

MINUTES OF MEETING  
OF  
BOARD OF TRUSTEES  
OF  
YOUNGSTOWN STATE UNIVERSITY

Tod Hall  
Friday, December 15, 1989

Pursuant to Resolution YR 1990-17 and to Notices mailed on the thirtieth day of November, 1989 by the President of the University to each Trustee, a copy of which precedes these Minutes (with copies to the President of the YSU Chapter of 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-seventh) of the Board of Trustees of Youngstown State University convened at 1:40 p.m. in the Board Room in Tod Hall.

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

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; Mr. Edmund J. Salata, Executive Director of Facilities; Mr. James D. Miller, Executive Director of Administrative Services; Mr. Philip A. Snyder, Director of News Service; Patricia D. Martin, Acting Secretary to the Board of Trustees; and Mrs. Rose M. Butler, Acting Secretary to the Board of Trustees. Also present were approximately 55 persons, including deans, members of the faculty, students and members of the news media.

Mrs. Emily Mackall, Chairperson of the Board, presided.

ITEM I - Proof of Notice of Meeting

Evidence was available to establish that due notice of the meeting had been mailed by the President of the University on November 30, 1989, to each of the nine Trustees and the two Student Trustees, and that copies had also been mailed to Dr. John Russo, President of the YSU Chapter of OEA; to Mr. Alan R. Kretzer, Special Counsel; to Mr. Thomas Thompson, President, YSU-ACE; and to Ms. Lori Skarbinski, Executive Director of the YSU Alumni Association. Such evidence precedes these Minutes.

ITEM II - Minutes of Meeting Held September 22, 1989

Copies of the draft of the Minutes of the Meeting of the Board of Trustees held on September 22, 1989 had been mailed to each Trustee, to the President, Provost, Vice President-Personnel Services, the Executive

Director of Facilities and the Special Counsel. The Minutes of such meeting were approved on Motion by Mr. Lyden, seconded by Mr. McLaughlin and duly carried, and were signed by the Chairperson and attested by the Acting Secretary.

ITEM III - Recommendations of the President of the University

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

1. Resolution to Ratify Faculty/Staff Appointments

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

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

YR 1990-18

WHEREAS, new appointments have been made subsequent to the September 22, 1989 regular meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1989-90 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.

2. Resolution Accepting Gifts

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

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

YR 1990-19

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.

After the Resolution was adopted, Dr. Humphrey noted the gift of \$22,500 to the J. Ford Crandall Scholarship Fund, a continuing gift that the University has been receiving for about eight years for special scholarships; the continuing gift from Alan Kretzer of \$1,000; and \$12,797 in gifts for WYSU-FM.

ITEM IV - Report of the President of the University

1. Miscellaneous Reports for the Year Ended June 30, 1989

Copies of three reports had been furnished to each Trustee prior to the meeting. These include:

- a. A Comparison of Aid Provided Students at Youngstown State University 1987-88 and 1988-89
- b. Surplus Equipment Sales Report for FY 1988-89
- c. Inventory of Real Property as of June 30, 1989: Buildings and Land

2. Dr. Gillis, Provost, reported concerning the following matters.

a. Program Reaccreditation

The Joint Review Committee for Respiratory Therapy Education, Accreditation Board for Engineering and Technology and the National League of Nursing have all visited the University recently and positive reaccreditation recommendations are anticipated in all areas.

The Association of Collegiate Business Schools and Programs Commission has defined its standards for accreditation of institutions whose primary mission is teaching. The standards will now be distributed to the membership for comment and possible adoption.

The Ohio Department of Education has indicated that because Youngstown State University has been awarded initial accreditation by the Committee on Allied Health Education and Accreditation for its Emergency Medical Technician-Paramedic program, an on-site review of the program is not necessary at this time by the Ohio accrediting body.

b. New Faculty Needs

Changes in workload calculation for faculty in the departments of Allied Health, Home Economics and Nursing mandated by the 1989-91 OEA Agreement require additional faculty positions, overload and limited-service faculty in the College of Applied Science and Technology. The budget amendment needed to implement this will be presented by the Budget and Finance Committee of the Board for consideration.

c. Executive M.B.A. Program

The Executive M.B.A. program is scheduled to begin January 1, 1990 as planned.

d. Winter Commencement Speaker

The winter commencement speaker will be Mr. C. Gilbert James. He will also receive an honorary doctorate for his service to the community and the University.

e. Consortial Ph.D. in Clinical Biomedical Sciences

The provosts of Northeastern Ohio have indicated to the consortium planning committee that the final document for the above program should now be submitted to them for processing. The Academic Affairs Committee of the Board has given approval for completing the full planning necessary for the program, after which it will be processed through the internal approval procedures of each campus.

f. Master of Science in Nursing Proposal

Graduate Dean Sally Hotchkiss has forwarded a Phase I proposal for a Master of Science in Nursing program. The Academic Affairs Committee of the Board has now approved this proposal and full planning can proceed.

g. Program Excellence Proposal Submitted

The Department of Chemistry has submitted a proposal for monies under the Ohio Board of Regents Program Excellence category.

h. University Academic Senate Charter Changes

Several minor changes in the Senate Charter were voted upon in prior years but not formally approved. A Resolution to accommodate the changes will be presented to the Board by the Academic Affairs Committee.

i. Establishment of National Science Foundation Matching Fund Account for Equipment

Eligible departments have forwarded several proposals for equipment matching grants from the National Science Foundation. A Resolution to establish a special account for this purpose will be presented for consideration by the Budget and Finance Committee.

j. Faculty Publications and Honors

Dr. Birsan Karpak is co-editor of "Multiple Criteria Decision Making and Risk Analysis Using Microcomputers," published by Springer Verlag, 1989.

Dr. Janet E. Del Bene was invited to speak at The Frontiers of Theoretical Chemistry symposium at the 1990 Congress of The Chemical Institute of Canada in Halifax, Nova Scotia.

Youngstown State University is one of only thirteen testing sites in the state approved for administration of the new State Board of Education Certification Examinations for teacher testing.

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

Vice President McBriarty reported on various forms of financial assistance provided to students at Youngstown State University and commented on the report entitled "A Comparison of Aid Provided Students at Youngstown State University 1987-88 and 1988-89."

Dr. McBriarty stated that there are basically three kinds of aid provided to students: (1) monies with no repayment--grants and scholarships, (2) loans with expectation what they will be repaid, and (3) self-help opportunities in forms of student employment and assistantships. In most instances there was an increase of aid provided students when comparing 1987-88 to 1988-89. Federal programs increased by more than \$1.4 million and state programs increased by more than \$300,000 up to \$5,687,499. State of Pennsylvania programs were increased in the amount of money this year by more than \$30,000. However, five fewer students participated in this program than in the previous year. Private donor programs totaled \$2,470,992 which is a \$31,181 increase awarded to seven more students. University funded programs totaled \$1,778,426 which is an increase of nearly \$200,000.

Overall the University provided more than \$17 million to 9,554 students. That represents 65% of the student population and an increase of \$2 million over the previous year. In addition, student employee wages funded through various University departments totaled more than \$2,260,000. This past year 1,713 students were employed on campus. Dr. McBriarty reported that the University has an excellent program providing assistance to students. Nationwide the average Pell Grant award is \$1,372; YSU's average is \$1,375. Nationwide the average student borrows between \$1,070 and \$2,567. This compares to average loans at YSU in the \$575 to \$1,688 range, which means that YSU students leave the University with less loan indebtedness.

4. Mr. Salata, Executive Director of Facilities, reported on the following matters:

a. Lyden House--contracts have been issued to six contractors representing the trades and work is underway; precast has been ordered; and everyone continues to work toward the scheduled date of occupancy of September 1990.

b. Weller House/Wick House--the Building and Property Committee of the Board selected James Olsavsky as architect. The Weller House is expected to be completed and ready for occupancy by Fall of 1990 and the Wick House completed by Fall of 1991.

5. Mr. Miller, Executive Director of Administrative Services, reported on the following matter:

The requirements for minority set-aside of 15% of goods and services and 5% of construction have been met and exceeded. 16.5% of goods and services and 5.2% of construction were purchased through minority vendors.

6. Dr. Humphrey reported on the following matters:

a. Board Committee meeting schedules will be set soon for the first half of 1990.

b. At Tab 3 of the Information packet is a Summary of FY89 Annual Reports of departments. Annual reports are prepared each year and used for internal management purposes. This Summary is prepared for the Board's information.

c. Since 1983 the University has been preparing a long-range 10-year Strategic Plan. By Board policy the Plan is prepared in the spring of each even numbered year. At the beginning of the year the staff work will begin for the next Plan which will be presented to the Trustees at the June or possibly March meeting. The Board Chairperson has suggested that this reminder might be helpful to you as well as a review of the University mission as it relates to the Strategic Plan. The administration would welcome the Board's individual input on this. The mission statement is, of course, shared with administrative officers and the Academic Senate before it is amended in any significant way.

d. Late this morning a fax was received from the Chancellor's Office, Ohio Board of Regents, concerning their recommendations for the capital improvement appropriations for the coming biennium. The legislature will now need to make a final decision.

e. President Humphrey reported that due to a snow emergency declared by the Governor's Office, the University will close at 3:00 p.m. today.

ITEM V - Reports of the Committees of the Board

1. Personnel Relations Committee

Mr. Monus reported that the Committee was recommending two Resolutions for adoption by the Board. He then read and moved for adoption the following Resolution:

a. Resolution Concerning Policy in a Drug-Free Workplace

WHEREAS, the federal Anti-Drug Abuse Act of 1988 requires institutions receiving federal funding to take certain actions designed to seek a drug-free society; and

YR 1990-20

WHEREAS, the Board of Trustees established a Drug-Free Workplace Policy through adoption of Article III, Section 33, of the Policies of the Board of Trustees at the March 24, 1989 Board meeting; and

WHEREAS, the Drug-Free Workplace Policy was to remain in effect only through December 31, 1989, unless subsequent action is taken by the Board to extend the policy beyond that date;

NOW, THEREFORE, BE IT RESOLVED, that Article III, Section 33, of the Policies of the Board of Trustees, appended hereto as Exhibit C, shall remain in effect until such time as federal law no longer requires the University to maintain a "drug-free workplace" policy in order to qualify for certain federal funds, or until repealed by the Board of Trustees.

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

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

b. Resolution Concerning Administration of the University

WHEREAS, it is desired to revise the organization of the personnel services department of the University and to modify the responsibilities of several of the principal administrative officers; YR 1990-21

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby amend Article I of the Policies of the Board of Trustees of Youngstown State University as included in Exhibit D.

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the President to phase in the concepts in the new Article I in the most feasible manner; however, all aspects are to be in place and operative no later than July 1, 1990.

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

2. Building and Property Committee

Mr. Flask reported that the Committee was recommending one Resolution for adoption by the Board of Trustees. He then read and moved for adoption the following Resolution:

a. Resolution Concerning Naming of Buildings and Other Spaces

WHEREAS, academic and service buildings at Youngstown State University are named in recognition of persons who have been of significant service to the University and are called "halls" (e.g. Cushwa Hall, Williamson Hall, etc.); and YR 1990-22

WHEREAS, the University wishes to continue to recognize persons who have made significant monetary contributions or contributed to the University through service; and

WHEREAS, it is considered desirable to separately identify places of student residence from academic or service buildings:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby specify that a student residence facility will be termed a "house" and names the following student residences and spaces:

KILCAWLEY HOUSE, formerly Kilcawley Residence Hall, as a memorial to William H. Kilcawley.

LYDEN HOUSE, the new 300 student residence under construction on Madison Avenue, in recognition of William G. Lyden, Jr. and his family who provided the major initial gift to be used for this facility and in further recognition of Bill Lyden's significant service to the University and the community over the years.

WICK HOUSE, a mansion which will be remodeled to accommodate approximately 68 students in residence rooms, as a memorial to Myron C. Wick, Jr., and in recognition of the significant contributions of Alice Wick Hall of Boston, his daughter, for her significant contribution to the student residence project drive and for her establishment of the Myron C. Wick, Jr. Scholarship Fund.

WELLER HOUSE, an apartment structure which is being acquired and will be remodeled to include 19 efficiency apartments housing 38 students, in recognition of Jack Weller and Jim Weller, proprietors of Liberty Steel, for their significant support of the student residence project drive and their support of the University over the years.

WATSON LOUNGE shall henceforth be the name of the student lounge on the first floor of Kilcawley House as a memorial to Sally Watson in recognition of the Sally Watson Foundation and the significant support of Frank C. Watson over the years.

BE IT FURTHER RESOLVED, that the Public Service Institute building shall henceforth be known as COFFELT HALL, in memory of Dr. John J. Coffelt who served as President of Youngstown State University from 1973 to 1984, and who presided over the University during a significant period of enrollment growth and construction of new physical facilities.

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



3. Budget and Finance Committee

Mr. McLaughlin reported that the Committee was recommending three Resolutions for adoption by the Board of Trustees. He then read and moved for adoption the following Resolution:

a. Resolution to Transfer Funds from the Unallocated Reserve, Educational and Associated Operations Fund

WHEREAS, the FY 1989-90 budget document adopted by the Board of Trustees requires the approval of the Board of Trustees for all transfers from the Unallocated Reserve, Educational and Associated Operations, (Fund One); and YR 1990-23

WHEREAS, the collective bargaining Agreement between YSU and YSU/OEA provides for additional faculty staffing in the Nursing, Allied Health, and Home Economics departments; and WHEREAS, Mr. Joseph Long, Professor in the Management department, has asked to rescind his request to retire and it is in the best interests of the University to permit him to do so; and

WHEREAS, it is a condition of the National Science Foundation that matching funds for equipment purchases be available prior to the release of grant funds;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby authorize and direct the transfer of \$211,926 from the Unallocated Reserve, Educational and Associated Operations Fund as follows:

\$95,175 to the Instructional and Departmental Research Reserve for overload payments and limited service faculty in the Nursing, Allied Health, and Home Economics departments;

\$60,351 to the Management department for a full-service faculty position; and

\$56,400 to a National Science Foundation Equipment Matching Funds Reserve.

BE IT FURTHER RESOLVED, that the National Science Foundation Equipment Matching Funds Reserve shall be utilized only upon notification that NSF grant funds have been approved.

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

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

b. Resolution to Establish a Full-Time Position

WHEREAS, guidelines for administration of the  
FY 1989-90 budget require the approval of the  
Board of Trustees for the creation of full-time  
positions from funds budgeted for part-time positions  
intermittent staff, or student wages employees; and

YR 1990-24

WHEREAS, it has been determined that personnel needs in  
the YSU Police Department can be met most effectively  
through the use of full-time employees rather than part-  
time, intermittent, or student wages employees;

NOW, THEREFORE, BE IT RESOLVED, that the Board of  
Trustees of Youngstown State University does hereby  
authorize the establishment of one full-time University  
dispatcher position (Exhibit E) in the YSU Police  
department with support to be by transfer of funds  
previously budgeted in the department.

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

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

c. Resolution to Approve Transfer of Contingency Reserve Funds

WHEREAS, the FY 1989-90 budget document adopted by the  
Board of Trustees requires the approval of the Board of  
Trustees for all transfers from the Educational and  
Associated Operations Contingency Reserve; and

YR 1990-25

WHEREAS, it has been determined that it is in the  
best interest of the University to separately identify  
the Minority Student Services program and budget;

NOW, THEREFORE, BE IT RESOLVED, that the Board of  
Trustees does hereby authorize and direct the separate  
identification of a Minority Student Services program  
and budget and does also authorize and direct the transfer  
of \$48,000 from the Educational and Associated Operations  
Contingency Reserve in partial support of the Program as  
shown on the attached Exhibit F.

BE IT ALSO RESOLVED, that the Board of Trustees does  
hereby approve an increase in the Educational and Associated  
Operations (Fund One) budget to \$65,998,000, and increase  
of \$48,000.

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

4. Academic Affairs Committee

Mrs. DeLuca reported that the Committee was recommending one Resolution for adoption by the Board of Trustees. She then read and moved for adoption the following Resolution:

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

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

YR 1990-26

WHEREAS, the Academic Senate has seen fit to amend its Charter, Article III, Section 2(a)(1) and Article IV, Section 2(c)(1)(A)(iv) as attached hereto as Exhibit G; and

WHEREAS, such amendments are 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 of the Youngstown State University Academic Senate.

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

5. Student Services Committee

Dr. Perry reported that the Committee was recommending one Resolution for adoption by the Board of Trustees. He then read and moved for adoption the following Resolution:

a. Resolution Concerning Smoking Policy

WHEREAS, the Board of Trustees of Youngstown State University recognizes with the University's students, faculty and staff the shared goal that the University be a place of safe and healthful learning and working conditions; and

YR 1990-27

WHEREAS, Article 23.6 of the 1989-91 YSU-OEA Agreement requires that there shall be no smoking in any University building except in designated areas that are separately vented;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby adopt and authorize the administration to enforce the Smoking Policy as noted in the attached Exhibit H.

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

6. Public Services Committee

The Public Services Committee had no report.

7. Athletics Committee

Mr. O'Connell reported that the Committee was recommending one Resolution for adoption by the the Board of Trustees. He then read and moved for adoption the following Resolution:

a. Resolution to Revise Policy on Multi-Year Contracts

BE IT RESOLVED, that the Board of Trustees of Youngstown State University, having determined that it is in the best interests of the University to determine the length of contracts for athletic head coaches on an individual basis, does hereby revise and amend Article III, Section 17.3, of the Policies of the Board of Trustees of Youngstown State University as included in Exhibit I attached hereto.

YR 1990-28

The Motion was seconded by Dr. Perry and received the affirmative vote of all Trustees present. The Chairperson declared the Motion carried and the Resolution adopted.

8. Executive Committee

The Executive Committee had no report.

ITEM VI - Communications, Memorials

There were no communications or memorials.

ITEM VII - Unfinished Business

There was no unfinished business.

ITEM VIII - New Business

There was no new business.

ITEM IX - Time and Place of Next Regular Meeting

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

RESOLVED, that the next regular meeting of the Board of Trustees of Youngstown State University be held in the Board Room in Tod Hall on Friday, March 30, 1990, at 3:00 p.m. YR 1990-29

ITEM X - Executive Session

The Chairperson recognized Mr. McLaughlin who made the following Motion:

I move that the Board vote by roll call to hold an Executive Session for the purpose of considering personnel matters.

The Motion was seconded by Mrs. DeLuca. 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. McLaughlin	Yes
Mr. Flask	Yes	Mr. Monus	Yes
Mr. Lyden	Yes	Mr. O'Connell	Yes
Mrs. Mackall	Yes	Dr. Perry	Yes

The Trustees then retired into Executive Session at 2:45 p.m.

Upon conclusion of the Executive Session, the meeting was duly adjourned at 3:45 p.m.

*Emily O. Mackall*  
Chairperson

ATTEST:

*Patricia M. Martin*  
Secretary Pro tem

YOUNGSTOWN STATE UNIVERSITY  
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS  
 AS OF December 15, 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>
Carol Nee	Assistant Women's Basketball Coach	Intercollegiate Athletics	09/15/89	\$15,000	9	
Gary L. Scruggs	Admissions Counselor	Admissions	09/11/89	\$14,538 (12-mo. Base: \$18,000)	12	
Gillian G. Harrison	Instructor	Health and Physical Education	09/15/89	\$21,250	9	Temporary/Terminal.
Richard Stemple	Instructor	Speech Communication and Theatre	09/15/89	\$ 9,354 (9-mo. Base: \$24,000)	9	Temporary/Terminal— Fall Quarter 1989.
Michelle J. Murphy	Coordinator of Minority Student Services	Special Student Services	09/13/89	\$17,200 (12-mo. Base: \$21,500)	12	
Sandra W. Foster	Counseling Psychology Trainee	Counseling Services	09/18/89	\$20,815 (12-mo. Base: \$26,400)	12	Non-renewal beyond 3 years without Ohio licensure and conferral of doctorate.
Jayson Gee	Assistant Basketball Coach	Intercollegiate Athletics	09/15/89	\$18,619 (12-mo. Base: \$23,500)	12	
Christopher S. Stokes	Assistant Basketball Coach	Intercollegiate Athletics	09/15/89	\$18,619 (12-mo. Base: \$23,500)	12	
Cheeko Matsusaka	Instructor	Dana School of Music	09/15/89	\$21,000	9	String Quartet.
Andrew M. Bruck	Instructor	Dana School of Music	09/15/89	\$21,000	9	String Quartet.
Susan R. Brenneis	Instructor	Dana School of Music	09/15/89	\$21,000	9	String Quartet.
Cynthia Kempf	Instructor	Dana School of Music	09/15/89	\$21,000	9	String Quartet.
Barbara Baker	Instructor	Secondary Education	09/18/89	\$21,000	9	Temporary/Terminal.

YOUNGSTOWN STATE UNIVERSITY  
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS  
 AS OF December 15, 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 R. Pressly	Instructor	Accounting and Finance	09/15/89	\$35,797	9	Salary Increment of \$2,300 for Degree completion.
Philip E. Ginnetti	Assistant Professor	Elementary Education and Reading	09/15/89	\$30,840	9	Salary Increment of \$2,500 for Degree completion.
Janice Elias	Assistant Professor	Home Economics	09/15/89	\$35,904	9	Salary Increment of \$2,500 for Degree completion.
Cynthia Campbell	Assistant Professor	Business Education and Technology	09/15/89	\$35,236	9	Salary Increment of \$2,500 for Degree completion.
Joseph Conway	Instructor	Speech Communication and Theatre	09/15/89	\$30,848	9	Salary Increment of \$2,300 for Degree completion.
Helen Savage	Associate Professor	Accounting and Finance	09/15/89	\$48,500	9	Rank and Salary revised in light of completion of doctorate.
Marilyn J. Karaffa	Assistant Professor	Health and Physical Education	09/15/89	\$28,000	9	Rank and Salary revised in light of completion of doctorate.

YOUNGSTOWN STATE UNIVERSITY  
 RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS  
 AS OF December 15, 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>
Peter Kelly-Zion	Assistant Professor	Mechanical Engineering	09/26/89	\$28,108 (9-mo. Base: \$29,000)	9	Temporary/Terminal.
Jacqueline Taylor	Research Economist	Center for Urban Studies	10/02/89	\$14,977 (12-mo. Base: \$19,970)	12	
Shari Lee Janos	Athletic Academic Counselor	Intercollegiate Athletics	10/16/89	\$15,191 (12-mo. Base: \$21,350)	12	
Jeffery P. Good	Coordinator of Utilization	Media Center	10/16/89	\$17,077 (12-mo. Base: \$24,000)	12	
Ellen J. Sullivan	News Editor	News Service and Publications	11/01/89	\$18,298 (12-mo. Base: \$27,500)	12	Continuation in this position is contingent upon approval of incumbent's retirement on a permanent basis.
Vernon E. Brown	Counseling Psychology Trainee	Counseling Services	10/11/89	\$18,366 (12-mo. Base: \$25,400)	12	Non-renewal beyond 3 years without Ohio licensure and conferral of doctorate.
James R. Kraynak	Director of Admissions	Admissions	11/01/89	\$31,273 (12-mo. Base: \$47,000)	12	
Thomas A. Finnerty, Jr.	Senior Research Project Manager	Center for Urban Studies	12/01/89	\$13,358 (12-mo. Base: \$23,000)	12	Temporary replacement for Garchar on LWOP.
Betty K. Wade	Research Associate	Center for Urban Studies	12/04/89	\$13,269 (12-mo. Base: \$23,000)	12	Externally Funded.
Gregory A. Claypool	Associate Professor	Accounting and Finance	09/15/89	\$54,245	9	Salary Increment of \$2,300 for Degree completion.



**YOUNGSTOWN STATE UNIVERSITY  
GIFT LIST  
AS OF DECEMBER 15, 1989**

<u>CONTRIBUTOR</u>	<u>AM'T. AND/OR DESCRIPTION</u>	<u>PURPOSE OR RESTRICTION</u>
Eugene S. Bova	100	Undesignated
J & L Specialty Products (Eugene S. Bova)	100	"
Mr. & Mrs. James T. Joyce	25	"
North American Philips Corp. (William D. Rice)	100	Undesignated/ Matching Gift
Penn-Ohio Section of AIME	1,000	Two \$500 scholarships to Materials Science
J. Ford Crandall Memorial Foundation	22,500	J. Ford Crandall Scholarship
Mary Alice Budge	25	Gary Green Award
Mr. & Mrs. Jack Groleau Mr. & Mrs. Robert Green Mr. & Mrs. Alvin Green Mr. & Mrs. Harold Gwaltney	5,000	"
Carolyn Martindale	10	"
Mr. & Mrs. Hale VanKaughnett	50	"
Deloitte, Haskins, and Sells Foundation (Ronald Coviello, Frank Ilcin, Gerald Denicholas, Daryl Hatch, Elaine Volarich)	1,550	600 Accounting & Finance 950 Deloitte, Haskins & Sells Scholarship Fund
Commercial Intertech Corp. (Dr. Neil D. Humphrey)	800	100 English Festival 100 Athletics 500 Presidents Scholarship 100 WYSU-FM
Phoebe Jane Dixon	100	Fine and Performing Arts
Nathan Nateman	25	Schermer Scholar-in- Residence Program

**ANNUAL FUND Cont'd.**

Andrew & Gloria Bayowski	50	25 Carol Gay Memorial Fund 25 English Festival for Candace Gay Memorial Awards
Thomas Gay	100	Carol Gay Fund in memory of Marie J. Stricker Weiskittel
Thomas Gay	100	Carol Gay Fund in memory of Louise Mazonie Caccamo
Warren P. Williamson, Jr. Fund	1,000	English Festival
Teledyne Charitable Trust (John Anastasiadis)	100	Raymond Shuster Award/ Matching Gift
Anne K. Christman	1,081	Frame for Wm. Kilcawley Portrait
The Ohio Society of CPA's	1,250	Ohio Society of CPA Found.
Exxon Education Foundation (Stephen R. Kurowsky)	75	Chemistry Department
Mr. Daniel Carnevale	100	School of Business/Matching Gift
Dr. & Mrs. William T. Martin	1,000	Women's Physical Education/ Matching Gift
Ms. Jacquelyn W. Brauninger	1,000	President's Discretionary Fund
Drs. Sanford & Sally Hotchkiss	500	Graduate School
Mr. Alan R. Kretzer	1,000	200 Harvey N. Kretzer Memorial Fund 50 WYSU-FM 250 Dormority 200 Athletics 300 President's Discretionary

**TOTAL ANNUAL FUND CAMPAIGN  
CASH CONTRIBUTIONS**

**\$38,241**

ANNUAL FUND Cont'd.

YSU RESIDENCE HALL CAMPAIGN

Ward Beecher Foundation Florence Beecher Foundation	30,000	\$10,000/Year for 3 years
Delores & Worthy Bowyer	1,000	\$200/Year for 5 years
Browning Ferris Industries	10,000	\$2,000/Year for 5 years
The Cafaro Company	1,000	Full contribution
Commercial Intertech Corp. (John Nelson, Neil D. Humphrey)	300	Matching Gifts
Bernard J. Kosar	1,000	\$200/Year for 5 years
James Miller	1,000	Payroll Deduction
Ohio Edison	10,000	\$2,000/Year for 5 years
Mr. & Mrs. Joseph Owen, Jr.	50	Full contribution
Frank Sherman Company	5,000	\$1,000/Year for 5 years
Warren P. Williamson, Jr. Fund	5,000	Full Contribution
Youngstown Thermal	2,000	\$400/Year for 5 years
<b>TOTAL YSU RESIDENCE HALL CAMPAIGN PLEDGES</b>	<b><u>\$ 66,350</u></b>	

### WYSU-FM CONTRIBUTIONS

Mary B. McLaughry	25	Kermit Johns	25
Alice H. Cooper	5	Mr. & Mrs. David Johnson	20
Ardith E. Henderson	5	Mr. & Mrs. Peter Morgan	5
Raymond Johnson	10	Marcia J. Hepler	35
David Dickey	10	Marilyn Moore	30
Raymond Johnson	10	Ardith E. Henderson	5
Mr. & Mrs. Tedrow Perkins	50	Homer L. Shaw	30
Geography Department	100	Dr. John D. Faires	500
Alice Cooper	5	Dewey Fasnacht, Jr.	30
Carla Buss	50	Leonard Batcha	15
Lester Smith	50	Mary Loud	75
Mrs. John D. Beeghly	150	Kenneth Birath	10
Dr. Harold Chevlen	30	Christine Hogan	30
Samuel Judy	10	Mr. & Mrs. Francis Miller	60
Clyde Morris	250	Mark Kessler	100
Dr. & Mrs. Karl Soller	60	Sheila Routh	30
Elizabeth Jones	50	Dorothy Brown	5
Mrs. Frederick Coombs	75	Ray Mickens	10
Mr. & Mrs. Richard Stigliano	30	A.P. Van Iderstine	30
Eric J. Wingler	50	Dr. & Mrs. Fred J. Blue	30
William Ayers	10	Ray Brenner, Jr.	30
William Conti	50	Karen Dematteo	30
Fr. Anthony Fasline	35	Dr. Joseph E. Fogarty	25
Robert M. Davison	20	Rev. & Mrs. Howard Fritz	30

**WYSU-FM Continued**

Dr. Ronald Gould	50	Johanna Litowitz	50
Herbert Pridham	100	Fr. Donald Reagan	25
Nancy Tidrick	50	Dr. & Mrs. Thomas Touris	30
Mr. & Mrs. Allen I. Janis	30	Dorothy K. Vaughan	35
Robert Soman	40	Lawrence J. Baghurst	5
Mr. & Mrs. George Call	75	Particia Droba	25
Mr. & Mrs. James Dunlap	30	Mercedes Golonko	10
Gillian Harrison	30	Dr. George Hart	50
Tom Jones	52	Gerianne Kennedy	50
Thomas J. Kiouisis, Jr.	60	Mr. & Mrs. Chong Lee	100
Richard L. Patterson	25	Gertrude H. Schafer	15
Mr. & Mrs. Clarence Strouss	100	Sieglinde V. Warren	50
Helen L. Wolfcale	50	Mr. & Mrs. Edgar Abel	40
Dr. Peter Baldino	100	Shirley Bartlett	20
Mrs. John D. Beeghly	50	Martha Brenner	50
Dean Brown	30	Mr. & Mrs. Charles Carl	25
Dr. & Mrs. N.E. Christy	50	Dorothy Clark	20
Robert A. Coe	200	Michelle Cox	30
Robert H. Donahugh	52	Mr. & Mrs. W.E. Durstine	30
Mrs. Lee Ebert	10	Rev. George M. Franko	30
David E. Frew	25	Fred Fusco	30
Aaron Grossman	50	Mr. & Mrs. Rocco Guido	100
Mrs. Boyd Helm	100	Dr. Bennett Hill	15

**WYSU-FM Continued**

Rev. & Mrs. R. Homrighausen	125	Dorothy C. Hoover	75
Mrs. Norma Jones	100	Jeanette Kiracofe	30
Alice Lev	50	Rebecca MacQueen	60
Marcellen H. Mayhall	30	Mary Ellen Moreland	50
Sister R. Mullin	10	Mr. & Mrs. Ben Pantalone	60
Dr. & Mrs. George Pugh	50	Mr. & Mrs. Calvin Routh	30
Dr. & Mrs. Raymond Seniow	50	Mr. & Mrs. Anthony Sobota	30
Sr. Elizabeth Staudt	18	Robert Summers	30
Killeen Vogel	10	Helen J. Adamiak	10
Pat Butchko	5	David Gildersleeve	10
Mitch Goodrich	10	Lois Hanna	15
Mrs. Roger Hucek	50	Judge Elwyn V. Jenkins	100
Mr. Steve Klein	30	William Leitkam	30
Mrs. Charles R. Liphart	30	William McKee	100
Edward McMahon	50	Mrs. Natalie Simchick	30
Donald G. Stitt, M.D.	60	Catherine Stuart	1,000
Richard W. Stypula	30	Cathy Tarcha	75
Elizabeth Osgood	35		
Mr. Richard VanPetten	30	Mr. & Mrs. Howard Wharton	25
Mr. Robert Coe	170	(Six Gift Certificates)	
Mr. James Ambrosio	40	(Two Gift Certificate)	
Mr. Robert Coe	60	(Two Gift Certificates)	
<b><u>TOTAL WYSU-FM CASH CONTRIBUTIONS</u></b>		<b><u>\$7,327</u></b>	

**WYSU-FM UNDERWRITING**

The Moonraker Restaurant	1,300
Dan DeSantis, Ltd.	660
Barrett Cadillac	520
Commercial Intertech	1,690
Butler Wick & Co.	1,300

**TOTAL WYSU-FM UNDERWRITING****\$5,470****GRANTS AND CONTRACTS**

<u>YSU Department</u>	<u>Funding Source</u>	<u>Amount</u>	<u>YSU Match</u>	<u>Total</u>
Urban Studies	First Presbyterian Church	\$ 194	-0-	\$ 194
Math	Ohio Board of Regents	57,781	\$ 9,398	67,179
English	OBOR Academic Challenge	126,028		126,028
Management	OBOR Academic Challenge	56,086		56,086
Music	OBOR Academic Challenge	106,235		106,235
Continuing Ed	Mental Health 648 Board	14,464		14,464
	TOTAL	<u>\$361,508</u>	<u>\$ 9,398</u>	<u>\$370,906</u>

**RECAP****ANNUAL FUND CAMPAIGN**

Cash Contributions	\$ 38,241	
Residence Hall Campaign	<u>66,350</u>	\$104,591

**WYSU-FM**

Cash Contributions	7,327	
Underwriting Agreements	<u>5,470</u>	12,797

**GRANTS AND CONTRACTS**361,508**TOTAL GIFTS, GRANTS AND CONTRACTS****\$478,896**

## Section 32. Restrictions on Independent Contractors

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.

## Section 33. Drug-Free Workplace

In accordance with the requirements of Title V of the federal Anti-Drug Abuse Act of 1988 ("omnibus drug bill") the Board of Trustees of Youngstown State University does hereby establish the following policy respecting a drug-free workplace.

- 32.1 The University recognizes that illegal drug use poses health and safety hazards to employees and to the community at large and accordingly prohibits the possession or use of illegal drugs by employees on all University property and at other locations where employees are conducting University business.
- 32.2 Employees manufacturing, distributing, dispensing, possessing or using illegal drugs on University property and at other locations during the conduct of University business may be subject to disciplinary sanctions. Employees' rights respecting discipline imposed under this policy are governed by the appropriate collective bargaining agreement, if the employee is a member of a bargaining unit covered by a negotiated bargaining agreement. For employees not covered by a collective bargaining agreement sanctions may be imposed in accordance with existing policy and procedures.
- 32.3 The University will establish and maintain a drug-free awareness program which will address the following topics:
  - a. Health and safety concerns arising from drug abuse.
  - b. Availability of drug counseling and rehabilitation services.
  - c. Sanctions that may be imposed upon employees for drug abuse violations.
- 32.4 The Board recognizes that some provisions of the "omnibus drug bill" affect employee rights under current collective bargaining agreements and therefore directs the University administration to bargain on such matters with employee units at the earliest appropriate time.



## ARTICLE I. ADMINISTRATION OF THE UNIVERSITY

### Section 1. Principal Administrative Officers

The principal administrative officers shall be the President, the Provost, ~~the Vice President Personnel Services~~, the Vice President-Student Services, ~~and~~ the Vice President ~~for~~ Institutional Advancement, AND THE EXECUTIVE DIRECTORS REPORTING DIRECTLY TO THE PRESIDENT AS IDENTIFIED ON THE CURRENT ORGANIZATIONAL CHART APPROVED ANNUALLY BY THE BOARD OF TRUSTEES. These officers shall have the authority and responsibility stated in these policies.

The duties of the ~~Executive Director of Facilities, the Controller, the Executive Director of Administrative Services,~~ the Associate Provost and Dean of Graduate Studies, and the deans of the schools and colleges and the academic department chairpersons are also described in this article. The duties of all administrative staff not provided in this article shall be determined by the President or his designee or shall be included in a different article of these policies.

### Section 2. President

The President shall be appointed by the Board of Trustees, ~~and~~ shall hold office at the discretion of the Board, ~~He~~ AND shall hold a professional/administrative appointment subject to the stated terms of a contract of employment.

The President shall be the chief executive officer of the University, subject to the policy direction of the Board of Trustees. He/SHE shall foster and promote instruction, scholarship, research, and public service as the mission of the University. He/SHE shall be responsible for implementation of the Board's bylaws, policies, and other actions adopted by resolution or motion. He/SHE shall be the official ~~spokesman~~ SPOKESPERSON for the University. He/SHE shall attend all meetings of the Board and its committees UNLESS SPECIFICALLY EXCUSED BY A MAJORITY OF THE BOARD OR COMMITTEE, IN WHICH CASE THAT FACT SHALL BE NOTED IN THE MINUTES OF THE BOARD OR COMMITTEE, and may address the Board upon all subjects concerning the University.

The President shall be a member of the University faculty and shall convene and preside at meetings of the University faculty. He/SHE shall be an ex-officio member of each school or college faculty and may call meetings of such faculties and preside at such meetings.

The President shall recommend to the Board of Trustees for its approval the creation, abolition, or alteration of divisions, departments, centers or other units of the University and the creation or discontinuance of faculty and staff positions. He/SHE shall determine the workweek and establish employee compensation. He/SHE may authorize partial or full reimbursement to new faculty and staff for moving expenses.

The President shall appoint and fix the term of all University boards, committees, and councils except where otherwise provided by Board policy. He/SHE shall appoint two principal administrative officers to serve as members of the Board of Trustees of the Skeggs Foundation.

The President shall preside at all commencements and other public academic occasions unless he/SHE has specifically delegated this responsibility to another officer. He/SHE shall sign all diplomas and certificates of completion of study which bear the University seal and he/SHE shall confer all degrees authorized to be granted by the Board of Trustees.

The President shall recommend to the Board of Trustees the adoption of all operating and capital budgets. The annual operating budget shall be accompanied by a table of organization. He/SHE shall provide the Board reports concerning the University and shall recommend strategic operating and facility plans.

The President shall develop and implement strategies for expanding the public service mission of the University, for coordinating legislative relations, and cultivating financial support from alumni, area business and industrial interests, and from foundations.

The President may rent or lease facilities or equipment FROM OTHERS deemed necessary for operation of the University. He/SHE may also rent University facilities or equipment to others in the interest of the public good; provided, however that the lease of University facilities or equipment for periods of longer than one week shall require approval of the Board of Trustees.

The President may pay dues and service charges to professional and other organizations on behalf of the University. He/SHE may pay consultant and professional fees, including legal counsel, within limits prescribed by law or Board policy.

The President may close the University in cases of emergencies which present a danger to students, personnel, or property. He/SHE may appoint police officers with duties as prescribed in ORC 3345.04.

The President may, except as noted below, delegate his/HER authority as appropriate; however, he/SHE cannot delegate his/HER responsibility. He/SHE may exercise the authority of any subordinate officer. He/SHE is authorized to execute all contracts for the University on behalf of the Board of Trustees, and such authority shall not be exercised by any other officer or employee unless expressly permitted by these policies EXCEPT WHERE SPECIFICALLY DELEGATED IN WRITING BY THE PRESIDENT WITH NOTIFICATION TO THE BOARD; SUCH NOTIFICATION SHALL USUALLY BE TRANSMITTED AS PART OF THE OPERATING BUDGET DOCUMENT IMMEDIATELY FOLLOWING THE ORGANIZATIONAL CHARTS.

The President shall be the appointing authority for all personnel (i.e. make initial appointments, RENEWALS, promotions, and dismissals) and may delegate such authority to the Provost FOR FACULTY, TO THE ~~or Vice-President-  
Personnel--Services~~ EXECUTIVE DIRECTOR FOR PERSONNEL SERVICES FOR CLASSIFIED CIVIL SERVICE STAFF, TO THE ASSOCIATE PROVOST FOR GRADUATE ASSISTANTS, AND TO THE DIRECTOR OF CAREER SERVICES OR THE DIRECTOR OF SCHOLARSHIPS AND FINANCIAL AID FOR STUDENTS ON HOURLY WAGE OR TASK ORIENTED ASSIGNMENTS provided he/SHE informs the Board IN WRITING of such acts of delegation. New appointments of principal administrative officers, as defined in Section 1 of this article, the ~~Executive-Director-of-Facilities,-the-Controller,-the-Executive-Director-of~~

~~Administrative Services~~, the Associate Provost and Dean of Graduate Studies, and of THE deans of schools and colleges, shall be approved in advance by the Board of Trustees. All other appointments except classified civil service positions, HOURLY WAGE EMPLOYEES, GRADUATE ASSISTANTS, and limited service faculty shall be reported to the Board for ratification at its next regular meeting.

The "Office of the President" shall include those units with staff functions which assist the President in administration of the University: Budget and Institutional Studies SERVICES, Internal Audit, ~~Affirmative Action in Employment and Purchasing~~, ASSISTANT TO THE PRESIDENT FOR AFFIRMATIVE ACTION, and ASSISTANT TO THE PRESIDENT FOR Legal Services.

The President shall designate an Acting President whenever he/SHE intends to be absent from the University for two working days or more. The person so designated shall have authority to act on the President's behalf IN CONFORMITY WITH THE LETTER OF DESIGNATION.

### Section 3. Provost

The Provost shall be employed by the Board upon recommendation of the President and shall serve at the discretion of the President. He/SHE shall hold a professional/administrative appointment subject to the stated terms of a contract of employment.

The Provost is the principal academic officer of the University and reports to the President. He/SHE shall be responsible for supervision of all instructional activities and faculty matters in conformity with the policies of the Board or directives of the President. He/SHE shall be a member of the University faculty and an ex-officio member of each school or college faculty. He/SHE may call meetings of the University faculty, and school or college faculties and preside at such meetings. He/SHE shall be responsible for leadership in maintenance of academic standards; development and coordination of instructional, scholarships, and research activities, and selection, promotion, professional development, tenure, and termination of faculty members. He/SHE shall serve as liaison officer to the Northeastern Ohio Universities College of Medicine.

The Associate Provost and Dean of Graduate Studies, the deans of the schools and colleges, ~~the Assistant Provost for Academic Services~~, the University Librarian, THE DIRECTOR OF THE COMPUTING CENTER, and such other persons as the President shall specify shall be included in the Provost's area of responsibilities.

The Provost shall attend all meetings of the Board of Trustees and of the Academic Affairs Committee of the Board and may attend meetings of other committees of the Board ~~except when otherwise requested by the President or the Chairman of the Board~~ UNLESS SPECIFICALLY EXCUSED BY THE PRESIDENT OR A MAJORITY OF THE BOARD OR COMMITTEE, IN WHICH CASE THAT FACT SHALL BE NOTED IN THE MINUTES OF THE BOARD OR COMMITTEE.

#### Section 4. Vice President-Personnel-Services

The Vice President-Personnel-Services shall be employed by the Board upon recommendation of the President and shall serve at the discretion of the President. He/SHE shall hold a professional/administrative appointment subject to the stated terms of a contract of employment.

The Vice President-Personnel-Services is the personnel officer for all University personnel except student employees and is the appointing authority for all classified civil service personnel. He/SHE shall provide leadership in the development and implementation of University personnel policies, and administer performance evaluation systems. He/SHE shall serve as the University's chief negotiator unless an alternate chief negotiator has been designated by the President, and he/SHE shall administer collective bargaining agreements. He/SHE shall perform such other duties as may be assigned by the President.

#### Section 5 4. Vice President-Student Services

The Vice President-Student Services shall be employed by the Board upon recommendation of the President and shall serve at the discretion of the President. He/SHE shall hold a professional/administrative appointment subject to the stated terms of a contract of employment.

The Vice President-Student Services is responsible to the President for those activities which foster and promote student activities other than instruction, including but not limited to: student extra-curricular and social activities, student organizations, new student orientation, research and activities to improve student retention, health-care services, activities and operation of Kilcawley Center, student housing and dining services, student employment and career planning and placement for students and alumni, bookstore, international AND MINORITY student services, the Counseling and Testing Center SERVICES, and the SCHOLARSHIPS AND Financial Aid department, AND ENROLLMENT SERVICES WHICH SHALL BE UNDERSTOOD TO INCLUDE ADMISSIONS, REGISTRATION, AND RECORDS. THE VICE PRESIDENT-STUDENT SERVICES, ALTHOUGH NOT DIRECTLY RESPONSIBLE FOR OPERATION OF STUDENT HEALTH SERVICES, SHALL PLAY AN ACTIVE ROLE IN COOPERATION WITH THE ENVIRONMENTAL AND HEALTH SERVICES DEPARTMENT WHICH DOES ADMINISTER THE STUDENT HEALTH SERVICES.

The Vice President-Student Services shall have the authority and responsibility for enforcement of rules and regulations governing student conduct on property owned by or under the control of the University, as promulgated by the President. He/SHE shall assist Student Government and Student Council in their ITS programs and shall be the channel of communication between these organizations STUDENT GOVERNMENT and the University administration. HE/SHE SHALL ASSIST STUDENT PUBLICATIONS THROUGH THE STUDENT PUBLICATIONS COMMITTEE AND SHALL BE THE CHANNEL OF COMMUNICATION BETWEEN THESE PUBLICATIONS AND THE UNIVERSITY ADMINISTRATION. HE/SHE SHALL PLAY AN ACTIVE ROLE IN COOPERATION WITH THE VICE PRESIDENT-INSTITUTIONAL ADVANCEMENT IN COORDINATION OF MARKETING ACTIVITIES OF THE UNIVERSITY.

### **Section-6-5. Vice President for-Institutional Advancement**

The Vice President for -Institutional Advancement shall be employed by the Board upon the recommendation of the President and shall serve at the discretion of the President. He/SHE shall hold a professional/administrative appointment subject to the stated terms of a contract of employment.

The Vice President for-Institutional Advancement is responsible to the President for: development, that is, fund raising for individuals, corporations, and foundations other than the Youngstown State University Foundation; ~~for-coordination-of-all-marketing-activities;~~ for administration of the News Service and Publications units DEPARTMENT, WYSU-FM, and the Public Service Institute. He/SHE shall serve as ~~liaison-with~~ A MEMBER OF THE BOARD OF the Northeastern Educational Television of Ohio, Inc. (NETO), and the Youngstown State University Alumni Association. HE/SHE SHALL PLAY AN ACTIVE ROLE IN COOPERATION WITH THE VICE PRESIDENT-STUDENT SERVICES IN COORDINATION OF MARKETING ACTIVITIES OF THE UNIVERSITY.

### **SECTION 6. EXECUTIVE DIRECTOR OF PERSONNEL SERVICES**

THE EXECUTIVE DIRECTOR OF PERSONNEL SERVICES SHALL BE EMPLOYED BY THE BOARD UPON RECOMMENDATION OF THE PRESIDENT AND SHALL SERVE AT THE DISCRETION OF THE PRESIDENT. HE/SHE SHALL HOLD A PROFESSIONAL/ADMINISTRATIVE APPOINTMENT SUBJECT TO THE STATED TERMS OF A CONTRACT OF EMPLOYMENT.

THE EXECUTIVE DIRECTOR OF PERSONNEL SERVICES SHALL: (1) FORMULATE, DEVELOP, AND AFTER APPROVAL, IMPLEMENT UNIVERSITY PERSONNEL POLICIES; (2) ADMINISTER UNION AGREEMENTS EXCEPT FOR THE GRIEVANCE PROCEDURE ABOVE STEP THREE; (3) ADVISE THE PRESIDENT AND THE UNIVERSITY'S CHIEF NEGOTIATOR ON COLLECTIVE BARGAINING MATTERS; (4) PREPARE INITIAL AND RENEWAL CONTRACTS OF EMPLOYMENT FOR INDIVIDUALS; (5) MAINTAIN OFFICIAL PERSONNEL FILES FOR ALL FULL-TIME STAFF; (6) ADMINISTER POSITION CLASSIFICATION SYSTEM FOR CLASSIFIED CIVIL SERVICE AND PROFESSIONAL/ADMINISTRATIVE STAFF; (7) ADMINISTER PERFORMANCE EVALUATION SYSTEMS; (8) PREPARE REPORTS ON PERSONNEL MATTERS; AND (9) SUBJECT TO ANNUAL DETERMINATION BY THE PRESIDENT, SERVE AS APPOINTING AUTHORITY FOR CLASSIFIED CIVIL SERVICE STAFF IN CONFORMITY WITH ORC 124, THE POLICIES OF THE BOARD OF TRUSTEES, AND THE CURRENT YSU/YSU-ACE AGREEMENT.

### **Section 7. Executive Director of Facilities**

The Executive Director of Facilities shall be employed by the Board upon recommendation of the President and shall serve at the discretion of the President. He/SHE shall hold a professional/administrative appointment subject to the stated terms of a contract of employment.

The Executive Director of Facilities shall be responsible to the President for administration of the University's physical plant, its operation and maintenance. He/SHE shall oversee facility planning and construction and do all things necessary within approved budgets to preserve and maintain the buildings, grounds, and facilities in an excellent state of repair. He/SHE shall also have such other duties as may be assigned by the President.

## **Section 8. Executive Director of Finance**

The Executive Director of Finance shall be employed by the Board upon the recommendation of the President and shall serve at the discretion of the President. He/SHE shall hold a professional/administrative appointment subject to the stated terms of a contract of employment.

The Executive Director of Finance shall be responsible to the President for the proper accounting and reporting of all University funds, payment of all obligations, collection of all accounts receivable, investment of University funds and the administration of Payroll. The Executive Director of Finance shall issue all bank checks upon the University's accounts, which checks shall be countersigned by the President, and shall serve as "Chief Fiscal Officer" when such designation is required.

## **Section 9. Executive Director of Administrative Services**

The Executive Director of Administrative Services shall be employed by the Board upon recommendation of the President and shall serve at the discretion of the President. He/SHE shall hold a professional/administrative appointment subject to the stated terms of a contract of employment.

The Executive Director of Administrative Services shall be responsible to the President for administration of the Campus-Security-Department YSU POLICE DEPARTMENT, Purchasing Department, Parking Services, MEDIA CENTER, and centralized printing, mail handling, supplies, and telephone service. He/SHE shall have other duties as may be assigned by the President.

## **SECTION 10. EXECUTIVE DIRECTOR OF ATHLETICS**

THE EXECUTIVE DIRECTOR OF ATHLETICS SHALL BE EMPLOYED BY THE BOARD UPON RECOMMENDATION OF THE PRESIDENT AND SHALL SERVE AT THE DISCRETION OF THE PRESIDENT. HE/SHE SHALL HOLD A PROFESSIONAL/ADMINISTRATIVE APPOINTMENT SUBJECT TO THE STATED TERMS OF A CONTRACT OF EMPLOYMENT.

THE EXECUTIVE DIRECTOR OF ATHLETICS SHALL PLAN AND ADMINISTER ALL PHASES OF THE INTERCOLLEGIATE ATHLETICS PROGRAM AND THE INTRAMURAL ATHLETIC PROGRAM. HE/SHE SHALL ALSO ADMINISTER THE PHYSICAL FACILITIES ASSIGNED TO THE ATHLETIC PROGRAM AND, THROUGH AN ASSISTANT WHO SHALL SERVE AS MANAGING DIRECTOR OF THE PENGUIN CLUB, SHALL MAINTAIN LIAISON WITH THE PENGUIN CLUB WHICH HAS BEEN DESIGNATED BY THE BOARD OF TRUSTEES OF THE UNIVERSITY AS THE EXCLUSIVE AGENT OF THE UNIVERSITY FOR THE PURPOSE OF ATHLETIC FUND RAISING.

## **Section 10-11. Associate Provost and Dean of Graduate Studies**

The Associate Provost and Dean of Graduate Studies shall be employed by the Board upon the recommendation of the Provost and the President and shall serve at the discretion of the Provost. He/SHE shall hold a professional/administrative appointment subject to the stated terms of a contract of employment.

The Associate Provost and Dean of Graduate Studies shall be administrative head of the Graduate School and, with the involvement and cooperation of the deans of the undergraduate schools and colleges, shall be responsible for supervision of the Graduate School in conformity with the policies and rules established by the Board of Trustees, the President, the Provost and the Graduate School faculty.

The Associate Provost and Dean of Graduate Studies shall have the duty to: encourage development and maintenance of quality programs of graduate study; identify faculty qualified to teach graduate courses; administer procedures concerning admission to the Graduate School, prerequisites and requirements for graduate study, and the recruitment, counseling and registration (in cooperation with the Registrar DIRECTOR OF ENROLLMENT SERVICES) of graduate students; assure that candidates for graduate degrees are approved by the faculty as qualified for such degrees; supervise the graduate assistantship, fellowship, and scholarship programs; stimulate and coordinate research grant and contract proposals; develop an appropriate committee structure for the Graduate School; and perform such other duties as assigned by the Provost.

#### **Section 11-12. Deans of Schools and Colleges**

The Dean of a school or college shall be appointed by the Board upon the recommendation of the Provost and the President and shall serve at the discretion of the Provost. Each Dean shall hold a professional/administrative appointment subject to the stated terms of a contract of employment.

Each Dean shall be administrative head of his/HER respective school or college and be responsible for promotion and supervision of all its interests in conformity with the policies and rules established by the Board of Trustees, the President, the Provost, the Graduate School faculty, the faculty of the particular school or college, and the University faculty as appropriate. He/SHE may call meetings of the school or college faculty and preside at such meetings.

The Dean shall have the duty for each school or college to: recommend appointment, salary, promotion, tenure, and dismissal of faculty members after consultation with the cognizant department chairperson and faculty; insure the rendering of the service by faculty as contracted; report annually on the extramural employment of full-service faculty; promote the general welfare of the faculty and students; supervise the curricula, courses, and methods of instruction and strive to improve them; direct the attention of the faculty to trends and changes of educational thought and practice; develop and formulate policies for improvement of the school or college for consideration of that faculty and the Academic Senate as appropriate; counsel with students; act upon student admissions and registrations; administer rules and regulations concerning the academic progress, promotion, and discipline of students; coordinate with the Associate Provost and Dean of Graduate Studies programs of instruction and research on the graduate level; approve the schedule of courses and examinations as prepared by the Registrar; transmit to the Provost recommendations concerning budget as developed in conference with department chairpersons; take reasonable precautions for the safekeeping of all records, supplies, and equipment; appoint school or college committees; administer academic policies, rules and regulations; and perform such other duties as assigned by the Provost.

**Section 12 13. Academic Department Chairpersons**

Academic Department Chairpersons shall be appointed in conformity with the current collectively bargained contract applicable to full-service faculty. They shall serve at the discretion of the President and shall be responsible for the administration of the department in conformity with and subject to the direction of the cognizant dean and the Provost.

**Section 13 14. Affirmative Action in Employment and Purchasing**

It is the policy of the Board of Trustees that all applicable Federal and State laws concerning affirmative action, equal opportunity, and minority set asides be followed to the letter and spirit of those laws. The President shall have the authority and responsibility to assure compliance with this policy statement.



YOUNGSTOWN STATE UNIVERSITY  
New Position to be Established\*

Department	Position Title	Position Class	Annualized Salary
Y.S.U. Police Department	University Dispatcher I	Classified Civil Service	\$18,367

\* Subject to approval at the Board of Trustees meeting on December 15, 1989.

Student Services  
 Minority Student Services - 02735

Departmental Budget  
 Fiscal Year Ending June 30, 1989

	Standard Object Code	1988-89		1989-90	
		FTE	Amount	FTE	Amount
<b>PERSONAL SERVICES:</b>					
Prof./Admin. Full-time	120	0.00	\$0	1.00	\$10,750
Prof./Admin. Part-time	121	0.00	\$0	0.75	\$6,750
Civil Service - Classified	130	0.00	\$0	1.00	\$9,464
Student Wages	140	0.00	\$0	1.00	\$4,560
<b>Total Salaries</b>		<b>0.00</b>	<b>\$0</b>	<b>3.75</b>	<b>\$31,524</b>
<b>Fringe Benefits</b>	<b>200</b>	<b>0.00</b>	<b>\$0</b>		<b>\$7,259</b>
<b>Total Personal Services</b>		<b>0.00</b>	<b>\$0</b>	<b>3.75</b>	<b>\$38,783*</b>
<b>OPERATING EXPENSES:</b>					
Supplies	300		\$0		\$300
Travel	410		\$0		\$1,000
Subscrip., Books, Reports	510		\$0		\$200
Public Rel. & Advertising	540		\$0		\$300
Telephones	551		\$0		\$1,000
Postage	570		\$0		\$300
Independent Contractor	720		\$0		\$1,000
Furniture & Furnishings	945		\$0		\$17,173
<b>Total Operating Expenses</b>			<b>\$0</b>		<b>\$21,273</b>
<b>Total Departmental Budget</b>		<b>0.00</b>	<b>\$0</b>	<b>3.75</b>	<b>\$60,056</b>
<b>RESOURCES:</b>					
Transfer from:					
Special Student Services Department					\$12,056
Educational & Associated Operations Contingency Reserve					\$48,000
<b>Total</b>					<b>\$60,056</b>

\*Funding required for the period January 1, 1990 through June 30, 1990.

University Academic Senate  
Charter

Article III Section 2

(a) For students:

- (1) "Non-elected representatives; by virtue of their elected posts, the President, Vice-President, and Second Vice-President of Student Government shall have automatic membership."

Article IV Section 2

(c) Executive Committee

(1) (A) Composition

- (iv) "The Chair of the Senate by virtue of the office shall be a member and chair of the committee."

## ARTICLE III. PERSONNEL

### Section 34. Smoking Policy

The University recognizes the need to create and maintain an environmental quality which sustains the general health and well being of its students, faculty, staff, and visitors. The University is cognizant of the fact that the United States Surgeon General has determined that the largest preventable cause of illness and death in the United States is smoking. Research also indicates that non-smokers who are exposed to tobacco smoke are at increased risk.

Three of the four campus collectively bargained agreements recognize the goal that the University be a place of safe and healthful working conditions. In addition, Article 23.6 of the 1989-91 YSU-OEA Agreement requires that there shall be no smoking in any University building except in designated areas that are separately vented. Accordingly, the following guidelines shall be implemented to enforce the University's Smoking Policy.

- 34.1 It is anticipated, in light of the health issues involved, that most people will comply with this policy out of self-interest and concern for others. The entire University community shares responsibility for individual compliance with this Smoking Policy.
- 34.2 Permanent signage noting the Smoking Policy will be posted at each building entrance. Additional signage will be posted throughout each campus building. The signage should be standardized throughout campus and any inconsistencies between current signage and the Smoking Policy must be eliminated.
- 34.3 An appropriate number of student employees, sufficient to cover the period of time that most University buildings are normally open, will be assigned to Campus Police to be dispatched to respond to complaints of Smoking Policy violations.
- 34.4 Student smoking monitors dispatched to investigate complaints regarding a violation of the Smoking Policy will be empowered, pursuant to the Board of Trustees authority under ORC 3345.21 to regulate the use of facilities and individual conduct on campus, to issue a citation for violations of the Smoking Policy. A citation will be issued only when a monitor physically observes an individual smoking in violation of this policy and the smoker ignores a request to extinguish the smoking material.

- 34.5 A citation for a violation of the Smoking Policy shall result in the imposition of a fine. The fine shall be identical in amount to the fine imposed for a Class 1 Parking Violation. The Smoking Policy Violation Fine will double if not paid within 10 days of issuance of the citation. Appeals of a Smoking Policy Violation Citation may be appealed in the same manner as Parking Violation Citations.
- 34.6 Other inappropriate conduct associated with a request to extinguish smoking materials or refusal to pay a fine may be cause for an individual student, faculty or staff member to be subject to an applicable disciplinary procedure.

## ARTICLE III PERSONNEL

### Section 17 Earned and Courtesy Rank for Professional and Administrative Personnel

#### 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, or 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 receive initial contracts of three-years duration, and thereafter, following performance review and evaluation, ~~annual contracts of reappointment for a duration of one year each~~ SHALL RECEIVE CONTRACTS WITH TERM LENGTH AS DETERMINED BY THE BOARD OF TRUSTEES.



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Youngstown State University / Youngstown, Ohio 44555-0001

March 15, 1990

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, March 30, 1990, in the Board Room in Tod Administration Building.

Copies of the Agenda for the meeting will be delivered Wednesday, March 28, 1990.



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Neil D. Humphrey, President

rb

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