

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

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

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

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

Mrs. Ann L. Isroff, Chairman
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. President
United Construction Company
3749 Mahoning Avenue
Youngstown, Ohio 44515

Robert E. Williams
1359 Virginia Trail
Youngstown, Ohio 44505

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

November 7, 1974

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

Dear Mr. Abrams:

This is to inform you that a regular meeting of the Trustees of Youngstown State University is scheduled for November 23, 1974.

I am enclosing herewith a xerox copy of the formal notice which is being sent to each Trustee.

Yours very truly,



Secretary to the Board of Trustees
of Youngstown State University

HWM MM
Enclosure

Xc Dr. John J. Coffelt, President

MINUTES OF MEETING
of
BOARD OF TRUSTEES
YOUNGSTOWN STATE UNIVERSITY

Kilcawley Center
Saturday, November 23, 1974

Pursuant to determination of the Board at its last meeting, and the foregoing Notice which was mailed by the Secretary on November 7, 1974 to all Trustees (with copies to the President of the University and to the President of the YSU Chapter of OEA), a regular meeting (forty-first meeting) of the Board of Trustees of Youngstown State University convened at 11:00 a.m. on Saturday, November 23, 1974 in Room 216 in Kilcawley Center.

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

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. Lawrence E. Looby, Special Assistant to the President, Philip A. Snyder, Director of University Relations, John G. Ingram, Assistant to the Attorney General of Ohio, Miss Patricia Davis, Secretary to the President, Hugh W. Manchester, Secretary to the Board of Trustees, and approximately twenty other persons, including students, Deans, members of the Faculty and Staff 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 on November 7, 1974 was presented and precedes these minutes. An Agenda for the meeting and supplemental materials had been furnished by the President's office to each Trustee on or about November 18, 1974.

ITEM II - Minutes of Meeting held August 31, 1974

Copies of the draft of minutes for the fortieth meeting held on August 31, 1974 had been mailed on September 18, 1974 to each Trustee, to the President, each Vice President and the State Examiner. There being no changes or corrections suggested, such minutes were approved upon motion made by Mr. Shipka, seconded by Mr. Newman and duly carried; and the same were signed by the Chairman and attested by the Secretary.

ITEM III - Recommendations of the President of the University

(1) Resolution to Amend Charter and Bylaws of the Academic Senate

The President recommended that certain minor technical corrections be made in the Charter and Bylaws of the Academic Senate approved June 22, 1974 at YR 1974-42. After a motion made by Mr. Newman, seconded by Mr. Shutrump, received the affirmative vote of all Trustees present, the Chairman declared the following resolution duly carried:

"BE IT RESOLVED, that on page 1 of the Bylaws YR 1975-14 of the Academic Senate, the title be changed from 'Bylaws of the Faculty Senate' to 'Bylaws of the Charter of the Academic Senate,' in order to conform to Article 1 of the Charter; and

BE IT RESOLVED, that in Bylaw 3, Section 3 (b) Term of Office, the first sentence be changed from 'The term of office for Departmental Senators shall be for two years beginning with June 15,' to 'The term of office for Departmental Senators be for two years beginning with the third Friday of the month of May.' The change from June 15 to the third Friday in May, enables the newly elected senators to begin their terms with the organizational meeting of the Senate (ref. Bylaw 3, Section 5).

BE IT FURTHER RESOLVED, that on pages 4 and 5 of the Bylaws, the date of June 15 be changed to June 1 in the following sections:

Section 1 (c)
Section 2 (c)
Section 3 (c)
Section 4 (a).(3)
Section 4 (b).(2)

(2) Resolution on Sick Leave Conversion

On recommendation by the President that sick leave benefits now extended to classified employees be extended to all employees to comply with legal requirements, and after a motion which was made by Mr. Shutrump and seconded by Dr. Burrowes received the affirmative vote of all Trustees present, the Chairman declared the following resolution duly carried:

"WHEREAS, Section 124.391 of the Ohio Revised Code requires an employing unit to adopt a policy on sick leave conversion for all employees at the time of retirement; and

WHEREAS, the Board of Trustees on November 10, 1973, adopted YR 1974-7 providing such a policy for classified civil service employees,

NOW, THEREFORE, BE IT RESOLVED that all full-time unclassified civil service employees at Youngstown State University who have completed ten or more years of active service with the State of Ohio and who are eligible and have applied for retirement benefits from one of the retirement systems of the State of Ohio, shall receive payment for one-fourth of their accrued, unused sick leave credit. This payment shall be based upon the employee's rate of pay at the time of retirement. The maximum payment shall be one-fourth of 120 days (30 days). Upon accepting such payment all sick leave credit accrued up to that time will be eliminated. Such payment will be made only once to an employee. An employee who returns to University service or any other State service after retiring, may accrue and use sick leave as before, but may not convert the unused sick leave at the time of second retirement. Sick leave conversion does not apply to any termination or separation other than retirement.

(3) Resolution on Faculty-Staff Appointments and Promotions

President Coffelt reported relative to recent Appointments and Promotions listed in Exhibit A attached hereto.

After a motion by Mr. Shutrump was seconded by Mr. Dennison and received the affirmative vote of all Trustees present, the Chairman declared the following resolution 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 1975-16

WHEREAS, new appointments and promotions have been made subsequent to the August 31, 1974 meeting of the Board of Trustees; and

WHEREAS, such appointments and promotions are in accordance with the 1974-75 budget and with the University policy on Equal Employment Opportunity;

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

(4) Resolution on Continuing the Preparatory Division of the Dana School of Music

Dr. Coffelt and Dr. Edgar reported that experience gained during the two year period of music instruction to non-university students (authorized November 13, 1971 by YR 1972-5) indicated that the preparatory division of the Dana School of Music was meeting the goals for which it had been established, and recommended that such preparatory division should be continued subject, however, to periodic review; and should perhaps be extended to include preparatory programs in Art, Drama and possibly other programs such as Dance.

After a motion made by Mr. Newman was seconded by Dr. Burrowes and received the affirmative vote of all Trustees present, the Chairman declared the following resolution carried:

"BE IT RESOLVED that the Dana School of Music shall continue to offer music instruction to non-university students through a preparatory division.

YR 1975-17

BE IT FURTHER RESOLVED that this Division of Dana School of Music shall operate in accordance with the following principles:

- 1) The Division shall be self-supporting, receiving through student fees both direct and indirect costs.

- 2) Preparatory students will be registered through the Department of Continuing Education, which will handle all registration materials and fee payments.
- 3) Each student will enroll in a minimum of ten (10) lessons with registration fees paid in advance. Students missing any scheduled lesson will forfeit that portion of the fee. The scheduling of students will be the responsibility of the Dana School of Music.
- 4) The overload policy of the Department of Continuing Education will be followed in the Preparatory Division; Faculty will not be permitted to carry more than 3 credit hours (9 half-hour lessons) of overload in Preparatory Division. If this instruction falls within the normal load of Faculty members in the School of Music, the Faculty member shall receive no fees in addition to regular salary.
- 5) Students will be assigned by audition to a qualified music student, a limited-service Faculty member, or a full-service Faculty member. The choice will be based on the talent displayed in the audition.
- 6) The proposed fee structure for instruction will be as follows:
 - a) for Artist/Faculty Instruction, \$10.00 per hour; \$5.00 per 1/2 hour lesson. Faculty will be reimbursed for 80% of this rate, or \$8.00 per hour/\$4.00 per 1/2 hour lesson.
 - b) for student instruction, \$6.00 per hour; \$3.00 per 1/2 hour lesson. Student instructors will be reimbursed for 80% of this rate, or \$4.80 per hour/\$2.40 per 1/2 hour lesson.
 - c) an audition fee of \$3.00 will be charged all first-time registrants, 80% of which will be paid to the person/persons assigned to do the auditioning.
 - d) All instructors will be paid at the end of each quarter, computed on the total number of contact hours scheduled during that quarter.

- 7) The Director of the Dana School of Music will be responsible for the supervision of the Preparatory Division.

ITEM IV - Report of the President

Dr. Coffelt reported concerning the following:

- 1) United Appeal - that 529 employees (286 Faculty and 243 non-Faculty) donated \$11,506.50 to the United Appeal Campaign this year. He expressed his appreciation for the contributions and his thanks to Professor Abram, President of YSU-OEA and Vice President Rook for their efforts in the Campaign.

- 2) Contracting for University Services - A Court of Appeals has reversed a Cuyahoga County Common Pleas Court order which enjoined Kent State University from continuing a contract for window cleaning by an independent contractor; and in another case, involving Cleveland State University, a court held that contracting for outside services does not contravene the purposes of the State Civil Service laws. Memoranda will be filed by the parties in appeal proceedings to the Ohio Supreme Court.

- 3) Selection of University Negotiator - Following the adoption of YR 1975-12 by the Board on August 31, 1974, and after meeting with the Personnel Relations Committee on October 31, 1974, Dr. William Swan, Director of Faculty Personnel, has been appointed to head the negotiating team for the University.

- 4) Family Educational and Privacy Act of 1974 - which was adopted by Congress effective November 19, 1974, was designed to give parents (and involved students over 18) access to their children's records, to prevent abuse and improper disclosure of such records (and personal data) and to require consent before disclosure of such records to third persons. This new law may necessitate some review and possible changes in practice as respects present policy concerning student records.

- 5) Educational Television - The Board of Northeastern Educational Television of Ohio (Youngstown, Kent and Akron State Universities), which operates Channel 45, has employed Mr. Phillip C. English as Director of NETO. Mr. English was introduced by Dr. Coffelt and reported briefly relative to Federal funding of NETO's programs, the probability that it will soon be broadcasting over two channels (49 as well as 45) and the increase in the number of students using the NETO facilities (54,000 as compared with 37,000 one year ago).

Mr. Newman and Mr. Brown both commented concerning appreciation expressed to them for the splendid programs being broadcast by NETO.

6) Regents' Plan to Establish Districts for the Delivery of Two Years of Post Secondary Education - It is possible that the Board of Regents may "redistrict" the State as respects provision for technical education for two years following high school. Such plan, if adopted, may restrict YSU's Technical programs to students who reside in Mahoning County, and may lead to expansion of two year general studies and continuing educational facilities in adjoining counties. Dr. Coffelt, some other State University Presidents, and local legislators are expressing concern, lest the plan be detrimental to the best interests of YSU by needlessly duplicating facilities already available at YSU.

7) Security Office Records - Dr. Coffelt assured the Trustees and the public that investigations made by the administration, by Mr. Ingram, and by the Chairman and Vice Chairman of the Board, had all indicated that the records heretofore kept by Mr. Cress, Chief of Security, had not violated any civil rights of any students or faculty members. The investigations disclosed no invasion of anyone's rights to participate in public demonstrations or protests as respects any causes with which students or faculty members were in sympathy.

Dr. Coffelt and Mr. Ingram each stated there had been no agreement with the ACLU as to retention or non-retention of any records, and it was their understanding that the local chapter of ACLU did not oppose the President's decision to have the card records which remained in the security office destroyed on November 20.

ITEM V - Report of the Vice President for Academic Affairs
Dr. Edgar reported as respects the following:

1) Progress of the Academic Senate - The first meeting of the Academic Senate under the charter and bylaws approved on June 22, 1974 (YR 1974-41) was held on November 8, 1974. Nominations for Chairman of the Senate and for replacement of three persons on the Charter and Bylaws Committee were made and elections will be had by mailed ballots. Thereafter selection of members of 9 Charter Committees will be made, with Faculty, administration and students represented on each committee.

2) Accreditations - by the Engineering Council for Professional Development were received in September as respects

the Chemical Engineering curriculum; also the curricula in Civil, Electrical, Mechanical and Materials Science Engineering were reaccredited. Accreditation by North Central Association of graduate programs has been continued, and new programs may now be initiated without prior North Central Association approvals. The next review of undergraduate and graduate programs by North Central Association is scheduled for spring of 1978.

3) The name of the Department of Political Science has been changed to Department of Political Science and Social Science.

4) Improvement of Instruction - an Ad Hoc Committee on Instructional Development (funded in part by University Funds and in part by Youngstown Educational Foundation) will make recommendations and screen and make suggestions re Faculty proposals as respects activities whereby Faculty members who so desire may undertake activities leading toward improvement of instruction within the University. (See memo mentioned at Item IX 3)

5) The YSU Graduate School is now a member of the Council of Graduate Schools in the United States.

6) Work Load Policy - A 22 page tentative draft as to work load policy, prepared per Section 4 of Article VIII of the last Agreement with the YSU Chapter of OEA was completed. When Dr. Coffelt undertook full administrative review of such draft, OEA approval was withdrawn and the matter will be an item for negotiations of a new agreement with OEA.

7) Curricula for basic science courses (in Chemistry, Biology, Physics, Mathematics, Sociology and Psychology) to be offered to medical students by YSU are now under consideration by the Curriculum Committee of the College of Arts and Sciences.

8) A Dreyfus Teacher-Scholar Grant (one of only 16 such awards) had been made to Dr. Janet E. DeIBene (of the Chemistry Department) by The Camille and Henry Dreyfus Foundation, Inc. in recognition of her scholastic accomplishments.

On motion by Mr. Brown, seconded by Mr. Newman, carried by unanimous vote, the following resolution was declared adopted:

"RESOLVED that the Board of Trustees of YR 1975-18
Youngstown State University express to
Dr. Janet E. DeIBene and record in their
minutes the congratulations of the Trustees
upon her receipt of a Dreyfus Teacher-

Scholar Grant, and their appreciation
for her initiative and accomplishments."

ITEM VI - Report of the Vice President for Administrative
Affairs

Dr. Krill reported as respects the following:

1) Enrollment - Special efforts to halt falling enrollment through radio, newspaper and bus advertising, as well as personal telephone calls and letters, mailings to local high school seniors and others, and appearances before likely audiences, have been successful in increasing Fall Quarter enrollment almost 4% over last year (mostly freshmen and graduate students). The trend away from full time study continues, however, for the increase in total credit hours is only 1/2%.

2) Elm School Remodelling - Low bids, opened in August, were 35% above estimates. Efforts to cut costs were only marginal, and because rebidding might result in higher costs, the Board's Building Committee authorized increase in YSU contribution from \$400,000 to \$650,000. If the State Controlling Board approves (as is expected on November 25), the project is ready to begin the week of November 25, 1974.

3) Management Improvement - Recommendations made in 1969 (by the Warren King Report) for improved management were mandated in 1971 by the General Assembly of Ohio, which directed the Board of Regents to coordinate University efforts. Manuals of Best Practices, in five areas, have been approved by the Regents and distributed. The Chancellor of the Regents is to lead and oversee and YSU is assembling reports on each recommendation in each manual, as to its status or intended action as respects each recommendation. Financing may present problems if new funds are needed.

4) Construction: Technical and Community College -
About 12 months late, may be
ready in summer 1975.

Library - Should be ready in April, 1975.

Bliss Hall - Defective beam is corrected.

Landscaping - Designing and development,
in part, are under way.

Class and Office Building - Only
\$6,000,000 available. Planning of
cost cutting is in process.

5) Gas Shortage Anticipated - should not curtail
operations because oil can be used for heating.

ITEM VII - Report of Vice President for Financial
Affairs

Mr. Rook presented and commented upon the following
written reports and documents:

- 1) Handbook for Classified Employees - has been
completed, dated October 1, 1974, and dis-
tributed.
- 2) Gifts and Grants Report for year ended June
30, 1974 total \$1,879,855.94.
- 3) Financial Report for the year ended June 30,
1974, which reflects a balanced budget.
- 4) Financial Report - June 30, 1974, which
summarizes and explains graphically the
data reported in No. 3 above.
- 5) Report on Insurance and Real Property -
1974 (32 pages) which details the types
and costs of insurance coverage, the Book
Values of Real Property comprising the
campus, and the estimated costs of Con-
struction in Progress.
- 6) Financial Report for quarter ending Sep-
tember 30, 1974 - which indicates expenses
about \$200,000 more than during the last
year, but which is in line with the budget
estimates.

"On motion by Mr. Newman, seconded by Mr. YR 1975-19
Shutrump and carried unanimously, the above
five Financial Reports were received to be
placed on file."

ITEM VIII - Committee Reports

1) Building and Property Committee - Mr. Shutrump
reported relative to acquisition of two properties by purchase,
one by gift and one pending state approval.

After a motion by Mr. Shutrump, seconded by Mr. Brown, received unanimous affirmative vote, the Chairman declared the following resolution carried.

"NOW BE IT RESOLVED, that the acquisition of the following properties acquired as provided under YR 1970-24, be hereby confirmed and approved." YR 1975-20

STATE FUNDS

619 Bryson Street, City Lot No. 917, City of Youngstown.
Purchased from: Lucille Zeigler

UNIVERSITY FUNDS

110 Webb Street, City Lot No. 3487, City of Youngstown.
Owner: Guy and Elsie Rossi

As a matter of information the following property is pending approval of the Controlling Board, State of Ohio:

112 Wade Street, City Lot No. 9016, City of Youngstown.
Owner: George Davis and Mrs. Calenthe Davis

The following property was a gift to the University:

214 Fifth Avenue, City Lot Nos. 11511 pt. and 11512 pt., City of Youngstown.
Received from Miriam and Marvin Traxler

2) Personnel Relations Committee - A report was submitted concerning an advisory Arbitration Award to Margarita M. Metzger.

After a motion by Mr. Brown, seconded by Mr. Shipka, received affirmative vote by all Trustees present, the Chairman declared the following resolution carried:

"WHEREAS, the Board of Trustees on February 18, 1974, approved the use of advisory arbitration in specified grievance cases; and YR 1975-21

WHEREAS, a grievance filed by Margarita M. Metzger, Associate Professor in the

Department of Foreign Languages and Literatures, culminated in appeal to advisory arbitration; and

WHEREAS, the arbitrator's award has been received, recommending that "the University shall pay to Mrs. Metzger the \$500 increase in salary for the Academic Year 1973-74 because she has attained a terminal degree as contemplated by Article V,"

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees accept the arbitrator's award.

BE IT FURTHER RESOLVED, that the President, with the advice and consultation of a Degree Review Committee, is hereby directed to develop and implement written policy and administrative procedures for the recognition of degrees and the listing thereof in University publications."

ITEM IX - Communications

Copies of the following communications had been furnished to each Trustee:

- 1) Letter of R. J. Wean, Jr. dated October 4, 1974 to the Secretary to the Board (re YR 1975-10).
- 2) Letter of John G. Ingram dated October 18, 1974 to President Coffelt re status of Case 74 CI 332 by the YSU Chapter of OEA against the University.
- 3) Memo dated November 6, 1974 from Vice President Edgar to Academic Deans, Chairmen and Full Service Faculty, re Ad Hoc Committee on Instructional Development.
- 4) Memo dated November 7, 1974 from Harold W. Oyster, a Vice Chancellor of Ohio Board of Regents to Presidents of the State-Assisted Institutions of Higher Education relative to Absenteeism by Members of Governing Boards.
- 5) Letter dated November 13, 1974 from President Coffelt to Dr. Harold W. Oyster, sent in reply to No. 4 above.

- 6) Letter dated November 12, 1974 from President Coffelt to President Warren C. Lovinger, accepting Dr. Coffelt's appointment to the Standing Committee on Studies of the American Association of State Colleges and Universities.

ITEM X - New Business

After a motion by Dr. Burrowes, seconded by Mr. Newman, received affirmative vote by all Trustees present, the Chairman declared the following resolution carried:

"RESOLVED that the Board of Trustees of Youngstown State University record and express to Coach Rey Dempsey, each member of his coaching staff and to each member of the football team, its appreciation for the success of the team during the 1974 football year, and its best wishes for success in the coming quarter final playoffs." YR 1975-22

ITEM XI - Next Regular Meeting

On motion by Mr. Shutrump, seconded by Mr. Brown, and carried by unanimous vote, it was:

"RESOLVED that the next regular meeting of the Board of Trustees of Youngstown State University be held at Youngstown State University on Saturday, February 1, 1975 at 11:00 a.m." YR 1975-23

There being no further business, on motion duly made by Dr. Burrowes, seconded by Mr. Shutrump and carried, the meeting was adjourned at 12:35 p.m.

Ann L. Doroff

Chairman of the Board of Trustees

ATTEST

Hugh W. Manchester

Secretary to the Board of Trustees

Youngstown State University
 Resolution for New Appointments & Promotions
 as of November 23, 1974

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPLOYMENT</u>	<u>ANNUAL SALARY RATE</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Adams, Frances A.	Academic Advisor	School of Education	October 1, 1974	\$ 8,010	12 months	1 year terminal
Baldino, Peter	Associate Professor	Educational Foundations	October 1, 1974	\$16,814	9 months	12 months admin. to 9 months faculty
Baytos, Geraldine	Secretary	Financial Affairs	September 16, 1974	\$ 9,800	12 months	classified to unclassified
Brothers, Barbara	Chairman	English	November 1, 1974	\$17,000	12 months	9 months faculty to 12 months admin.
Cliness, David W.	Assistant Professor	Guidance and Counseling	September 15, 1974	\$13,000	9 months	
Cobett, Edgar M.	Acting Chairman	Elementary Education	October 1, 1974	\$21,000	12 months	9 months faculty to 12 months admin.
Conser, James A.	Instructor	Criminal Justice	September 15, 1974	\$11,000	9 months	1 year terminal
*Costa, Malcolm	Director	Developmental Education	November 1, 1974	\$14,800	12 months	

Agenda Item D.3.
Exhibit A

Youngstown State University
 Resolution for New Appointments & Promotions
 as of November 23, 1974

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPLOYMENT</u>	<u>ANNUAL SALARY RATE</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
DaPolito, Angela	Instructor	Nursing	September 15, 1974	\$ 8,400	9 months	
Davies, John F.	Acting Chairman	Criminal Justice	September 1, 1974	\$22,800	12 months	9 months faculty to 12 months admin.
Fantauzzi, Daniel	Instructor	Art	September 15, 1974	\$10,500	9 months	
*Harris, Walsie E.	Community Coordinator	Teacher Corps Project	September 23, 1974	\$ 6,000	12 months	
Levitsky, George	Instructor	Guidance, Counseling and Pupil Personnel	September 15, 1974	\$ 9,000	9 months	1 year terminal
Sekeres, Eugene A.	Assistant Professor	Advertising and Public Relations	September 15, 1974	\$13,595	9 months	reinstatement from leave without pay
Shaw, Debora Jane	Assistant Serials Librarian	Library	November 1, 1974	\$ 9,777	12 months	

Agenda Item D.3.
Exhibit A

JOHN H. RANZ
HUGH W. MANCHESTER
RICHARD B. WILLS
PAUL J. FLEMING
JAMES E. BENNETT, JR.
JOHN WEED POWERS
FRANKLIN S. BENNETT
W. STEPHEN MELOY
ROBERT N. DINEEN
JACK C. HARRIS
GILBERT M. MANCHESTER
MICHAEL I. WALLING
WILLIAM T. BODOM
THEODORE M. KLUPINSKI
STEPHEN T. BOLTON
JOHN F. ZIMMERMAN, JR.
JAMES W. EHRMAN

LAW OFFICES
MANCHESTER, BENNETT, POWERS & ULLMAN

ELEVENTH FLOOR
UNION NATIONAL BANK BUILDING
YOUNGSTOWN, OHIO 44503
TELEPHONE 743-1171 AREA CODE 216

CURTIS A. MANCHESTER
1902-1951
JAMES E. BENNETT
1917-1964
FRANKLIN B. POWERS
1914-1960
MYRON E. ULLMAN
1923-1974

November 23, 1974

DON E. TUCKER
OF COUNSEL

Mr. E. C. Abrams, President
YSU Chapter of the OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio

Dear Mr. Abrams:

For your records I enclose herewith a copy of the Minutes of the Meeting of the Board of Trustees of Youngstown State University held on August 31, 1974. The original of these minutes were approved by the Board and signed by the Chairman and attested when the Board met today.

Yours very truly,

Hugh W. Manchester
Secretary to the Board of Trustees

HWM MM
Enclosure

Xc Dr. John J. Coffelt, President

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

December 11, 1974

Trustees of
Youngstown State University

Gentlemen:

Enclosed is draft of minutes of the Meeting
of Trustees held November 23, 1974.

Yours very truly,

Walter W. Manchester

By Marian M. Moorhouse
Secretary to the Board of Trustees
of Youngstown State University

HWM MM
Enclosure

These minutes mailed to the following on December 11, 1974

William J. Brown	Dr. John J. Coffelt, President
Dr. Bertie B. Burrowes	Dr. Karl E. Krill, Vice President for Administrative Affairs
Carl L. Dennison	Dr. Earl E. Edgar, Vice President for Academic Affairs
Mrs. Ann L. Isroff	Mr. Joseph S. Rook, Vice President for Financial Affairs
John M. Newman	Mr. Hershel Rickard, University State Examiner
Albert J. Shipka	
Fred C. Shutrump, Jr.	
Robert E. Williams	

(TRUSTEES)

Marian M Moorhouse