	"
Paul M. Farwell, Jr.	25	"
Stephen E. Ference	25	"
GE Foundation (Robert M. Birch)	100	Undesignated/Matching Gift
GE Foundation (Wayne Roth)	150	Undesignated/Matching Gift
Lynne E. Gething	25	Undesignated
Ronald J. Glaros	80	Undesignated/Matching Gift
John F. Greenman	100	Undesignated/Matching Gift
Palma T. Julian	25	Undesignated

ANNUAL FUND Continued

Knight-Ridder, Inc. (John F. Greenman)	100	Undesignated/Matching Gift
Bennett W. Kunicki	25	Undesignated
MONY Financial Services (Laura Herbst)	100	Undesignated/Matching Gift
Ohio Bell (Leo Reichard)	200	Undesignated/Matching Gift
James L. Olsavsky	20	Undesignated
Dean E. Osborne	5	"
Panhandle Eastern Corporation (Ali H. Gokmen)	200	Undesignated/Matching Gift
Anthony J. Parillo	15	Undesignated
Holly Phenicie	20	"
Elizabeth J. Phillips	25	"
Mr. & Mrs. Michael Pitinii	20	"
John R. Ray	25	"
Thomas A. Reeber	10	"
Mae Sandusky	5	"
G.D. Searle & Company (Kathy B. Schrode)	500	Undesignated/Matching Gift
Aurora M. Sebastiani	25	Undesignated
Lysle M. Shields	15	"
Mrs. Florence Sturgeon	10	"
Frank Tedde	10	"
Mark E. Vaughn	5	"
Charles Vojnovich	10	"
Stewart G. Wagner	25	"
Russell T. Williams	10	YSU Scholarship Fund

ANNUAL FUND Continued

Janet Baker	10	YSU Scholarship Fund
Rita Bernard	100	YSU Scholarship-School of Education
Mary Rose Butch	25	"
Birsen Karpak	25	\$5-YSU Scholarship Fund/ \$5-WSBA/\$5-WYSU-FM/ \$10-Alumni Association
Ohio Bell (Thomas M. Fabek)	80	YSU Scholarship Fund/ Matching Gift
Ohio Bell (Leonard M. Leenheer)	25	"
Dr. Warren Young	20	YSU Scholarship Fund
APCO Fish & Wildlife Conservation Club	1,000**	APCO Memorial Scholarship Fund
Dr. & Mrs. George Letchworth	50	John Coffelt Fund
YSU Women's Bridge Club	40	"
AMP Incorporated (Jeffrey Burdge)	1,100	Betty Connors Scholarship Matching Gift
Dr. Barbara Brothers	50	Betty Connors Scholarship
Jeffrey Burdge	1,000**	Betty Connors Scholarship/ Matching Gifts
Helen Fuller	25	Betty Connors Scholarship
Mr. & Mrs. John A. Guy	20	"
Virginia G. Guy	25	"
Harsco Corporation Fund (Jeffrey Burdge)	1,000	Betty Connors Scholarship/ Matching Gift
Helena G. Houston	25	Betty Connors Scholarship
Mr. & Mrs. William Johannes	40	"
Mr. & Mrs. Eldon Peters	10	"
Dr. Jean Aboul-Ela	25	Ilajean Feldmiller Award

ANNUAL FUND Continued

Kim Logan	5	Ilajeane Feldmiller Award
Gus Mavrigian	10	"
Tomar Green	100	Eugene Green Scholarship in honor of Dr. Morris Slavin
Dr. Barbara Brothers	50	Gary Green Award
Ruth Alison Feltner	10	"
Beth Kushner	25	"
Angela Mudrack	25	"
Hildegard Schnuttgen	20	"
Lisa C Stiver	20	"
Carol Thompson	25	"
Diana M. Tuckek	5	"
Virginia Kling	30	Robert G. Kling Memorial Scholarship
Paul J. Ricciuti-Buchanan, Ricciuti & Balog Architects	100	Lauretta M. Mediate Memorial
Browning Ferris Industries	200	Raymond Shuster Award
Mr. & Mrs. Alfred P. Raghanti	25	George M. Wilcox Curriculum Materials
Patricia G. Hjelm	15	Alumni Association
Mr. & Mrs. Harold Krauss	25	"
George F. McKenna	25	"
Robert E. Mylott	50	"
Timothy P. Reardon	7	"
Joseph S. Rudjak	10	"
Mr. & Mrs. Peter Savic	20	"
Judith A Wilson	4	"

ANNUAL FUND Continued

Leon A. Beeghly Fund	2,500	WYSU-FM
Mary M. Bunn	50	"
WFMJ Television, Inc.	56	"
WFMJ Television, Inc.	27	"
Cigna Foundation (Joseph Kosek)	25	Intercollegiate Athletics/ Matching Gift
Penguin Club	15,000	Intercollegiate Athletics
John H. Yensick	100	"
McDonnell Douglas Foundation (Victoria A. Larson)	80	CAST/Matching Gift
United Technologies (Martin R. Fallat, Jr.)	25	CAST/Matching Gift
Victor A. Richley	500*	Dean's Fund-CAST in memory of Mrs. Rocchina Richley
Mr. & Mrs Peter W. VonOstwalden	25	College of Arts & Sciences
Dow Chemical Corporation (F. Mark Laskovics)	100	College of Arts & Sciences- Chemistry Dept./Matching Gift
Metropolitan Life Foundation (Mr. & Mrs. George Contis)	25	"
Martha Holden Jennings Foundation	13,000	Foreign Languages and Literatures Conference
Digital Equipment Corp. (Pam S. Piper)	20	College of Arts & Sciences- Dept. of Math & Comp. Sciences/Matching Gift
Joe Altinger	5	College of A & S-Dept. of Math & Comp. Sciences
John J. Buoni	20	"
Richard L. Burden	25	"
John Douglas Faires	50	"
Steven Kent	10	"

ANNUAL FUND Continued

Albert Klein	10	College of A & S-Dept. of Math & Computer Sciences
Gus Mavrigian	25	"
Balak Subramanian	10	"
Eric Wingler	25	"
Donald Byo	500	Dana School of Music
Faye Garrett Costarell	40	School of Business
Dow Chemical	1,000	School of Business/Two \$500 Scholarships
Hoechst Celanese Corp	100	School of Business-Dept. of Marketing/Matching Gift
Ohio Bell (Howard Pincham, Jr.)	25	School of Business/ Matching Gift
Rockwell Corp. (Russell P. Campbell)	80	School of Business/ Matching Gift
Financial Executives Institute In the Name of Robert I. Brace	200	School of Business-Dept. of Accounting & Finance
Ernst & Whinney (YSU Alumni)	1,000	School of Business-Dept. of Accounting & Finance/ Matching Gift
GE Foundation (William T. Martin)	1,000	School of Education/ Matching Gift
Troy D. Kahler	20	School of Education
American Elec. Power Co. (Richard P. Quaintance)	25	School of Engineering/ Matching Gift
AT&T Foundation (John J. Toth)	100	"
The Goodyear Tire & Rubber Co. (James Boyazis)	200	"
Marathon Oil Foundation (Denis A. Ross)	100	"

ANNUAL FUND Continued

Richard P. Quaintance	25	School of Engineering/ Matching Gift
The Quaker Oats Foundation (Lawrence Baytos)	375	"
Simmonds Precision (Peter Chlumecly)	50	"
Specrete Corporation	542	"
Monsanto Fund (Thomas S. Novak)	50	School of Engineering-Dept. of Chemical Eng./Matching Gift
YSU Monus Chair Income Fund	2,000	Michael I. Monus. Professor of Entrepreneurship
Dr. Taylor Alderman	100	YSU English Festival Permanent Fund
Mr. & Mrs. Thomas Atwood	50	"
Peter A. Baldino, Jr.	100	"
Mr. & Mrs. Duane Beatty	25	"
Bege Kaye Bowers	25	"
John A. Brennan	10	"
Maureen L. Casey	10	"
Fran Colabine	20	"
James A. Conser	25	"
Dr. Syretha F. Cooper	5	"
Patty Curl	15	"
Virginia D'Isa Davidson	10	"
Jean Engle, Glorianne Leck & Joan Ellen Organ	100	"
Joyce Feist	25	"
Gerald Fox	20	"

ANNUAL FUND Continued

Dr. & Mrs. Steven R. Gardner	100	YSU English Festival Permanent Fund
Dr. Margaret Gittis	5	"
Karen S. Green	25	"
Mr. & Mrs. Stanley Guzell	50	"
John Greenman & Alice Budge	250*	YSU English Festival Perm. Fund/Matching Gift
Betty Greenway	25	YSU English Festival Permanent Fund
William Greenway	25	"
Dolores P. Hall	50	"
Patricia Helsel	25	"
Dr. Lyn Hemminger	30	"
Drs. Sanford & Sally Hotchkiss	100	"
Susan D. Jacobson	25	"
Mr. & Mrs. John Knapp	25	"
Knight Ridder, Inc. (John Greenman)	250	"
Beth Kushner	25	"
Dr. & Mrs. George Letchworth	40	"
Mr. & Mrs. Joseph Malmisur	50	"
Ms. Genevra Mann	100	"
Thomas McCracken	50	"
Dr. Howard Mettee	100	"
Mr. & Mrs. Paul Monseau	100	"
Mrs. Yolanda Morehouse	25	"
Angela Mudrak	25	"

ANNUAL FUND Continued

Dr. Gratia Murphy	50	YSU English Festival Permanent Fund
Mary Lou Partridge	25	"
Virginia Phillips	25	"
Mr. Jim Poggione	50	"
Mary Louise Quisenberry	30	"
Steven C. Reese	35	"
Dr. & Mrs. Victor Richley	50	"
Margaret Ridge	25	"
Dr. & Mrs. Gary Salvner	100	"
Pauline Saternow	10	"
Dr. & Mrs. Lowell J. Satre	50	"
Hildegard Schnuttgen	50	"
James J. Schramer	15	"
Richard Shale	100	"
Dr. & Mrs. Tom Shipka	50	"
Dr. & Mrs. Leonard B. Spiegel	25	YSU English Festival in memory of Carol Gay, Bessie Sniderman, & Alvin Spiegel
Dr. & Mrs. Anthony Stocks	25	YSU English Festival Permanent Fund
Daniel Suchora	25	"
Dr. & Mrs. David Sweetkind	10	"
Dr. Frank Tarantine	25	"
Carol L. Thompson	25	"
Carol Wall	25	"
Robert J. Wolanin	25	"

ANNUAL FUND Continued

Dr. & Mrs. Bernard Yozwiak	50	YSU English Festival Permanent Fund
Dr. & Mrs. Fermin T. Yu	100	"
Altrusa Club Incorporated	100	Mary B. Smith Award
Pauline Botty	25	"
Majorie Chan	20	"
Committee for Women	25	"
Betty DeLuca	50	"
Theresa Guju	20	"
Dr. Birsen Karpak	25	"
Pauline Saternow	10	"
Dr. Melissa T. Smith	15	"
Ruth H. Beecher Foundation	500	Women as Peacemakers Fund
Catholic Diocese of Youngstown	200	"
Eaton Corporation (Patricia Fisher)	100	Counseling Department/ Matching Gift
Anne Christman	1,400	William H. Kilcawley Portrait
Alice Powers Educational Fund	11,000	SCOPE Program
Alice Powers Educational Fund	11,750	"
Frances & Lillian Schermer Trust	2,500	Schermer Scholar-in-Resid.
Nicholas Sturm	25	Telephone Support for Biological Sciences
Vindicator Printing Company	500	The Vindicator Award
Ernst & Whinney (Thomas Bielawski)	50	YSU Foundation/Matching Gift
TOTAL ANNUAL FUND CAMPAIGN CASH CONTRIBUTIONS	\$ 78,566	

ANNUAL FUND Continued

Pledges

Mary S. & Neil D. Humphrey	100	Intercollegiate Athletics
	100	WYSU-FM/Matching Gift
	100	English Festival/Matching Gift
	500	President's Scholarship/Matching Gift

**TOTAL ANNUAL FUND
CAMPAIGN PLEDGES** **\$800**

**TOTAL ANNUAL FUND
CASH CONTRIBUTIONS
AND PLEDGES** **\$ 79,366**

- * Denotes President's Associates
- ** Denotes Trustees' Council

Annual Fund, Continued

YSU RESIDENCE HALL CAMPAIGN

American Paper Products Co.	2,500	\$500/Year for five years
John S. Andrews	300	Full Contribution
Barrett Cadillac	2,500	\$500/Year for five years
Boardman Hobby Center	1,000	\$500/Year for five years
Buick Youngstown	10,000	\$2,000/Year for five years
Butler Wick & Company	5,000	\$1,000/Year for five years
Compco Metal Products Company	10,000	\$2,000/Year for five years
Mr. & Mrs. Carmen DeLuca	1,000	\$200/Year for five years
Dollar Savings & Trust	35,000	\$7,000/Year for five years
Farmers National Bank	5,000	\$1,000/Year for five years
First Federal Savings and Loan	10,000	Full Contribution
Atty. & Mrs. Edward Flask	1,000	\$200/Year for five years
Dr. Thomas Fok & Associates	10,000	\$2,000/Year for five years
Dr. John Geletka	5,000	\$1,000/Year for five years In memory of Mrs. Edward J. DeBartolo, Sr.
Alice Wick Hall	150,000	\$30,000/Year for five years
The Home Savings & Loan	35,000	\$7,000/Year for five years
Mary S. & Neil D. Humphrey	1,000	\$200/Year for five years/ Matching Gift
John F. & Loretta A. Hynes Foundation	20,000	\$4,000/Year for five years
Mr. & Mrs. Charles Komp	500	\$100/Year for five years
Liberty Steel	125,000	\$25,000/Year for five years
William J. Lyden, Jr. Family	500,000	\$100,000 rec'd. for 1988-89
Mahoning National Bank	10,000	\$2,000/Year for five years

ANNUAL FUND Continued

Martin Chevrolet	50,000	\$10,000/Year for five years
Atty. & Mrs. Richard McLaughlin	1,000	\$200/Year for five years
Mosure & Syrakis Company	10,000	\$2,000/Year for five years
Mr. & Mrs. Jack O'Connell	1,000	\$200/Year for five years
Dr. & Mrs. Earnest Perry	5,000	\$1,000/Year for five years
Rogers Electric & Security Co.	500	\$100/Year for five years
Servi-Clean Industries	500	\$100/Year for five years
Simco Management Corporation	5,000	\$1,000/year for five years
Steel City Corporation	5,000	\$1,000/Year for five years
Mr. & Mrs. Franklin Stillwagon	1,000	\$250/Year for four years
Store Engineering	1,500	\$300/Year for five years
Mr. & Mrs. Clarence Strouss	1,000	\$500/Year for two years
Sally Watson Foundation	75,000	\$15,000/Year for five years
Walter E. & Caroline H. Watson Foundation	5,000	Full Contribution
Youngstown Foundation	15,000	Full Contribution
TOTAL YSU RESIDENCE HALL CAMPAIGN PLEDGES	<u>\$1,116,300</u>	

WYSU-FM CONTRIBUTIONS

Dr. & Mrs. David Sweetkind	\$ 25	Sam White	\$ 50
Alice H. Cooper	5	Robert F. Herring	60
Dr. & Mrs. John K. Altier	20	Walter Saare	25
Dr. Bennett Hill	15	Raymond Johnson	10
Shirley Bartlett	20	Ardith E. Henderson	5
Mr. & Mrs. Robert S. Munn	30	Laurence Soges	60
Ann M. Layfield	20	James R. Case	30
Gloria O. Jones	100	Shirley Bartlett	20
Alice Cooper	5	David Holmes	10
Ardith E. Henderson	5	Raymond Johnson	10
Mr. & Mrs. David T. Boich	30	David M. Gildersleeve	30
Eric Werner	50	James E. Vincent	50
C. Clark Hammitt	30	Jack Haims	25
Erin Fogarty	10	Dr. Bill Hulsopple	50
Helen J. Adamiak	10	Janice Barenfeld	100
Mrs. John D. Beeghly	150	B'Nai B'Rith Women	15
Martin A. Francis	30	Mr. & Mrs. William Good	100
Mrs. Robert Hanahan	50	Anna Higgins	20
Merlin Luce	15	Mrs. Deborah Lustig	100
Mr. & Mrs. Irwin Marks	30	John F. Martin	60
Mary C. Nolan	10	Ernest H. Plante	15
Joe Sharo	10	Alice I. Slusher	30
Frank Smith	30	Mr. & Mrs. Laurence Sniderman	50
Steven Torsky	30	Rad Wesley	10

WYSU-FM Cont.

David C. West	15	David Van Galen	50
A.P. Van Iderstine	30	Nancy Yauger	30
Mr. & Mrs. Edgar Abel	35	Mrs. Peter Bevelaqua	15
Dorothy L. Brown	30	Dr. & Mrs. William Bunn	100
Joseph J. Evans	15	Elizabeth Fekete	15
Betty F. Handelman	15	Lawrence J. Haims	30
Hendley D. Hoge	30	Marion E. King	30
Fredric T. O'Connor	15	Herbert H. Pridham	100
Patricia C. Rogers	30	Gertrude Schafer	15
Henry C. Vanderhoeven	15	Elizabeth Wrona	30
Mr. & Mrs. George O. Call	50	Brian Corbin	50
Rev. Jim Ray	50	Mr. & Mrs. Dick Jones	50
Barbara Jones	30	Mr. & Mrs. Frank Anzelotti	50
Eric J. Wingler	50	Ramzi K. Halasah	10
Ellen M. O'Leary	100	Dr. & Mrs. Alan Gittis	35
Dorothy Timmons	15	Julianne Cicarelli	30
Ken Davis	30	Jean W. McAfee	60
John Knapp	30	Carol Conatser	30
William J. Ayers	10	Fred Marinucci	30
Dr. Isadore Mendel	100	Katherine Heineman	30
Florence Meyer	30	Elizabeth P. Osgood	30
Duane Smith	15	Dr. & Mrs. Watanakunakorn	100
Richard B. Wilner	100	Arthur D. Wolfcale, Jr.	250
Jack Rispoli	15	Dr. & Mrs. George Pugh	50
Katherine F. Pepper	100	Robert M. Davison	15

WYSU-FM Cont.

Mr. & Mrs. William Baker	100	Shirley Bartlett	120
Ruthanne Beighley	100	Roy Buchman Jr.	50
Mr. & Mrs. William Campbell	30	Mr. & Mrs. Victor Colaiaco	50
Joe Gorman	30	Rose Marie A. Kascher	100
June Kerstetter	15	Mr. & Mrs. William Lightbody	30
Nina Natasy	30	Eugene O'Meara	30
Maryanne Pernotto	30	Reuben Rader	15
Charles Reid-Roher Co.	50	Harold Rosenblum	100
Harold Sacherman	30	Mrs. E. W. Ulrich	30
William Vodrey	25	Angela Williamson	60
Sr. Mary Rose Mullin, HM.	15	Jill Young	10
Bijon Ronoghy	30	Glorianne Leck	100
Mercedes Golonko	10	Chris Sherman	10
Alice Budge	35	Karen & Steve Chikosky	25
DeAngelo Studio	30	Helen Dickman	20
Alfonso Garcia	60	Mr. & Mrs. William Harry	25
Shelley Huston	30	Raymond Johnson	30
Dr. & Mrs. Chris Knight	50	William Leitkam	30
William McMaster	30	Mr. & Mrs. John Peterson	100
Dr. Richard Rogers	30	Suzanne Schaffer	30
Frank Villani	30	Elmer Weitz	30
Sister Mary Oliva	30	Samuel White	25
Mr. & Mrs. George Davis	30	Mary Helen Hadley	30
Christine Hogan	30	Robert Hopkins	30
Frank Mumpfer	50	Helen Shagrin	15

WYSU-FM Cont.

Ann Santelli	30	Louise Thomas	50
David Walter	100	Florence Dingley	15
Rev. & Mrs. Paul Graham	15	Walter Saare	40
Mr. & Mrs. Gary Sexton	30	Esther Szakach	50
Dr. Roger Hawkins	40	Andy Hohos	50
Elliott Legow	50	Helen & Walter Bender Fnd.	500
Mr. & Mrs. Werner Schultz	60	Darlene Malaska	30
Mary Hamilton	15	Alice Cooper	5
Hyman Kritzer	50	Shirley Hite	15
Doug Everett	100	Frank Polofka	5
George Bernardich	50	Mr. & Mrs. Thomas Moore	10
Mrs. Thorn Pendleton Pendleton Family Fdn.	300	Mrs. Samuel Woodings	100
Anne Suliot	50	Conrad Koehler	30
Elaine Shively	10	Sr. Citizens News & Views	100
James Battafarno	30	Ingrid Baumgaertel	20
Rocco Bernard	30	Gloria Blank	50
Everett Bostrom	25	Norma Cale	50
Dr. Herschel Cooper	100	Alma Ingersoll	25
Francine Kollay	30	Andrew Kozusko	50
Barbara Law	100	Mary Thompson	50
Margaret Greer	30	Rev. & Mrs. Ronald Homrighausen	100
Fred & Lucy Johns	100	John Mancino	5
Tanya Pshniak	10	Youngstown Symphony Chorus	100
Virginia Bandy	50	Constance Conger	35

WYSU-FM Cont.

Mary Ann Cox	50	Margaret Dennison	30
Dr. Alfonso Garcia	100	Ardith Henderson	5
Raymond Johnson	10	William Stechschulte, D.O.	100
Marc Stewart	30	Sieglinde Warren	50
William Conti	30	Ann Isacco	30
Mr. & Mrs. John Roche	30	Mr. & Mrs. Tom Seckler	30
Peter A. Baldino	100	Karen Davis	50
Dr. Thomas Korllos	25	Frank Krygowski	30
Harriet Marsh	30	Mr. & Mrs. William Slocum	100
Charles Smart	50	Ira Thomas	50
Anne Maria Baxter	10	Paul Carpenter	35
Irene Halverstadt	30	Fritz & Gretchen Horn	40
Janie Jenkins	10	Atty. & Mrs. James Pazol	50
Susan Hartley	10	Tom Schroth	30
Robert Slaughter	50	David Wardale	100
Vincent Bacon	30	Rod MacDonald	100
Mr. & Mrs. Don Patterson	100	Edward Gamble	100
Mr. & Mrs. Ed Zacharias	100	Atty. & Mrs. John Amstutz	50
Mr. & Mrs. David Colella	20	Art Ondich	30

TOTAL WYSU-FM CASH CONTRIBUTIONS**\$ 10,620**

WYSU-FM Cont.

WYSU-FM UNDERWRITING

Dan DeSantis, Ltd.	660
First Federal Savings & Loan of Youngstown	500
Mahoning National Bank	2,600
TOTAL WYSU-FM UNDERWRITING	<u>\$ 3,760</u>

1989 ENGLISH FESTIVAL CONTRIBUTORS

Adams Junior High School	\$ 30.00
Altrusa Club of Youngstown	50.00
Amish Country Collections	150.00
Arby's	300.00
Avon Books	70.00
Bacha, Eileen	25.00
Bank One	1000.00
Bayowski, Gloria Dunnam	25.00
Beaver Local Middle School Reading Honors Club	30.00
Beeghly, Nancy & Bruce	200.00
Bibo and Associates	100.00
Boardman Center Middle School PTA	25.00
Boardman Glenwood Middle School PTA	50.00
Bristol Parents Interested in Education	30.00
Brookfield Junior High School	30.00
Bunn, Dr. & Mrs. William	50.00
Burger, Mrs. Neita B.	50.00
Burger King	315.00
Caccamo, Dr. & Mrs. Leonard P.	150.00
Cardinal Mooney High School	25.00
Carr, Dr. & Mrs. Robert V. C.	25.00
Champion High School	30.00
Champion Middle School	30.00
Chaney High School Parent Teacher Group	30.00
Commercial Shearing Foundation	150.00
Crestview Middle School	30.00

Davis, Anne & Jim	200.00
Dell Books	350.00
De Salvo, Joy & Joseph	50.00
East High School	30.00
East Liverpool City Schools Foundation Fund	30.00
East Palestine Middle School	50.00
First Federal Savings Bank	150.00
Friends of the Boardman Library	50.00
Garcia, Dr. Alfonso L.	10.00
Gay, T. Geoffrey & Susan L. Bean	300.00
Gay, Penelope, Jason Barclay, & Pamela Groves	300.00
Goldsmith, Douglas M., D.O.,	50.00
Gorant Candies/Yum Yum Tree	200.00
Greenville Area School District	30.00
Gronvall, Fred L. & Shirley M.	25.00
Hayes Junior High School	30.00
Helen Hart Hurlbert Foundation	150.00
Henderson, Covington Stein, Donchess & Messenger	200.00
Hoffman, Mary Irene	30.00
Holy Family School	30.00
Honey, Dorothy L.	100.00
Houghton Mifflin Books	180.00
Howland Classroom Teacher Association	30.00
Hubbard High School	30.00
IBM	50.00
Jamestown High School Student Council	30.00
Kaleel, Thomas & Lu Eva	30.00
Kaufmann's	300.00

Kemp, Janet	25.00
Lakeview High School	30.00
Lakeview Middle School	30.00
Latessa, Gloria T.	50.00
Lebo, Brian & Carol	25.00
Leetonia High School	30.00
Liberty School Parents Association	30.00
Lowellville Parent Teacher Organization	30.00
Mahoning National Bank	150.00
Mahoning Valley Council of the Int'l Reading Assoc.	50.00
Mahoning Valley Distributing Agency	500.00
The Mahoning Valley GM Public Affairs Committee	1000.00
Mathews Parent Teacher Association	30.00
Mayo & Orvets Realtors	25.00
McDonald's Restaurants	1251.00
McKay, Donald B.	50.00
Mendel, Isadore, M.D.	25.00
Merriam-Webster Books	720.00
Morrow, Dr. A. DeWitt	50.00
Moyer, John & Sandy	50.00
Munsell, Dorothea C.	25.00
New American Library	1000.00
New Castle Federation of Teachers	50.00
Newman, Dr. Nigel K. & Geraldine	25.00
Newton Falls Junior High School	30.00
Niles City Schools	50.00
Ohio Education Association	100.00
Ohio Humanities Council	1000.00

Frank Ohl Parent Teacher Association	30.00
J. C. Penney Co.	300.00
Poland Middle School Parent Teacher Association	30.00
Poland Seminary School	25.00
Poling & Bacon Construction Co.	50.00
Powers, Emily M.	25.00
Princeton Junior High School	30.00
Prospect Junior High School P.T.S.A.	30.00
Random House Books	150.00
Ranz, Mrs. Mary M.	25.00
The Rayen School Faculty	100.00
Reed Middle School Parent Teacher Association	30.00
Reed Parent Teacher Association	30.00
Rotary Anns of New Castle	100.00
Salem Association of Gifted Education	30.00
Salem Junior High School	50.00
Schaff, Mary Alice (Mrs Charles B.)	100.00
Sears Roebuck & Co.	300.00
Sebring McKinley High School	50.00
Seckler, Patricia	50.00
Sexton Street Junior High School	30.00
Sharon High Academic Boosters Club	50.00
Sharp Lumber Co.	25.00
Sheely, Dr. & Mrs. Richard	30.00
South High School	30.00
South Range PTO Greater Council	60.00
St. Anthony Home & School Association	50.00
St. Anthony School	50.00

St. Brendan Home & School Association	30.00
St. Charles School	30.00
St. Edward Home & School Association	30.00
St. Luke School and Home & School Association	30.00
St. Matthias Home & School Association	50.00
St. Michael School	50.00
St. Patrick School	30.00
St. Rose School	30.00
Stephan, Capt. C. Alan, USN (Ret)	30.00
Stillwagon, Mr. & Mrs. Franklin	50.00
Strouss, Margaret E. & Clarence J.	100.00
Struthers High School Parent Teacher Association	30.00
Three Arts Club	25.00
Tod, Mr. & Mrs. Fred, Jr.	50.00
Trumbull County Joint Vocational School	30.00
Tway, L.E. & Patricia	25.00
Twice-Loved Books and Gallery	150.00
United Local Schools	30.00
Ursuline High School Home & School Association	50.00
Villa Maria High School	30.00
Villa Maria Mothers' Club	30.00
The Youngstown <u>Vindicator</u>	300.00
Volney Rogers Junior High School	50.00
Warren G. Harding High School	30.00
Warren Western Reserve High School	30.00
Wellsville High School	30.00
Western Reserve Parent Teacher Organization	30.00
Williamson, Warren P., Jr., Fund	1000.00

Willow Creek Learning Center	30.00
WKBN Broadcasting Corporation	675.00
Woodrow Wilson High School	50.00
Youngstown Diocesan Confederation of Teachers	60.00
The Youngstown Playhouse	270.00
YSU Campus Dining Services	491.25

Total	<u>\$18262.25</u>
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Total Contributors	144
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GRANTS AND CONTRACTS

<u>YSU DEPARTMENT</u>	<u>FUNDING SOURCE</u>	<u>AGENCY AMOUNT</u>	<u>YSU MATCH</u>	<u>TOTAL</u>
Civil Engineering	Nat'l. Science Fnd.	\$38,860	\$38,860	\$ 77,720
Special Education	State Supt. Task Force	5,000		5,000
Wms. School of Bus.	J.D. Schiavone	2,500		2,500
Small Business Dev. Center	Ohio Dept. of Development	10,000		10,000
Women's Resource Center	Knight Ridder; Greenman Diocese; WKBN; Powers	1,700	1,000	2,700
Urban Studies	City of Hubbard	750		750
Civil Engineering	Mill Creek Park Metro Park District	1,575		1,575
Foreign Languages	Martha Holden Jennings Fnd.	13,000		13,000
Biology	Nat'l. Science Fnd.	8,090		8,090
TOTAL GRANTS & CONTRACT		<u>\$81,475</u>	<u>39,860</u>	<u>\$121,335</u>

OTHER GIFTS

Realty One	Vax 730 Computer w/ Software	Mathematical/Computer Sciences
Dr. Richard Murray	Classical Record Collection w/Record Player	Fine & Performing Arts
Buchanan, Ricciuti and Balog Architects	White Printer, Model GAF No. 176 FL	Mechanical Engineering

RECAP

Annual Fund Campaign	\$ 80,166	
YSU Residence Hall Campaign Pledges	1,116,300	
WYSU-FM	14,380	
1989 YSU English Festival	18,262	
Grants & Contracts	81,475	
TOTAL-ALL GIFTS, GRANTS & CONTRACTS	<hr/>	<u>\$1,310,583</u>

D R A F T

Section 32. ~~Restrictions on Independent Contractors~~
RESTRICTIONS ON CONTRACTS WITH UNIVERSITY
EMPLOYEES FOR THE PROVISION OF GOODS OR
SERVICES

~~To avoid the appearance of impropriety or conflict of interest, the University shall not enter into independent contractor agreements for the provision of goods or services with any company or firm in which any University faculty or staff member is an officer, principal, or owner of ten percent or more of the assets. Exceptions to this policy require the express approval of the Board of Trustees prior to the execution of an agreement.~~

THIS POLICY ACKNOWLEDGES THE YSU BOARD OF TRUSTEES' CONTINUING COMMITMENT TO PREVENT CONFLICTS OF INTEREST UNDER THE LAW AND ALSO TO AVOID EVEN THE APPEARANCE OF IMPROPRIETY OR CONFLICT OF INTEREST WHICH POTENTIALLY EXPOSE THE UNIVERSITY TO CRITICISM.

THE PRESIDENT, OR HIS DESIGNEE, IS HEREBY DELEGATED THE AUTHORITY TO RESOLVE QUESTIONS REGARDING THE APPROPRIATENESS OF A CONTRACT FOR GOODS OR SERVICES INVOLVING UNIVERSITY EMPLOYEES, A MEMBER OF THEIR IMMEDIATE FAMILY, OR A BUSINESS ASSOCIATE, CONSISTENT WITH THE LAWS OF THE STATE OF OHIO AND THIS POLICY.

17.3 Eligibility for Multiple-Year Contracts

New professional administrative staff members hired from outside the University are not eligible for earned faculty rank or tenure. In lieu thereof, persons appointed as vice president, provost, associate or assistant vice president, academic dean, associate or assistant academic dean, and others, as approved by the Board of Trustees, shall receive three-year contracts of employment, renewable at two-year or three-year intervals, following performance evaluation and review. Full-time Head Athletic Coaches shall ~~also receive three-year contracts, renewable at two-year or three-year intervals, following performance evaluation and review.~~

INITIAL CONTRACTS OF THREE-YEARS DURATION, AND THEREAFTER,
FOLLOWING PERFORMANCE REVIEW AND EVALUATION, ANNUAL CONTRACTS OF
REAPPOINTMENT FOR A DURATION OF ONE YEAR EACH.

Faculty and Staff Receiving Emeritus Status in 1989

<u>NAME</u>	<u>TITLE</u>
Margaret A. Braden	Professor Emeritus
Norman H. Creed	Administrator Emeritus
Raymond E. Kramer	Professor Emeritus
Inally Mahadeviah	Professor Emeritus

YOUNGSTOWN STATE UNIVERSITY
1991-92 BIENNIUM CAPITAL IMPROVEMENT REQUEST

<u>Priority</u>	<u>Project</u>	<u>Project Cost</u>	<u>Cum. Total</u>
1	Basic Renovations	\$2,032,000	\$ 2,032,000
2	Classroom and Laboratory Upgrade	400,000	2,432,000
3	Chemical and Hazardous Waste Storage Facility	1,000,000	3,432,000
4	Wm. Rayen School of Engineering Rehabilitation	7,000,000	10,432,000
5	Land Acquisition	1,500,000	11,932,000
6	Upgrade Laboratory Animal Care Facility	300,000	12,232,000
7	McDonough Museum of Art	900,000	13,132,000
8	Roof Rehabilitation	330,000	13,462,000
9	Upgrade Pedestrian Corridor on Elm Street	400,000	13,862,000
10	Boiler Replacement	725,000	14,587,000
11	Campus-wide Microcomputer Network System	700,000	15,287,000
12	Cushwa Hall Rehabilitation	1,120,000	16,407,000
13	Cogeneration Facility PH-I	400,000	16,807,000

June 14, 1989

Agenda Item F.2.d.
Exhibit F

Capital Improvement Request
Project Descriptors
FY-1991-1992

FY 1991-1992

1. Basic Renovations - \$2,032,000

- a. Chilled Water Line to Stambaugh Stadium
Replace existing PVC supply and return lines with welded seam steel pipe. (Est. Cost \$200,000 - Mediate)
To include necessary landscaping.
- b. DeBartolo Hall Renovations
Resolve domestic water pressure problems on upper floors; renovate last outdoor patio area.
(Est. Cost \$250,000 - Skurich)
- c. Upgrade and Expand Card Access Safety and Security Systems
Expand existing campus card access system to Williamson Hall and Bliss Hall and upgrade the central computer and monitoring system. (Est. Cost \$125,000 - Skurich)
- d. General Building Renovations
Renovations to various buildings to improve the safety and security of the University community to include built-in entrance mats, restroom lighting, and door closures. (Est. Cost \$200,000 - Mediate)
- e. Central Utility Plant Structural Steel Rehabilitation
Sandblasting, cleaning, priming, and painting of all structural steel framing on the roof of the building and at the cooling towers of the Central Utility Plant.
(Est. Cost \$200,000 - Mediate)
- f. Upgrade Campus Lighting
Installation of new lighting in dark areas of campus and upgrading existing lighting.
(Est. Cost \$152,000 - Mediate)
- g. Weather Protection and Sound System - University Track
Provide for weather protection for track officials and scorers and sound system improvements.
(Est. Cost \$100,000 - Skurich)
- h. Wick Avenue Pedestrian Bridge Renovation
Modifications to the structure for diversion, collection and drainage to grade of rain water.
(Est. Cost \$200,000 - Moore)

- i. Recreation Area #5 Renovation
Repair, resurface and reline existing game courts and replace equipment. (Est. Cost \$125,000 - Skurich/Garono)

- j. Handicap Access
Provide handicap ramps at Ward Beecher and Dana Hall; upgrade elevators to comply with building codes, necessary refurbishing and other miscellaneous handicap access improvements to various buildings.
(Est. Cost \$250,000 - Moore)

- k. Pavement Rehabilitation
Continuing and systematic program for rehabilitating campus sidewalks and curbs. (Est. Cost \$230,000 - Moore)

2. Classroom and Laboratory Upgrade - \$ 400,000
Renovate older laboratories and classrooms by upgrading lighting, finishes, floor covering, chalkboards, tackboards, work stations and window coverings.

3. Construct a Chemical and Hazardous Waste Storage Facility - \$1,000,000
Construct an addition to Ward Beecher Science Hall for the receiving, storage control, dispersal, monitoring, and disposal of all hazardous materials used on the campus.

4. William Rayen School of Engineering Rehabilitation - \$7,000,000
Rehabilitation of all classrooms, offices, teaching laboratories, interior finishes, exterior finishes, and building environmental renovation measures.

5. Land Acquisition - \$1,500,000
Purchase of property in the Fifth Avenue corridor, west of Fifth Avenue, and on Madison Avenue at the new student housing site.

6. Upgrade Existing Laboratory Animal Care Facility - \$300,000
Upgrade existing animal care facilities in DeBartolo Hall, Cushwa Hall and Ward Beecher Science Hall consistent with the National Institute of Health and Public Health Service recommended guidelines.

7. McDonough Museum of Art - \$900,000
Construct an addition to the John J. McDonough Museum of Art to enlarge and enhance existing traditional galleries, storage vaults and outdoor sculpture.

8. Roof Rehabilitation - \$330,000
Continuation of the University's systematic roof rehabilitation program of campus buildings.
9. Upgrade Pedestrian Corridor on Elm Street - \$400,000
Upgrade the pedestrian corridor from the main campus to new student housing to be constructed north of the Madison Avenue freeway.
10. Boiler Replacement - \$725,000
Replace two existing 70,000 lbs. per hour gas fired steam boilers with five 7,000 lbs. per hour gas fired hot water boilers.
11. Campus-wide Microcomputer Network System - \$700,000
Installation of a campus-wide, microcomputer data communications network system between all major buildings and linked to workstations within each building.
12. Cushwa Hall Rehabilitation - \$1,120,000
Renovate and seal the exterior concrete surface; replace exterior ceiling tile, renovate the Dental Hygiene, Home Economics and Microbiology teaching laboratories and facilities.
13. Cogeneration Facility - Phase I - \$400,000
Preliminary work involved with the construction of a cogeneration system which will provide electric power sufficient to hold electric utility demand charges at a minimum and supply steam and hot water as by-products of the installation.

Total FY 1991-92 - \$16,807,000

YOUNGSTOWN STATE UNIVERSITY
1993-94 BIENNIUM CAPITAL IMPROVEMENT REQUEST

<u>Priority</u>	<u>Project</u>	<u>Project Cost</u>	<u>Cum. Total</u>
1	Basic Renovations	\$2,032,000	\$2,032,000
2	Classroom and Laboratory Upgrade	330,000	2,362,000
3	Land Acquisition	1,000,000	3,362,000
4	Beeghly Physical Education Building Rehabilitation	6,000,000	9,362,000
5	Masonry Restoration	330,000	9,692,000
6	Ward Beecher Hall - Phase IV	780,000	10,472,000
7	Wellness Training Center	600,000	11,072,000
8	Outdoor Classrooms, Smoky Hollow - Phase II	890,000	11,962,000
9	Cogeneration System - Phase II	4,100,000	16,062,000

June 14, 1989

CAPITAL IMPROVEMENT REQUEST
PROJECT DESCRIPTORS
FY 1993-1994

FY-1993-94

1. Basic Renovation - \$2,032,000
Various projects to preserve and renovate existing capital facilities.
2. Classroom and Laboratory Upgrade - \$330,000
Continuing and systematic upgrade of older laboratories and classrooms to include lighting, finishes, floor covering, chalkboards, tackboards, work stations, and window coverings.
3. Land Acquisition - \$1,000,000
Purchase property in the Smokey Hollow and transition area pursuant to the approved University Facilities Master Plan.
4. Beehly Physical Education Building Rehabilitation, - \$6,000,000
Rehabilitation of Health and Physical Education offices, Archery and Golf teaching area, teaching decks, swimming pool upgrading, mechanical improvements, a standard pipe system, and locker room renovations, and additions to north and south lobbies.
5. Masonry Rehabilitation - \$330,000
Cleaning, sealing, pointing of joints, caulking and sealing windows and doors of campus buildings.
6. Ward Beecher Rehabilitation - Phase IV - \$780,000
Complete Ward Beecher Rehabilitation Project, Phase III to include all alternate bid items not accepted in the previous project and renovate items from the original project program.
7. Wellness Training Center - \$600,000
Construct a Wellness Training Center in existing space at the Arnold D. Stambaugh Stadium to include a human performance laboratory, fitness center and aerobic balcony.
8. Outdoor Instructional Area, Smokey Hollow-Phase II - \$890,000
Construction of Health and Physical Education Outdoor Classrooms and Playing Fields.

9. Cogeneration System Phase II- \$4,100,000

Installation of a cogeneration system which will provide electric power sufficient to hold electric utility demand charges at the minimum and supply hot water to a planned new hot water system.

Total FY 1993-94 - \$16,062,000

YOUNGSTOWN STATE UNIVERSITY
1995-96 BIENNIUM CAPITAL IMPROVEMENT REQUEST

<u>Priority</u>	<u>Project</u>	<u>Project Cost</u>	<u>Cum. Total</u>
1	Basic Renovations	\$2,032,000	\$2,032,000
2	Land Acquisition	500,000	2,532,000
3	Jones Hall Rehabilitation	595,000	3,127,000
4	Dana Hall Rehabilitation - Phase II	350,000	3,477,000
5	Stambaugh Stadium Rehabilitation - Phase II	350,000	3,827,000
6	Tod Hall Rehabilitation	350,000	4,177,000
7	Recreation Fields, Smokey Hollow - Phase III	940,000	5,117,000
8	Upgrade Chilled Water Coils	1,300,000	6,417,000
9	Carpet Replacement	300,000	6,717,000
10	Physical Plant Building Rehabilitation (Westinghouse)	1,750,000	8,467,000
11	Bliss Hall Rehabilitation - Phase III	500,000	8,967,000
12	Hot Water Conversion	1,600,000	10,567,000

June 14, 1989

CAPITAL IMPROVEMENT REQUEST
PROJECT DESCRIPTORS
FY 1995-1996

FY-1995-96

1. Basic Renovations - \$2,032,000
Various projects to preserve and renovate existing capital facilities.
2. Land Acquisition - \$500,000
Purchase property east of the campus in the Smokey Hollow area and in the transition area in accordance with the approved Facilities Master Plan.
3. Jones Hall Rehabilitation - \$595,000
Renovate fourth floor to provide safe, useful space; construct a vestibule at southeast corner of the building; add a restroom to the waiting area and provide moveable equipment to existing offices.
4. Dana Hall Rehabilitation, Phase II - \$350,000
Complete the rehabilitation of Dana Hall to include roof replacement, masonry painting and sealing, new windows on the main floor and interior renovations.
5. Stambaugh Stadium Rehabilitation - Phase II - \$350,000
Renovate HVAC Systems including Direct Digital Controls, add a standpipe system, replace aluminum entrances, add storage space, add domestic water booster pumps, and replace gymnasium backstops.
6. Tod Hall Rehabilitation - \$350,000
General rehabilitation to upgrade HVAC systems to improve occupant comfort and to conserve energy; and renovation of interior finishes.
7. Outdoor Instructional Area, Smokey Hollow - Phase III - \$940,000
Continuation of the construction of Health and Physical Education Outdoor Classrooms and Playing Fields.
8. Upgrade Chilled Water Coils - \$1,300,000
Modifications of air handling cooling coils in all campus buildings in order to increase temperature change capacity.

9. Carpet Replacement - \$300,000
Upgrade and replace deteriorated carpeting in Williamson Hall, Maag Library, DeBartolo Hall and Bliss Hall to eliminate unsafe conditions and restore a satisfactory environment to the buildings.
10. Physical Plant Building (Westinghouse) Rehabilitation - \$1,750,000
Rehabilitate the existing building to provide space for the WYSU-FM studios, furniture rehabilitation shop, and Grounds Department workshop.
11. Bliss Hall Rehabilitation, Phase III - \$500,000
Rehabilitation of instructional areas to provide code compliance, energy conservation and safety features.
12. Hot Water Conversion - \$1,600,000
Conversion of existing campus wide steam heating system to a hot water system.

Total FY 1995-96 - \$10,567,000

MONUS PROFESSOR OF ENTREPRENEURSHIP - 20113

Departmental Budget
Fiscal Year Ending June 30, 1989

	Standard Object Code	Budget		Adjustments		Revised Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
Personal Services							
<hr/>							
Salaries							
Supplementary Payment	191		\$5,000				\$5,000
Total Salaries			\$5,000				\$5,000
Fringe Benefits	200		\$820				\$820
Total Personal Services			\$5,820				\$5,820
Operating Expenses							
<hr/>							
Supplies	300		\$8,880				\$8,880
Travel	410		\$2,000		\$2,000		\$4,000
Subscriptions, Books, Reports	510		\$800				\$800
Dues and Memberships	520		\$500				\$500
Telephone	551		\$1,000				\$1,000
Postage and Freight	570		\$1,000				\$1,000
Miscellaneous, N.O.C.	799		\$0				\$0
Total Operating Expenses			\$14,180		\$2,000		\$16,180
Total Departmental Budget			\$20,000		\$2,000		\$22,000
<hr/>							
Resources							
<hr/>							
Endowment Income			\$20,000				\$20,000
Restricted Gifts					\$2,000		\$2,000
Total			\$20,000		\$2,000		\$22,000
<hr/>							

Agenda Item F.3.a.
Exhibit G

ARTICLE IX. MISCELLANEOUS

Section 10. Policy on Deposit and Investment of University Funds

10.1 Definitions

The following definitions shall apply to terms used in this policy:

- a. "Official Depository" means a banking institution which is designated by the Board of Trustees of Youngstown State University to receive, hold or invest University monies.
- b. "Monies Payable to the University" means all monies coming lawfully into the possession or custody of the University.
- c. "Local Banking Institution" means any state or national bank that has an office in the City of Youngstown and complies with Section 1101.01 AND SECTION 1151.01 of the Ohio Revised Code.

10.2 Deposit of University Funds

It shall be the policy of the University that all monies payable to the University shall be deposited in the local banking institution designated by the Board of Trustees as the official depository for University funds. The bank so designated for the period beginning July 1, 1987, and ending June 30, 1990, and each three years thereafter, shall pledge as security for such deposits, securities of aggregate market value equal to the excess of the amount of University monies so deposited, over and above the amount insured by the Federal Deposit Insurance Corporation.

The ~~Controller~~ EXECUTIVE DIRECTOR OF FINANCE, or his designee, shall determine the amount of such monies not needed for immediate use. He shall be authorized to use these monies to purchase Repurchase Agreements that mature within thirty days and are backed by pledges of the United States Government or its agencies. All other funds available for investing for a period of thirty days or longer shall be invested in accordance with the Board's policy on the Investment of University Funds.

10.3 Investment of University Operating Funds

The policy of the University shall be to purchase investments which yield the highest rate of return within specified time limits. Investments shall be purchased through designated local banking institutions except that Repurchase Agreements may be secured through a Columbus bank for the specific purpose of facilitating monthly wire transfers of state appropriations. Types of investments to be purchased shall be restricted to United States Government Securities, Federal Agencies Securities, and Time Certificates of Deposit.

If a Time Certificate of Deposit shall yield a higher return than a Federal Agency or United States Government Security, bids shall be obtained on an informal basis from local banking institutions. The bank offering the highest interest rate shall be awarded the purchase. This bank must pledge securities equal to the amount of the Time Certificate of Deposit over and above the amount insured by the Federal Deposit Insurance Corporation.

ALTERNATELY, CERTIFICATES OF DEPOSIT SHALL BE PURCHASED FROM LOCAL SAVINGS AND LOAN ASSOCIATIONS, INSURED BY THE FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION, SUBJECT TO \$100,000 MAXIMUM.

A monthly report shall be prepared by the ~~Controller~~ DIRECTOR OF INVESTMENTS for the President and the Budget and Finance Committee of the Board to include information on cash balances and investments of the University by type and bank, and other times as may be directed by the President.

10.4 Savings Account

The President may authorize the establishment of a savings account at the banking institution designated the official depository and the authority to move money between the savings account and other authorized accounts is vested in the ~~Controller~~ EXECUTIVE DIRECTOR OF FINANCE or ~~Assistant Controller~~ DIRECTOR OF INVESTMENTS.

YOUNGSTOWN STATE UNIVERSITY
ADMINISTRATIVE MANUAL

Unit 7: Travel Regulations

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UNIT 7: TRAVEL REGULATIONS

Section 7.1 - Intent

These regulations are intended to govern University travel, in conformity with the Board of Trustees policy. These regulations apply to YSU personnel, but 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. 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 7.2 - Prior Approval of Travel

7.2.1 DESIGNATED REPRESENTATIVE

All travel 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 Vice President--Student Services for staff reporting administratively to him OR HER.
- C. The Vice President--Institutional Advancement for staff reporting administratively to him OR HER.
- D. The Vice President--Personnel Services for staff reporting administratively to him OR HER.
- E. The Provost for all Academic Deans and for staff reporting administratively to him OR HER.
- F. The Associate Provost ~~and the Assistant Provost~~ for staff reporting administratively to ~~each~~ HIM OR HER.
- G. The Executive Director of Facilities for staff reporting administratively to him OR HER.
- H. The ~~Controller~~ EXECUTIVE DIRECTOR OF FINANCE for staff reporting administratively to him OR HER.
- I. The Executive Director of Administrative Services for staff reporting administratively to him OR HER.
- J. The ~~Athletic Director~~ EXECUTIVE DIRECTOR OF ATHLETICS for ~~STAFF~~ reporting administratively to him OR HER.

7.2.2 DESIGNATED PRERESENTATIVE ABSENT FROM CAMPUS

In the event that the ~~President's~~ DESIGNATED REPRESENTATIVE 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~~ DESIGNATED PRERESENTATIVE shall process such requests.

Section 7.3 - Categories of Travel

7.3.1 REIMBURSEMENT CATEGORIES

All travel authorized will be under one of two 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 these regulations. (In certain cases the ~~President or~~ ~~His~~ DESIGNATED representative may specify that less than full reimbursement will be paid as a condition of approval.)

Category 2. Not more than one-half of the expense as provided in these regulations will be reimbursed for:

- A. professional improvement of the individual in one of the contiguous 48 states or Canada, or
- B. official business or professional improvement of the individual in Alaska, Hawaii, a U.S. possession or territory, or a foreign country other than Canada.

7.3.2 ASSIGNING REIMBURSEMENT CATEGORIES

The ~~President or His~~ DESIGNATED representative designated in Sec. 7.2.1 above will assign the category; however, it must be in conformity with Sec. 7.3.1 above.

Section 7.4 - Special Items of Consideration

7.4.1 WORK ASSIGNMENT

Faculty and professional/administrative ~~employees~~ STAFF 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 any substitute assigned classes or other duties in advance.

7.4.2 ~~→~~ PUBLIC MONIES
Persons traveling at University expense have an obligation not only to follow all applicable regulations but to avoid the appearance of abuse of public monies.

7.4.3 OUTSIDE TRAVEL REGULATIONS

Travel funded by ~~UNIVERSITY RESEARCH GRANT~~ OF AN external agency 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. In such case, the applicable regulations should be noted on the face of the Travel Voucher OR A COPY OF THEM ATTACHED TO THE TRAVEL VOUCHER.

7.4.4 PRIVATE AIRCRAFT

Travel by private aircraft is not approved due to insurance complications. Travel by chartered aircraft must be approved before the fact by the Director of Budget and Institutional Studies in order that insurance coverage may be verified.

7.4.5 FOREIGN CURRENCY

The applicable exchange rate must be indicated on the face of the Travel Voucher if foreign currency was used. ALL EXPENSES CLAIMED ON THE TRAVEL VOUCHER SHOULD BE CONVERTED TO U.S. DOLLARS USING THE CURRENT EXCHANGE RATE.

7.4.6 EXCEPTION TO TRAVEL REGULATIONS

Exceptions to the travel regulations may be considered ~~ONLY UPON~~ AND APPROVED ONLY by the ~~CONTROLLER OF THE~~ President OR EXECUTIVE DIRECTOR OF FINANCE.

Section 7.5 - Travel Procedure

7.5.1 REQUIRED SIGNATURES

A Travel Voucher must be completed, signed by the traveler, ~~cleared through~~ the department HEAD OR ~~CHAIRMAN~~ CHAIRPERSON, or ~~other~~ AND THE person with signature authority for the account and submitted to the President or his DESIGNATED representative ~~designated in Sec/ 7/2/11 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 TRAVEL Voucher must be signed by both the department ~~CHAIRMAN~~ CHAIRPERSON and the person responsible for the account to be charged. Only one traveler may be accounted for on a TRAVEL Voucher.

7.5.2 PRE-AUDIT REVIEW

The President or his DESIGNATED representative will send the Travel Voucher to the ~~CONTROLLER~~ ACCOUNTS PAYABLE - TRAVEL OFFICE for review as to compliance with these regulations. ~~If the Travel Voucher does not comply with these regulations the traveler will be contacted to clarify and resolve the non-compliance items. If the traveler disagrees, the Controller's department will provide the traveler with a written explanation of the exception taken. This may be appealed in writing to the President's representative who will in turn forward it to the President for final disposition. IF THE TRAVEL VOUCHER DOES NOT COMPLY WITH THESE REGULATIONS, THE VOUCHER WILL BE ADJUSTED~~

7.5.2.

PRE-AUDIT REVIEW (CONT'D.)

ACCORDINGLY AND THE APPLICABLE SECTION NOTED ON THE FACE OF THE TRAVEL VOUCHER. THE TRAVEL VOUCHER WILL BE RETURNED TO THE TRAVELER AFTER IT HAS BEEN ENCUMBERED BY EXPENDITURE CONTROL. IF THE TRAVELER DISAGREES WITH THE CHANGES, A WRITTEN APPEAL CAN BE DIRECTED TO THE PRESIDENT'S REPRESENTATIVE WHO WILL IN TURN FORWARD IT TO THE EXECUTIVE DIRECTOR OF FINANCE. A Travel Voucher will not be rejected by the Controller ACCOUNTS PAYABLE - TRAVEL OFFICE due to computation errors; in this case the Travel Voucher will be corrected and processed. The Travel Voucher will then be sent to Expenditure Control for encumbrance of funds. They will return the Travel Voucher to the traveler unless an advance request has been approved. In such case, the Controller will return the Travel Voucher to the traveler after the appropriate checks have been issued. IF FUNDS ARE UNAVAILABLE, EXPENDITURE CONTROL WILL HOLD THE TRAVEL VOUCHER AND SEND A DEFICIT NOTICE TO THE SIGNATURE AUTHORITY. WHEN THE FUNDS BECOME AVAILABLE, THE TRAVEL VOUCHER WILL BE ENCUMBERED AND RETURNED TO THE ACCOUNTS PAYABLE - TRAVEL OFFICE FOR DISPOSTITION.

7.5.3.

APPROVED TRAVEL VOUCHER

Travel is not approved until the Travel Voucher has been signed by the President or his DESIGNATED representative designated in Sect 7.2.1 above, reviewed by the Controller ACCOUNTS PAYABLE - TRAVEL OFFICE, and funds have been encumbered by Expenditure Control. When the fourteen day time restraint cannot be met, IF THE TRAVEL VOUCHER CANNOT BE SUBMITTED FOURTEEN DAYS PRIOR TO THE TRIP, THE TRAVEL VOUCHER MUST IT SHOULD be hand carried through the system. Encumbrance will be on a priority basis and advance requests will be issued within two working days when necessary.

7.5.4

INSURANCE PURPOSES ONLY

A University employee who wishes to IS TRAVEL TRAVELING on University business without reimbursement or cost to his department shall process a Travel Voucher to obtain the approval of the President or his designated representative for insurance purposes. THE STATEMENT "INSURANCE PURPOSES ONLY" SHOULD BE NOTED ON THE FACE OF THE TRAVEL VOUCHER. THE COPIES OF THE TRAVEL VOUCHER WILL BE DISTRIBUTED BY THE ACCOUNTS PAYABLE - TRAVEL OFFICE.

Section 7.6 - Reimbursement Procedure

7.6.1

COMPLETED TRAVEL VOUCHER

Within seven days of return from a trip, all copies of the Travel Voucher 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 ACCOUNTS PAYABLE - TRAVEL OFFICE. If advance money covered all expenses or no reimbursement is being claimed, the Travel Voucher must STILL be completed and returned to the Controller ACCOUNTS PAYABLE - TRAVEL OFFICE.

7.6.2

POST - AUDIT REVIEW

THE ASSISTANT CONTROLLER WILL REVIEW THE TRAVEL VOUCHER WILL BE REVIEWED BY THE ACCOUNTS PAYABLE - TRAVEL OFFICE for compliance with these regulations. EXCEPT, WHEN APPLICABLE, THE EXECUTIVE DIRECTOR WILL DETERMINE THE REASONABLENESS OF MILEAGE/INCURRED WHILE RECRUITING STUDENT ATHLETES. If the review reveals a discrepancy REQUESTED REIMBURSEMENT DOES NOT COMPLY, the TRAVEL Voucher will be returned to the traveler 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 FINDING, THE MATTER MAY BE REFERRED THROUGH THE DESIGNATED REPRESENTATIVE OF THE PRESIDENT TO THE CONTROLLER FOR FINAL DISPOSITION. IF THE TRAVELER DISAGREES WITH THE REVIEW FINDING, A WRITTEN EXPLANATION CAN BE SUBMITTED THROUGH THE DESIGNATED REPRESENTATIVE TO THE EXECUTIVE DIRECTOR OF FINANCE FOR FINAL DISPOSITION.

7.6.3

REIMBURSEMENT CHECK

Within approximately ten days from the filing of the Travel Voucher (if uncontested) the reimbursement check will be sent FROM THE ACCOUNTS PAYABLE - TRAVEL OFFICE to the traveler through campus mail.

Section 7.7 - Transportation Expenses

7.7.1

UNIVERSITY VEHICLE

YSU Motor Pool vehicles may be used. ARE TO BE USED ONLY FOR OFFICIAL UNIVERSITY BUSINESS. Passenger cars will be charged at the rate authorized for privately owned automobiles. Rates for other vehicles are set by the Executive Director of Facilities. YSU MOTOR POOL VEHICLES ARE TO BE USED ONLY FOR OFFICIAL UNIVERSITY BUSINESS. YSU EMPLOYEES AND/OR MEMBERS OF THE TRAVEL PARTY LISTED ON THE TRAVEL VOUCHER ARE THE ONLY INDIVIDUALS PERMITTED TO OCCUPY THESE VEHICLES. PASSENGERS IN A UNIVERSITY VEHICLE ARE LIMITED TO EMPLOYEES OF THE UNIVERSITY AND OTHER INDIVIDUALS ON OFFICIAL UNIVERSITY BUSINESS. NO OTHER PERSONS ARE PERMITTED TO TRAVEL IN A MOTOR POOL VEHICLE. IF A FAMILY MEMBER IS ACCOMPANYING THE TRAVELER, A PERSONAL VEHICLE MUST BE USED. PICKING UP HITCHHIKERS AND CASUAL RIDERS IS NOT PERMITTED.

7.7.2

PRIVATE VEHICLE

The use of a privately owned automobile is authorized provided the owner has liability insurance which complies with ORC 4509.51 (\$12,500 per person, \$25,000 per incident, \$7,500 property damage). Signature of the TRAVELER ON THE Travel Voucher is considered certification by the traveler that he has the required insurance. The reimbursement rate is 22¢ 24¢ per mile. AAA mileage or reasonable odometer reading shall be accepted as the basis for mileage reimbursement. HOWEVER, THE EXECUTIVE DIRECTOR OF ATHLETICS WILL DETERMINE THE REASONABLENESS OF MILEAGE INCURRED WHILE RECRUITING STUDENT ATHLETES. All travel SHALL BE ASSUMED TO THAT DOES NOT originate from the University UNLESS OTHERWISE MUST BE noted on the Travel Voucher.

7.7.3

PRIVATE VEHICLE

If a *personal* PRIVATE 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 \$20, assumed to be the total transportation cost to and from all airports. *The Controller will use the latest rates published in the Official Airline Guide to verify the lower of mileage or airfare plus \$20.* THE TRAVELER MUST NOTE ON THE TRAVEL VOUCHER THE TOURIST-RATE AIR FARE FOR COMPARISON PURPOSES.

7.7.4

MEALS AND LODGING WHILE DRIVING

MEALS AND LODGING INCURRED WHILE DRIVING TO THE CONFERENCE OR MEETING SHALL NOT BE REIMBURSED IN EXCESS OF THAT WHICH WOULD HAVE BEEN REIMBURSED HAD AIRLINE TRANSPORTATION BEEN USED. A COST ANALYSIS SHOWING THE COMPARISON BETWEEN THE DRIVING COSTS (INCLUDING MILEAGE, MEALS, TOLLS AND LODGING) AND FLYING COSTS (INCLUDING AIRFARE, MILEAGE, MEALS AND LODGING) MUST BE SUBMITTED WITH THE TRAVELER. NO MORE TIME SHOULD BE SPENT ON TRAVEL STATUS THAN IS NECESSARY AND REASONABLE.

7.7.5

MULTIPLE TRAVELERS IN ONE PRIVATE VEHICLE

When two or more *persons* AUTHORIZED TRAVELERS are traveling in the same automobile, *reimbursement for transportation shall be made to only one of the individuals.* THE VEHICLE DRIVER-OWNER SHALL BE PAID THE AUTHORIZED MILEAGE RATE PLUS TOLLS AND PARKING. THIS PROVISION APPLIES REGARDLESS OF THE CATEGORY OF TRAVEL AND IS INTENDED TO ENCOURAGE MULTIPLE TRAVELERS UTILIZING THE SAME VEHICLE. 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.* TO BE CONSIDERED AN AUTHORIZED TRAVELER, AN APPROVED TRAVEL VOUCHER MUST HAVE BEEN PROCESSED.

7.7.6

RENTAL CARS

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. Use of rental cars without prior approval must be justified in writing and approved by the *President's Designee* DESIGNATED REPRESENTATIVE before the Travel Voucher is submitted for reimbursement.

7.7.7

AIRLINE TRANSPORTATION

When a commercial airline is used for travel, reimbursement for mileage to the airport will be either (1) one round trip plus tolls and parking or (2) two round trips plus tolls, depending upon the actual driving arrangements. YSU travelers using the Pittsburgh airport may park at Charlie Brown's Park 'N' Shuttle on Flaugherty Run Road and receive a special discount upon presentation of a valid YSU identification card. IF THE AIRLINE SCHEDULE REQUIRES, THE NECESSARY MEALS AND LODGING WILL BE PAID FOR THE DAY BEFORE THE MEETING STARTS AND THE DAY AFTER THE CONFERENCE ENDS. NO MORE TIME SHOULD BE SPENT ON TRAVEL STATUS THAN IS NECESSARY.

7.7.8

AIRLINE TICKET RECEIPT

Airline ticket copy ~~must~~ SHOULD be provided as receipt for commercial transportation.

7.7.9

When two or more authorized out-of-state travelers are transported in one private automobile, the vehicle driver/owner shall be paid the authorized mileage rate plus tolls and parking. This provision applies regardless of the category of travel and is intended to encourage multiple travelers utilizing the same vehicle.

7.7.9

SUPERSAVER AIRFARE

Use of supersaver airfare is encouraged. If additional travel days are required to comply with supersaver airfare regulations, a cost comparison must be submitted with the Travel Voucher for approval by the ~~President's designee~~ DESIGNATED REPRESENTATIVE. The comparison must include tourist rate airfare to supersaver fare plus additional meals, lodging and time away from the University (where appropriate). If the University realizes a savings, the additional days will be allowed.

Section 7.8 - Meals and Lodging

7.8.1

TIME REQUIREMENTS FOR MEAL REIMBURSEMENT

Reimbursement for meals is authorized as follows:

- A. \$4 for breakfast if departure is 7:00 A.M. or prior and return to home or headquarters is 10:00 A.M. or later.
- B. \$5 for lunch if departure is 11:30 A.M. or prior and return to home or headquarters is 1:30 P.M. or later.

7.8.1

TIME REQUIREMENTS FOR MEAL REIMBURSEMENT (CONT'D)

- C. \$11 for dinner if departure is 5:00 P.M. or prior and return to home or headquarters is 7:00 P.M. or later.
- D. \$20 per diem for full days of travel, deemed to be 7:00 A.M. to 7:00 P.M.

7.8.2

REQUEST TO WAIVE TIME REQUIREMENTS

Request for waiving of time requirements for meal reimbursement must be noted on the face of the Travel Voucher and approved in advance by the *President's Designee*/ DESIGNATED REPRESENTATIVE. Reimbursement shall be at the current specified rates.

7.8.3

CONFERENCE MEALS

Reasonable meal expense in excess of the above amounts are authorized if the meal is an integral part of the conference. *Justification for these expenses as contained in the conference brochure or printed materials must accompany the Travel Voucher.* SPECIFIC MEALS WHICH ARE INCLUDED IN THE CONFERENCE FEE WILL NOT BE SEPARATELY REIMBURSED.

7.8.4

MEAL RECEIPTS

Receipts are not required for meals.

7.8.5

IN-STATE LODGING REIMBURSEMENT

Up to \$70 will be reimbursed for in-state lodging. FOR IN-STATE LODGING, THE TRAVELER WILL BE REIMBURSED UP TO \$70 FOR A SINGLE ROOM RATE INCLUDING APPLICABLE TAXES. *Actual and reasonable cost of out-of-state lodging will be reimbursed. Reimbursement will be made for automatic telephone charges. Reimbursement is authorized for lodging in non-commercial, private dwellings to the amount of \$25 per calendar day. Itemized receipts must be included with the Travel Voucher. The single room rate is to be used except when two approved AUTHORIZED travelers share a double room, in which case one-half of the double room rate PLUS APPLICABLE TAXES NOT TO EXCEED \$70 will be paid each traveler. Single room rate must be indicated on the lodging receipt.*

7.8.6

OUT-OF-STATE LODGING REIMBURSEMENT

FOR OUT-OF-STATE LODGING, THE TRAVELER WILL BE REIMBURSED THE ACTUAL AND REASONABLE SINGLE ROOM RATE PLUS APPLICABLE TAXES. WHEN TWO AUTHORIZED TRAVELERS SHARE A DOUBLE ROOM, EACH TRAVELER WILL BE REIMBURSED ONE-HALF ^R OF THE DOUBLE ROOM RATE PLUS APPLICABLE TAXES.

7/8/6

When traveling by automobile, 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. Whether driving or flying, if the conference or meeting starts before 1:00 P.M., or if the airline schedules require, the necessary meals and lodging will be paid for the day before the meeting starts. If the conference ends after 3:00 P.M., or if airline schedules require, a dinner and lodging that evening and the necessary meals the next day will be paid. No more time should be spent on travel status than is necessary.

7.8.7

TELEPHONE CHARGES

REIMBURSEMENT WILL BE MADE FOR AUTOMATIC TELEPHONE CHARGES WHICH MUST BE LABELED ON THE LODGING RECEIPT. LONG DISTANCE TELEPHONE CALLS CONCERNING UNIVERSITY BUSINESS WILL BE REIMBURSED IF THEY ARE LABELED ACCORDINGLY ON THE LODGING RECEIPT.

7/8/7

See section 7/4 "Special Items for Consideration" for exceptions.

7.8.8

LODGING RECEIPT

AN ITEMIZED LODGING RECEIPT LISTING THE SINGLE ROOM RATE PLUS APPLICABLE TAXES MUST BE SUBMITTED FOR REIMBURSEMENT WITH THE TRAVEL VOUCHER.

7.8.9

LODGING IN PRIVATE DWELLING

REIMBURSEMENT FOR LODGING IN NON-COMMERCIAL, PRIVATE DWELLINGS IS AUTHORIZED AT \$25 PER CALENDAR DAY. A STATEMENT INDICATING THE DATES AND AMOUNT PAID SIGNED BY THE OWNER OF THE PRIVATE DWELLING MUST BE SUBMITTED FOR REIMBURSEMENT WITH THE TRAVEL VOUCHER.

7.8.10

GRATUITIES, ENTERTAINMENT, AND ALCOHOLIC BEVERAGE EXPENSES

No reimbursement shall be made for the cost of entertainment, gratuities, or alcoholic beverages. No travel reimbursement shall be allowed for "retreats," "training sessions," 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 notices.

Section 7.9 - Conference Fees

7.9.1 CONFERENCE FEES RECEIPT

Conference fees in excess of \$50 may be paid to the vendor in advance directly by the University. If receipt is provided, attach to Travel Voucher. 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. A COPY OF THE YSU CANCELLED CHECK WILL BE USED AS A RECEIPT FOR CONFERENCE FEES PAID DIRECTLY BY THE UNIVERSITY.

7.9.1.2 Conference fees which include meals must be specific as to which meals are included and these meals will not be separately reimbursed.

Section 7.10 - Miscellaneous Expenses

7.10.1 REIMBURSABLE MISCELLANEOUS EXPENSES

Reasonable incurred travel expenses directly related to THE APPROVED authorized travel WILL BE REIMBURSED. EXPENSES INCURRED FOR SPECIAL PURCHASES ESSENTIAL FOR THE FULFILLMENT OF THE TRAVEL OR WORK ASSIGNMENT WHICH BECOME YSU PROPERTY WILL ALSO BE REIMBURSED. ALL MISCELLANEOUS EXPENSES 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 actual and reasonable taxi, limousine, boat, ferry service or subway.

7.10.2 RECEIPTS FOR MISCELLANEOUS EXPENSES

ANY SINGLE, MISCELLANEOUS EXPENSE IN EXCESS OF \$5 SHALL BE SUPPORTED BY A RECEIPT. NO RECEIPT SHALL BE REQUIRED FOR ACTUAL AND REASONABLE TAXI, LIMOUSINE, BOAT, FERRY, SUBWAY OR LOCAL MASS TRANSIT EXPENSE.

7.10.2.2 Expenses incurred for special purchases essential for the fulfillment of the travel or work assignment must be itemized on the Travel Voucher and documented with receipt(s).

7.10.3 University-related business telephone calls will be reimbursed if they are labeled accordingly on the receipt.

Section 7.11 - Travel Advances

7.11.1 AIRFARE

A travel advance may only be secured to cover the actual cost of commercial transportation. and for conference fees that exceed \$50. The traveler may request these advances by indicating them on the Travel Voucher along with the mailing instructions for the checks. The check for the airfare will be made payable to the common carrier or authorized travel agent. and the advance check for the conference will be made payable to the appropriate payee (not the traveler). The traveler is not permitted to charge airfare in the name of the University.

7.11.2 CONFERENCE FEES

A TRAVEL ADVANCE MAY BE SECURED FOR CONFERENCE FEES IN EXCESS OF \$50 PAYABLE TO THE APPROPRIATE PAYEE (NOT THE TRAVELER).

7.11.3 REQUEST FOR ADVANCE PAYMENTS

THE TRAVELER MAY REQUEST THE ALLOWABLE ADVANCES BY INDICATING THEM ON THE TRAVEL VOUCHER ALONG WITH COMPLETE ADDRESSES AND MAILING INSTRUCTIONS FOR THE CHECKS. AFTER THE TRAVEL VOUCHER HAS BEEN ENCUMBERED, Two THREE working days are required to prepare an advance check.

Section 7.12 - Cancellation

If a AN APPROVED Travel Voucher has been processed and HAD funds encumbered, the Travel Voucher must be returned to the Controller's Department ACCOUNTS PAYABLE - TRAVEL OFFICE with the notation on the TRAVEL Voucher that the trip was cancelled. IF ADVANCE PAYMENT HAS BEEN MADE BY YSU, the traveler is responsible for securing a full refund of THESE advance payments. if the trip does not occur. The traveler must deliver the refund checks TO THE Bursar for deposit to the travel account originally charged for the expenses. The deposit receipt should then be attached to the Travel Voucher BEFORE IT IS RETURNED TO THE ACCOUNTS PAYABLE - TRAVEL OFFICE.

STUDENT FEES AND CHARGES

<u>TUITION</u>	<u>1988-89</u>	<u>1989-90</u>
Instructional Fee		
Part-time undergraduate, 1 to 11 credits	\$ 40 per credit	\$ 42
Full-time undergraduate, 12 to 16 credits	470 per quarter	503
Undergraduate credits in excess of 16 per quarter	40 per credit	42
Graduate students	45 per credit	50
General Fee		
Students registering for 1 to 11 credits	11 per credit	13
Students registering for 12 or more credits	130 per quarter	157
 <u>NONRESIDENT TUITION SURCHARGE</u>		
Students registering for 1 to 11 credits	32 per credit	34
Students registering for 12 or more credits	375 per quarter	400
Credits in excess of 16 per quarter	32 per credit	34
 <u>SPECIAL PURPOSE FEES, SERVICE CHARGES AND FINES</u>		
Performance Music Fee (in addition to tuition)	14 per credit	14
Undergraduate Application Fee	20	20
Graduate Student Application Fee	30	30
Change of Registration Fee	6	6
Credit by Examination Fee	20 per course	20
Graduation Fee	25	25
Proficiency Examination Fee	10 per course	10
Transcript Fee	3 per copy	3
Student Locker Rental	5 academic year	5
Thesis Binding Charge	10	10
Health & Physical Education Locker & Towel Charge		
Student registered for H&PE Course	-0-	-0-
All others authorized to use facilities	10 per quarter	10
Lock Replacement Charge	5	5
Towel Replacement Charge	5	5
Health & Physical Education Activity Charge: Set by and paid to independent vendor. Variable to cover cost in that course.		
Diploma Mailing Charge	5	5
(not assessed those attending commencement)		
Registration Withdrawal Fee	10	10
Diploma Replacement Charge	30	30
Career Services Credentials Fee	2	2
I.D. Replacement Charge	5	5
I.D. Validation Sticker Replacement Charge	3	3
Late Registration Fee	30	30
Late Payment Fee	15	15
Returned Check or Credit Card Fee	12	12

Agenda Item F.3.g.
Exhibit J

1988-89

1989-90

Library Fines:

- (1) Overdue book: \$.10 per day to maximum of \$5, plus cost of book replacement, including a \$10 processing charge.
- (2) Overdue reserve book: \$.55 per day to a maximum of \$5, plus cost of book replacement including a \$10 processing charge.
- (3) Unauthorized removal of closed reserve book: \$.55 per day to a maximum of \$5, plus cost of book replacement, including a \$10 processing charge, plus \$5.

Child Development Laboratory Charge	\$ 25 per quarter	\$ 25
Elementary Education Reading Specialist Charge	25 per quarter	25
Early Childhood Practicum Charge	25 per quarter	25
ROTC Activity Fee	4 per quarter	4
Quantity Foods Luncheon	5	5
Parking Permit Charge:		
per academic quarter	25	25
per day without permit	1	1
YSU Residence Hall:		
Room and Board per academic year	2,700	3,000
payable \$1,000 per quarter, except that		
an extra \$200 is collected the first quarter of		
residency and the Spring Quarter is reduced		
by \$200. If a resident does not stay through		
the Spring Quarter the \$200 is forfeited.)		
Residence Hall Security Deposit (paid first quarter)	50	50
Single Room Surcharge	100	125
Residence Hall Summer Session		
Room, per five-week session	170	190
Single Room Surcharge, per five-week session	25	30
Security Deposit	50	50
Board Plan for students not living in		
YSU Residence Hall:		
Nineteen meals per week plan	500 per quarter	550
Fifteen meals per week plan	425 per quarter	470
Ten meals per week plan	370 per quarter	410
Five meals per week plan	210 per quarter	230
Intramural Team Deposit	10	10
Intramural Team Protest Charge	5	5
Neon:		
Student, prepaid	10	15
Non-student or student not prepaid	20	20
Nonstudent Library Card	-0-	-0-
issued only to members of the YSU		
Alumni Association or "Friends of the		
Maag Library Association		
Maag Library Carrel Key Deposit	10	10

	<u>1988-89</u>	<u>1989-90</u>
Parking Violation Fines		
Class I - All violations except those in Class II (Fine doubled if not paid within 10 days of issuance of ticket.)	\$ 5	\$ 5
Class II - Parking in a Handicap Zone without proper permit. Parking at a No Parking sign, Tow Away Zone, Loading Zone, Official Use Only sign, Fire Lane, or in the Campus Core area. (Fine doubled if not paid within 10 days of issuance of ticket.)	13	13

The President of Youngstown State University shall have the authority to approve:

1. fees of noncredit courses, institutes, and workshops offered or coordinated by the Department of Continuing Education;
2. ticket prices for admission of the public to intercollegiate athletic games and to student music or dramatic productions;
3. service charges for loans to students; and
4. a special fee for an Executive Sequence, Masters of Business Administration. [It shall be understood that such fee shall, to the extent that it exceeds tuition, be placed in a special fund which shall provide for all related costs of the program, and that the budget for such program shall be subject to approval in the same manner as are other University operating budgets.]

The revenue generated by such fees and charges approved by the President shall be expended in conformity with appropriately approved budgets. It shall be understood that: (a) prices of books and other items for sale in the Bookstore, Kilcawley Center, and through vending machines shall be set in conformity with prudent business practices by the managers of those units; (b) charges for unreturned or damaged equipment checked out to a student shall be established by the cognizant department head to cover the depreciated value of the equipment and the processing cost; (c) for such charges as noted in (a) and (b) above, the approval of neither the President nor the Board of Trustees shall be required; however, should a dispute arise, it shall be referred to the Fees and Charges Appeals Board for decision; and (d) the President or his designee shall have the authority to designate parking facilities by location or by time which may be utilized either without charge or for a reduced charge.

Fines which are authorized in this resolution may be assessed against students and nonstudents using University facilities. The rates detailed in this resolution shall replace any rates adopted earlier.

If a student withdraws from the University or reduces his/her academic load, a refund of the tuition, the nonresident tuition surcharge, and the performance music fee, where applicable, shall be made in conformity with the following schedule provided the student identification card is surrendered before the refund is paid.

<u>DATE OF ACCEPTANCE BY BURSAR</u>	<u>ACADEMIC QUARTER</u>	<u>SUMMER SESSION</u>
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 excluding Sundays)

Table 4
YOUNGSTOWN STATE UNIVERSITY

Educational and Associated Operations, (Fund One), Revenue
1987-88 Budgeted and Actual, 1988-89 Budgeted and Projected Actual,
and Projected 1989-90

Income Source	1987-88 Budget	1987-88 Actual	1988-89 Budget	Projected 1988-89 Actual	1989-90 Projected	Revised Projected Amounts
Instructional Fee	\$15,950,000	\$16,554,148	\$17,800,000	\$18,299,252	\$18,350,000 a	\$18,750,000
Non-resident Tuition Surcharge	1,136,000	1,127,636	1,185,000	1,133,935	1,135,000	
Performance Music Fee	41,000	37,403	41,000	36,463	37,000	
International Student Fee	23,000	19,292	0	0	0 b	
Application Fee	105,000	114,133	105,000	125,000	110,000	
Change of Registration Fee	150,000	164,208	150,000	150,221	150,000	
Credit by Examination Fee	1,500	2,252	2,000	1,300	2,000	
Graduation Fee	52,000	54,000	51,000	52,900	50,000	
Application Fee (Graduate School)	0	0	0	7,000	7,000	
Matriculation Fee (Graduate School)	13,000	12,318	13,000	3,320	0	
Subtotal - Tuition & Fees	\$17,471,500	\$18,085,390	\$19,347,000	\$19,809,391	\$19,841,000	\$20,241,000
Service Charges:						
Early Advis. & Regist. Program Fee	\$0	\$0	\$0	\$3,720	\$4,000	
Transcript Fee	51,000	51,008	51,000	47,790	4,500	\$45,000
Thesis Binding Charge	1,000 *	934 *	1,000 *	1,170 *	1,000 *	
H & PE Lock and Towel Charge	5,000	5,490	3,000	6,010	5,400	
Diploma Mailing Charge	0 *	208 *	0 *	275 *	0 *	
Registration Withdrawal Fee	59,000	57,773	59,000	59,200	7,300	\$5,000
Subtotal - Service Charges	\$115,000	\$114,271	\$113,000	\$116,720	\$21,200	\$109,400
Replacement Charges:						
Diploma Replacement	\$500 *	\$75 *	\$500 *	\$390 *	\$0 *	
H & PE Lock & Towel Replacement	1,000 *	805 *	1,000 *	1,000 *	1,000 *	
I.O. Replacement	5,000 *	5,418 *	5,000 *	6,000 *	5,000 *	
Subtotal - Replacement Charges	\$6,500 *	\$6,298 *	\$6,500 *	\$7,390 *	\$6,000 *	
Fines and Penalty Assessments						
Late Registration fee	\$44,000	\$50,863	\$44,000	\$51,270	\$50,000	
Late Payment Fee	48,000	57,356	50,000	69,615	57,000	
Returned Check or Credit Card Fee	2,300	1,952	2,000	3,404	2,000	
Library Fines	28,000	25,766	28,000	31,612	25,000	
Subtotal - Fines and Penalties	\$122,300	\$135,937	\$124,000	\$155,901	\$134,000	
Subtotal - Tuition, Fees, & Charges	\$17,708,800	\$18,335,598	\$19,584,000	\$20,082,012	\$19,996,200	\$20,484,400
State Appropriations:						
Instructional Subsidy	\$36,272,000	\$36,751,000	\$37,400,000	\$38,379,376	\$41,237,000	\$40,512,000
Teacher Education Redesign	190,000	198,000	280,000	169,870	170,000	
Developmental Education	48,000	45,488	45,000	56,828	45,000	
Academic Challenge	c	c	c	c	841,578	826,000
Subtotal - State Appropriations	\$36,510,000	\$36,994,488	\$37,725,000	\$38,606,071	\$42,293,578	\$41,563,000
Sales & Services of Educational Activities:						
Child Development Laboratory Charge	\$0		\$0		\$1,200	
Elem. Ed. Reading Specialist Charge	0	500	0	500	500	
Early Childhood Practicum Charge	0	1,200	0	1,000	0	
Dental Hygiene Clinic Charge	0		0		0	
Computer Time Charge	4,000	13,260	20,000	4,000	13,000	
Quantity Food Luncheons	3,200	3,200	2,000	2,200	3,000	
Microbiology Lab. Testing Fee	c	c	c	c	55,000	
Subtotal - Sales & Services	\$7,200	\$18,160	\$22,000	\$7,700	\$72,700	
Non-mandatory Transfers from:						
Fund One Contingency	\$1,551,000	\$1,072,000	\$1,121,000	\$1,186,000	\$0	\$180,300
Teacher Education Redesign	0	0	65,000	0	0	
Academic Challenge Unallocated Reserve	c	c	c	c	\$110,062	\$125,000
Library Books Reserve	c	c	\$159,000	\$159,000	\$341,000	
Subtotal - Non-mandatory Transfers	\$1,551,000	\$1,072,000	\$1,345,000	\$1,345,000	\$461,062	\$646,300
Other Sources:						
Operating Capital Investment Income	\$1,150,000	\$1,143,611	\$1,200,000	\$1,383,000	\$1,400,000	
Indirect Expense Recovery	40,000	79,067	45,000	120,000	100,000	
Facility Rental	95,000	80,045	0	2,600	2,600	
Cash Discount on Purchases	13,000	7,571	13,000	11,000	11,000	
Miscellaneous, N.O.C.	95,000	75,000	95,000	95,000	120,000	
N.E.O.U.C.O.M.	30,000	30,000	30,000	30,000	30,000	
Subtotal - Other Sources	\$1,423,000	\$1,415,294	\$1,383,000	\$1,721,600	\$1,663,600	
Fund Balance Brought Forward	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,242,860	\$1,300,000
TOTAL FUND ONE REVENUE	\$58,500,000	\$59,135,540	\$61,359,000	\$63,062,383	\$65,720,000	\$65,720,000

a. Assumes Headcount = 14,433 and Instr. Fee Rate = \$40/470 for Summer, 1989 and \$43/510 for remainder of year.
b. Discontinued, effective Summer, 1988.
c. Not part of Fund One prior to FY 1989-90.
* Not included in totals.

YSU BOARD OF TRUSTEES POLICIES
ARTICLE IX.- SECTION 17

17.2 Operating Policy

All ~~Campus Security~~ YSU POLICE Department employees required to take an oath of office, wear the badge of office, and serve as peace officers shall wear an approved uniform while on duty. An allowance for maintenance and replacement of such uniforms shall be provided. Sworn officers shall be armed with a revolver and ammunition approved and issued by the Department Director and shall carry only such additional equipment as approved and issued by the Director. ~~No ONLY personal~~ firearms, ammunition or other police equipment APPROVED BY THE DIRECTOR OF THE YSU POLICE DEPARTMENT may be carried by an officer on duty or stored in department vehicles or offices.

Because of the unique duties, responsibilities, and visibility of uniformed officers, it is imperative that each officer meet and maintain minimum standards of proficiency and fitness for office. Therefore, at the time of appointment, each sworn peace officer shall be certified by the Ohio Peace Officers Training Council in conformity with Ohio law. Each sworn peace officer shall annually demonstrate continued proficiency with firearms, physical fitness, and mental stability. The University will make a reasonable effort to assist sworn peace officers already employed to remain qualified and pass proficiency examinations to standards determined by the Director and approved by the President. Failure of an officer to demonstrate proficiency may lead to reassignment or to separation; however, all actions taken under this provisions shall be consistent with the Ohio Revised Code and any applicable collectively bargained agreement.

The Director shall develop written procedures for reporting crimes to the Youngstown Police Department (YPD) and to the Law Enforcement Automatic Data System (LEADS). If a ~~Campus Security~~ Department officer
YSU POLICE

arrests any individual, that person, whenever possible, shall be transported to the Youngstown Police Department in a YPD vehicle for booking or processing as appropriate.

YSU POLICE

The ~~Campus Security~~ Department shall assist the Parking Services Department as requested; however, responsibility for operation of designated parking facilities and enforcement of parking regulations in those facilities shall reside in the Parking Services Department.

Charter and Bylaws
of the
University Academic Senate

Agenda Item F.5.a.
Exhibit L

REVISION RECORD

The date and initials of the person inserting revisions to this manual should be entered opposite the number corresponding to the transmittal number used to forward such revision.

THE NEXT REVISION WILL BE NO. 1

<u>REV. NO.</u>	<u>DATE INSERTED</u>	<u>INITIALS</u>
<u>1</u>	_____	_____
<u>2</u>	_____	_____
<u>3</u>	_____	_____
<u>4</u>	_____	_____
<u>5</u>	_____	_____
<u>6</u>	_____	_____
<u>7</u>	_____	_____
<u>8</u>	_____	_____
<u>9</u>	_____	_____
<u>10</u>	_____	_____
<u>11</u>	_____	_____
<u>12</u>	_____	_____

YOUNGSTOWN STATE UNIVERSITY

CHARTER

Academic Senate

PREAMBLE

In recognition of the essential role of the faculty in the development of policies concerning the academic functions and activities of the University, it is appropriate for the Senate to have primary responsibility for the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the University.

In further recognition of the responsibilities of the faculty to the University community, the Senate shall have the right to make such studies as it considers necessary, and recommend to the administration changes that said studies indicate are appropriate.

ARTICLE I

PURPOSE The purpose of this charter shall be the furtherance of the recognized role of the faculty concerning academic functions and activities of the University; to provide an orderly manner, including the establishment of Bylaws, through which the faculty may assume its role; to provide for the expression of opinions from others in the University community who are also interested in the academic functions and activities of the University; and, to provide the faculty with the means to conduct such studies as may become necessary to the expression of a responsible opinion.

It is directed that a Senate be established for the purpose of implementing the recognized role of the faculty. It shall be known as THE ACADEMIC SENATE.

ARTICLE II

DEFINITIONS For the purpose of this Charter and Bylaws, the meaning of the following terms shall be:

Section 1. College

College shall mean an academic unit under the direction of an undergraduate dean regardless of the name assigned to the academic unit.

Section 2. Academic Department

An academic department shall be defined as one of the following:

- (a) An academic unit which provides instruction for academic credit and which is administered by a chair budgeted under, and responsible to, the dean of an undergraduate college.
- (b) A college which is not separated into academic departments.
- (c) A school which is a subdivision of a college, which is not separated into academic departments, and which is responsible to the undergraduate dean of that college.

Section 3. Faculty

Faculty shall include all those employed as full service personnel who hold academic rank and are paid, at least in half-part, by one or more academic departments. Their home department shall be that academic department in which the greater portion of their salary is budgeted and where they shall have the right to cast ballots. In cases where a major portion cannot be defined, the home department shall be the academic department where the person holds academic rank.

Section 4. Administrators

Administrators shall include all non-classified employees of the University who do not meet the above definition as Faculty.

Section 5. Faculty Administrators

For the purpose of this Charter and Bylaws, all academic department chairs, assistant deans of colleges, and directors of schools, who meet the above definition as Faculty, shall also be considered as administrators.

ARTICLE III

Section 1. Membership - The Senate shall have a membership of not less than one hundred, composed of the following representation:

- (a) Student representatives shall number fifteen.
- (b) Administrators shall number fifteen.
- (c) Faculty representatives shall number not less than seventy.

Section 2. Selection of membership - The selection of Senators shall be:

- (a) For students:
 - (1) Non-elected representatives; by virtue of their elected posts, the Chair of Student Council and the President of Student Government shall have automatic Senate membership.

(2) Elected representatives:

- (A) One student shall be elected from each college as defined by Student Council; and,
- (B) The remaining student representatives shall be elected at large from among the student body.

All elected student representatives shall be elected in accordance with the rules, regulations, and qualifications established by Student Council, except that every elected Senator shall be in good standing at the time of the elections.

- (b) The Administrators shall be appointed by the President of the University, except that their number shall include the Provost and the Dean of each college. All Faculty Administrators appointed to the Senate shall be so appointed prior to the elections of the Faculty Senators. The remainder of the Faculty Administrators are eligible to seek election as Faculty.
- (c) Faculty Senators shall have at least seventy seats. Said seats shall be distributed according to the following formula:
 - (1) Each college as an academic unit shall be assigned four seats; and
 - (2) The remaining seats shall be apportioned to each college in proportion to the total faculty departmental assignments (including fractional parts and also including all of a department chair's departmentally budgeted time) in that college. The determination of faculty departmental assignments in each college shall be at a time and in a manner provided in the Bylaws.
 - (3) From the number of seats apportioned to each college, the faculty of each academic department shall elect one representative from among themselves. In the event that there are more departments in a particular college than seats apportioned to that college, the minimum number of faculty Senate seats shall be increased by that number without regard to the minimum number of seventy.
 - (4) Any remaining seats apportioned to a college shall be filled by an at-large election within that college.
 - (5) Any Faculty member shall have the right not to seek election as provided in the Bylaws.

Section 3. Terms of Office - Senate members shall have the following terms of office which shall begin at a time specified in the Bylaws.

- (a) The Student Senators' term of office shall be one year and they may succeed themselves.

(b) Administrative Senators

- (1) By virtue of their administrative posts, the Provost and undergraduate Deans shall have an indefinite term of office.
- (2) Appointed members of the Administration shall have a term of one year and may be reappointed by the President of the University.

(c) Faculty Senators

- (1) Academic departmental representatives. Senators who have been elected by their department shall have a term of two years and may not serve two consecutive two-year terms as departmental representatives.
- (2) Senators elected at large shall have a term of one year and may succeed themselves.

Section 4. Officers of the Senate

- (a) A Chair of the Senate shall be elected annually by the Senate from among the Senate members as provided in the Bylaws.
- (b) The Chair of the Senate shall appoint a Secretary and a Parliamentarian with confirmation by the Senate.

Section 5. Meetings

- (a) The Senate shall meet at least twice each fall, winter, and spring quarter at the call of the Executive Committee of the Senate.
- (b) Additional meetings may be called by the Chair of the Senate or by a majority vote of the Senate at any meeting.
- (c) Proposed recommendations and reports of the various committees which necessitate Senate voting, together with the agenda, shall be circulated to members of the Academic Senate, the Faculty, and any others designated by the Executive Committee at least five days prior to a Senate meeting at which such recommendations are to be considered. Simple motions of acceptance of a report shall not constitute Senate voting or endorsement.

All proceedings of the Senate shall be reduced to minutes and similarly distributed.

- (d) A quorum for any meeting shall consist of a majority of the membership.
- (e) Except as otherwise provided, all business of the Senate shall be governed by Roberts' Rules of Order.

ARTICLE IV

SENATE COMMITTEES The Senate shall have two classifications of committees, chartered and those created by the Executive Committee.

Section 1. The chartered committees of the Senate are its standing committees and shall be divided into two categories, elected and appointed chartered committees.

(a) Elected charter committees:

- (1) The Elections and Balloting Committee
- (2) The Charter and Bylaws Committee
- (3) The Executive Committee

(b) Appointed chartered committees (as listed in the Bylaws of the Charter of the Academic Senate).

Section 2. The composition and function of the elected chartered committees shall be:

(a) The Elections and Balloting Committee

- (1) The membership of the Elections and Balloting Committee shall consist of one faculty member from each college to be elected from that college by the faculty of that college, each to serve a two-year term.
- (2) Eligibility and election procedures shall be as specified in the Bylaws.
- (3) The Elections and Balloting Committee shall implement the provisions of the Bylaws as they relate to elections and balloting.

(b) The Charter and Bylaws Committee

- (1) The Charter and Bylaws Committee shall consist of six members, with three members elected annually by the Senate, each to serve a two-year term.
- (2) Eligibility and election procedures shall be as specified in the Bylaws.
- (3) The Charter and Bylaws Committee shall receive or originate, consider, and recommend to the Senate such revisions of the Charter and Bylaws as are deemed necessary, reasonable, and desirable.

This committee shall make interpretations of the meaning and intent of Articles and Bylaws when questions are brought to the committee by Senate members or Senate Committees. Such

interpretations are to be reported to the Senate for its information. If the Senate, by majority vote, objects to an interpretation, the Charter and Bylaws Committee must submit a proposal for a Charter and Bylaws revision which would clarify the issue. Until the issue is resolved, any action based on the disputed interruption shall be held in abeyance.

(c) The Executive Committee

(1) (A) Composition

- (i) The Faculty Senators of each of the colleges shall elect one of themselves as a member of the Committee. To serve on the Executive Committee, Senate membership shall be required only at the time of election;
- (ii) The Administrative Senators shall elect one of themselves as a member of the committee;
- (iii) The student Senators shall elect one of themselves as a member of the Committee; and,
- (iv) The Chair of the Senate by virtue of his or her office shall be a member of the Committee.

(B) The terms of office

- (i) The elected faculty membership shall have terms of three years, one-third of whom shall be elected annually as specified in the Bylaws. No such members of the Executive Committee may be elected for two full consecutive terms.
- (ii) All other members of the Committee shall have a term of one year and may succeed themselves.

(2) Functions

- (A) The Executive Committee shall assign members of the appointed committees of the Senate as specified in the Bylaws. The Executive Committee may refer matters either directed to its attention or self-initiated to the appropriate chartered committee. Where a matter requires the attention of a committee, other than a chartered committee, the Executive Committee may appoint such subcommittees or ad hoc committees as it deems appropriate. If directed by the Senate, the Executive Committee shall establish such committees.
- (B) The Executive Committee shall specify the charge for any subcommittee or ad hoc committee it establishes.

- (C) The Executive Committee shall prepare the agenda for Senate meetings and transact such other ongoing routine business as may be directed to them.
- (3) The Executive Committee shall act provisionally for the Senate in matters of liaison with the Administration, and in matters requiring immediate attention.
- (4) The Executive Committee shall report its actions to the Senate at regular meetings of the Senate.

ARTICLE V

CHALLENGE OF A SENATE ACTION

Any action (including amendments to the Bylaws) of the Senate, and reports (interpretations) to the Senate under Article IV, Section 2 (b) (3) may be challenged either by the President of the University or a member of the Faculty.

Section 1. Challenge of a Senate action.

- (a) The President's challenge, along with the reasons for the challenge, must be given to the Executive Committee in writing within nineteen calendar days of the Senate meeting at which the action was taken.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.
- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The President or his or her designate may speak on behalf of his or her challenge.
- (e) If the challenge is supported by a majority of the Senate members present, then the Senate action becomes null and void.
- (f) If the challenge is not upheld by the Senate, the President of the University shall submit the matter to the Board of Trustees for final disposition.

Section 2. Any member of the faculty may challenge any action of Senate.

- (a) A member of the Faculty wishing to challenge an action of the Senate must, in writing, present the challenge along with the reasons to the Executive Committee within nineteen calendar days of the Senate meeting at which the action was taken. The challenge must be supported by the signatures of at least forty faculty members with no more than half of that number from any one college.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.

- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The challenger shall have the right to speak on behalf of his or her challenge.
- (e) If the challenge is supported by a majority of the Senate members present, then the Senate action becomes null and void.
- (f) If the challenge is not upheld by a majority but is supported by a minority, one-third plus one of the Senate members present, then the challenge, under the direction of the Executive Committee, shall go to the entire faculty for vote. By a majority of those voting the Faculty may support the challenge in which case the action is null and void provided this majority represents more than one-third of the Faculty.
- (g) If the challenge is not upheld in the Senate by either a majority vote or minority vote, then the challenge is defeated and the Senate action becomes effective.

ARTICLE VI

Amendments

Section 1. The Charter and Bylaws Committee shall propose any Amendments to this Charter and shall submit them in the following manner:

- (a) The proposed Charter Amendments shall be mailed by the Secretary to the Senators at least one week prior to being submitted to the Senate for consideration.
- (b) At the meeting of the Senate at which the amendment is to be considered, the Charter and Bylaws Committee Chair shall place the Amendment before the Senate. Upon affirmative majority vote of the Senate, the Amendment shall be submitted to the faculty by the Secretary for mail balloting. The ballot shall include a complete statement of the proposed Amendment and shall provide a space for the faculty to vote for or against the adoption of the proposed Amendment. In order to be tallied, the ballot shall be returned to the Secretary within ten days after it is mailed by the Secretary. The Secretary shall be assisted by two tellers who are members of the Academic Senate and the results shall be announced at the next Senate meeting.

- (c) Upon a two-thirds affirmative vote of the voting Faculty, with at least one-half of the Faculty having voted, the amendment shall be submitted to the President of the University and the Board of Trustees for ratification.
- (d) Upon fulfillment of the foregoing requirements, the Amendment shall become effective immediately.

BYLAWS OF THE CHARTER
OF THE
ACADEMIC SENATE

BYLAW 1 PURPOSE

The purpose of these Bylaws is to provide for the orderly implementation of the provisions of the Charter; to provide for the mechanical means of perpetuating the Senate and its responsibilities to the University community; and to assure an orderly transition between academic years.

BYLAW 2 ELECTION AND BALLOTING PROCEDURES

Except as provided in Article V, Section 2 (f) and Article VI, Section 1 of the Charter, and Bylaw 2, Section 2 (b) all elections and balloting shall be under the jurisdiction of the Elections and Balloting Committee and shall be conducted in the following manner:

Section 1. General Policies

- (a) All disputes relative to counting and reporting of ballots shall be resolved by the Elections and Balloting committee and their determination shall be final. Disputes arising from procedural matters shall be referred to the Charter and Bylaws Committee for its interpretation.
- (b) No person shall count ballots in any election where he or she is a candidate.
- (c) In those cases where a nominating ballot is held, all persons nominated shall have the opportunity to appear on a subsequent electoral ballot. In all elections, every effort will be made to secure at least twice the number of nominees as there are positions. For elected chartered committees, confirmation of candidacy and eligibility for election shall be made by the Elections and Balloting Committee.
- (d) In any run-off election, there will be at least twice as many candidates as seats to be filled. In the event that a run-off election between two candidates results in a tie, the tellers shall draw lots to resolve the election. This procedure will be stated in their report.

Section 2. Tellers

- (a) For each election or balloting the Elections and Balloting Committee may appoint tellers in sufficient numbers to expeditiously conduct the elections and balloting.
- (b) At a meeting of the Academic Senate when a written ballot is utilized, the Chair of the Elections and Balloting Committee, or a member of that committee, or in their absence, the Chair of the Senate, shall appoint sufficient tellers to distribute ballots, collect, and tally the same, and report the results to the Chair of the Senate, who shall announce the results.

Section 3. Ballots

- (a) The Elections and Balloting Committee shall be responsible for the preparation of all ballots and their distribution to the appropriate electorate. Unless otherwise specified, all balloting shall be completed within ten calendar days from the date of mailing and shall be by closed mail ballot.
- (b) On all election ballots, with the exception of those for At-Large Senators, the names shall be listed in alphabetical order. On ballots for At-Large Senators the ordering of names shall be in the following sequence.

1st year (1978-79) A B C D E F G H I J K L M N O P Q R S T U
V W X Y Z

2nd year (1979-80) E F G H I J K L M N O P Q R S T U V W X Y
Z A B C D

3rd year (1980-81) I J K L M N O P Q R S T U V W X Y Z A B C
D E F G H

4th year (1981-82) M N O P Q R S T U V W X Y Z A B C D E F G
H I J K L

5th year (1982-83) R S T U V W X Y Z A B C D E F G H I J K L
M N O P Q

6th year (1983-84) V W X Y Z A B C D E F G H I J K L M N O P
Q R S T U

7th year (1984-85) A B C D E F G H I J K L M N O P Q R S T U
V W X Y Z

8th year (1985-86) repeat of the above sequence

- (c) All ballots shall include a statement about the maximum number for which to vote, which shall be the number to be elected and instructions for returning the ballot. For those ballots where a normal alphabetical order is not used, the ordering system used shall be identified. Ballots shall be distributed, collected, and counted in such a manner as to protect the privacy of the vote.

- (d) The Elections and Balloting Committee shall make public the results of all elections and balloting under its jurisdiction by a memo to the appropriate electorate and by its report to the Senate. A complete record of the results of the election, signed by the tellers, shall be retained for the duration of the longest term of office being contested and for a period of one year in any balloting not involving an election. The Elections and Balloting Committee will also retain the original ballots for a period of thirty days after any results are announced in the Academic Senate. The ballots may be inspected by an interested member of the University community and such inspection will be supervised by a member of the Elections and Balloting Committee.

Section 4. Balloting Disputes

All balloting disputes shall be resolved by the Elections and Balloting Committee and its determinations shall be final.

Section 5. Ties

Ties shall be resolved by the tellers by drawing of lot(s). This shall be reported in their report.

Section 6. Reporting Results of Elections and Balloting

The Elections and Balloting Committee shall make public the results of all elections and balloting under its jurisdiction. A complete record of the results shall be retained for the duration of the longest term of office being contested in each election, and for a period of one year in any balloting which does not involve an election. All ballots shall be retained by the Elections and Balloting Committee for a period of thirty days following the date of publication of results. The ballots may be inspected by any interested member of the University community, and such inspection shall be supervised by a member of the Elections and Balloting Committee.

BYLAW 3 ELECTION OF FACULTY SENATORS

Section 1.

- (a) All persons who meet the definition of faculty, as provided in Article II, Section 3 of the Charter, are eligible for election to the Senate.
- (b) The academic department and college of the faculty member shall be determined by the Elections and Balloting Committee.

Section 2. Apportionment of Faculty Seats

As provided in the Charter, Article III, Section 2 (c), each college shall be assigned four seats, the total sum of which shall be deducted from seventy. The remainder shall be apportioned among the various colleges in proportion to the percentage of Faculty departmental assignments in each college determined as of January 31 from budget data provided by the office of the Vice President--Personnel Services. The Elections and Balloting Committee shall compute these percentages and shall then calculate the number of additional seats apportioned to each college based upon these percentages.

Section 3. Election Procedures

(a) Time of Elections

- (1) Departmental Elections shall be conducted and the results certified by the tellers and reported to the Elections and Balloting Committee by May 15.
- (2) College At-Large Elections shall be held in any college when the total number of seats assigned to that college exceeds the number of academic departments in that college. Such elections shall be conducted and the results certified by the tellers and reported to the Elections and Balloting Committee by April 15.

(b) Term of Office

The term of office for departmental Senators shall be two years, beginning September 15, and for at-large Senators, one year, beginning September 15.

(c) Balloting

All balloting shall be under the supervision and direction of the Elections and Balloting Committee.

Section 4. Withdrawal for Senate Election

A faculty member may have his or her name removed from nomination for either the Departmental election or the At-Large election, or both, by submitting a signed written request to the Elections and Balloting Committee chair not later than March 15.

Section 5. Organizational Meeting of the Senate

The duties and responsibilities of all senators shall begin with a meeting scheduled for the first Wednesday in October, which shall be called by the Chair of the Senate, or, if unavailable, by the

Chair of the Executive Committee. The first order of business for this meeting shall be the nomination of the Chair of the Senate and nomination of the members of the Charter and Bylaws Committee.

BYLAW 4 OTHER ELECTIONS

Section 1. Chair of the Senate.

- (a) All Senate members shall be eligible for election as Chair of the Senate.
- (b) Candidates for this office shall be nominated at the organizational meeting of the Senate. The Elections and Balloting Committee shall conduct a secret mail ballot, and shall announce the results not later than seven calendar days prior to the scheduled November Senate meeting.
- (c) The successful candidate shall have a majority of valid votes cast. The term of office for the chair shall be for one year beginning seven calendar days prior to the scheduled November meeting.
- (d) The runnerup shall be designated as the Vice Chair.

Section 2. The Elections and Balloting Committee

- (a) All faculty members eligible for Senate election in a given college shall be eligible for election to the Elections and Balloting Committee for that college.
- (b) The Elections and Balloting Committee shall be responsible for seeking nominations from the faculty of each college and for the proper conduct of the election in each college.
- (c) The term of office for the members of the Elections and Balloting Committee shall be two years, beginning September 15.

Section 3. The Charter and Bylaws Committee

- (a) Anyone eligible for Senate membership shall be eligible for election to the Charter and Bylaws Committee.
- (b) Candidates for this committee shall be nominated at the organizational meeting of the Senate, and elected by mail ballot.
- (c) The term of office for members of the Charter and Bylaws Committee shall be two years, beginning November 1.

Section 4. The Executive Committee

(a) Faculty members

- (1) All Senate members from a given college, except the current Executive Committee member from that college (providing he or she is completing a full term) shall be eligible for election to the Executive Committee.
- (2) After the election of faculty to the Senate, the Elections and Balloting Committee shall be responsible for seeking nominations from the Senators to be seated in the Fall from the appropriate colleges, and for the proper conduct of the elections of the Executive Committee members from those colleges by June 1. College representatives shall serve on a staggered three-year basis.
- (3) The term of office for elected faculty members of the Executive Committee shall be three years, beginning September 15.

(b) Administrative and Student Members

- (1) As provided in Article IV, Section 2, (c) (1)(A)(ii) and (iii), the Administrative and student Senators selected for the forthcoming Senate shall meet separately in the Spring, if possible, but no later than September 15, to elect from themselves one administrative and one student Senator to serve as members of the Executive Committee.
- (2) The term of office for administrative and student Senators of the Executive Committee shall be one year, beginning September 15.

Section 5. The chair of all elected chartered committees shall be elected annually by the committee at their organizational meeting.

The organizational meeting shall be called by the member whose name is first alphabetically.

BYLAW 5 DUTIES OF SENATE OFFICERS

Section 1. Chair (and Vice Chair)

The Chair shall preside at all Senate meetings and perform such other duties as are required. The Chair shall be responsible for the communication of all Senate action to the Administration. In the event the Chair is temporarily unable to preside, the Vice Chair shall preside. In the event the Chair resigns or is unable to

shall preside. In the event the Chair resigns or is unable to perform the duties, the Vice Chair shall assume the Chairship. The Chair shall maintain a current copy of the Charter and Bylaws of the Academic Senate.

Section 2. Secretary

The Secretary shall be responsible for the circulation of materials as prescribed in Article III, Section 5 (c) of the Charter. The secretary shall maintain a permanent file of the results of all balloting. At all Senate meetings the Secretary shall maintain a record of attendance as evidenced by signatures of members. A summary of attendance shall be distributed prior to the at-large elections each year.

All proceedings of the Senate shall be published within seven calendar days after the Senate meeting and distributed in the same manner as the agenda.

Section 3. Parliamentarian

The parliamentarian shall advise the chair, upon request, on all matters pertaining to proper parliamentary procedures.

BYLAW 6 APPOINTED CHARTERED COMMITTEES

Section 1. Appointed Chartered Committees and Subcommittees, General Provisions:

- (a) The membership of each committee and subcommittee shall include faculty members, administrative members, and student members. In addition to non-voting ex officio members, (as stipulated below in Section 2), all administrative members, except for the Student Academic Grievances Subcommittee, shall be non-voting members. Quorum shall consist of a simple majority of the voting and non-voting membership.
- (b) Committee and subcommittee members shall be selected as follows:
 - (1) Faculty members, congruent with provisions below, Section 2, shall be appointed by the Senate Executive Committee.
 - (2) Administrative members, congruent with provisions below, Section 2, shall be appointed annually by the President of the University.
 - (3) Student members, congruent with provisions below, Section 2, shall be appointed by Student Council.

- (c) Faculty and student members may serve on no more than one committee or subcommittee unless serving as an ex officio, or liaison, member.
- (d) Except for the Student Academic Grievances Subcommittee, the committee (subcommittee) chair shall be elected annually by the membership at the organizational meeting from among the faculty and student voting membership. Members may not be elected as chairs of committees to which they are assigned, ex officio, as liaison members. Responsibility for the call of the annual organizational meeting will be assigned by the Senate Executive Committee.
- (e) The committee (subcommittee) chair shall have the responsibility for reporting on the work of the committee (subcommittee) to the Academic Senate as necessary, but no less than once annually. The committee (subcommittee) chair shall be privileged to offer motions on the floor of the Senate on behalf of the committee (subcommittee).
- (f) Length of term for faculty members on chartered committees and subcommittees shall be established by the Senate Executive Committee. Vacancies shall be made known to the Senate Executive Committee and filled by the appropriate appointing body or officer, at the initiation of the Senate Executive Committee. The latter committee shall make known to the Academic Senate the names of all committee and subcommittee members, as well as the names of chairs, once elected.

Section 2. Appointed Chartered Committees and Standing Subcommittees, Composition of and Charges to:

- (a) Academic Planning Committee
 - (1) The committee shall be composed of eight faculty, with representation from each undergraduate college/school of the University; two undergraduate students; three representatives from administration, one of whom shall be an undergraduate college/school Dean.
 - (2) The committee shall be responsible for making recommendations to the Academic Senate concerning academic planning.
- (b) Academic Programs and Curriculum Committee
 - (1) The committee, as a whole, shall be composed of twelve faculty members, with two representatives from each undergraduate college/school of the University; two undergraduate students, two representatives from administration, one of whom shall be the Registrar as

a non-voting ex officio member; and, ex officio as liaison members, the chairs of the committee's standing subcommittees. The Chair of the Academic Programs and Curriculum Committee shall be designated as liaison member to the Academic Standards and Events Committee and shall not be eligible to serve as chair of either division of the Academic Programs and Curriculum Committee.

- (2) The committee, as a whole, shall be responsible for making recommendations to the Academic Senate as to policy related to academic programs and curriculum matters. This responsibility shall include the review and coordination of division reports and the making of recommendations to the Academic Senate on the basis of such review and coordination. Following decision by the committee, as a whole, on proposals which, if adopted, would affect University general requirements, undergraduate college/school degree requirements, such proposals must be referred to the Academic Standards and Events Committee for review. In such instances a joint recommendation to the Academic Senate shall be required. The committee is to develop, subject to approval by the Academic Senate, procedures to govern both committee and division processing of program and course proposals.*
- (3) The Academic Programs and Curriculum Committee shall consist of two divisions:

The responsibility of the Academic Programs Division shall include the examination and processing of proposals for new programs, change in existing programs, or termination of existing programs, as such proposals are forwarded by the undergraduate colleges/schools of the University. The Academic Programs and Curriculum Committee shall be composed from the Academic Programs and Curriculum Committee as follows: one representative from each undergraduate college/school of the University; one undergraduate student; one representative from administration.

*Until new procedures are drafted by the committee, and adopted by the Academic Senate, relevant provisions of Section 2 (e) of the 5 November 1979 edition of Bylaws of the Charter of the Academic Senate will govern.

The responsibility of the Curriculum Division shall include the examination and processing of proposals for new courses, change in existing courses, or deletion of existing courses, as such proposals are forwarded by the undergraduate colleges/schools of the University. The Curriculum Division shall be composed from the Academic Programs and Curriculum Committee as follows: one representative from each undergraduate college/school of the University; the Registrar as a non-voting ex officio member; and one undergraduate student. (Ex officio members, other than for the Registrar, shall be excluded from division membership, nor shall any other member serve on both divisions of the committee.)

(b-i) Honors Program and Individualized Curriculum Program Subcommittee.

- (1) The subcommittee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; two undergraduate students who are, or have been, enrolled in Honors courses; two undergraduates who are enrolled in the individualized curriculum program; three representatives from administration, one of whom shall be the director of the Individualized Curriculum Program as a non-voting ex officio member. The chair of the Honors Program and Individualized Curriculum Program Subcommittee shall be designated as a liaison member to the parent Academic Programs and Curriculum Committee.
- (2) The subcommittee shall be responsible for making recommendations to the parent committee, and to the Academic Senate, as to policy related to the development of Honors courses and programs, and as related to the development of the individualized curriculum program.

(b-ii) Continuing Education Subcommittee

- (1) The subcommittee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; two undergraduate students; three representatives from administration, one of whom shall be the Director of Continuing Education as a non-voting ex officio member. The chair of the Continuing Education Subcommittee shall be designated as liaison member to the parent Academic Programs and Curriculum Committee.

- (2) The subcommittee shall be responsible for making recommendations to the parent committee, and to the Academic Senate, as to policy related to the development of continuing education courses and programs.

(c) Computer Services Committee

- (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; two undergraduate students; three representatives from administration, two of whom shall be an undergraduate college/school Dean, and the Director of the Computer Center as a non-voting ex officio member.
- (2) The committee shall be responsible for making recommendations to the Academic Senate, as to policy related to faculty and student instructional and research use of the facilities of the Computer Center.

(d) Library and Media Center Services Committee

- (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; two undergraduate students; four representatives from administration, two of whom shall be the University Librarian and the Director of the Media Center as non-voting ex officio members.
- (2) The committee shall be responsible for making recommendations to the Academic Senate, as to policy related to faculty and student instructional and research use of Maag Library; and as to policy related to faculty instructional and research use of Media Center facilities and services. This responsibility, in regard to Maag Library, shall include the making of recommendations concerned with allocation of budgeted resources for the acquisition of instructional and research materials.

(e) Academic Research Committee

- (1) The Committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; one undergraduate student; three representatives from administration, one of whom shall be the Dean of the Graduate School.

- (2) The committee shall be responsible for making recommendations to the Academic Senate as to general policy related to both internally and externally supported research.

(f) Academic Standards and Events Committee

- (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; two undergraduate students; two representatives from administration, including one undergraduate college/school Dean; and ex officio, as liaison member from the Academic Programs and Curriculum Committee, the chair of the committee.
- (2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to academic standards, as well as policy governing academic events. This responsibility shall include the making of recommendations concerned with University general requirements, undergraduate college/school degree requirements; the grading system; honors criteria; and, the making of recommendations to the chief academic officer concerned with University academic events, such as graduation ceremonies, honors convocations, and inaugural ceremonies.

The committee will also examine courses to determine whether they meet general university requirements. Circulation of such courses shall occur through the curriculum division of the Academic Programs and Curriculum Committee. Resolution of objections shall be the responsibility of the Academic Standards and Events Committee. Final resolution shall rest with the University Academic Senate.

(g) Student Academic Affairs Committee

- (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; six undergraduate students, with representation from each college/school of the University; two representatives from administration; and, ex officio, as liaison member, the chair of the committee's standing subcommittee.
- (2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to the academic sector of student affairs. This responsibility shall include the making of recommendations concerned with general University

undergraduate admission policy; registration policy; academic advisement policy; and, policy regarding violations of the regulations governing student academic honesty.

(g-i) Student Academic Grievances Subcommittee

- (1) The subcommittee shall be composed of six faculty members, with representation from each undergraduate college/school of the University; six undergraduate students, with representation from each college/school of the University; and the Vice President--Student Services or designee. The Vice President--Student Services or designee will chair the subcommittee, maintain all records, only vote in case of a tie, and serve as liaison member to the parent Student Academic Affairs Committee.
- (2) The subcommittee shall hear and determine cases involving undergraduate students accused of academic dishonesty as well as undergraduate student academic grievances. The subcommittee shall hold hearings that follow due process procedures that will be developed by the Vice President--Student Services and approved by the Academic Senate; and shall have the power to issue disciplinary sanctions. The subcommittee shall have the power to mandate a grade change only in the cases of academic dishonesty or when the instructor materially deviates from the grading scale or weight distribution indicated on the course syllabus to the detriment of an individual student or the entire class. The subcommittee shall have the power to mandate a grade change after holding a due process hearing and after consulting with the affected department.
 - a. No members of the subcommittee will hear a case directly affecting them. The appropriate body will appoint a temporary substitute for that case.
 - b. A student and/or instructor may be accompanied by a representative of his or her choice in any hearing.
 - c. If an instructor refuses to or cannot participate in the formal grievance or discipline procedure, the appropriate department will provide a substitute who will exercise all the rights and responsibilities of the instructor.
 - d. The student must file a grievance prior to the last day of the final examinations during the subsequent quarter.

- e. Except for cases in which the subcommittee has the power to mandate a grade change, the teacher of record shall have the power to assign a final grade.
 - f. The subcommittee may consider intent in making its determinations.
 - g. In any disciplinary case exonerating the student, the record will be removed from the student's discipline file.
- (3) The subcommittee shall be responsible for making recommendations to the parent committee, and to the Academic Senate, as to policy related to student academic grievances. This responsibility shall include the development and adoption, subject to approval by the Academic Senate, of rules and procedures for the processing of student academic grievances.

BYLAW 7 COMMITTEE MEETINGS AND MINUTES

Section 1.

All Senate Committees shall meet at least once during every quarter of the academic year, shall record minutes of their meetings, and shall distribute copies of their approved minutes to the Executive Committee, the University Librarian, and other persons designated by the Executive Committee.

Section 2.

In all cases where other specific rules have not been approved by the Senate, Roberts' Rules of Order will apply to all committee business.

BYLAW 8 VACANCIES

Section 1. Determination

- (a) Upon notification or discovery by other means, the Elections and Balloting Committee shall determine the fact of vacancy and the nature of such vacancy, and shall proceed to fill such vacancy on either a permanent or temporary (involving a period of one quarter or longer) basis, as specified herein.
- (b) The Elections and Balloting Committee shall maintain records of balloting results for all elected Senate positions for the purpose of determining the basis for filling such vacancies as might occur.

Section 2. Filling Vacancies and Certifying Memberships

- (a) A vacancy among the elected Faculty Senators or on an elected chartered committee shall be filled by the unelected candidate who received the highest number of votes in the election in which the vacated member was elected, as certified by the Elections and Balloting Committee. In the case of a tie, the Elections and Balloting Committee shall conduct a drawing of lot to decide the appointment.
- (b) Appointments to fill vacancies shall terminate upon the return of a person being replaced or upon the expiration of the term of office, whichever comes first.
- (c) The Elections and Balloting Committee shall report the filling of a vacancy to the Executive Committee.

Section 3. Other Faculty Vacancies

The matter of such vacancies as not here provided for shall be referred to the Executive Committee of the Senate for disposition.

Section 4. Non-Faculty Vacancies

Administrative or student vacancies in the Senate or its subsidiary bodies shall be filled by the appropriate individual or body and in a manner consistent with the provisions of the Charter.

Section 5.

The Executive Committee shall report the filling of all vacancies at the next Senate meeting.

BYLAW 9 ORDER OF BUSINESS AT SENATE MEETINGS

The order of business at all Senate meetings, except the organizational meeting, shall be:

- 1) Call to order
- 2) Approval of the minutes of the last meeting
- 3) Report of the Charter and Bylaws Committee
- 4) Report of the Executive Committee
- 5) Report of the Elections and Balloting Committee
- 6) Reports of other Senate committees
- 7) Unfinished business

8) New business

9) Adjournment

BYLAW 10 RULES OF ORDER

Section 1.

The rules of order specified in the latest edition of Roberts' Rules of Order Newly Revised (Scott, Foresman and Company) shall govern where applicable, provided that they are in accord with this Charter and Bylaws, and except as they are superseded by the standing rules specified by this Bylaw or by resolution of the Senate concerning the conduct of its business at a particular meeting.

Section 2.

Any member of the University community shall have the right to address the Senate, provided he or she has notified the chair, in writing, of his or her intent, and has arranged with the chair for a suitable time at which he or she may be recognized. A member or guest of the Senate may speak at such times as he or she is recognized by the chair.

Section 3.

All meetings of the Senate shall be open meetings unless otherwise decided by a vote of the Senate.

Section 4.

Senate business shall be conducted by informal consideration, except following affirmation of a motion "to consider formally." Closure of debate, nevertheless, may still be ordered by a two-thirds majority.

Section 5.

An adjourned meeting shall be ordered for the next meeting of the Senate in either of the following circumstances:

- (a) When the conduct of the Senate's business is terminated by the loss of a quorum.
- (b) When the conduct of the Senate's business is terminated by the arrival of a predetermined time of adjournment, in the absence of a motion to extend the limits of debate, except upon the majority rejection of the privileged motion "to fix the time to which to adjourn."

Section 6.

Upon a ruling of the chair in response to an appeal by any Senate member, an action of the body shall be declared null and void if, in the procedures by which such action was taken, either these standing rules or applicable parliamentary procedures have been violated. Such appeal may be made either during the meeting in which such action was taken, following the affirmation of a motion to adjourn, or at any time before the next meeting of the body. The ruling of the chair must be made no later than the beginning of the subsequent meeting.

Section 7.

A roll call vote may be ordered by a vote of one-fifth of the total membership of the Senate. The procedure to be followed will be as specified in Roberts' Rules of Order.

BYLAW 11 AMENDMENTS**Section 1.**

Proposed amendments to the Bylaws shall be first submitted or referred to the Charter and Bylaws Committee.

Section 2.

A proposed amendment to the Bylaws shall be mailed by the Secretary of the Senate to the Senate membership at least one week prior to its being submitted to the Senate for consideration.

Section 3.

At the meeting of the Senate at which the Amendment is to be considered, the Charter and Bylaws Committee chair shall place the Amendment before the Senate. With affirmative majority vote of the Senate, and in the absence of a challenge during the challenge period, the amendment shall become effective.



YOUNGSTOWN STATE UNIVERSITY

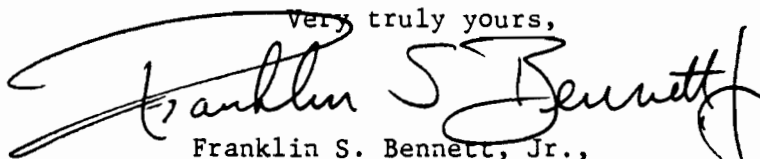
YOUNGSTOWN, OHIO 44555

September 12, 1989

TO ALL TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

I am enclosing a copy of draft of Minutes of the meeting of the Board of Trustees held June 30, 1989.

Very truly yours,



Franklin S. Bennett, Jr.,
Acting Secretary to the Board of Trustees

FBJ:jlc

Enclosure

Copies to:

Each of Nine Trustees

Dr. Neil D. Humphrey, President

Dr. Bernard T. Gillis, Provost

Dr. Taylor Alderman, Vice President

Personnel Services

Mr. Edmund J. Salata, Executive

Director of Facilities

Attorney Alan R. Kretzer, Legal

Counsel

Student Government Trustees:

Ms. Amy McFarland, President

Mr. Ralph M. Crum



Youngstown State University / Youngstown, Ohio 44555-0001

September 7, 1989

TO: THE BOARD OF TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise that the next regular meeting of the Board of Trustees will be held at 3:00 p.m. on Friday, September 22, 1989, in the Board Room in Tod Administration Building.

Copies of the Agenda for the meeting will be delivered Wednesday, September 20, 1989.

A handwritten signature in cursive script, reading 'Neil D. Humphrey', written over a horizontal line.

Neil D. Humphrey, President

cc: Atty. Kretzer
Dr. Russo, YSU-OEA
Ms. Casey, YSU Alumni
Mr. Thompson, YSU-ACE

MEMO TO: DR. DAVID A. GENAWAY, Librarian
FROM: FRANKLIN S. BENNETT, JR., ~~Acting~~ Secretary to the Board of Trustees
DATE: SEPTEMBER 22, 1989
RE: Minutes of Regular Meeting of the Board of Trustees held June 30, 1989

I am enclosing a xerox copy of the original Minutes of the Board of Trustees meeting referred to above.

The original Minutes were approved, signed and attested at today's meeting of the Board of Trustees.

F.S.B., Jr.

xc: Dr. Neil D. Humphrey, President
Dr. Bernard T. Gillis, Provost
Mrs. Emily P. Mackall, Chairperson of the Board



YOUNGSTOWN STATE UNIVERSITY
YOUNGSTOWN, OHIO 44555

September 22, 1989

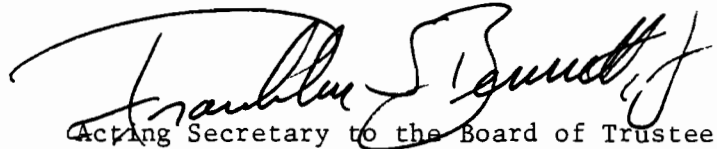
Dr. Paul Dalbec, President
YSU-OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Dr. Dalbec:

Enclosed for your records find a copy of the Minutes of the regular meeting of the Board of Trustees held June 30, 1989.

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

Very truly yours,


Acting Secretary to the Board of Trustees

FBJ;jlc

Enclosure

Copy to: Dr. Neil D. Humphrey
Dr. Taylor Alderman



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

September 22, 1989

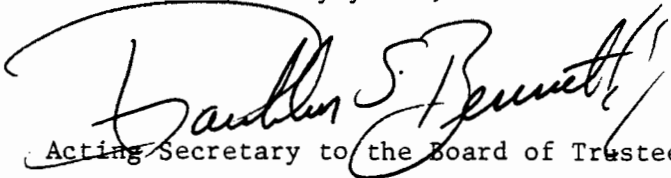
Mr. Thomas Thompson, President
YSU-ACE
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Mr. Thompson:

Enclosed for your records find a copy of the Minutes of the regular meeting of the Board of Trustees held June 30, 1989.

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

Very truly yours,


Acting Secretary to the Board of Trustees

FBJ:jlc

Enclosure

Copy to: Dr. Neil D. Humphrey
Dr. Taylor Alderman



YOUNGSTOWN STATE UNIVERSITY
YOUNGSTOWN, OHIO 44555

September 22, 1989

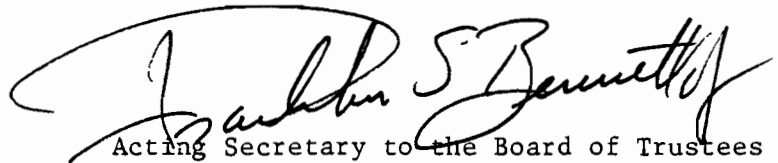
Mrs. Patricia Tkacik Hanna, Director
YSU Alumni Association
410 Wick Avenue
Youngstown, Ohio 44555

Dear Mrs. Hanna:

Enclosed for your records find a copy of the Minutes of the regular meeting of the Board of Trustees held June 30, 1989.

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

Very truly yours,


Acting Secretary to the Board of Trustees

FBJ:jlc

Enclosure

Copy to: Dr. Neil D. Humphrey