



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

August 12, 1975

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise you that the next regular meeting of Trustees of Youngstown State University will be held on Thursday, August 28, 1975, commencing at 12:30 p.m. in Rooms 216-217 of Kilcawley Center.

I am informed that a light luncheon will be served to the Trustees in Room 220 in Kilcawley Center immediately following the commencement exercises.

The President's office will advise as to the Agenda.

Hugh W. Manchester

Secretary to the Board of Trustees
of Youngstown State University

HWM MM

Copies of the above Notice were mailed on August 12, 1975 to the 10 persons listed on the reverse side of this page.

Hugh W. Manchester

William J. Brown
The Youngstown Vindicator
Vindicator Square
Youngstown, Ohio 44503

Dr. Bertie B. Burrowes
529 North Avenue
Youngstown, Ohio 44502

Edward J. DeBartolo, Jr.
Edward J. DeBartolo Corp.
7620 Market Street
Youngstown, Ohio 44512

Carl L. Dennison
Butler, Wick & Company
6th Floor, Union Natl. Bank Bldg.
Youngstown, Ohio 44503

Dr. Thomas D. Y. Fok
Mosure, Fok & Syrakis Co, Ltd.
City Centre One Building
Youngstown, Ohio 44503

Mrs. Ann L. Isroff
11 Wildfern Drive
Youngstown, Ohio 44505

John M. Newman
1010 Union Natl. Bank Bldg.
Youngstown, Ohio 44503

Albert J. Shipka
c/o United Steel Workers of
America
Realty Building
47 Central Square
Youngstown, Ohio 44503

Fred C. Shutrump, Jr. Pres.
United Construction Company
3749 Mahoning Avenue
Youngstown, Ohio 44515

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



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

August 12, 1975

Mr. Everette C. Abram
President YSU-OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44503

Dear Mr. Abram:

Enclosed is copy of notice being mailed today,
relative to meeting of the Board of Trustees of Youngstown
State University scheduled for 12:30 p.m. in Rooms 216-217
of Kilcawley Center.

Yours very truly,

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

Secretary to the Board of Trustees

HWM MM
Enclosure

Xc Dr. John J. Coffelt, President
Mrs. Ann L. Isroff, Chairman



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

August 12, 1975

Mr. John G. Ingram
1108 Mahoning National Bank Building
Youngstown, Ohio 44503

Dear Mr. Ingram:

Enclosed is copy of notice being mailed today, relative to meeting of the Board of Trustees of Youngstown State University scheduled for 12:30 p.m. in Rooms 216-217 of Kilcawley Center. You are expected at the luncheon at about 11:45 a.m.

Yours very truly,

Secretary to the Board of Trustees

HWM MM

Xc Dr. John J. Coffelt, President
Mrs. Ann L. Isroff, Chairman

MINUTES OF MEETING
of
BOARD OF TRUSTEES
YOUNGSTOWN STATE UNIVERSITY

Kilcawley Center
Thursday, August 28, 1975

Pursuant to determination by the Board at its last regular meeting, and the foregoing Notice which was mailed on August 12 to all Trustees (with copies to the President of the University, to the President of YSU Chapter of OEA, and to John G. Ingram, Assistant to the Attorney General of Ohio), a regular meeting (forty-sixth) of the Board of Trustees of Youngstown State University convened at 12:30 p.m. on Thursday, August 28, 1975 in Rooms 216-217 in Kilcawley Center.

Seven Trustees were present at and throughout the meeting: Mrs. Ann L. Isroff, William J. Brown, Dr. Bertie B. Burrowes, Edward J. DeBartolo, Jr., Dr. Dr. Thomas D. Y. Fok, John M. Newman and Fred C. Shutrump, Jr. Two Trustees were absent: Carl L. Dennison and Albert J. Shipka.

Also present were Dr. John J. Coffelt, President, Dr. Earl E. Edgar, Vice President for Academic Affairs, Dr. Karl E. Krill, Vice President for Administrative Affairs, Joseph S. Rook, Vice President for Financial Affairs, Dr. Taylor Alderman, Assistant Vice President for Academic Affairs, Philip A. Snyder, Director of University Relations, Dr. William O. Swan, Faculty Personnel Administrator, Miss Patricia Davis, Secretary to the President, Hugh W. Manchester, Secretary to the Board of Trustees, and about 16 other persons, including members of the Faculty, Deans, Students and representatives of the News Media.

Mrs. Isroff, Chairman of the Board, presided and announced that a quorum was present.

ITEM I - Proof of Notice of Meeting

Evidence to establish that due notice of the meeting had been mailed by the Secretary to each Trustee was presented and is attached to these minutes. An Agenda and supplemental materials had been furnished by the President's office to each Trustee on or about August 21, 1975.

ITEM II - Minutes of Meeting held June 21, 1975

Copies of the draft of minutes of the 45th meeting held on June 21, 1975 had been mailed on July 2, 1975, with a corrected page 18 mailed on July 24, 1975, to each Trustee, the President, each Vice President, the State Examiner, and to the Assistant Attorney General. There being no further changes or corrections suggested, the same were duly approved upon motion made by Mr. Newman, seconded by Mr. Brown, and unanimously carried, and the minutes were signed by the Chairman and attested by the Secretary.

ITEM III - Recommendations of the President of the University

(1) Resolution on Faculty-Staff Appointments

Dr. Coffelt reported 14 new appointments to the Faculty and Staff and upon his recommendation and after a motion made by Mr. Shutrump was seconded by Dr. Fok and received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

WHEREAS, the Regulations 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 1976-1

WHEREAS, new appointments have been made subsequent to the June 21, 1975 meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1975-76 budget and with the University policy on Equal Employment Opportunity.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby ratifies and confirms the appointments as listed in Exhibit A attached hereto.

(2) Resolution to Ratify Revised IUC Bylaws

Dr. Coffelt stated that in 1967, by YR 1967-40, the Board approved membership of the University in the Inter-University Council of Ohio, and the payment of necessary dues and costs, with the understanding that the Chairman of the Board and the President would participate in Council affairs.

He commented upon the purposes of such Council and stated that the Council had recently determined to employ an Executive Secretary and had accordingly proposed amendments to its By-laws to displace the Constitution and Bylaws which had been adopted January 5, 1962 and amended in October, 1966, with the understanding that such amended Bylaws would become effective only when ratified by all participating institutions.

Upon recommendation of the President, and after a motion which was made by Mr. Newman and seconded by Mr. DeBartolo had received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

BE IT RESOLVED, that the Board of Trustees YR 1976-2
of Youngstown State University hereby ratifies and approves the Bylaws of the Inter-University Council of Ohio attached hereto as Exhibit B.

(3) Resolution of Appreciation to Falcon Foundry

The President commented upon the assistance and cooperation by the officers of Falcon Foundry in salvaging materials damaged in the flood which had occurred on June 27, 1975, and upon his recommendation and after a motion which was made by Mr. Brown and seconded by Mr. Shutrump had received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly adopted:

BE IT RESOLVED that the Board of Trustees YR 1976-3
of Youngstown State University express its gratitude and deep appreciation to Mr. Ralph Skerratt and Mr. Clarence Lapatta for their cooperation and assistance in donating both equipment and service to the University to salvage valuable periodicals damaged in the flood occurring on Friday, June 27, 1975. Their cooperation and prompt assistance in permitting the use of the Falcon Foundry's core drying ovens enabled the University to salvage several thousand volumes of bound periodicals which otherwise would have been destroyed.

(4) Resolution to Award Athletic Insurance

The President stated that insurance for accidental death, dismemberment, and medical care with respect to certain

athletic activities was provided by the University; that such insurance covered all active participants in men and women athletic teams, including players, managers and coaches.

He called upon Vice President Rook to explain the termination of such insurance by a prior underwriter and the steps taken to provide coverage which would replace the terminated insurance.

After a motion which was made by Mr. Newman and seconded by Dr. Burrowes had received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

WHEREAS, the present underwriter, Continental Casualty, has indicated they will not renew Athletic Insurance upon termination of each of the current sports coverages; and YR 1976-4

WHEREAS, the Carlin-Black Company, Consultants, submitted information in advance of the completion of their study because of the University's need to make early decisions on its Athletic and Student Insurance Programs. The University proceeded to write specifications and advertise for bids for Athletic Insurance. Bids were solicited from sixteen (16) vendors. The following responses were received:

	<u>Annual Premium</u>
Northwestern National Life Insurance Company	No Bid
George W. Malone Agency	No Bid
McElroy-Minister Company	\$7,077.00
Babb-Mathes, Inc.	\$5,731.00

WHEREAS, Paragraph E (a) of the Bylaws and Regulations of the Board of Trustees, Article IV, Section 3, states that "All insurance shall be purchased through the President or his designate, subject to prior approval of the Board of Trustees."

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University hereby approves the awarding of Athletic Insurance coverage to the low bidder, Babb-Mathes, Inc.

(5) Resolution Designating the Appointing Authority for Classified Civil Service Employees

The President explained that the individual previously authorized to act as the appointing authority for classified civil service employees of the University was no longer connected with the University, and he recommended that the Board authorize the Vice President for Financial Affairs to serve as such appointing authority, pursuant to the provisions of Chapter 124 of the Revised Code of Ohio subject, however, to the general authority of the President.

After a motion which was made by Mr. Brown, seconded by Mr. Shutrump, had received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

WHEREAS, Youngstown State University became a YR 1976-5 state-supported institution of higher education on August 15, 1967 and as a state-supported institution of higher education the appointment of its classified employees is governed by the provisions of Chapter 124, Ohio Revised Code, the state civil service law; and

WHEREAS, said Chapter 124, Ohio Revised Code, sets forth the procedures to be used by the Youngstown State University Board of Trustees to designate the appointing authority for its employees in the classified civil service.

NOW, THEREFORE, BE IT RESOLVED that the Vice President for Financial Affairs shall serve as the appointing authority for classified civil service employees of Youngstown State University, pursuant to Chapter 124, Ohio Revised Code, subject at all times to the general authority of the President to appoint and remove.

BE IT FURTHER RESOLVED, that periodic reports be made to the Board, through the President, of discretionary actions taken hereunder.

ITEM IV - Report of the President of the University

Dr. Coffelt reported concerning the following matters:

(1) The list of standing committees as reported in Item 1 of the communications submitted to the Board should be

corrected to indicate that the Bylaws and Regulations Committee is an ad hoc committee and not a standing committee, and the date of the regular meeting to be held in November, 1975, as shown on such sheet, is a proposed change of date.

(2) The President reported that because of a 1% cut made by the Senate and a 2% cut made by the Governor in the State appropriations for the University for the year 1975-76, and because of anticipated increase from 2% to 4% in enrollment for such year, some adjustments had been made in the annual budget for the year 1975-76 by the Budget & Finance Committee of the Board at a meeting of such Committee held on August 19, 1975. Such changes will not, however, change the aggregate totals of the budgeted income and expense anticipated for such year.

(3) Dr. Coffelt reported that following a meeting of the Board and Executive Committee of the Ohio Educational Television Network Commission held in late June, such Board would actively pursue methods to alleviate reception problems being currently experienced by many residents of the Youngstown area.

(4) The President's report concerning University activities in connection with the Bicentennial Celebration was detailed in Communication No. 11 submitted with the Agenda for the meeting.

(5) The President commented upon the itinerary proposed in connection with the visit by the Ohio Board of Regents to the YSU Campus scheduled for September 18, 1975, and the President expressed the hope that as many Trustees as could would attend the dinner meeting to be held on September 18 and the breakfast meeting which is scheduled for the morning of September 19 prior to the formal meeting of the Ohio Board of Regents, which will be held on the campus at 11:00 a.m. in Schwebel Auditorium.

(6) The President submitted copies of a report by Attorney John G. Ingram as to the status of four cases now pending in the Common Pleas Court of Mahoning County. These involve tenure status of three of the plaintiffs and reclassification of the fourth plaintiff. Only one of such cases has been heard and submitted to the Court.

ITEM V - Report of the Vice President for Academic Affairs

Dr. Edgar reported concerning the following matters:

(1) Approximately 8,000 volumes in the basement of Tod Hall and the University Library were severely damaged in the flooding which occurred on June 27. Mr. Clarence Lapatta, Vice President of Falcon Foundry had volunteered the use of the Foundry's ovens for baking the books free of charge and on July 13 and July 20 most of the damaged volumes were baked in such ovens. It is believed that approximately 90% of such volumes have been saved and the University is greatly indebted to the Foundry and its officers and to the staff of the University Library for their efforts in minimizing the damage caused by the flooding.

(2) This fall the University will offer for the first time a two-credit hour course in Computer Technology 510-Introduction to Computing. The program includes 20 half hour segments to be televised over Channel 45. Enrolled students will observe the televised programs, will attend a one-hour class meeting each Saturday morning, and have assignments in a text book with regular written quizzes and final examinations.

(3) The initial plan of the University governing off-campus instruction which has just been completed for the Ohio Board of Regents at its request, will be available to Trustees who may wish to examine it. Because of the short period allowed for preparation of the plan and possible effect on relationships with neighboring educational institutions and uncertainties as to the effect of attempting to carry on instructional activities away from the campus, only a modest offering of credit courses off campus is being proposed, and further study will be needed before making substantial commitments.

ITEM VI - Report of the Vice President for Administrative Affairs

Dr. Krill reported concerning the following matters:

(1) Because of continuing strikes among the building trades in Youngstown, completion of three buildings under construction is greatly delayed. The most serious loss is due to inability to use classrooms in the T&CC Building, which were expected to be available for the fall quarter. The inability to move books to the Maag Library Building at the optimum time in the academic cycle will add to the recent flood losses in the old Library. Arrival of materials and furniture on order and the hold orders required because of the delays in the building process is causing additional expense and inconvenience. Only the remodeling for the School of Education is on schedule.

Chancellor Norton of the Board of Regents has advised concerning eight appropriations made in the Capital Improvements Bill (Sub HB 687). These total \$11,049,083, of which \$6,749,083 are re-appropriations and \$4,300,000 are new appropriations. Such new appropriations include additions for the classroom and faculty office building, outdoor physical education facilities, and an appropriation for utilities and renovations. Early starts are requested and Communication No. 18 submitted with the Agenda is the University's response to the requirements urging early action.

(2) Two of the three landscaping projects presently under way are approximately on schedule, but the landscaping around Maag Library will be delayed because of the work stoppage in construction of the building. Alternate temporary walks around the Library are possible, but may create other problems.

(3) Report concerning the flood damage which occurred on June 27 and on two subsequent occasions was made in detail. It is estimated that out-of-pocket costs for cleanup, repair and replacement of lost stock and books will amount to about \$75,000. Efforts will be made to recoup such loss from the All Purpose Emergency Fund of the State.

ITEM VII - Report of the Vice President for Financial Affairs

Mr. Rook reported that the process of closing the 1974-75 Operating Accounts, preparing Year-end Financial Statements in accordance with the procedures required by the Auditor of the State of Ohio is progressing and that the Annual Report to the Auditor of the State should be completed early in September.

Unaudited preliminary figures indicate that after operating costs have been finalized and reserves established for sick leave conversion and interest income, in accordance with previous Trustees' resolutions, and after transfers have been made in the revision of Reserve Funds, which has been approved by the Finance Committee of the Board, a balance of \$135,605 should be available to carry forward in support of the 1975-1976 operating expense budget previously authorized.

It is expected that final figures will show that the University operated within its approved budget during the 1974-75 fiscal year, although some changes in amounts may be involved, pending fiscal closing by the Accounting Office and final audit by the Auditor of the State.

ITEM VIII - Reports of Committees

1. Budget and Finance Committee

A - Resolution on Revision of Development Reserve Fund

Mr. Newman reported that the Budget and Finance Committee, at a meeting held August 19, 1975, had evaluated 1974-75 Year-End closing figures, had received a progress report and revised recommendations concerning proposed revision of Development Reserve Funds. The completion of some projects, such as the purchase of Educational Television Equipment and the completion of Kilcawley Center Phase II, will provide funds which may be designated for other projects approved but only partially funded. Funds available through income from investments, completed projects and operating accruals have been distributed to funds as indicated. The Budget and Finance Committee recommends the report to the Trustees for approval.

After a motion which was made by Mr. Newman was seconded by Mr. Brown and received the unanimous vote of all Trustees present, the Chairman declared the following resolution duly carried:

WHEREAS, an evaluation has been made of the YR 1976-6 monies available for redesignation and allocation of reserve and development funds and a report has been made concerning the changes during the fiscal year in the Reserve Funds program pursuant to YR 1974-2 and 1974-12, 1975-6; and

WHEREAS, the recommendations of the University Administration for evaluation, redesignation and distribution of available monies were submitted to the Budget and Finance Committee and recommended by it for approval by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby ratify, authorize and approve the revision of development reserve funds to include June 30, 1975 adjusted balances on final closing, as proposed in such report.

B - Resolution to Approve the Auxiliary Budget for 1975-76

Copies of the Auxiliary Budget proposed for the year 1975-76 had been furnished to each Trustee and after a motion which was made by Mr. Newman and seconded by Mr. DeBartolo had received the unanimous vote of each Trustee present, the Chairman declared the following resolution duly carried:

WHEREAS, the Board of Trustees Budget and Finance Committee reviewed the 1975-76 Annual Budget and Preliminary Working Papers. YR 1976-7

NOW, THEREFORE, BE IT RESOLVED, that the Youngstown State University Board of Trustees hereby ratifies and approves the 1975-76 Auxiliary Enterprise Annual Budget.

2. Building Committee

Mr. Shutrump and Dr. Krill reported for the Building Committee that three contracts had been awarded for improvement of two parking lots, one on the east side of Elm and the other on the west side of Elm, which contracts will provide for:

1. Disposition of surface waters through sewers
2. Changing lights and poles
3. Provide French drains

Such three contracts will require the payment of approximately \$86,000 and it was the recommendation of the Building Committee that funds for such contracts be taken from the Development Reserve for parking lots and decks.

After a motion which was made by Mr. Shutrump was seconded by Dr. Fok and received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

RESOLVED that up to \$86,000 be released from the Development Reserve for Parking Lots and Decks for transfer to the Operating Fund of the University to cover the costs of providing drainage and lighting to two parking lots, one on the east side of Elm and the other on the west side of Elm Street, which parking lots are urgently needed. YR 1976-8

3. Student Affairs Committee

Dr. Burrowes reported that after a meeting of the Student Affairs Committee held on July 30, 1975, the so-called Organizational Rock had been moved to another spot in the Central Core Area, and that in the moving process much of the paint on such Rock had been disturbed.

ITEM IX - Communications, Petitions and Memorials

A tabulation of the communications submitted to the Trustees with the Agenda for the Meeting is attached.

ITEM X - New Business

Dr. Fok suggested that arrangements should be made so that each Trustee would receive copies of the Jambar and of the reports and communications involving the Alumni Association.

Mrs. Isroff reported receipt of a letter dated August 21 which invited Trustees to attend a meeting of the Ohio Board of Regents Committee on Trustee Relations which will be held in Columbus, Ohio, on Wednesday, October 1, 1975.

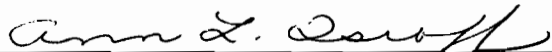
Mrs. Isroff asked Dr. Thomas Shipka to express the best wishes of the Trustees to his father, Albert J. Shipka, who has been confined in a hospital.

ITEM XI - Time and Place of Next Regular Meeting

After a motion by Mr. Shutrump which was seconded by Dr. Burrowes had received the affirmative vote of each Trustee present, the Chairman declared that the following resolution had been duly carried:

RESOLVED that the next regular meeting of YR 1976-9 the Board of Trustees of Youngstown State University be held on Saturday, November 22, 1975, commencing at 10:00 a.m. in Rooms 216-217 in Kilcawley Center.

There being no further business to come before the meeting the same was duly adjourned on motion duly made at 1:40 p.m.


Chairman of the Board of Trustees

ATTEST:


Secretary to the Board of Trustees

Youngstown State University
Resolution for New Appointments
Since June 21, 1975

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPLOYMENT</u>
Andrews, Debra	Admissions Counselor	Admissions and Records	August 11, 1975
Bennett, Richard R.	Assistant Professor	Criminal Justice	September 15, 1975
Chapman, S. Wayne	Assistant Football Coach	Athletics	July 7, 1975
*Costa, Malcolm	Director	Developmental Education	July 1, 1975
*Danus, Mary C.	Counselor-Interviewer	Developmental Education	July 1, 1975
DeFilippo, Eugene B.	Assistant Football Coach	Athletics	July 1, 1975
Funk, Darla	Assistant Professor	Music	September 15, 1975

Youngstown State University
Resolution for New Appointments
as of June 21, 1975

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPLOYMENT</u>
Krishnan, Rama	Chairman	Management	July 1, 1975
Lemmerman, Janice L.	Assistant Professor	Nursing	September 15, 1975
Rowan, Julia P.	Instructor	Nursing	September 15, 1975
Shanley, Mark G.	Coordinator of Student Activities	Kilcawley Center	August 1, 1975
Suchora, Daniel H.	Assistant Professor	Engineering Technology	September 15, 1975
Swank, Calvin J.	Chairman	Criminal Justice	September 1, 1975



INTER-UNIVERSITY COUNCIL
Hollis A. Moore, Chairman (1974-75)
Renee Petersen, Executive Secretary

June 20, 1975

TO: IUC Presidents and Board Members
FROM: Renee Petersen *Renee*
SUBJECT: Revised IUC By-Laws

Attached is a copy of the By-Laws approved at the June 16 IUC meeting. According to Article XI, "These By-Laws shall become operative, displacing the Constitution and By-Laws adopted January 5, 1962 and amended October 1966, immediately upon their ratification by the last of the participating state-assisted institutions of higher education in Ohio."

Please inform me of your Board's action so that I may report back to you on this matter when I have heard from all the institutions.

RP/tlr
Enclosure

RECEIVED

JUN 24 1975

President's Office

Agenda Item D.2.
Exhibit B

BY-LAWS OF THE
INTER-UNIVERSITY COUNCIL OF OHIO

ARTICLE I

Name

The name of this voluntary educational association shall be the Inter-University Council of Ohio.

ARTICLE II

Purpose

The purpose of the Council shall be to advance higher education in Ohio by all appropriate means and to interrelate action among the participating public institutions of Ohio in all matters of policy or practice which concern more than one of the institutions; through the Council the participating public universities shall cooperate closely, placing common goals above conflicting institutional preferences yet preserving maximum recognition of independence and existing diversity of each; and the Council shall cooperate with the Ohio Board of Regents in joint planning and development of educational policy, in designing cooperative strategies for cultivating public understanding and support, in coordinating and implementing public policy, and in ensuring the representational interests of the public universities, through the Ohio Board of Regents, for the wider planning functions for public post-secondary education in the state.

ARTICLE III

Members

The Council shall consist of the President and one Board Member of the University of Akron, Bowling Green State University, Central State University, University of Cincinnati, Cleveland State University, Kent State University, Medical College of Ohio at Toledo, Miami University, Ohio State University, Ohio University, University of Toledo, Wright State University, and Youngstown State University, and such other state-assisted institutions hereafter approved by amendment to these By-Laws. If at any time a participating institution is without a president, the acting president shall serve as a member of the Council until the designation of a president. Each Board Member serving on the Council shall be designated by the Board of the participating institution, to serve until a successor is named.

ARTICLE IV

Officers

Section 1. Appointment to Office. Officers of the Council shall be: Chairman, Vice Chairman, and Executive Secretary. Following the order established in Article III, the office of the Chairman shall be rotated yearly among the presidents of the participating institutions, provided that no one shall be eligible who has not served a minimum of two years as president or acting president of his institution. The institutional president next succeeding to chairmanship of the Council shall serve as Vice Chairman. The Executive Secretary shall be employed by the Council and shall serve at its pleasure.

Section 2. Terms of Office. The terms of office of the Chairman and Vice Chairman shall run from July 1 to June 30.

Section 3. Secretariat. The Office of the Executive Secretary shall be staffed in such ways as may be prescribed from time to time or as required by the Chairman.

ARTICLE V

Meetings

Section 1. Schedule of Meetings. There shall be at least quarterly meetings supplemented by such additional meetings as are deemed necessary. Special meetings shall be called by the Chairman of the Council, or upon request by any two Presidents or Board Members.

Section 2. Notice of Meetings. The Executive Secretary shall furnish each member of the Council with written notice of each regular or special meeting, giving details of time, place, and agenda.

Section 3. Agenda for Meetings. The agenda for each meeting shall be determined in advance by the Council Chairman in consultation with the Executive Secretary.

Section 4. Place of Meetings. The place of meeting shall be decided by common consent.

Section 5. Conduct of Meetings. The Chairman of the Council shall preside at all meetings which he attends. In his absence, the Vice Chairman shall preside; or failing him, the Chairman pro tem shall be elected from among those present after the meeting has been called to order by the Executive Secretary. The Executive Secretary shall attend all sessions unless instructed otherwise by the Council.

Section 6. Alternates. Council members shall notify the Executive Secretary if unable to attend the next called meeting. A President unable to be present may be represented by a Vice President or other administrative official; a Board Member unable to attend may designate a fellow Board Member as a representative. Representatives so designated shall be counted in determining the existence of a quorum, may initiate and second motions, and shall have the power to vote.

Section 7. Minutes of the Meetings. The Executive Secretary shall provide for the recording of the minutes of all meetings of the Council, shall furnish true copies to all Council members, and shall maintain at the office of the Secretariat a full and accurate file of all minutes.

ARTICLE VI

Committees

Section 1. The Council may in its work employ standing or ad hoc committees at its discretion. Committee personnel shall be appointed by the Chairman of the Council from Council members or, upon nomination of the respective Presidents, from the staff of each institution.

Section 2. There shall be an executive committee comprised of the Chairman, Vice Chairman, and three other members of the Council selected at large to include two (2) trustees and one (1) president. The Executive Secretary will serve the committee ex officio.

Section 3. The standing committees will be determined by the Council and serve at its pleasure. A current listing of such committees will be kept contemporary by the Executive Secretary as approved or dissolved by the Council.

ARTICLE VII

Financing

Section 1. Method. The financing of the Secretariat provided in Article IV, standing committees, and any other expenditures receiving Council approval shall be by yearly assessments laid upon the member institutions in proportion to their respective state appropriations for operating expenses.

Section 2. Budget. The Executive Secretary shall, for each ensuing year, prepare for submission to the Council a budget of estimated expenditures for the Secretariat. The Council shall approve the submission with such modifications as it deems to be required.

Section 3. Assessments. The chief fiscal officers of the participating universities shall, upon approval by the Council of the budget for the Secretariat and any other expenditures necessary to fulfill the objectives of the Council, determine the assessments to be made upon each participating institution and bill the chief financial officers thereof.

ARTICLE VIII

Procedural Jurisdiction

Section 1. Request for an Opinion of the Attorney General. Before any institution represented in the Council makes a submission to the Ohio Attorney General for legal opinion, formal or informal, the initiating member shall notify the Executive Secretary of the Council who shall immediately advise all other members of the pending problem and proposed request.

Section 2. Pending or Proposed Legislation. Pending or proposed legislation affecting more than one of the represented institutions shall be reviewed by the Council before any public position is taken on such legislation by and on behalf of any of the separate institutions.

ARTICLE IX

Formal Action

Section 1. Council Action. In all matters eventuating in formal action, each attending member shall have one vote. On matters other than routine action, the Council shall work to achieve unanimity. Each participating institution shall seek to avoid any form of commitment or understanding which compromises the tentative Council decision. Failing efforts to achieve unanimity, a minimum of a two-thirds vote of the members present shall be necessary for the proposition to prevail. Decisions both as to policy and practice shall be formulated and implemented in such manner as to permit the greatest degree of institutional freedom consistent with effective realization of actions taken.

Section 2. Board Action. Decisions of the Council are necessarily advisory in character, to be transmitted as recommendations to the boards of trustees and boards of directors of the institutions represented in the Council. Council decisions reached after full deliberation, however, shall be accorded a heavy presumption of validity by the respective boards of trustees as to the educational issues involved.

Section 3. Parliamentary Authority. The current edition of Robert's Rules of Order shall govern Council proceedings in all circumstances in which they are applicable but not inconsistent with the By-Laws of the Council.

ARTICLE X

Amendment of By-Laws

These By-Laws can be amended at any regular meeting of the Council according to the provisions of Article IX, provided that the amendment has been submitted in writing by a mover and two seconds and has been distributed with the required notice of the meeting.

ARTICLE XI

Schedule

These By-Laws shall become operative, displacing the Constitution and By-Laws adopted January 5, 1962 and amended October 1966, immediately upon their ratification by the last of the participating state-assisted institutions of higher education in Ohio.

/kw
6/75

Board of Trustees Meeting, August 28, 1975

Communications

Members and Committees, Board of Trustees 1975-76	1
Letter of Vice President Rook dated June 23, 1975 regarding gift of property	2
Letter of Chancellor Norton to State University Presidents dated July 1, 1975 regarding 2% reduction of subsidies	3
Letter of OETNC to President Coffelt dated July 1, 1975 regarding meeting of June 26, 1975	4
Letter of Attorney Ingram to President Coffelt dated July 11, 1975 regarding meeting with Dr. Fok	5
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YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

September 9, 1975

Trustees of
Youngstown State University

Gentlemen:

Enclosed is draft of minutes of the Meeting of
Trustees held August 28, 1975.

Yours very truly,

Secretary to the Board of Trustees
of Youngstown State University

HWM MM

Enclosure

These minutes mailed to the following on September 9, 1975

William J. Brown
Dr. Bertie B. Burrowes
Edward J. DeBartolo, Jr.
Carl L. Dennison
Thomas D. Y. Fok
Mrs. Ann L. Isroff
John M. Newman
Albert J. Shupka
Fred C. Shutrump, Jr.

(TRUSTEES)

Dr. John J. Coffelt, President
Dr. Earl E. Edgar, Vice President
for Academic Affairs
Dr. Karl E. Krill, Vice President
for Administrative Affairs
Mr. Joseph S. Rook, Vice President
for Financial Affairs
Mr. Hershel Rickard, University
State Examiner
Mr. John G. Ingram, Assistant
to the Attorney General of Ohio