

MINUTES OF REGULAR MEETING
OF
BOARD OF TRUSTEES
OF
YOUNGSTOWN STATE UNIVERSITY

Tod Administration Building
Friday, March 22, 1991

Pursuant to Notice given by Resolution YR 1991-34 publicly adopted at the Regular Meeting of the Board of Trustees on December 14, 1990, a Regular Meeting (the one hundred and forty-fourth) of the Board of Trustees of Youngstown State University convened at 3:00 P.M., Friday, March 22, 1991, in the Board Room in Tod Administration Building.

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

Also present were Dr. Neil D. Humphrey, President; Dr. Bernard T. Gillis, Provost; Dr. Lawrence E. Looby, Vice President - Institutional Advancement; Dr. Charles A. McBriarty, Vice President - Student Services; Ms. Shirley A. Carpenter, Executive Director of Personnel Services; Mr. Edmund J. Salata, Executive Director of Facilities; Mr. Richard L. Glunt, Executive Director of Finance; Mr. James D. Miller, Executive Director of Administrative Services; Dr. G. L. Mears, Executive Director of Budget and Institutional Studies; Mr. Dennis A. Clouse, Director of Classified Personnel; Mr. James E. McCollum, Assistant to the President for Legal Services; and Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 50 persons, including deans, members of the faculty, students, and members of the news media.

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

ITEM I: PROOF OF NOTICE OF MEETING.

Evidence was available to establish that Notice of the Meeting had been duly mailed and that a Resolution of the Board of Trustees had been duly and publicly passed in a Regular Meeting of the Board of Trustees on December 14, 1990.

ITEM II: DISPOSITION OF MINUTES FOR MEETING HELD DECEMBER 14, 1990.

Copies of the draft of the Minutes of the Meeting of the Board of Trustees held on December 14, 1990, had been mailed to each Trustee, to the President, Provost, University Vice Presidents and Executive Directors, the State Examiner, the Special Counsel and the Legal Services Officer. Upon motion made by Mr. McLaughlin, seconded by Mr. O'Connell, the Board unanimously adopted the Minutes of the Meeting of December 14, 1990, as mailed.

ITEM III: 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 Dr. Perry, had received the affirmative vote of each Trustee present, the Chairperson declared the following Resolution duly adopted:

Resolution to Ratify Faculty/Staff Appointments

YR 1991-35

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 December 14, 1990 regular meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1990-91 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 a Motion which was made by Dr. Geletka, and seconded by Dr. Perry, had received the affirmative vote of each Trustee present, the Chairperson declared the following Resolution duly adopted:

Resolution Accepting Gifts

YR 1991-36

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 IV: REPORT OF THE PRESIDENT OF THE UNIVERSITY.

The following staff reports were delivered:

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

1. Program Development Plan of M.S. in Computer Science.

Dr. Gillis reported that the Computer Science Department graduate faculty has formulated and approved a program leading to a Master of Science degree in Computer Science. The program has received approval of the Dean of Arts and Sciences and the Graduate Dean. The Academic Affairs Committee has approved the continued planning of the program and its submission for Regents' approval as a program development plan.

2. Program Accreditations.

Dr. Gillis reported that the Department of Sociology, Anthropology, and Social Work has submitted a progress report to the Council on Social Work Education. Following review of the progress report, it is anticipated that the Commission on Social Work Accreditation will assign a commissioner to perform a campus visit during the Spring of 1991.

Dr. Gillis reported that the final Self Study for initial accreditation by the Association of Collegiate Business Schools and Programs has been completed and submitted. Discussions are underway regarding campus visitation dates.

3. ROTC Cross-Enrollment Recommendation.

Dr. Gillis reported that a Resolution will be advanced through the Academic Affairs Committee for approval of a cross-enrollment agreement with the University of Akron. The cross-enrollment agreement would allow YSU students to continue

ROTC training following the U. S. Army's discontinuance of the ROTC program at Youngstown State University.

4. Conferral of Honorary Degrees.

Dr. Gillis reported that the Academic Affairs Committee will advance a Resolution authorizing the award of honorary Doctor of Laws degrees to Dr. Victor A. Richley, Mr. Nathan Monus, and Mr. John M. Newman at the Winter, Spring and Summer Commencement ceremonies, respectively.

5. Consortial Ph.D. in Clinical Biomedical Sciences.

Dr. Gillis reported that the provosts of Northeastern Ohio will charge a consortium planning committee comprised of Dr. Mark Savickas of NEOUCOM and the graduate deans of the consortium universities with revision of a doctoral program. The revision is to account for all of the comments received from the program's first submission. The revision will be processed through each consortium member's internal approval mechanism before submission of the full program to the Ohio Board of Regents.

6. Granting of Tenure to Faculty.

Dr. Gillis reported that in accord with the Agreement with YSU-OEA, and following review by colleagues, chairpersons and deans, the Provost has recommended tenure for twelve faculty members effective with their being awarded a contract for the Fall Quarter, 1991. The President has approved the recommendation and has issued the necessary letters.

7. Sabbatical and Faculty Improvement Leaves for 1991-92.

Dr. Gillis reported that the President and the Provost have concurred in the recommendations of the Sabbaticals/Faculty Improvement Leave Committee, as prescribed by the Agreement with YSU-OEA, regarding the award of three-quarter sabbatical leaves or one-quarter faculty improvement leaves to faculty for the upcoming academic year.

8. Proposal for an Ed.D. Degree Program in Educational Administration.

Dr. Gillis reported that the Department of Educational Administration has advanced to the Ohio Board of Regents a planning approval proposal for an Ed.D. in Educational Administration. The planning approval proposal was submitted through Dean Ruggles and Dean Hotchkiss. The Northeastern Ohio Provosts have not objected to the program, but have made some recommendations to strengthen the full proposal when it is prepared. YSU awaits formal approval from OBOR of the preparation of the full plan.

9. Planned Master of Science in Nursing Program.

Dr. Gillis reported that the Ohio Board of Regents has notified YSU that it may proceed with the development of a full proposal for the degree program. The proposal is to note the comments of the other universities concerning faculty experience with graduate level teaching, and doctoral level faculty.

10. Continuation of Master's Programs in Civil and Electrical Engineering.

Dr. Gillis reported that the Graduate Council ratified the recommendation of the Self-Study Review Committee that the Master's programs in Civil and Electrical Engineering be continued for the standard five-year period. The Graduate Dean and Provost concur and have approved the recommendation.

11. Faculty Publications and Honors.

Dr. Gillis reported on the following faculty publications and honors:

A. Dr. Amos J. Beyan of the History Department has written a monograph entitled The American Colonization Society and the Creation of the Liberian State, published by University Press of America, 1991.

B. Dr. Chris Bache of the Philosophy and Religious Studies Department has written a book on reincarnation entitled Lifecycles: Reincarnation and the Web of Life, published by Paragon House, 1991.

C. Professor Jack Ritter of the Civil Engineering Department was designated President-elect by the Board of Trustees of the Ohio Engineering Foundation on January 10, 1991.

D. At a meeting of the Executive Committee of the Ohio Society of Professional Engineers, Dean George Sutton was announced as President-elect effective July 1, 1991, and would assume the Presidency July 1, 1992.

12. Teacher Education Program Approval.

Dr. Gillis reported that on January 11, 1991, the evaluation report for YSU was reviewed by the Ohio Teacher Education and Certification Advisory Commission. The Advisory Commission recommended continuing approval to Youngstown State University for the preparation of teachers in the programs reviewed. On March 11, 1991, the State Board of Education accepted the Advisory Committee's recommendations.

Dr. Gillis reported that the Superintendent of Public Instruction stated that the Advisory Commission was genuinely impressed with the teacher education program at Youngstown State University.

13. Nuclear Regulatory Commission Safety Violations and Proposed Fine.

Dr. Gillis reported that the Nuclear Regulatory Commission has proposed a fine of \$625.00 against YSU for multiple violations of NRC safety requirements in the University's radiation safety program. The NRC Regional Administrator stated that individually, none of the violations represents a significant safety problem; collectively, however, they indicate a lack of adequate managerial oversight at the time of the violations. The University has appointed a new Radiation Safety officer to oversee the program. The NRC acknowledges that significant improvements have been made since the appointment.

Dr. Humphrey stated that the report of Dr. McBriarty, Vice President - Student Services, would be included in the report of the Student Services Committee.

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

1. Anne K. Christman Dining Commons.

Mr. Salata reported that bids were received from 10 general contractors. All general contractor bids received were significantly over budget. Following a revision of the plans and specifications, general contractor rebids will be received on March 28, 1991. It is anticipated that the project will be completed during September of 1991.

2. F-3 Lot Extension.

Mr. Salata reviewed a perspective view drawing of the F-3 Parking Lot extension proposed for the northwest corner of Wick Avenue and Rayen Avenue (the former site of St. Joseph Church/Newman Center). Mr. Salata stated that the existing driveway will be utilized, and that no additional street access will be necessary. Mr. Salata reported that the extension will expand the existing F-3 Lot from 75 to 134 vehicles, an increase of 59 vehicles. Work could begin as soon as weather permits, and would be completed by late Spring.

3. Parking Lot - West Side of Fifth Avenue.

Mr. Salata reported that commencement of construction of the surface parking lot on the west side of Fifth Avenue is

planned for June of 1991. Completion is expected by September 15, 1991.

4. John J. McDonough Museum of Art.

Mr. Salata reported that construction activities are proceeding on schedule.

5. Convocation Center Study Update.

Mr. Salata reported that the K. Anthony Hayek firm is progressing on the update of the Convocation Center Study originally prepared in 1986. Completion of the update is expected in mid-May of 1991.

6. Beede Field Turf Replacement.

Mr. Salata reported that the playing surface artificial turf will be replaced during the Summer of 1991. The turf replacement project has been awarded to AstroTurf Industries, Inc. Funding for the entire cost of the turf replacement project will come from the existing AstroTurf Replacement Fund.

7. Lyden House Site Improvements.

Mr. Salata reported that efforts were underway to complete Lyden House site improvement work, and discussed the status of installation of a permanent parking lot and lighting. It is anticipated that site improvement project will begin in mid-June and be completed in mid-August of 1991.

Dr. Humphrey addressed the Board and those present regarding recent events involving students residing in YSU housing facilities. A written statement signed by Dr. Humphrey, dated March 21, 1991, was distributed to the Board and those present at the meeting. Dr. Humphrey stated that recent events have convinced him that the appointment of a task force is now appropriate to review factors pertaining to student housing, to advise the President on matters pertaining to student housing, and to recommend to the Board of Trustees such policy changes as the task force deems necessary.

The factors for task force consideration include:

- a. effectiveness of the enforcement of current resident housing regulations and recommendations for modification of those regulations;
- b. relationship of the student housing disciplinary process to the University;

- c. housing regulations regarding guests and visitation privileges; and
- d. the appropriateness of the location of rooms for women and men students within the residence facilities.

Dr. Humphrey stated that the task force will have staff support of the office of the Vice President-Student Services and the Assistant to the President for Legal Services. It is requested that the task force complete its report no later than May 10, 1991.

The task force will be chaired by K. J. Satrum, Associate Director, Student Activities and Auxiliary Services, and will include the following persons:

--Two students, one from Kilcawley House and one from Lyden House, one male, one female, selected by the students living in those houses;

--Charlene Kemp-Queener, Associate Director, Minority Services;

--Assistant Professor Robert C. Campbell, Faculty Representative to NCAA;

--Associate Professor Joycelyn L. Ramsey, Health and Physical Education;

--Marty Manning, Coordinator, Kilcawley House;

--Bassam Deeb, University Discipline Officer; and

--Greg Clementi, Sergeant, YSU Police Department.

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

1. Personnel Relations

Mr. Lyden stated that the Personnel Relations Committee was recommending two Resolutions for adoption by the Board. He then read and moved for adoption the following Resolution:

Resolution to Make Vacation Pay-Offs Upon Resignation

YR 1991-37

WHEREAS, resignations are tendered by Professional /Administrative employees with specified effective dates that do not include accrued vacation time; and

WHEREAS, under existing Youngstown State University Board of Trustees policy, "Accrued Vacation must be taken prior to the effective date of separation;" and

WHEREAS, the administration has recommended that Vacation Pay-Offs be made available for all accrued time through the last day of work by the Professional/Administrative employee;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Youngstown State University does hereby direct that any Professional/Administrative employee who separates from the University, having given sufficient notice, may receive a cash Pay-Off for all accrued Vacation time through the last day of work.

BE IT FURTHER RESOLVED, that Section 6 of Article III of the Policies of the Board of Trustees of Youngstown State University be revised as attached hereto as Exhibit C.

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.

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

Resolution to Continue Fee Remission to Dependents of
Employees Called to Active Military Duty

YR 1991-38

WHEREAS, a number of employees have been called to active military duty, as a result of the situations in Saudi Arabia, the Persian Gulf and elsewhere in the Middle East; and

WHEREAS, this military leave extends beyond thirty-one days in any one calendar year and the employee's leave status is without pay; and

WHEREAS, under existing Youngstown State University Board of Trustees policy, a base does not exist to continue the benefit of fee remission for dependents of employees ordered involuntarily to extended duty; and

WHEREAS, the administration has recommended that any employee called to active military duty be granted continuation of the benefit of remission of the instructional fees and the non-resident tuition surcharge to dependent children and spouses;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Youngstown State University does hereby direct that employees who are called to active military duty be granted continuation of remission of the instructional fees and the non-resident tuition surcharge for dependent children and spouses when enrolling as students of the University; and

BE IT FURTHER RESOLVED, that Section 2.4 of Article VIII of the Policies of the Board of Trustees of Youngstown State University be revised as attached hereto as Exhibit D.

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

Mr. O'Connell reported that the Building and Property Committee had no report.

3. Budget and Finance Committee

Prior to the report of the Budget and Finance Committee, Mrs. Mackall thanked the students involved for the considerable effort put forth in preparing an alternative tuition and fee schedule, and for being most cooperative in working with administration representatives during the revision process. Mrs. Mackall explained that the Governor's recently-released proposed budget contained a fee cap which rendered the student's alternative budget proposal untenable, and that the Resolution to be recommended accounted for the fee cap. Thereupon, the Chairperson recognized Dr. Geletka, the Chairperson of the Budget and Finance Committee.

Dr. Geletka reported that the Budget and Finance Committee was recommending five Resolutions for adoption by the Board. He then read and moved for adoption the following Resolution:

Resolution Concerning Evening Shuttle Service

YR 1991-39

WHEREAS, the evening shuttle service for students living on Youngstown's north side

served 898 students fall quarter, 1990, an increase of 445 or 98% from fall, 1989; and

WHEREAS, the \$14,574 budgeted for 1990-91 for this service was cut 10% or \$1,457 when all University operating accounts were reduced; and

WHEREAS, increased fuel costs has caused Western Reserve Transit Authority to increase its charges to the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the transfer of \$2,100 from the Unallocated Reserve of the General Fee to the Evening Shuttle Service account to assure the continuation of this service through the end of spring quarter.

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:

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

YR 1991-40

WHEREAS, the FY 1990-91 budget adopted by the Board of Trustees requires the approval of the Board of Trustees for all transfers from the Unallocated Reserve; and

WHEREAS, various expenditures will be required in the presidential search; and

WHEREAS, unusual expenses for University owned steam line repairs have been necessary; and

WHEREAS, increased enrollments have made it necessary to provide additional classes;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize and direct the transfer of \$274,000 from the Unallocated Reserve,

Educational and Associated Operations Fund
(Fund One) as follows:

- \$12,000 to the Presidential Search Committee account;
- \$12,000 to the Maintenance and Repairs of Buildings account for steam line repairs; and
- \$250,000 to the Instructional and Departmental Research transfer account for faculty overload payments (\$100,000) and limited service faculty payments (\$150,000).

The motion was seconded by Mr. Lyden. Upon discussion, the motion 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:

Resolution Regarding Art Laboratory Course Fees

YR 1991-41

WHEREAS, the expense of art supplies used by students in art laboratory or studio courses has increased beyond available budgeted funds; and

WHEREAS, to resolve this problem the Art Department faculty has recommended imposition of a laboratory fee for 56 separate courses;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Youngstown State University, that effective fall quarter, 1991, a laboratory fee of \$15 per quarter shall be imposed on students registering for 56 Art Department laboratory or studio courses, and the revenue from the fees shall be deposited in a separate account used for the purchase of such supplies under the signature authority of the chairperson of the Art Department.

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:

Resolution Regarding Travel Regulations

YR 1991-42

WHEREAS, travel regulations are adopted by the Board of Trustees and are found at Unit 7 of the University's Administrative Manual; and

WHEREAS, the administration recommends that the existing regulations be amended in recognition of price changes and in recognition of union agreements concerning faculty travel;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University, that the existing Unit 7 of the Administrative Manual be deleted in its entirety, and that the attached Exhibit E-1 be substituted, effective July 1, 1991.

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.

The Chairperson then recognized Dr. Humphrey who reported that Student Government had spent a great deal of time and effort in review of Board Resolution YR 1991-25, adopted at the Board's meeting of December 14, 1990, which established tuition and other student fees and charges for FY 1991-92. Dr. Humphrey stated that Student Government agreed that the University needed to increase revenues paid by students, but disagreed with the configuration by which tuition, fees and charges were to be assessed under Resolution YR 1991-25.

Dr. Humphrey reported that following its review, Student Government presented to the Budget and Finance Committee an alternative proposal changing the assessment configuration of tuition, fees and charges. Following its meeting with representatives of Student Government, the Budget and Finance Committee had substantially agreed to Student Government's alternative proposal.

Dr. Humphrey stated that the Governor's Executive Budget Proposal, released following the meeting of the Budget and Finance Committee, contains a "fee cap" which renders Student Government's proposal untenable. The Resolution to be recommended to the Board amending YR 1991-25 accounts for the requirements of the Governor's Budget Proposal.

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

A Resolution to Amend Resolution YR 1991-25

YR 1991-43

WHEREAS, the Youngstown State University Board of Trustees enacted Resolution YR 1991-25 and thereby established tuition and other student fees and charges for FY 1991-92; and

WHEREAS, the proposed state budget for the biennium to commence on July 1, 1991, provides for an academic year limit on tuition increases of 7 percent or \$225, whichever is greater; and

WHEREAS, the tuition rates established by Resolution YR 1991-25 exceed the rate of increase provided for in the proposed state budget.

NOW, THEREFORE, BE IT RESOLVED, that the Youngstown State University Board of Trustees does hereby rescind the Tuition and Non-Resident Tuition Surcharge sections and certain other charges in Resolution YR 1991-25; and

BE IT ALSO RESOLVED, that the Youngstown State University Board of Trustees does hereby adopt the attached Exhibit E-2 as a substitute for the Tuition and Non-Resident Tuition Surcharges and certain other charges in Resolution YR 1991-25; and

BE IT FURTHER RESOLVED, that the Youngstown State University Board of Trustees does affirm all other charges, fees, fines, and other enactments as adopted in Resolution YR 1991-25.

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:

Purchase of Sports Video System

YR 1991-44

RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize and direct that \$115,000 be transferred from the Astroturf Replacement Fund to an account titled "Sports Video System" to be used under the signature authority of the Executive Director of Athletics for the purchase of sports video equipment to replace the existing photography system.

The motion was seconded by Mr. Flask.

The Chairperson recognized Mr. McLaughlin who stated the following objections to the requested transfer and purchase:

1. The Budget and Finance Committee was not given ample opportunity to consider the request. Mr. McLaughlin questioned why the request was not included in the agenda of the Budget and Finance Committee's regular meeting on March 11, 1991. Mr. McLaughlin stated that the request was presented at a special meeting of the Budget and Finance Committee held on March 21, 1991, which had been necessitated by the release of the Governor's Proposed Budget. The agenda for the special meeting was delivered on March 20, 1991.

2. Analysis of the need for the sports video system had been insufficient prior to the request for funding. Mr. McLaughlin stated that if the basic reason for the system's purchase is to improve competitiveness of YSU athletes, the current budget situation confronting the University does not in his opinion justify the expenditure of funds.

3. Mr. McLaughlin stated that the request for funds for the system should be included in the 1991-92 Athletic Department's budget. Mr. McLaughlin stated that in his opinion the existence of funds in a contingency account does not render the system's purchase justifiable.

The Chairperson recognized Dr. Geletka who stated that, although he was also present at the special meeting of the Budget and Finance Committee on March 21st, he did not understand from the Football Coach's remarks at the meeting that the video system was necessary merely for competitive reasons. Dr. Geletka stated that the present equipment used by the Athletic Department in filming athletic events is antiquated, and that 95% of like institutions have the type of equipment requested. Dr. Geletka stated that the Resolution would benefit all students involved in

University athletics, without burdening Fund One or General Fee budgets.

The Chairperson recognized Dr. Perry who asked Dr. Humphrey to comment on the Administration's position. Dr. Humphrey stated that Athletic Director Malmisur was present and better able to address issues in defense of the purchase of the video system. Dr. Humphrey stated that timing of the request was made because of the opportunity to achieve substantial savings on the purchase of a system being demonstrated at the upcoming NCAA Basketball Tournament and Coaches Convention in Indianapolis, Indiana. Dr. Humphrey stated that the proposed source of funding, the AstroTurf Replacement Fund, was created with community monies raised during the Arnold Stambaugh Stadium construction fund drive. The balance of the AstroTurf Replacement Fund, after purchase of replacement turf this year, and after the purchase of the proposed video system, will be approximately \$400,000. Dr. Humphrey stated his belief that although the Board has the authority to expend Fund monies for purposes other than turf replacement, such expenditures should be for capital improvements devoted to athletics.

Following discussion, the motion on the Resolution received the affirmative vote of all Trustees present, save Mr. McLaughlin who voted in opposition to the motion on the Resolution. Thereupon, the Chairperson declared the motion carried and the Resolution adopted.

4. Academic Affairs

In the absence of Committee Chairperson, Elizabeth DeLuca, Dr. Perry gave the report of the Academic Affairs Committee. Dr. Perry reported that the Academic Affairs Committee was recommending two Resolutions for adoption by the Board. He then read and moved for adoption the following Resolution:

Resolution to Authorize R.O.T.C. Cross-Enrollment Agreement

YR 1991-45

WHEREAS, the U.S. Army has ordered the closure of the R.O.T.C. program at Youngstown State University and a cross-enrollment agreement with the University of Akron to allow our students to continue to pursue a commission in the Armed Services along with their degree is desirable; and

WHEREAS, the Professor of Military Science and the Dean of Arts and Sciences have recommended such agreement to preserve student options;

NOW, THEREFORE, BE IT RESOLVED, that the Youngstown State University Board of Trustees does hereby approve of the President entering into a cross-enrollment agreement with the University of Akron and their U.S. Army R.O.T.C. unit for the above purposes.

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.

Dr. Perry then read and moved for adoption the following Resolution:

Resolution to Authorize Conferral of Honorary Degree

YR 1991-46

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 Dr. Victor A. Richley, Mr. Nathan Monus, and Atty. John M. Newman, with all the rights and privileges attendant thereto.

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.

5. Student Services

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

Resolution Concerning the Code

YR 1991-47

WHEREAS, The Code outlines student rights, responsibilities and conduct as well as the due process and disciplinary procedures utilized; details of academic grievance procedures; and the student records policy; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby adopt The Code as included herewith as Exhibit F.

The motion was seconded by Mr. O'Connell. The Chairperson recognized Dr. McBriarty for comment on the proposed changes to The Code. Dr. McBriarty provided a summary of the changes to The Code including those involving student rights and responsibilities, proscribed conduct, due process, discrimination complaints, and date/acquaintance rape.

Following discussion, the motion on the Resolution received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

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

Resolution Concerning Revocation of a Liquor License

YR 1991-48

WHEREAS, Pal Joey's, a bar at 131 Lincoln Avenue, adjacent to the Youngstown State University campus, has not had its liquor permit renewed by the Ohio Department of Liquor Control but the implementing order was stayed pending appeal; and

WHEREAS, several continuances have been granted and a hearing is scheduled for March 28, 1991, in Columbus; and

WHEREAS, numerous instances have occurred at Pal Joey's which are believed contrary to the peaceful conduct of students and the general public and are contrary to the best interests of the University and its students; and

WHEREAS, the City of Youngstown and its Police Department have taken specific exception to the renewal of the liquor license at Pal Joey's based upon the City's information and belief that Pal Joey's has operated in disregard for the law, regulations, or local ordinances of this state;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby recommend the Ohio Liquor Control Commission not renew the liquor license of Pal Joey's Bar on Lincoln Avenue and directs the

University administration to vigorously pursue accomplishment of that objective.

BE IT FURTHER RESOLVED, that the University administration is directed to renew its efforts of cooperation with the Youngstown Police Department and owners of bars in the immediate vicinity of the University to maintain an environment appropriate to the area.

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.

6. Public Services

Mr. McLaughlin stated that the Public Services Committee had no report.

7. Athletics Committee

Dr. Perry stated that the Athletics Committee had no report.

8. Executive Committee

Mrs Mackall stated that 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

Upon motion made by Dr. Geletka, seconded by Mr. Lyden, which carried the affirmative vote of each Trustee present, the Chairperson declared the following Resolution adopted:

YR 1991-49

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, June 14, 1991.

ITEM XI - EXECUTIVE SESSION

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

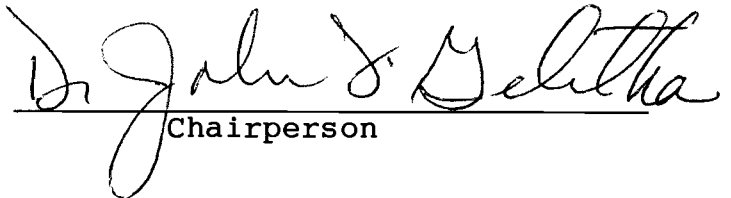
I move that the Board vote by roll call to hold an Executive Session for the purpose of considering matters involving employment of University personnel.

The Motion was seconded by Mr. Flask. Thereupon, the Chairperson requested the 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. Mackall	Yes	Mr. McLaughlin	Yes
Dr. Geletka	Yes	Mr. Flask	Yes
Dr. Perry	Yes	Mr. Lyden	Yes
Mr. O'Connell	Yes		

The Motion having carried unanimously, the Trustees then adjourned to Executive Session in the Manchester Room at 4:15 P.M. for approximately one-quarter hour. Accompanying the Trustees into Executive Session were the President, the Provost, and the Secretary to the Board.

Upon Motion made by Mrs. DeLuca, and seconded by Mr. Lyden, the meeting was duly adjourned at 4:30 P.M.


Chairperson

ATTEST:


Secretary to the Board of Trustees

YOUNGSTOWN STATE UNIVERSITY
RESOLUTION FOR NEW APPOINTMENTS AND PROMOTIONS
AS OF **March 22, 1991**

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Carolyn M. Anderson	Coordinator, Post-Secondary Enrollment Demonstration Laboratory	Student Services	12/03/90	\$14,423 (12-Month Base: \$25,000)	12	Externally Funded.
Jill B. McCullough	Instructor	Accounting and Finance	01/07/91	\$24,000	9	Temporary/Terminal.
Karl J. Penn	Assistant Coordinator of Activities	Student Activities	01/02/91	\$ 9,748 (12-Month Base: \$19,800)	12	
Thomas A. Finnerty, Jr.	Senior Project Manager	Center for Urban Studies	01/01/91	\$12,813 (12-Month Base: \$25,825)	12	
Betty K. Wade	Research Associate	Center for Urban Studies	01/07/91	\$ 3,750 (12-Month Base: \$25,000)	12	Externally Funded- Extension through 02/28/91.
James M. Kohut	Acting Assistant Dean	College of Applied Science and Technology	01/07/91	\$28,312 (12-Month Base: \$43,300)	12	Assignment through 08/31/91; Reverts to Faculty 09/15/91.
Richard M. Obertots	Instructor	Allied Health	04/01/91	\$ 7,333 (9-Month Base: \$26,000)	9	
Angela Curtis-Norman	Administrative Aide (Temporary)	Registrar's Office	02/01/91	\$ 5,573 (12-Month Base: \$23,000)	12	Extension of Temporary appointment until 04/30/91.
Howard W. Pullman	Professor	Educational Administration .6; Secondary Education .4	01/07/91	\$30,302 (9-Month Base: \$51,382)	9	Transfer from Accounting & Finance.

YOUNGSTOWN STATE UNIVERSITY
GIFT LIST
AS OF
MARCH 22, 1991

<u>CONTRIBUTOR</u>	<u>AM'T. AND/OR DESCRIPTION</u>	<u>PURPOSE OR RESTRICTION</u>
<u>ANNUAL FUND CAMPAIGN</u>		
Abbott Laboratories (James Schrode)	500	Undesignated/Matching Gift
Carl Alexoff	1	Undesignated
Anonymous	1	"
Mable Armour	25	"
Conrad & Virgilene Balazs	25	Undesignated/Matching Gift
Mary Baldine	10	Undesignated
Leona P. Barrow	1	"
Bret Bartosh	10	"
Mary J. Beaubien	100	"
Marcia J. Benko	20	"
Robert M. Birch	100	Undesignated/Matching Gift
Thomas A. Bodnovich	25	Undesignated
Eugene Bova	100	Undesignated/Matching Gift
Willard & Jacqueline Bowers	25	Undesignated
Samuel & Norma Bradlyn	25	Undesignated/Matching Gift
Matthew & Joan Brooks	10	Undesignated
Karen L.G. Brown	10	"
George & Amelia Campion	10	"
Dan Carnevale	100	Undesignated/Matching Gift
W. S. Chapman	15	Undesignated
Dr. & Mrs. Anthony G. Chila	500	"

ANNUAL FUND Cont'd.

Marian Christy	10	Undesignated
Kenneth Clark	50	"
Nicholas & Evelyn Coiro	10	"
James V. Cook	100	"
Dr. Margaret A. Crishal	100	"
Kenneth & Kathryn Cromley	100	"
Rev. Fats Cubellis	2	"
Cuna Mutual Insurance (Anthony Gates)	50	Undesignated/Matching Gift
Wallace L. Cunningham	50	Undesignated
Georgia E. Dann	25	"
Darrell L. Davis	100	Undesignated/Matching Gift
Patricia & Thomas Dawson	10	Undesignated
Dean Witter Reynolds, Inc. (Dan Carnevale)	100	Undesignated/Matching Gift
Sylvanus J. Devine	100	Undesignated
Michael & Joan Dillon	15	"
Harold L. Durkin	25	"
Paul I. Emch	100	"
Dinah Fedyna	50	"
Louise Newman Fenn	50	"
George L. Firth	50	"
Kenton L. Fourman	25	"
Denise A. Francazio	5	"
Raymond A. Fredrick	50	"
Anthony L. Gates	50	Undesignated/Matching Gift
Barry Giber	10	Undesignated
Christian Allan Gieseler	26	"

ANNUAL FUND Cont'd.

Wilma R. Gorman	20	Undesignated
Mr. & Mrs. J. E. Greaf	20	"
Jack A. Gruber	25	"
Kenneth Gustafson	20	"
Bernard Hamrock	25	"
William J. Hanlon, Jr.	25	"
Robert E. Hartsuff	75	"
William J. Helwig	40	Undesignated
Michael S. Herman	20	"
Robert A. Herman	10	"
Michael Hoza	20	"
J & L Specialty Products (Eugene S. Bova)	100	Undesignated/Matching Gift
William & Elizabeth Jacobs, Jr.	300	Undesignated
Mr. & Mrs. C. Gilbert James, Jr.	1,000	"
Philip & Kathleen Janecko	25	"
James & Margaret Jannes	50	"
Raymond Jaros	75	"
David M. Johns	50	"
David R. Jones, Jr.	10	"
Katherine Kartalis	50	"
Edward Kish	15	"
Jim Knezevich	25	"
Anne Kohut	50	Undesignated/Matching Gift
J. Bernard Kope	10	Undesignated
Robert Kovach	25	"
Shelly R. LaBerto	25	"

ANNUAL FUND Cont'd.

George E. Lancaster, Jr.	25	Undesignated
Alice Lipsick	5	"
Leonard & Shirley Loepp	25	"
Edward T. Luszcz	15	"
Steven D. Marino	50	"
Robert N. Martincic	20	"
McDonnell Douglas Foundation (Hsuchio Yeh)	150	Undesignated/Matching Gift
Bill McEvoy	25	Undesignated
David A. Mc Iltrot	10	"
Michigan Bell (William DeFrance)	100	Undesignated/Matching Gift
Michael J. Mijic	10	"
Laurie K. Mills	25	"
Leonard & Mary Monteleone	100	"
Edward J. Morgan	50	Undesignated/Matching Gift
T.J. Mrozek	20	Undesignated
John Murynski	10	"
F. John & Ida Naples	10	"
Leonard & Dolores Olson	25	"
William B. Orr	50	"
William Papalas	200	"
Anthony J. Parillo	25	"
Dr. Mary E. Patrinos	50	"
Fred Pisani	25	"
Jerry S. Pizzo	150	Undesignated/Matching Gift
Dr. John Popovec	500	Undesignated

ANNUAL FUND Cont'd.

Martha Jane Powers	25	Undesignated
Jim Quilty	50	"
Frank L. Quinn	25	"
K.C. Ray	50	"
L.R. Reichard	250	Undesignated/Matching Gift
Jack W. Ritter	100	Undesignated
Anthony Rossi	10	"
Brian Rowland	25	"
Frank W. Sachire	15	"
J. R. Santagata	100	"
Mary Sauer	10	"
Violet & Peter Savic	50	"
Frank L. Savich	50	"
David J. Sawayda	15	"
James & Kathy Schrode	500	Undesignated/Matching Gifts
Edwin L. Schwartz	50	Undesignated
Aurora M. Sebastiani	25	"
Joseph Segreti	50	Undesignated/Matching Gift
Martha Shuster	25	Undesignated
Anthony Siciliano	50	"
Laura Slovasky	10	"
Metrechia A. Soper	15	"
Kathryn Spillman	10	"
Vernon Stevens	25	"
David Tempesta	75	"
Barbara H. Tinkham	100	"

ANNUAL FUND Cont'd.

Mae D. Turner	25	Undesignated
Gail & Lawrence Urban	100	"
U.S. Can Company	1,000	"
Charles Vojnovich	10	"
Robert Webber	10	"
Patricia Weickenand	20	"
James & Kathleen Wittenauer	25	"
Arthur Wolfcale	10	"
Raymond E. Wylam	10	"
Betty J. Armbrust	20	Scholarships
Phyllis Oleksak Ashley	200	"
Janice Aubrey	10	\$5 Scholarships/\$5 Dana School of Music
George & Susan Bannon	15	Scholarships
Lawrence Baytos	300	Scholarships/Matching Gift
Beech Aircraft (Richard Griffiths)	50	Scholarships/Matching Gift
Richard & Mary Buchenic	100	Scholarships
Frank Burke	10	"
Sean Burke	150	"
William J. Campbell	1	"
Frank Caparso	10	"
Cecil & Helen Chambers	100	"
Clopay Corporation (Patricia McCombs)	50	Scholarships/Matching Gift
David J. Clovsky	25	Scholarships
Steve & Beth Condon	10	"

ANNUAL FUND Cont'd.

Connecticut Mutual Insurance Company (John Prelock)	50	Scholarships/Matching Gift
Crane Fund for Widows & Children	2,400	Scholarships
John Cuzic	1,000	\$500 Scholarships/\$500 Chemical Engineering
Mr. & Mrs. Neil J. DePascal, Jr.	25	Scholarships
Digital Equipment Corporation (Anne Kohut)	50	Scholarships/Matching Gift
Dr. Nino Di Iullo	1,000	\$500 Scholarships/\$500 Athletics
Eleanor M. Donnan	10	Scholarships
Robert & Mary Durick	50	"
Emerson Electric Company (James Holmes)	100	Scholarships/Matching Gift
Vivian Evans	150	"
William Fitzsimons	250	Scholarships
John T. Frank	25	"
Gerald G. Frederick	20	"
Robert V. Galbreath	250	Scholarships/Matching Gift
David C. Genaway	200	Scholarships
Silvia Glass	100	Scholarship/Matching Gift
Richard Griffiths	50	Scholarships/Matching Gift
Alice Wick Hall	200	Scholarships
Marilyn Infante	10	"
Joel H. Kay	15	"
John E. Keiser	90	Scholarships/Matching Gift
John R. Kijowski	25	Scholarships
Vilma Kolacz-Belanger	100	"
David L. Korb	20	"

ANNUAL FUND Cont'd.

Gilbert V. Lucarelli	20	Scholarships
Alfred S. Mangie	100	"
John J. McCann	30	"
Patricia J. McCombs	50	Scholarships/Matching Gift
James L. Metcalf	100	Scholarships
Loretta Morell	50	"
George E. Myers	250	\$100 Scholarships/\$100 Engineering/\$50 Alumni Association
Mary Lou Partridge	100	Scholarships
Stewart Paskalis	100	"
David & B.J. Pritchard	50	"
Pat Ranalli	50	"
Valerie A. Rausch	100	\$50 Scholarships/\$50 Residence Hall
Paul W. Rienenrth, Jr.	100	\$50 Scholarships/\$50 WYSU-FM
Atty. Bert Rigelhaupt	100	Scholarships
John E. Saluke	30	"
Molly Seals	10	"
Patricia & Sergio Segarra	25	"
Mr. & Mrs. August J. Selak	20	"
John & Viive Sontich	15	"
David Steib	100	Scholarships/Matching Gift
Roselynn A. Stoy	25	Scholarships
John G. Sylvester	500	"
Texas Instruments Foundation (David Steib)	100	Scholarships/ Matching Gift
Mark E. Thomas	4	Scholarships

ANNUAL FUND Cont'd.

Stewart Wagner	50	Scholarships
Elizabeth & Robert Ward	25	"
Robert G. Helwig	40	Arts & Sciences
Sharon Schulz Meinzer	25	"
Alida V. Merlo	15	"
Gerald S. Sevachko, M.D.	50	"
Anthony & Gloria Stocks	400	"
Dr. & Mrs. Bernard Yozwiak	500	"
Gary L. Aleman	20	School of Business
George A. Baker	25	"
Robert Becki	25	School of Business/ Matching Gift
Russell P. Campbell	25	School of Business
Thomas L. Davis	20	"
Elizabeth Cushwa Dunn	102	"
Teresa E. Frantz	100	School of Business/ Matching Gift
Matthew Leskovec	10	School of Business
Joan Dascenzo Mock	100	"
Ken Montgomery	20	"
Gary O'Hare	100	"
Daniel J. Pissini	25	"
Dean E. Robb	25	"
John S. Santisi	100	"
Sara Lee Foundation (Robert Becki)	50	School of Business/ Matching Gift
Mr. & Mrs. F. William Scragg	100	School of Business

ANNUAL FUND Cont'd.

C. Louise Sellaro	100	School of Business
James W. Trepicone	10	"
Carol Wainio	10	"
Robert J. Wolanin	25	"
Paul & Nancy Wozniak	50	"
Thomas J. Belle	125	CAST
Debra A. Bryant	15	School of Education
Michael Braund	100	\$50-School of Education/ \$50-School of Engineering
Chester Fetet	20	School of Education
Mary-Eloise T. Friedman	10	"
John J. Hosoi	25	"
Martin & Mary Jo Joyce	50	School of Education/ Matching Gift
Mary Jane Lewis	10	School of Education
William T. & Virginia Martin	1,000	School of Education/ Matching Gift
Karen A. Novotny	20	School of Education
Carolyn M. Price	25	"
Alfred & Joann Raghanti	10	"
Mr. & Mrs. Guy Stevens	200	"
Joseph A. Valle	100	"
Dennis Wingard	10	"
ACME Cleveland Foundation (Thomas C. Paden)	200	School of Engineering/ Matching Gift
Robert G. Christmas	25	School of Engineering
Adam Costarella	100	"
R.T. DeHoff	100	"

ANNUAL FUND Cont'd.

James H. Donegan	50	School of Engineering
Keith Eichhorn	100	"
Robert A. Frantz, Jr.	25	"
Ronald E. Garback	10	School of Engineering
Stephen Goch	20	School of Engineering/ Matching Gift
Ali H. Gokmen	200	School of Engineering/ Matching Gift
William H. Heintzelman	100	School of Engineering
William J. Kolosi	25	"
Bennett W. Kunicki	25	"
Samuel Marzullo	25	"
Richard C. Mayoras, Jr.	20	"
Tom Paden	200	School of Engineering/ Matching Gift
Mark Allen Scheel	25	School of Engineering
Dr. George E. Sutton	100	"
David C. Vanaman	100	"
Thomas G. Van Wert	1	"
Thomas M. Vojtko	100	School of Engineering/ Matching Gift
Andrew Voytik	15	School of Engineering
Kazmer Yarcher, Jr.	25	"
Thomas S. Novak	50	Chemical Engineering/ Matching Gift
Ronald A. Sines	20	Civil Engineering
Andrew J. Eckhardt	25	Electrical Engineering
Dennis Foreman	20	Electrical Engineering/ Matching Gift

ANNUAL FUND Cont'd.

Mark A. Tirpack	10	Electrical Engineering
Larry L. Fobes	25	Mechanical Engineering/ Matching Gift
Chal & Carol Creese	20	Material Science
Gay S. Birnbaum	50	Graduate School
Ron Williamson	25	\$12.50 Graduate School/ \$12.50 Scholarships
Joe & Mary Lou Rongone	10	Dana School of Music
Melinda Cairey Gonano	20	Fine & Performing Arts
David & Laura Boich	75	\$25 Alumni Association/ \$25 Football/\$25 Residence Hall
Allen J. Ehas	25	Alumni Association
Equitable Foundation (Eugene E. Rossi)	200	Alumni Association/ Matching Gift
Bruce A. Fournier	20	Alumni Association
Beryl & M.R. Johnson	10	"
Barbara B. Kuhn	25	"
Judge John J. Leskovyansky	100	"
Kathleen T. Mc Guire	25	"
Robert Popovec	25	Alumni Association/ Matching Gift
Thomas R. Rogers	25	Alumni Association
Charles H. Romig	25	"
Eugene E. Rossi	200	Alumni Association/ Matching Gift
Star Enterprise (Robert Popovec)	50	Alumni Association/ Matching Gift
Janet Stoops	15	Alumni Association
James E. Teubner	50	"
Dr. James J. Tisone	50	"

ANNUAL FUND Cont'd.

Norma Trubiano	100	Alumni Association
Mr. & Mrs. Robert Vansuch	10	"
Joseph A. Zitnik	50	Alumni Association/ Matching Gift
John L. Asimakopoulos	25	WYSU-FM
Carlo A. Ciccone	10	"
David R. Fuller	15	"
Mr. & Mrs. Myron B. Groves	100	"
Elayne S. Kleif	10	"
Edmund & Patricia Kobus	25	"
George Letchworth	100	\$50 WYSU-FM/\$50 Counseling & Health Services
Sandra L. Mokros	25	WYSU-FM
W. Terry Patrick	25	"
William A. Snyder	20	"
Peter Von Ostwalden	25	"
Robert I. Zedaker	50	"
George J. Glaros, Jr.	150	\$75 Intercollegiate Athletics/\$75 Maag Library/Matching Gift
Albert & Colleen Marchionda	20	Intercollegiate Athletics
Diane G. Reinke	15	"
Thomas & Sue Ruban	50	"
Thomas & Janet Mc Hugh	25	Residence Hall
William R. Powell	500	"
Anne K. Christman	25,000	Dining Commons
The William H. Kilcawley Charitable Fund	25,250	"
Arnold D. Stambaugh Trust	2,182	"

ANNUAL FUND Cont'd.

Walter E. & Caroline H. Watson Foundation	5,000	Dining Commons
Jacquelyn W. Brauninger	1,000	President's Discretionary Fund
Mr. & Mrs. Jack C. Harris	100	"
Alfred & JoAnn Raghanti	25	George Wilcox Fund
Jeffrey J. Burdge	1,000	Betty Connors Fund/ Matching Gifts
Dauphin Deposit Bank (Jeffrey J. Burdge)	1,000	Betty Connors Fund/ Matching Gift
Harsco Corporation (Jeffrey J. Burdge)	1,000	Betty Connors Fund/ Matching Gift
Pennsylvania Power & Light Company (Jeffrey J. Burdge)	1,000	Betty Connors Fund/ Matching Gift
J. Ford Crandall Foundation	22,500	J. Ford Crandall Fund
Daryl L. Hatch	100	Deloitte & Touche Scholarship/Matching Gift
Ilajeon Feldmiller	1,000	I. Feldmiller Scholarship
Hugh R. Jones	500	Albert L. Jones Memorial Fund/Matching Gift
Virginia R. Kling	100	Robert Kling Scholarship
Nicholas & Martha Paraska	100	Nicholas Paraska Scholarship
Mr. & Mrs Andrew Bayowski, III	50	Carol Gay Memorial Fund
Alexander & Kathleen Esseniya	100	"
Thomas Gay	500	"
Dr. Harold Segall	25,000	\$15,000 Carol Gay/ \$10,000 Candace Gay Memorial Fund
Dr. & Mrs. Stephen Sniderman	25	Carol Gay Memorial Fund
Susan Dene Jacobson	50	Candace Gay Memorial Fund

ANNUAL FUND Cont'd.

Dr. Harold Segall	200	Sister Jean Gillespie Fund
Era Beaty	25	Gary Green Award
Agnes Groleau	25	"
Mr. & Mrs. M.R. Work	10	"
Sanray Corporation	10,000	Sandilini Scholarship
Dr. & Mrs. George D. Beelen	25	Morris & Sophie Slavin Fund
Mary Belloto	30	"
Dr. & Mrs. Leslie Domonkos	30	"
Mr. & Mrs. Nathan Gould	100	"
Ronald Gould	25	"
Dr. & Mrs. Stephen Hanzely	25	"
Mr. & Mrs. James Henke	25	"
Mr. & Mrs. Edward H. Newby	25	"
Mr. & Mrs. Stanley B. Smith	50	"
Mr. & Mrs. C. Alan Stephan	30	"
Dr. Milton M. Yarmy	10	"
Julia Spitzer Memorial Fund	1,491	Julia Spitzer Scholarship
The Vindicator	500	Vindicator Award
Barbara Brothers/Lawrence Haims	500	\$275-English Department \$100-English Festival \$25-Morris Slavin Fund \$100-WYSU-FM-In memory of John Bingham
Dr. Adam Costarella	400	Set up fund in EMT Dept.
Dr. Craig Soltis	400	"
Dr. John Tofuri	400	"
Dr. Dale L. Kile	400	"
Dr. Steven Frank	400	"
Dr. James T. Amsterdam	400	"

ANNUAL FUND Cont'd.

Dr. Anita Ziemak	400	Set up fund in EMT Dept.
Eric Wingler	50	Math Department
Alan Szabo	5	Anthropology
Margaret J. Voytilla	100	Computer Technology/ Matching Gift
Commercial Intertech (Margaret Voytilla)	100	Computer Technology/ Matching Gift
Michael E. Bestic	50	Chemistry
BF Goodrich	41	Chemistry in honor of George H. Young
Linda Yore	25	Nursing
Patricia T. Fisher	100	Counseling/Matching Gift
Mr. & Mrs. D. Bensinger	25	Accounting
Michael J. Marrie	500	Accounting/Matching Gift
Vernon L. Stevens	25	Engineering Tech.
James Dale	200	Philosophy & Religious Studies
Judi Cicatiello	20	Political Science
Linda E. Cohen	25	Health & Physical Ed.
John Greenman	100	Minority Student Services/ Matching Gift
Knight Ridder, Inc. (John Greenman)	100	Minority Student Services/ Matching Gift
Walter E. Watson Trust	2,000	Watson Merit Awards
American Association of University Women	50	Women's Resource Center
The Marie P. DeBartolo Foundation	25,000	Athletic Drug Testing Program
The East Ohio Gas Company	6,000	\$5,200 - Women of The Calabash Performance reception

ANNUAL FUND Cont'd.

YSU Foundation (USE Fund)	\$ 1,000	University Theatre for production of <u>Seascape</u>
YSU Foundation (USE Fund)	500	To assist H&PE student to completing a Fitness Mgt. Internship at Ketchum YMCA in Los Angeles

**TOTAL ANNUAL FUND CAMPAIGN
CASH CONTRIBUTIONS** \$ 185,428

NON-CASH CONTRIBUTIONS

Dr. Suman K. Mishr	Spectroscopy Equipment \$25,900	Biology
Farmers National Bank of Canfield	5/Fiche Reader \$ 250	Bookstore

**TOTAL ANNUAL FUND CAMPAIGN
NON-CASH CONTRIBUTIONS** \$ 26,150

Pledges

Dr. Bernadette Angle	100	School of Education
Jane Furgas	100	Scholarships
Daniel Grieco, Jr.	100	School of Engineering
Mr. & Mrs. Thomas Palumbo	150	\$50-WYSU-FM \$100-Dining Commons
Mr. & Mrs. Philip A. Snyder	250	Intercollegiate Athletics

**TOTAL ANNUAL FUND
CAMPAIGN PLEDGES** \$ 700

**TOTAL ANNUAL FUND
CASH CONTRIBUTIONS,
NON-CASH CONTRIBUTIONS,
AND PLEDGES** \$ 212,278

WYSU-FM CONTRIBUTIONS

Virginia Hare	100	Peter Baldino	100
Paul Farwell	30	Mr. & Mrs. John Moyer	100
Mr. & Mrs. James Pazol	50	Mr. & Mrs. Jim Stone	30
Robert Van Nuys	60	Barbara Swanson	52
Mr. & Mrs. Rudy Vazimina	30	Ariel J. Barbisan	15
Irwin Cohen	30	Mr. & Mrs. Donald French	100
Lois Hopkins	100	John Hulber	15
Marian Brown	50	Joanne Caputo	50
Mr. & Mrs. Charles Gebelein	30	Harriet S. Marsh	30
Jill Rock	15	Robert Stahl	30
Sr. Dolores Staudt	30	Esther Szakach	40
Ms. Bobbi Taylor	30	Dr. Verena Botzenhart-Viehe	30
Arlene Wright	100	Anna Marie Ragghanti	10
Mary Lou Quisenberry	50	Robert M. Davison, III	15
Sally Golaske	25	Mr. & Mrs. Arthur Horvath	30
Robert Keso	30	Fred Kopp	30
Mary Krautter	52	W.J. Lomax, Jr., C.P.A.	20
Charles A. Long	25	Olga A. Maruskin	30
Anne Palik	25	Teri Riley	75
Harold Zealley	50	Mr. & Mrs. Alexander Bobersky	50
Jean Engle	25	Donald P. Flink	55.45
Michael Furillo	30	Kathy Kibler	30
Mr. & Mrs. Joseph Mansky	20	Mr. & Mrs. Werner Schultz	60
John Stubbles	50	Anthony Yereb	15
Mr. & Mrs. Bill Abell	52	Mr. & Mrs. Charles Carl	50
Dr. & Mrs. Oscar Darling	30	Dan Levine	35

Mary Reed	5	Tim Van Dyke	20
Mr. & Mrs. Marcus Witte	30	Rev. Donald Alber	30
M & M Greenhouses	150	Diane & Gary Keller	50
Steve Klein	30	Linda Nehls	100
Sue Olson	15	Thomas W. Pfahles	30
Rev. James E. Ray	75	Mercedes A. Golonko	10
Robert Katula	50	Mary E. Patton	30
Edward Suit	75	Karen & Steve Chikosky	25
Robert Allen Coe	500	Alice Cooper	5
Helen Dickman	20	Mr. & Mrs. Ludwig Deppisch	50
Andrew Kozusko	30	Mr. & Mrs. Irwin Marks	25
Adelaide Szabo	30	David Wardale	75
Mr. & Mrs. Earl Williams	15	Rod MacDonald	100
Mr. & Mrs. Wilbur Dawson	100	Gary Englehart	30
Juanita Gillis	100	Theodore Grauel, Jr., M.D.	75
Wade Raridon	100	Pat Litowitz	20
Jeff McBride	10	Shirley Bartlett	40
William R. Buckler	20	Jacqueline M. Bibo	30
Gary & Susan Blöse	10	Mr. & Mrs. Herman Carach	30
George Masters Printing	100	Michael & Wendy Crist	52
David Frew	40	Erick M. Gonano	30
Evelyn Halpern	15	Ardith E. Henderson	5
Alice T. Hill	30	Mr. & Mrs. Kermit Johns	25
Raymond Johnson	20	Cynthia Koehler	20
Terri L. Madej	30	John W. Manhollan	50
Daniel W. McCauley	30	C. Allen Pierce	50
Tom & Pat Seckler	50	Ronald V. Shaklee	80

Dr. Roger Shoup	50	Carolyn S. Steglich	50
Rev. & Mrs. Arthur Swinehart	15	Jane Vangalen	50
Sonja J. Wagner	7	Samuel H. White	50
Cary F. Yelin	50	Nick Manolukas	100
W. R. Midgley	100	Eleanor E. Jones	50
Jack Rispoli	15	Pam Sacui	60
Jerry & Josette Snellen	30	Dr. & Mrs. Anthony Stocks	50
Otis Gordon	10	Rose R. Banks	15
Lowell & Ellen Satre	50	William & Gloria Slocum	100
Nancy L. Gibson	25	Hyman Kritzer	50
Harvey Litowitz	50	Walter Saare	25
Stephen & Karen Chikosky	25	Robert R. Costa	30
Leonard J. Rosenberg Agency	15	Helen Salata	35
Homer L. Shaw	30	Anna Jean Cushwa	100
Alice Cooper	5	Art Ondich	30
Glorianne Leck	100	Peace Council of Youngstown	100
Mr. & Mrs. Charles Carl	50	William & Gretchen Hrusovsky	10
Lucille Turner	30	Shirley Bartlett	40
Jane Butterworth	20	Clinton E. Foster	100
Carl Heeschen	60	Randall C. Jones	15
Alexandra Van Such	100	Mr. & Mrs. David Sabine	25
Margaret McDowell Walker	50	Marguerite Holz	10
Robert E. Michael	15	Eugenia E. Pierce	200
J.A. Anderson	250	Rocky Bernard	30
Druco Products	30	Everett Bostrom	30
Ardith E. Henderson	5	Donald J. Metzger	100
Charles B. Cushwa, III	50	Bill Hively	50

Mr. & Mrs. Paul Knights	50	Fr. William Loveless	100
George Wilkinson	50	George Bernadich	30
Helen & Walter Bender Memorial Fund	500	Phyllis Buck	30
David D'Amore	50	Dr. & Mrs. W.B. Franklin	100
Fran Greenberg	100	Andrew Hohos	50
Phil Kilpatrick	30	Joseph B. Kope	30
Patrick McLeod	50	Dr. Irvine Milheim	120
Nina R. Nastasy	15	Herbert Pridham	100
Edward Riennerth	100	Dr. Costas Sarantopoulos	100
Dr. V.K. Sethi	100	Barbara Sobota	35
Margaret Starbuck	75	Ronald Tabak	50
Taylor Winfield Foundation	100	Mr. John Wendle	100
William Benedikt	30	Mrs. Eileen Blaney	100
Mr. & Mrs. Gregory J. Deniro	50	Dr. & Mrs. Emil Dickstein	30
Dr. Ron Gracilla	50	Frank Krygowski	20
Katherine Peffer	100	Elizabeth Pierce	30
Mr. & Mrs. Dan Scudier	75	Dr. Harold Segall	100
Mr. & Mrs. Robert Simen	35	Matthew A. Stefanak	30
Mr. & Mrs. Robert D. Summers	30	John M. Penman	50
Richard D. Speicher	60	Dr. & Mrs. David Sweetkind	50
Dr. & Mrs. William Bunn	150	Mr. & Mrs. William Farragher	100
Martin Francis	30	Doug James	10
Dr. Fred Koknat	50	Eugene E. Larsick	50
Edward Mc Mahon	100	Melanie Philbrick	50
David Watson	30	The Ralph Kroehle Foundation	750
Archer Marketing & Communications	121	Lawrence Baghorst	5

Art Bair	60	Susan Brenneis	20
John Coffey	15	Mr. & Mrs. Richard Cornelison	50
Joseph Evans	30	Colleen McGarry	50
Victoria Reto	100	Juan A. Ruiz, M.D.	50
Nancie Shillington	30	Frederick Switzer	52
Norman Wine	50	Matthew G. Brown, M.D.	50
Michael Halliday	100	Ann Isacco	30
Winifred Ja Quay	20	Roy Passarelli	100
John Polanski	30	John L. Sharrer	15
Poland Concrete Products	50	Maryellen Greenlund	30
Dr. & Mrs. David Sweetkind	50	Norma Hazelbaker, M.D.	50
Mrs. Robert Hutton	30	Raymond Reedy	50
International Center for Peace and the Arts	50	Maryanne Seman	50
Scott Wilhelm	20	Dorothy Clark	15
Jean & Perce Kelty	50	Sonja Stambaugh	30
Susan Dicken	30	William Flynn	100
Dan O'Neil & Paula Pratt	50	Susan Reagan	30
Douglas Shasby (Matching Gift)	60	Pete Milliken	50
William J. Pomidor	100	Richard Dodson	10
Mary Klein	30	Chris Leeper	30
Pam Sacui	60	Atty. Charles Wern	100
Janet Williams	30	Joan Hall	25
Ardith Henderson	5	Dorothy Mettler	50
Mrs. Ivan Rymes	50	Raymond Johnson	20
Alexander C. Bires, Jr.	15	Pat Campbell	30
Nicholas G. Hannison	15	Rosemary Hodos	50

David & Ellen Robinson	40	Jerome K. Stephens	30
James & Eileen Bodendorfer	15	Judson Martt	100
Robert H. Donahugh	100	Dr. & Mrs. Thomas Touris	130
Ron & Judy Volpe (Matching Gift)	100	John Mancino	15
<u>TOTAL WYSU-FM CASH CONTRIBUTIONS</u>		<u>\$ 14,873.45</u>	

WYSU-FM NON-CASH CONTRIBUTIONS

Robert W. Peterson	50.59	2-CD's and 11-cassettes
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TOTAL WYSU-FM NON-CASH CONTRIBUTIONS **\$ 50.59**

WYSU-FM UNDERWRITING

Speed of Sound	318	Reciprocal Agreement- Underwriting Credits in exchange for advertising
The Moonraker Restaurant	1,300	
Coe Farms	3,120	Marketplace
Speed of Sound	318	Reciprocal Agreement
Speed of Sound	1,590	Reciprocal Agreement
Ernst & Young CPA's	500	
Manchester, Bennett, Powers & Ullman	312	
Manchester, Bennett, Powers & Ullman	312	
Smith & Company Jewelers	1,560	
The Youngstown Opera Guild	300	
Mahoning Valley - General Motors Public Affairs Committee	5,000	
Whitmer-Smith	260	
<u>TOTAL WYSU-FM UNDERWRITING</u>	<u>\$ 14,890</u>	

GRANTS AND CONTRACTS

<u>Department</u>	<u>Funding Source</u>	<u>Award</u>	<u>Match</u>	<u>Total</u>
Allied Health	MSAHEN-AHEC	\$ 13,650	\$4,362	\$ 18,012
Admissions	MSAHEN-AHEC	3,100		3,100
Nursing	MSAHEN-AHEC-NEOUCOM	8,272	2,690	10,962
Cushwa Center	Ohio Dept. of Dev.	50,000		50,000
Black Studies	Yo. Vindicator	1,350	1,350	2,700
Urban Studies	Third Ward Community Improvement Corp. of Ohio	3,930		3,930
Urban Studies	No. Ohio Chapter of the Golf Course Superintendents Assn. of America	3,217		3,217
Black Studies	Community Correction Assn./Mah. Cty. Mental Health Board	2,250		2,250
Black Studies	East Ohio Gas Co.	6,000		6,000
Urban Studies	Mah. Cty. Council on Aging	4,063		4,063
Human Services	Trumbull County Community Corr.	683		683
Human Services	Youngstown YWCA	854	282	1,136
Black Studies	Black Nurses Assn.	750		750
Total		<u>\$98,119</u>	<u>\$8,684</u>	<u>\$106,803</u>

RECAP

ANNUAL FUND

Cash	\$185,428
Noncash	26,150
Pledges	<u>700</u>

Total \$212,278

WYSU-FM

Cash	\$ 14,873
Noncash	51
Underwriting	<u>14,890</u>

Total 29,814

GRANTS & CONTRACTS

98,119

TOTAL GIFTS GRANTS & CONTRACTS

\$340,211

YOUNGSTOWN STATE UNIVERSITY
GIFT LIST
AS OF MARCH 22, 1991

ERRATA

On page 4, add:

Virginia Ladig	\$ 50	Undesignated/ Matching Gift
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On page 16, delete:

The East Ohio Gas Co.	\$ 6,000	(This is reported under Grants & Contracts.)
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Section 6. Vacations

Full-time Professional/Administrative staff on 12-month contracts are entitled to twenty-two (22) working days of paid vacation each fiscal year. Full-time staff on annual contracts for less than 12 months shall receive vacation on a prorated basis, derived from the formula for 12-month staff. Individuals whose employment by the University begins or ends during a given fiscal year shall receive a prorated amount of vacation during the fraction of the fiscal year employed. Vacation may not be accrued beyond a maximum of thirty-eight (38) days. Vacation accrual begins on the effective date of full-time appointment, contingent upon successful completion of three months full-time service. Vacation may not be taken until the staff member has completed three months of full-time service.

Academic department chairpersons, serving on 9.5-month appointments, are entitled to 15 days time off each year; this time off may not be carried forward to a subsequent appointment or converted to cash payment. Unclassified administrative personnel whose appointments are funded by external sources are entitled to vacation as provided by the Board's policy on "Externally Funded Personnel Contracts."

All vacations and time off shall be scheduled at a time or times mutually convenient to the individual and the University. Written approval from the administrative superior must be obtained and submitted for record-keeping purposes to the Executive Director of Personnel Services prior to going on vacation. Accrued vacation ~~must~~ MAY be taken prior to the effective date of separation, OR A CASH PAYMENT MADE FOR VACATION ACCRUED THROUGH THE LAST DAY OF WORK.

Section 2. Rules for Assessing Tuition and Fees

- 2.4 It is the policy of the University to provide remission of instructional fees to its employees and their eligible dependents. THIS BENEFIT EXTENDS TO EMPLOYEES WHO HAVE BEEN CALLED INVOLUNTARILY TO ACTIVE MILITARY DUTY THAT EXTENDS BEYOND 31 DAYS IN ANY ONE CALENDAR YEAR. For employees who are members of a collective bargaining unit which is represented in formal negotiations by a collective bargaining agent, the policy of the Board of Trustees regarding instruction fee remission shall be incorporated in the collective bargaining agreement in effect between the bargaining agent and the University. For employees who are not members of a collective bargaining unit, the following policy shall apply.

UNIT 7: TRAVEL REGULATIONS

SECTION 7.1 - INTENT

These regulations govern travel by YSU faculty and staff which is reimbursed by the University in whole or in part. The regulations are not applicable to students traveling as participants in a University activity, to candidates for employment, nor to other non-employees traveling as a result of some contractual arrangement. Questions which arise concerning the intent of these regulations shall be resolved by the Executive Director of Finance.

SECTION 7.2 - PRIOR APPROVAL OF TRAVEL

All travel must be approved before the trip is taken by the President or the President's designee. Each year the list of President's designees shall appear in the operating budget document. If the designee is absent from campus for an extended period of time, the authority to process travel requests transfers to the designee's administrative superior.

SECTION 7.3 - REIMBURSEMENT OF TRAVEL EXPENSE

Travel for the professional improvement of an individual employee will be reimbursed at the percentage of total expense or a total dollar amount agreed to prior to the fact by the employee, the administrator responsible for the travel account, and the President's designee. Travel for official business shall be reimbursed in conformity with these regulations.

SECTION 7.4 - SPECIAL ITEMS OF CONSIDERATION

- 7.4.1 Work assignment.** The immediate work of the University must continue despite the absence of a faculty or staff member on travel status. The cognizant academic department chairperson and dean must approve in writing substitute instruction arrangements in advance, and such approval shall be attached to the travel voucher.
- 7.4.2 Outside travel regulations.** Travel financed by 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 shall be noted on the travel voucher and a copy of the regulations must be on file in Accounts Payable.
- 7.4.3 Private and chartered aircraft.** Travel by private aircraft is not approved. Travel by chartered aircraft must be approved in advance by the Executive Director of Budget and Institutional Services and insurance coverage verified.
- 7.4.4 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.

SECTION 7.5 - PROCEDURES

- 7.5.1 Required signatures.** A travel voucher must be completed and signed by the traveler, the department head or chairperson, the person with signature authority for the account to be charged, and submitted to the President's designee 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 such persons. Only one traveler may be accounted for on each travel voucher.
- 7.5.2 Pre-audit review.** The President's designee will send the travel voucher to the travel clerk in Accounts Payable for compliance review. If found not to comply, the voucher will be adjusted, the applicable regulation section noted, encumbered by the Budget Office and returned to the traveler. If the traveler disagrees with the changes, a written appeal may be directed to the President's designee who will, if in agreement, forward it to the Executive Director of Finance. A travel voucher will not be rejected by the travel clerk due to computation errors; it will be corrected and processed. If budgeted money is unavailable, the voucher will be held by expenditure control and a deficit notice sent to the signature authority. When the deficit is corrected, the voucher will be encumbered and returned to the travel clerk for disposition.
- 7.5.3 Insurance protection.** A University employee traveling on University business without reimbursement shall process a travel voucher to obtain approval of the President's designee for insurance purposes. The statement "Insurance Purposes Only" should be noted on the voucher and copies of the voucher distributed by the travel clerk.
- 7.5.4 Completed trip.** Within seven days after return, all copies of the travel voucher should be completed and signed by the traveler and the account signature authority and sent to Accounts Payable. If advance money covered all expenses or no reimbursement is claimed, the voucher must still be processed.
- 7.5.6 Post-audit.** The travel clerk in Accounts Payable will post-audit the travel voucher for compliance with these regulations. The voucher will be returned to the traveler for correction or written explanation if found not in compliance; however, errors of computation will be corrected without returning the voucher. If the traveler disagrees with the review finding, a written explanation can be submitted through the President's designee to the Executive Director of Finance for final disposition.
- 7.5.7 Reimbursement.** Within ten days from the filing of an uncontested travel voucher the reimbursement check will be sent to the traveler through campus mail.

SECTION 7.6 - TRANSPORTATION EXPENSES

- 7.6.1 University vehicle.** YSU motor pool vehicles are to be used only for official University business. Passenger cars will be charged at the rate authorized for privately owned automobiles and rates for other vehicles will be set by the Executive Director of Facilities. Passengers in a University vehicle are limited to University employees and other persons on official University business. No other persons are permitted, including family members, hitchhikers, or casual riders.
- 7.6.2 Private vehicle.** The use of a private automobile is authorized when the owner has liability insurance which complies with ORC 4509.51 (insurance of \$12,500 per person, \$25,000 per incident, and \$7,500 property damage). Signature of the traveler on the travel voucher is considered certification that he/she has the required insurance. The reimbursement rate is 26¢ per mile. AAA mileage or odometer reading consistent with AAA mileage shall be accepted; however, the Executive Director of Athletics will determine the reasonableness of mileage incurred while recruiting student athletes. Travel that does not originate from the University must be noted on the voucher.
- 7.6.3 Private vehicle use in lieu of airfare.** If a private automobile is used for travel the reimbursement will be the lesser of: (1) the actual mileage plus tolls and parking; or (2) tourist-rate airfare plus \$30, assumed to be the total transportation cost to and from all airports. A cost analysis showing the comparison between the driving costs (including mileage, tolls, meals, and lodging) and air transport costs (including airfare, mileage, meals and lodging) must be submitted on the travel voucher. No more time should be spent on travel status than is necessary and reasonable.
- 7.6.4 Rental cars.** The use of rental cars is prohibited except when it can be justified during pre-audit to be the most viable and economical method. Reimbursement is limited to the cost of approved travel time. The President's Designee and the Executive Director of Finance must approve reimbursement for rental cars without prior approval.
- 7.6.5 Transportation to airport and parking.** When airline transportation is used, reimbursement for mileage to and from the airport will be either (1) one round trip plus tolls and parking or (2) two round trips plus tolls. Parking discounts should be used whenever available. If the airline schedule requires, necessary meals and lodging will be paid for the day before the conference starts and the day after the conference ends; however, no more time should be spent on travel status than necessary.
- 7.6.6 Airline ticket.** The passenger's copy of the airline ticket must be attached to the travel voucher when claiming reimbursement.
- 7.6.7 Supersaver or other discount fares.** Use of supersaver or other discount fares is encouraged and expected to be utilized. If additional travel days are required to comply with supersaver regulations, a cost comparison must be submitted with the travel voucher. If the University realizes a savings, the additional travel status days will be approved.

SECTION 7.7 - MEALS AND LODGING

- 7.7.1 Meal reimbursement.** Reimbursement for meals is authorized as follows:
- A. \$5 for breakfast if departure is 7:00 a.m. or prior or return to campus or home is 10:00 a.m. or later.
 - B. \$6 for lunch if departure is 11:30 a.m. or prior or return to campus or home is 1:30 p.m. or later.
 - C. \$15 for dinner if departure is 5:00 p.m. or prior or return to campus or home is 7:00 p.m. or later.
- 7.7.2 Conference meals.** Meal expense reimbursement in excess of the above amounts is authorized if the meal is an integral part of the conference. Meals which are included in the conference fee will not be separately reimbursed.
- 7.7.3 Meal receipts.** Receipts for meals are not required except conference meals in excess of the amounts noted in 7.7.1.
- 7.7.4 In-state lodging.** A traveler in state will be reimbursed up to \$70 per night, including tax, for a single room. When two authorized travelers share a double room, one-half of the double room rate up to \$70 per night per person, including tax, will be reimbursed each traveler. An itemized receipt must be submitted.
- 7.7.5 Out-of-state lodging.** A traveler out of Ohio will be reimbursed the actual single room rate including tax. When two authorized travelers share a double room, each traveler will be reimbursed one-half the double room rate including tax. An itemized receipt must be submitted.
- 7.7.6 Telephone charge.** Reimbursement will be made for telephone calls concerning University business detailed on the lodging receipt or for telephone charges imposed on all lodgers and identified on the lodging receipt.
- 7.7.7 Lodging in private dwelling.** Reimbursement for lodging in non-commercial private dwellings is authorized up to \$30 per night. A receipt issued/signed by the owner of the private dwelling must be submitted.
- 7.7.8 Gratuities, entertainment, and alcoholic beverages.** No reimbursement shall be made as a travel expense for gratuities, entertainment, nor alcoholic beverages.

SECTION 7.8 - CONFERENCE FEES

A receipt must be provided for conference fees paid directly by the traveler. A copy of the cancelled YSU check will be used as a receipt for conference fees paid directly by the University.

SECTION 7.9 - MISCELLANEOUS EXPENSE

Reasonable expenses directly related to approved travel will be reimbursed and should be itemized on the travel voucher. Any single expense in excess of \$5 should be supported by a receipt except actual and reasonable taxi, limousine, ferry, subway or local mass transit expense does not require a receipt.

SECTION 7.10 - TRAVEL ADVANCES

A travel advance may be secured to cover the actual cost of airfare, payable to the airline or authorized travel agent. A traveler is not authorized to charge airfare in the name of the University. An advance may also be secured for conference fees in excess of \$50, payable to the vendor. Such advances may be requested on the travel voucher accompanied by a completed registration form or invoice that includes the address and mailing instruction for the checks. Allow three working days after encumbrance for check preparation.

SECTION 7.11 - CANCELLATION

If an approved trip is cancelled, the voucher must be returned to accounts payable immediately. If an advance has been paid, the traveler is responsible for securing a refund. The traveler should send refund checks to the Bursar for deposit to the account charged and the deposit receipt attached to the travel voucher when it is returned to accounts payable.

SEE THE MARCH 7, 1991 STUDENT SERVICES COMMITTEE
AGENDA AT TAB 1B FOR THE CODE

MEMORANDUM OF TRANSMITTAL

TO: MEMBERS OF THE BOARD OF TRUSTEES OF YOUNGSTOWN STATE
UNIVERSITY AND DR. NEIL D. HUMPHREY, PRESIDENT

FROM: FRANKLIN S. BENNETT, JR., SECRETARY TO THE BOARD

DATE: MAY 28, 1991

RE: MINUTES OF MEETINGS

- A. BUDGET AND FINANCE COMMITTEE - MARCH 21, 1991;
- B. REGULAR MEETING OF THE BOARD OF TRUSTEES -
MARCH 22, 1991;
- C. PERSONNEL RELATIONS COMMITTEE - APRIL 8, 1991;
- D. BUILDING AND PROPERTY COMMITTEE - APRIL 18,
1991;

Enclosed are draft Minutes for the above-described meetings of the Board and its Committees. Please review these Minutes noting any questions or corrections you might have. Please contact the Secretary with any corrections to these Minutes.



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

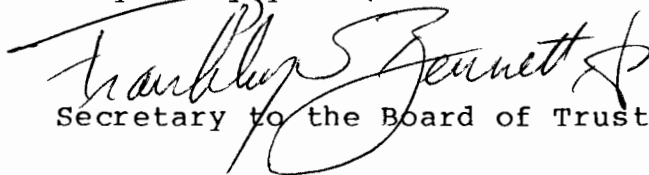
May 24, 1991

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise that the next regular meeting of the Board of Trustees will be held at 3:00 P.M. on Friday, June 14, 1991 in the Board room in Tod Administration Building.

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

Very truly yours,



Secretary to the Board of Trustees

FBJ;jlc

Copies of the above notice were mailed on May 24, 1991 to each of the nine Trustees and to the President, as listed on the reverse side of this page, and a copy was also mailed on this date to each of the six others listed on the reverse side of this page.



Secretary to the Board of Trustees

TRUSTEES AND THE PRESIDENT

Mrs. Elizabeth C. DeLuca
2968 Heatherbrae Drive
Poland, Ohio 44514

Attorney Edward A. Flask
Flask, Policy, Weimer & White
20 Federal Plaza West, Suite 610
P.O. Box 959
Youngstown, Ohio 44501

Dr. John F. Geletka
5121 Mahoning Avenue
Austintown, Ohio 44515

Mr. Mark E. Lyden, Vice President
and Secretary
The Lyden Company
2711 LeHarps Road
P.O. Box 1854
Youngstown, Ohio 44501

Dr. Earnest Perry
1320 Belmont Avenue, Suite #2
Youngstown, Ohio 44505

Mrs. Emily P. Mackall
9842 State Route 170
Rogers, Ohio 44455

Attorney Richard P. McLaughlin
McLaughlin, McNally & Carlin
City Centre One Building
Youngstown, Ohio 44503

Mr. Michael I. Monus, President
PharMor, Inc.
20 Federal Plaza
P.O. Box 400
Youngstown, Ohio 44501

Mr. Martin J. O'Connell, Business Manager
Plumbers & Steamfitters Local Union No. 87
Southwoods Center, Suite 322
7655 Market Street
Youngstown, Ohio 44512

Dr. Neil D. Humphrey, President
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

* * * * *

Dr. John B. Russo, President YSU-OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Attorney Alan R. Kretzer
Legal Counsel
1200 Wick Building
Youngstown, Ohio 44503

Ms. Lori Skarbinski, Executive
Director YSU Alumni Association
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Ms. Jean Ann Gove, President, YSU-ACE
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Mr. Ralph M. Crum, Student Trustee
25 Camelot Court
Canfield, Ohio 44406

Mr. James Dull, Student Trustee
Youngstown State University
Kilcawley House - Room 500
Youngstown, Ohio 44555

MEMO TO: DR. DAVID A. GENAWAY, Librarian
FROM: FRANKLIN S. BENNETT, JR., Secretary
to the Board of Trustees
DATE: June 14, 1991
RE: Minutes of Regular Meeting of the
Board of Trustees held March 22,
1991

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.B.J., Jr.

xc: Dr. Neil D. Humphrey, President
Dr. Bernard T. Gillis, Provost
Dr. Y. T. Chui, Jr., Chairperson



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

June 14, 1991

Dr. John B. Russo
President YSU-OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Dr. Russo:

Enclosed for your records find a copy of the Minutes of the regular meeting of the Board of Trustees held March 22, 1991.

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

Very truly yours,

Secretary to the Board of Trustees

FBJ:jlc

Enclosure

Copy to: Dr. Neil D. Humphrey
Ms. Shirley A. Carpenter



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

June 14, 1991

Ms. Jean Ann Gove
President YSU-ACE
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Ms. Gove:

Enclosed for your records find a copy of the Minutes of the regular meeting of the Board of Trustees held March 22, 1991.

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

Very truly yours,

Secretary to the Board of Trustees

FBJ:jlrc

Enclosure

Copy to: Dr. Neil D. Humphrey
Ms. Shirley A. Carpenter



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

June 14, 1991

Ms. Lori Skarbinski, Executive
Director YSU Alumni Association
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555

Dear Ms. Skarbinski:

Enclosed for your records find a copy of the Minutes of the regular meeting of the Board of Trustees held March 22, 1991.

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

Very truly yours,

Secretary to the Board of Trustees

FBJ:jlc

Enclosure

Copy to: Dr. Neil D. Humphrey