

April 4, 1974

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise you that the next regular meeting of the Trustees of Youngstown State University will be held on Saturday, April 20, 1974, at 10:00 a.m. at the Faculty Lounge in Kilcawley Student Center.

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



Secretary to the Board of Trustees
of Youngstown State University

HWM MM

Copies of the above Notice were mailed on April 4, 1974 to:

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

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

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

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

John M. Newman, (Chairman)
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 (Vice Chairman)
1359 Virginia Trail
Youngstown, Ohio 44505

Raymond J. Wean, Jr. President
Wean United, Inc.
Three Gateway Center
401 Liberty Avenue
Pittsburgh, Pa. 15222

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



YOUNGSTOWN STATE UNIVERSITY
YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

April 4, 1974

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

Chairman John Newman has requested that the Trustees meet informally for discussions one hour before the formal Board meeting to be held on April 20, at 10:00 a.m. As heretofore, such informal meeting will be held in the Deans' Conference Room, which is Room 214, on the second floor of the Engineering and Science Building, and will commence at 9:00 a.m.

Hugh W. Manchester
Secretary to the Board of Trustees
of Youngstown State University

HWM MM

Youngstown State University
Board of Trustees Meeting

Kilcawley Center
Room 216 - 10 a.m.

Saturday
April 20, 1974

AGENDA

- A. Roll Call
- B. Proof of Notice of Meeting
- C. Disposition of Minutes for Regular Meeting Held on Saturday, January 26, 1974 and the Special Meeting Held Monday, February 18, 1974
- D. Recommendations of the President of the University
 1. Resolution to Approve Bachelor of Fine Arts Degree - *ps 1*
 2. Resolution to Approve Organizational Structure, Non-academic Administration, Exhibit A. - *ps 4*
 3. Resolution to Increase Thesis Binding Fee - *ps 5*
- E. Report of the President of the University
 1. 1974-75 Operating Budget
 2. Revision of University Senate, Exhibit B. *ps 6-27*
 3. Subsidy Formula Revision
 4. Summons - Court of Common Pleas
 5. Attorney General Opinions
 6. Handbook for Classified Personnel
 7. Other--Report of Vice Presidents
- F. Reports of Committees of the Board
 1. Building Committee
 - a. Naming of Buildings and Other Spaces, Exhibit C. *ps 28, 29*
 2. Finance Committee
 - a. Acquisition of Properties, Exhibit D. *ps 30, 31, 32*
 - b. Resolution to Approve Operating Budget 1974-75 *ps 33*
 3. Ad hoc Committee on Nominations
 - a. Resolution to Appoint Members to the Board of Trustees of the College of Medicine *ps 34*
 4. Ad hoc Committee on Bylaws
 - a. Resolution to Amend Bylaws, Exhibit E. *ps 35-38*
- G. Communications
 1. Auditor, State of Ohio *ps 39*
 2. Date of June Commencement--June 22
- H. Unfinished Business
- I. New Business
 1. Appointment of Nominating Committee
- J. Time and Place of Next Regular Meeting
- K. Adjournment

Supplemental Materials to the April 20, 1974 Agenda

Board of Trustees

Board of Trustees Meeting, April 20, 1974

Resolution to Approve a New Degree
Bachelor of Fine Arts

A proposal to offer the Bachelor of Fine Arts degree at Youngstown State University was submitted by the Departments of Art, and Speech and Dramatics, to the University Curriculum Committee, which approved the proposal on January 31, 1974; this recommendation was approved by the Senate in its meeting on Friday, April 5, 1974.

The Bachelor of Fine Arts is a professional degree designed for students concentrating in certain areas of Fine Arts. It will permit the students in the studio and performing arts an opportunity to acquire the degree which is most recognized and accepted in these areas. Candidates for this degree (and the faculty involved) are primarily concerned with a program which will enable the student to concentrate heavily in the areas of painting, sculpture, print-making, crafts, commercial art, acting, directing, and scene design.

As an undergraduate degree, the Bachelor of Fine Arts offers advantages to the students that are not normally offered by the A.B. degree. The student is given the opportunity to achieve greater competency in a chosen area of specialization which will establish a solid base for future success as an artist. The BFA is a natural foundation for students who seek the Master of Fine Arts degree. Graduate schools place greater emphasis upon the BFA for admission because of its concentration.

Instruction is designed to equip students with the basic skills and fundamental knowledge to develop competence in the orderly ways of thinking which professional men and women use to reach creative solutions in the arts. The student is encouraged to explore the means by which the artist communicates ideas and to understand how this power to transmit ideas can be productively used.

If the new degree is approved by the Youngstown State University Board of Trustees, it will be recommended for approval by the Ohio Board of Regents.

Agenda Item D)1.

Board of Trustees Meeting, April 20, 1974

WHEREAS, the Departments of Art, and of Speech and
Dramatics, have recommended the establishment of the
new degree; and YR 1974-

WHEREAS, the new degree has been approved by the
University Curriculum Committee, and the University
Senate; and

WHEREAS, the proposed new degree has received admin-
istrative review and approval; therefore,

BE IT RESOLVED, that the Board of Trustees authorize
the offering of the Bachelor of Fine Arts Degree at
Youngstown State University.

Board of Trustees Meeting, April 20, 1974

Resolution to Revise University Organizational Chart

BE IT RESOLVED, that the organizational structure of the University be revised in accordance with Exhibit A attached hereto, and that existing regulations of the Board be revised to be in accord therewith; and

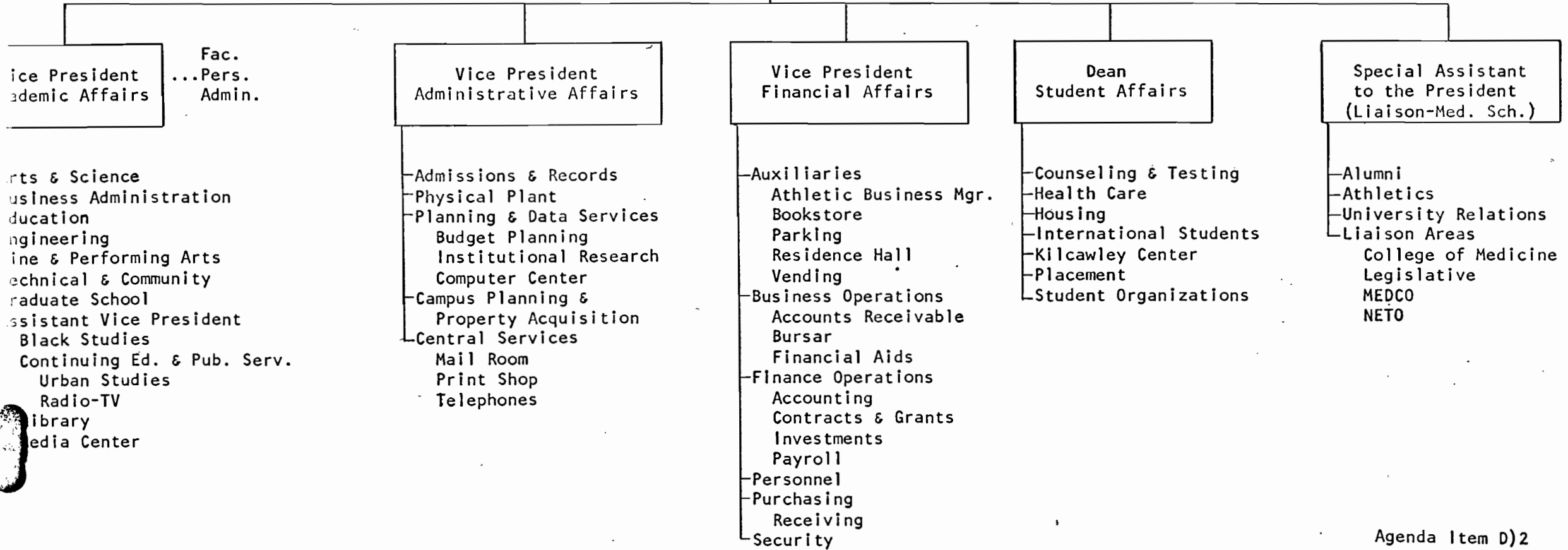
YR 1974-

BE IT FURTHER RESOLVED, that the President is hereby authorized to revise position descriptions of officers of non academic administration in accordance therewith.

ORGANIZATIONAL CHART
Youngstown State University

Legal Counsel BOARD OF TRUSTEES Secretary

Assistant to the President PRESIDENT Internal Auditor
(Affirmative Action Officer)



Board of Trustees Meeting, April 20, 1974

Authorization of Increase in Fee for Binding Theses and Reports

YR 1970-14 provides for a \$5.00 per copy fee for thesis binding by the University Library. The fee is the same for personal copies as well as those required by the University.

WHEREAS, the cost of binding has increased and the \$5.00 per copy fee presently charged reflects a loss to the University for each copy bound, and since it is recommended that the University recover its direct costs of binding; YR 1974-

THEREFORE, BE IT RESOLVED, that Resolution YR 1970-14 be amended to read that the \$5.00 per copy fee presently charged for the thesis binding be increased to \$8.00 per copy.

Agenda Item D)3.

RATIFICATION

This charter shall become effective upon ratification by a majority of the predecessor Senate, approval by a two-thirds majority of the votes cast by those voting as required to amend the present Constitution (Present Article V Sections 3 and 4), by the President of the University, and by appropriate action of the Board of Trustees.

Please note:

The attached document represents the final version of the Charter and Bylaws as approved by the Senate at its March 8, 1974 meeting. Some editorial changes have been made to reflect the sentiment of the Senate at that meeting.

YOUNGSTOWN STATE UNIVERSITY

CHARTER

Academic Senate

PREAMBLE

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

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

ARTICLE I

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

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

ARTICLE II

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

Section 1. College.

As used in the Charter, college shall mean an academic unit under the direction of an undergraduate Dean regardless of the name assigned to the academic unit. In the event that a college is subdivided into a school or schools with said school or schools responsible to the undergraduate Dean of that college, the school or schools shall be represented by the number of departments in the school. If a school is not divided into departments, it shall be considered an academic department.

Section 2. Academic Department.

An academic department is defined as one which provides instruction for academic credit, and which is administered by a Chairman budgeted under and responsible to the Dean of an undergraduate college. For the purpose of this definition, a college not separated into academic departments shall be considered an academic department.

Section 3. Faculty

Faculty shall include all those employed as full service faculty who hold academic rank and are paid, at least in part, by an academic department for teaching responsibilities. Their home department shall be that academic department which pays the greater portion of their teaching salary. In cases where a major portion cannot be defined, the home department shall be the academic department where the person holds academic rank.

Section 4. Administrators.

Administrators shall include all non-classified employees of the University who are not eligible for election to the Senate as Faculty.

Section 5. Faculty Administrators.

All academic department chairmen and Assistant Deans of Colleges, for the purpose of this Charter and By-Laws, shall meet the above definitions as Faculty and Administrators.

ARTICLE III

The Academic Senate

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

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

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

- (a) For students:

- (1) Non-elected representatives; by virtue of their elected posts, the Chairman of Student Council and the President of Student Government shall have automatic Senate membership.
- (2) Elected representatives;
 - (A) One student shall be elected from each college as defined by Student Council; and,
 - (B) The remaining student representatives shall be elected at large from among the student body.

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

- (b) The Administrators shall be appointed by the President of the University, except that their number shall include the Academic Vice President and the Dean of each college. All Faculty Administrators appointed to the Senate shall be so appointed prior to the elections of the Faculty Senators. The remainder of the Faculty Administrators are eligible to seek election as Faculty.
- (c) Faculty Senators shall have at least seventy seats. Said seats shall be distributed according to the following formula:
 - (1) Each college as an academic unit shall be assigned four seats; and,
 - (2) The remaining seats shall be apportioned to each college based upon the percentage of faculty in each college. The determination of faculty in each college shall be at a time and in a manner provided in the Bylaws.
 - (3) From the number of seats apportioned to each college, the faculty of each academic department shall elect one representative from among themselves. In the event that there are more departments in a particular college than seats apportioned to that college, the minimum number of faculty Senate seats shall be increased by that number without regard to the minimum number of seventy.
 - (4) Any remaining seats apportioned to a college shall be filled by an at-large election within that college.

- (5) Any Faculty member shall have the right not to seek election as provided in the Bylaws.

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

- (a) The Student Senators' term of office shall be one year and they may succeed themselves.
- (b) Administrative Senators; (1) By virtue of their administrative posts, the Academic Vice President and undergraduate Deans shall have an indefinite term of office. (2) Appointed members of the Administration shall have a term of one year and may be reappointed by the President of the University.
- (c) Faculty Senators;
 - (1) Academic departmental representatives. Senators who have been elected by their department shall have a term of two years and may not serve two consecutive two-year terms as departmental representatives.
 - (2) Senators elected at large shall have a term of one year and may succeed themselves.

Section 4. Officers of the Senate.

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

Section 5. Meetings.

- (a) The Senate shall meet at least twice each fall, winter, and spring quarter at the call of the Executive Committee of the Senate.
- (b) Additional meetings may be called by the Chairman of the Senate or by a majority vote of the Senate at any meeting.
- (c) Proposed recommendations and reports of the various committees together with the agenda, must be circulated to the Faculty and any other persons designated by the Executive Committee at least five days prior to a Senate meeting at which it is to be considered. All proceedings of the Senate shall be reduced to minutes and similarly circulated.

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

ARTICLE IV

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

Section 1. The Chartered committees of the Senate shall be divided into two categories;

- (a) Elected chartered committees--
 - (1) The Elections and Balloting Committee.
 - (2) The Charter and Bylaws Committee.
 - (3) The Executive Committee.
- (b) Appointed Charter committees--
 - (1) The Academic Affairs Committee.
 - (2) The Academic Events Committee.
 - (3) The Computer Committee.
 - (4) The Continuing Education Committee.
 - (5) The Curriculum Committee.
 - (6) The Educational Media Committee.
 - (7) The Library Committee.
 - (8) The Research Committee.
 - (9) The Student Affairs Committee.

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

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

(3) The Elections and Balloting Committee shall implement the provisions of the Bylaws as they relate to elections and balloting.

(b) The Charter and Bylaws Committee;

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

(c) The Executive Committee;

(1) (A) Composition--

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

(B) The terms of office--

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

(2) Functions--

- (A) The Executive Committee shall assign members to the appointed committees of the Senate as specified in the Bylaws. The Executive Committee may refer matters either directed to its attention or self-initiated to the appropriate chartered committee. Where a matter requires the attention of a committee, other than a chartered committee, the Executive Committee may appoint such subcommittees or ad hoc committees as it deems appropriate. If directed by the Senate the Executive Committee shall establish such committees.
 - (B) The Executive Committee shall specify the charge for any subcommittee or ad hoc committee it establishes.
 - (C) The Executive Committee shall prepare the agenda for Senate meetings and transact such other ongoing routine business as may be directed to them.
- (3) The Executive Committee shall act provisionally for the Senate in matters of liaison with the Administration, and in matters requiring immediate attention.
 - (4) The Executive Committee shall report its actions to the Senate at regular meetings of the Senate.

ARTICLE V

Challenge of a Senate Action

Any action (including amendments to the Bylaws) of the Senate may be challenged either by the President of the University or a member of the Faculty.

Section 1. The President of the University may challenge any action of the Senate--

- (a) His challenge, along with the reasons for the challenge shall be given to the Executive Committee in writing within twenty-eight days of the date of the Senate meeting at which the action was taken.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.

- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The President or his designate may speak on behalf of his challenge.
- (e) If the challenge is supported by a majority of the Senate members present then the Senate action becomes null and void.
- (f) If the challenge is not upheld by the Senate, the President of the University shall submit the matter to the Board of Trustees for final disposition.

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

- (a) A member of the Faculty wishing to challenge an action of the Senate must, in writing, present the challenge along with his reasons to the Executive Committee within twenty-eight days from the date of the Senate meeting at which the action was taken. The challenge must be supported by the signatures of at least forty faculty members with no more than half of that number from any one college.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.
- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The challenger shall have the right to speak on behalf of his challenge.
- (e) If the challenge is supported by a majority of the Senate members present then the Senate action becomes null and void.
- (f) If the challenge is not upheld by a majority but is supported by a minority, one-third plus one of the Senate members present, then the challenge, under the direction of the Executive Committee, shall go to the entire faculty for vote. By a majority of those voting the Faculty may support the challenge in which case the action is null and void provided this majority represents more than one-third of the Faculty.
- (g) If the challenge is not upheld in the Senate by either a majority vote or minority vote, then the challenge is defeated and the Senate action becomes effective.

ARTICLE VI

Amendments

- Section 1. The Charter and Bylaws Committee shall propose any Amendments to this Charter and shall submit them in the following manner:
- (a) The proposed Charter Amendments shall be mailed by the Secretary to the Senators at least one week prior to being submitted to the Senate for consideration.
 - (b) At the meeting of the Senate at which the Amendment is to be considered, The Charter and Bylaws Committee Chairman shall place the Amendment before the Senate. Upon affirmative majority vote of the Senate, the Amendment shall be submitted to the faculty by the Secretary for mail balloting. The ballot shall include a complete statement of the proposed Amendment and shall provide a space for the faculty to vote for or against the adoption of the proposed Amendment. In order to be tallied, the ballot shall be returned to the Secretary within ten days after it is mailed by the Secretary.
 - (c) Upon a two-thirds affirmative vote of the Faculty, with at least one-half of the Faculty having voted, the Amendment shall be submitted to the President of the University and the Board of Trustees for ratification.
 - (d) Upon fulfillment of the foregoing requirements, the Amendment shall become effective immediately.

BYLAWS of the CHARTER
of the
FACULTY SENATE

BYLAW 1 PURPOSE

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

BYLAW 2 ELECTION AND BALLOTING PROCEDURES

Unless otherwise specified, the members of the Senate, at a meeting at which this is an announced agendum, shall nominate at least twice as many candidates as are to be elected.

All such elections and balloting shall be under the jurisdiction of the Elections and Balloting Committee and shall be conducted in the following manner:

Section 1. Tellers. For each election or balloting the Election and Balloting Committee shall appoint tellers in sufficient numbers to expeditiously conduct the elections and balloting.

Section 2. Ballots.

- (a) The Elections and Balloting Committee shall be responsible for the preparation of all ballots, except as provided in Article V Section 2 (f) and Article VI Section 1 of the Charter, and distribute them to the appropriate electorate. Unless otherwise specified, all balloting must be completed within ten days from the date of mailing by the Elections and Balloting Committee.
- (b) Unless otherwise specified, all elections and balloting under the supervision of the Elections and Balloting Committee shall be by closed mail ballot.
- (c) The names of the nominees shall be listed in alphabetical order on all mail ballots with a statement of the maximum number to be voted for, (which shall be the number to be elected), and instructions for return of the ballot, and enclose an unmarked envelope for return of the ballot. The marked ballot is to be sealed by

the elector in the unmarked envelope, and the elector is to sign the slip bearing his name on the outside of the envelope. After collecting all the ballots, the Elections and Balloting Committee is to remove the name slips of the eligible electors and give the sealed unmarked envelopes to the tellers.

- (d) Upon the direction of the Senate at a meeting requesting a written ballot, the chairman shall appoint a sufficient number of tellers who shall distribute blank ballots, collect and tally the same, and report the results to the chairman. The chairman shall announce the results.

Section 3. Balloting Disputes. All balloting disputes shall be resolved by the Election and Balloting Committee, and their determination shall be final.

Section 4. Ties. Ties shall be resolved by the tellers by drawing of lot(s). This shall be reported in their report.

Section 5. Reporting results of elections and balloting. The Elections and Balloting Committee shall make the results of all elections and balloting public. A complete record of the results or each balloting shall be retained for a period of one year. All ballots shall be retained by the Elections and Balloting Committee for a period of thirty days following the date of the publication of results. The ballots may be inspected by any interested member of the University community, and such inspection shall be supervised by a member of the Election and Balloting Committee.

BYLAW 3

ELECTION OF FACULTY SENATE

Section 1.

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

Section 2. Apportionment of Faculty Seats. As provided in the Charter, Article III, Section 2, (c) (1), each college shall be assigned four seats the total sum of which shall be deducted from seventy. The remainder shall be apportioned among the various colleges based upon the percentage of Faculty in each college determined as of January 31. The Elections and Balloting Committee shall compute these percentages based upon a list of Faculty provided by the Faculty Personnel Office. It shall then calculate the number of additional seats apportioned to each college based upon this percentage.

Section 3. Election Procedures.

(a) Time of Elections;

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

(b) Term of Office;

The term of office for Departmental Senators shall be for two years beginning with June 15. The departments of each college shall be divided into two groups by lot, with the elected Senators of the first group to serve a two-year term and the elected Senators of the second group to serve a one-year term. Thereafter, each group of Senators shall serve a two-year term.

(c) Balloting;

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

Section 4. Withdrawal from Senate Election.

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

Section 5. Organizational Meeting of the Senate.

The duties and responsibilities of all senators shall begin with a meeting scheduled for the third Friday of the month of May. The first order of business for this meeting shall be the nominations for chairman of the Senate, and Charter and Bylaws Committee.

BYLAW 4

OTHER ELECTIONS

Section 1. Chairman of the Senate.

- (a) All senate members shall be eligible for election as Chairman of the Senate.
- (b) Candidates for this office shall be nominated at the organizational meeting of the Senate.
- (c) The term of office for the chairman shall be for one year beginning with June 15.

Section 2. The Elections and Balloting Committee.

- (a) All faculty members eligible for Senate Election in a given college shall be eligible for election to the Elections and Balloting Committee for that college.
- (b) The Elections and Balloting Committee shall be responsible for seeking nominations from the faculty of each college and for the proper conduct of the election in each college.
- (c) The term of office for the members of the Elections and Balloting Committee shall be for two years beginning with June 15. The colleges shall be divided into two groups by lot with the elected representatives of the first group to serve a two-year term and the representatives of the second group to serve a one-year term. Thereafter, each group of representatives shall serve a two-year term.

Section 3. The Charter and Bylaws Committee.

- (a) Anyone eligible for Senate membership shall be eligible for election to the Charter and Bylaws Committee.
- (b) Candidates for this committee shall be nominated at the organizational meeting of the Senate.

- (c) The term of office for members of the Charter and Bylaws Committee shall be for two years beginning with June 15. The continuity of election shall continue in alternate years as established by the predecessor Senate. Accordingly, the members currently serving on the Constitution and Bylaws Committee who have one year of term remaining shall continue as members of the Charter and Bylaws Committee.

Section 4. The Executive Committee.

(a) Faculty members;

- (1) All Senate members from a given college, except the current Executive Committee member from that college (providing he is completing a full term) shall be eligible for election to the Executive Committee.
- (2) After the elections of faculty to the Senate, the Elections and Balloting Committee shall be responsible for seeking nominations from the Senators of a college and for the proper conduct of the election of an Executive Committee member for the colleges conducting an election.
- (3) The term of office for elected faculty members of the Executive Committee shall be for three years beginning with June 15. The continuity of the election of the various college representatives shall continue on the staggered three-year term basis as established by the predecessor Senate. Accordingly, the members currently serving on the predecessor Committee who have not completed their terms shall continue as members of the Executive Committee.

(b) Administrative and Student Members.

- (1) As provided in Article IV, Section 2, (c) (1) (A) (ii) and (iii), the Administrative and student Senators shall meet prior to June 1 and elect one each of themselves as a member of the Executive Committee.
- (2) The term of office for Administrative and student members of the Executive Committee shall be for one year beginning with June 15.

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

BYLAW 5

DUTIES OF SENATE OFFICERS

Section 1. Chairman.

The chairman shall preside at all Senate meetings and perform such other duties as are required. The chairman shall be responsible for the communication of all Senate action to the Administration. In the event the chairman is unable to perform his duties, the chairman shall appoint, from the Senate body, a chairman pro tem.

Section 2. Secretary.

The Secretary shall be responsible for the circulation of materials as prescribed in Article III, Section 5 (c) of the Charter. The secretary shall maintain a permanent file of the results of all balloting.

Section 3. Parliamentarian.

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

BYLAW 6

APPOINTED CHARTERED COMMITTEES

Section 1. Appointed Chartered Committee Memberships, Selection, and Chairmanship.

- (a) The membership of each committee shall include Faculty, Administrators, and Students who need not be Senators.
- (b) The selection of members shall be as follows:
 - (1) The Faculty members shall be selected by the Executive Committee.
 - (2) The administrative members shall be appointed by the President of the University without regard to any specific number. Their function shall be to serve as liaison to appointed Senate committees in order to facilitate communication between the committee and the administration, and, accordingly, they shall have no privilege to vote.

- (3) The student members of each committee shall be selected by Student Council.
- (c) Faculty and Student committee members shall have the right to vote.
- (d) Faculty and Student may serve on only one Senate Chartered Committee at any one time.
- (e) The chairman of each appointed chartered committee of the Senate shall be elected annually from within the committee.
- (f) The chairman of all other Senate committees shall be appointed by the Executive Committee.
- (g) The chairman of all appointed Senate committees shall report to the Senate, at least once a year, and shall be privileged to make motions on behalf of the committee without regard to their own Senate membership.
- (h) The term of membership on these committees shall be at the discretion of the appointing body or individual, provided that faculty appointments shall be made to achieve continuity by partial rotation.
- (i) Appointments and changes in appointments of all Senate committee members shall be reported to Senate through the Executive Committee.

Section 2. Appointed Chartered committees are charged and composed as follows--

- (a) The Academic Affairs Committee;
- (1) This committee is charged with recommending to the Senate the general university requirements, appropriate academic standards, new degrees, new majors, and changes in degree and major requirements whenever such changes affect more than one academic department. For this purpose, a change affects a department only if one of its courses is involved in the change.
- (2) The membership of the committee shall consist of eight faculty with at least one member from each college, administrator(s), and two students.

- (b) The Academic Events Committee;
 - (1) To recommend to the Senate new policies and changes in existing policies pertaining to the presentation of faculty colloquia, special lectures for the benefit of the academic community, commencement, and honors day.
 - (2) The membership shall consist of eight faculty, administrator(s), and two students.
- (c) The Computer Committee;
 - (1) To recommend to the Senate new policies and changes in existing policies concerning the instructional use of computer facilities.
 - (2) Membership shall consist of eight faculty, administrator(s), and two students.
- (d) The Continuing Education Committee;
 - (1) To recommend to the Senate new policy, and changes in existing policy as related to the role of the University in continuing education.
 - (2) Membership shall consist of eight faculty, administrator(s), and two students.
- (e) The Curriculum Committee;
 - (1) The Curriculum Committee shall recommend to the Senate new policies and changes in existing policies concerning curriculum matters.
 - (2) This committee shall receive and process additions, deletions, or modifications in courses submitted to it by a college curriculum committee or Dean of a College. Upon receipt of a given curriculum proposal, the committee shall within a period of two weeks, correct the proposal or return it for correction of errors in form or inconsistencies with University or State imposed regulations. Within one week following completion of all corrections, the curriculum committee shall send copies of the proposal to all the college curriculum committees and deans of the colleges and the Academic Vice President. The curriculum committees, Deans of all the colleges and the Academic Vice President shall have two weeks in which to review the proposal and raise their objections to the proposal by submitting them in writing to the Curriculum Committee.

- (a) If no objections are received by the Curriculum Committee within the prescribed time limit of two weeks, the committee shall simply attach a report of the college action to the agenda of the next Senate meeting for communication purposes only, in recognition of the autonomy of a college.
 - (b) If an objection is received by the curriculum committee, the committee shall investigate the objection and shall submit its recommendation on the matter to the Senate for final disposition.
 - (c) The Curriculum Committee shall establish such time tables as are necessary to facilitate its work. Such time tables shall be submitted in writing to all college Deans and academic department chairman.
- (3) The membership shall consist of eight faculty members with at least one member from each college, administrator(s), and three students.
- (f) The Educational Media Committee;
 - (1) To recommend to the Senate new policy and changes in existing policies as related to the instructional role of the educational media.
 - (2) The membership shall consist of eight faculty, administrator(s), and two students.
 - (g) The Library Committee;
 - (1) To recommend to the Senate new policy and changes in existing policies including but not limited to the allocation of appropriated resources budgeted to acquisition of instructional materials.
 - (2) The membership shall consist of eight faculty with at least one from each college, administrator(s), and two students.
 - (h) The Research Committee;
 - (1) To recommend to the Senate new policies and changes in existing policies as related to sponsored research including both University and outside agency funded programs.

- (2) The membership shall consist of eight faculty with at least one from each college, administrator(s), and two students.
- (i) The Student Affairs Committee;
 - (1) To recommend to the Senate academic policies concerning students.
 - (2) The membership of the committee shall consist of eight faculty, administrator(s), and four students.

BYLAW 7

VACANCIES

Section 1. Determination.

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

Section 2. Filling of Vacancies and Certifying Memberships.

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

Section 3. Other Faculty Vacancies.

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

Section 4. Non-Faculty Vacancies

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

Section 5. The Executive Committee shall report the filling of all vacancies at the next Senate meeting.

BYLAW 8. ORDER OF BUSINESS AT SENATE MEETINGS

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

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

BYLAW 9. RULES OF ORDER

Section 1. The rules of order specified in the latest edition of Robert's Rules of Order Newly Revised (Scott, Foresman and Company) shall govern where applicable, provided that they are in accord with this Charter and Bylaws, and except as they are superseded by the standing rules specified by this Bylaw or by resolution of the Senate concerning the conduct of its business at a particular meeting.

Section 2. Any member of the University community shall have the right to address the Senate, provided he has notified the chairman, in writing, of his intent, and has arranged with the chairman for a suitable time at which he may be recognized. A member or guest of the Senate may speak at such time as he is recognized by the chair.

- Section 3. All meetings of the Senate shall be open meetings unless otherwise decided by a vote of the Senate.
- Section 4. Senate business shall be conducted by Informal Consideration, except following affirmation of a motion "to consider formally." Closure of Debate, nevertheless, may still be ordered by a two-thirds majority.
- Section 5. An adjourned meeting shall be ordered for the next meeting of the Senate in either of the following circumstances:
- (a) When the conduct of the Senate's business is terminated by the loss of a quorum.
 - (b) When the conduct of the Senate's business is terminated by the arrival of a pre-determined time of adjournment, in the absence of a motion to extend the limits of debate, except upon the majority rejection of the privileged motion "to fix the time to which to adjourn."
- Section 6. Upon a ruling of the chair in response to an appeal by any Senate member, an action of the body shall be declared null and void if, in the procedures by which such action was taken, either these standing rules or applicable parliamentary procedures have been violated. Such appeal may be made either during the meeting in which such action was taken, following the affirmation of a motion to adjourn, or at any time before the next meeting of the body. The ruling of the chair must be made no later than the beginning of the subsequent meeting.

BYLAW 10.

AMENDMENTS

- Section 1. Proposed amendments to the Bylaws shall be first submitted or referred to the Charter and Bylaws Committee.
- Section 2. A proposed amendment to the Bylaws shall be mailed by the Secretary of the Senate to the Senate membership at least one week prior to its being submitted to the Senate for consideration.
- Section 3. At the meeting of the Senate at which the Amendment is to be considered, the Charter and Bylaws Committee chairman shall place the Amendment before the Senate. With affirmative majority vote of the Senate, and in the absence of a challenge during the challenge period, the amendment shall become effective.

Board of Trustees Meeting, April 20, 1974

Resolution on Naming of Buildings and Other Spaces

WHEREAS the designation of names of buildings and portions thereof, and of streets and outdoor spaces, is the exclusive prerogative of the Board of Trustees, and

YR 1974-

WHEREAS the Bylaws of the Board of Trustees provide that buildings shall be named by the Board following recommendations submitted by the President of the University;

THEREFORE BE IT RESOLVED, that the Youngstown State University Board of Trustees hereby adopts the policy on naming of buildings and other spaces as attached hereto as Exhibit C.

Board of Trustees Meeting, April 20, 1974

POLICY ON NAMING OF BUILDINGS AND OTHER SPACES

The designation of names of buildings and portions thereof, and of streets and outdoor spaces, shall be exclusively within the authority of the Board of Trustees.

At the appropriate time the President shall initiate the action by appointing an ad hoc committee to make recommendations to him. He shall transmit these recommendations, with his own, to the Board of Trustees through the Building Committee. In the composition of the ad hoc committee due consideration should be given to the nature of the project and of its funding.

In general, a building designed to serve essentially a single function on a continuing basis shall be called after its principal function; e.g., Administration Building, Library, Engineering Science Building.

A building also may be named for an individual who has made an outstanding contribution to the University or to education within Ohio, provided that the individual has been deceased at least 5 years. A building given to the University may be named for the donor or in memory of a person of his choice. Similarly, a building for which a donor's contribution has been crucial may be so named. The functional name should be included along with the name of the individual, when appropriate; e.g., Beeghly Physical Education Center.

Outdoor spaces and areas within buildings, such as auditoriums, laboratories, other rooms, lobbies, etc. may be named as memorials to or in recognition of distinguished persons, particularly those whose services have been identified with the functions of these areas, or of donors responsible for equipping these areas.

Wherever campus streets are clearly segments or extensions of city streets they shall bear the names of those streets.

Prior to the naming of any building by the Board of Trustees the President may assign a functional name for interim use.

Board of Trustees Meeting, April 20, 1974

Resolution Confirming Acquisition of Certain
Properties as Provided under YR 1970-24 .

The following Resolution is proposed in order to meet the requirements set forth in YR 1970-24:

BE IT RESOLVED, that the acquisition of the properties as provided under YR 1970-24 as listed in Exhibit D attached hereto, be hereby confirmed and approved.

YR 1974-

Board of Trustees Meeting, April 20, 1974

Properties Acquired Under YR 1970-24

STATE FUNDS

645 Bryson Street, City Lot No. 914 part, City of Youngstown,
Purchased from: Mildred Loy, c/o A. J. LoGuidice.

670 Bryson Street, City Lot No. 1527, City of Youngstown,
Purchased from: Richard Rosenblum.

UNIVERSITY FUNDS

122-124 Webb Street, City Lot No. 3490, City of Youngstown,
Purchased from: Gus and Eloise Johnson.

As a matter of information, the following properties are
pending approval of the Controlling Board, State of Ohio:

STATE FUNDS

633 Bryson Street, City Lot No. 915, City of Youngstown,
Owner: Charles Zidian

649 Bryson Street, City Lot No. 1509, City of Youngstown,
Owner: Joseph and Robert Stefko.

671 Elm Street, City Lot Nos. 948, 1652 pt., City of Youngstown,
Owner: J. R. and Anne Halas (Hall).

UNIVERSITY FUNDS

31 Lincoln Avenue, City Lot No. 1503, City of Youngstown,
Owner: The University Foundation, Inc.

The University is also in the process of acquiring the
following properties:

662-664 Bryson Street, City Lot No. 929, City of Youngstown,
Owner: Sam Amicarelli.

Board of Trustees Meeting, April 20, 1974

34 West Spring Street, City Lot Nos. 917 part, 918 part, and
1512, City of Youngstown,
Owner: The American Legion Post 15, Inc., c/o Odelin Kraja,
Kraja Realty Company.

646 Bryson Street, City Lot Nos. 927 part and 928, City of
Youngstown,
Owner: The Ohio Mu Alumni Corporation of Sigma Phi Epsilon 53.

Board of Trustees Meeting, April 20, 1974

The motion for adoption of the following resolution comes appropriately from your Finance Committee as follows:

Approval of the Operating Budget for 1974-75

YR 1974-

WHEREAS, the Finance Committee has carefully reviewed the proposed Operating Budget for 1974-75, and considers that this Budget is a fair expenditure plan for the presently estimated resources of the University for that year;

THEREFORE, BE IT RESOLVED, that the Operating Budget for 1974-75 be approved, and that such approval includes the changes of title, positions and Civil Service Classifications as noted therein, and the changes required by action of this Board at this meeting.

Board of Trustees Meeting, April 20, 1974

Resolution to Appoint Trustees of NEOUCOM

WHEREAS, the appointment of all Trustees of the
Northeastern Ohio Universities College of Medicine,
except the presidents, terminates on May 1, 1974;

YR 1974

THEREFORE BE IT RESOLVED, that John M. Newman,
Chairman of the Youngstown State University Board
of Trustees, and Leonard P. Caccamo, M.D., be
appointed as Trustees of the Northeastern Ohio
Universities College of Medicine, pursuant to the
provisions of Ohio Revised Code Section 3350.10.

Board of Trustees Meeting, April 20, 1974

Resolution to Amend Bylaws

At the January 26, 1974 meeting of the Board of Trustees, YR 1974
Chairman Newman appointed an ad hoc committee to study the
Board's Bylaws and Regulations with regard to possible amend-
ment thereof. Appointed to the committee were Mrs. Ann Isroff
(Chairman), Mr. Williams and Attorney Newman, together with
Attorney Hugh W. Manchester and President Coffelt.

The ad hoc committee met on March 1, 18 and 25 to study the
Bylaws and consider possible revisions. Attached hereto as
Exhibit E is a copy of the revised Bylaws recommended by the ad
hoc committee.

BE IT RESOLVED, that effective April 20,
1974 the revised Bylaws of the Board of
Trustees of Youngstown State University,
attached hereto as Exhibit E, be hereby
approved.

Board of Trustees Meeting, April 20, 1974

BOARD OF TRUSTEES

BYLAWS

YOUNGSTOWN STATE UNIVERSITY

Youngstown, Ohio

Revised April 20, 1974

Agenda Item F)4. a.
Exhibit E.

BYLAWS

ARTICLE I. DEFINITION AND PURPOSES

As used in these Bylaws:

- A. "Board" means the Board of Trustees of Youngstown State University.
- B. "University" means Youngstown State University.
- C. "Chairman" means Chairman of the Board of Trustees of the University.

CHAPTER 3356: YOUNGSTOWN STATE UNIVERSITY

- 3356.01 Youngstown state university created; appointment of board of trustees.
 3356.02 Election and appointment of officers of board; treasurer to give bond.
 3356.03 Duties of board.
 3356.04 Donations; contracts.
 3356.05 General assembly shall support university.

§ 3356.01 Youngstown state university created; appointment of board of trustees.

There is hereby created Youngstown state university. The government of Youngstown state university is vested in a board of nine trustees, who shall be appointed by the governor, with the advice and consent of the senate. Upon the effective date of this section, nine trustees shall be appointed immediately, one for a term ending May 1, 1968, one for a term ending May 1, 1969, one for a term ending May 1, 1970, one for a term ending May 1, 1971, one for a term ending May 1, 1972, one for a term ending May 1, 1973, one for a term ending May 1, 1974, one for a term ending May 1, 1975, and one for a term ending May 1, 1976. The successor of each such member shall be appointed for a term of nine years ending on the first day of May, except that any person appointed to fill a vacancy shall be appointed to serve only for the unexpired term. No person who has served a full nine year term or more than six years of such a term shall be eligible to reappointment. The trustees shall receive no compensation for their services but shall be paid their reasonable necessary expenses while engaged in the discharge of their duties. A majority of the board constitutes a quorum.

HISTORY: 132 v H 134, § 1. EH 8-15-67.

The provisions of § 2 of H 134 (132 v —) read as follows:

SECTION 2. The Ohio board of regents is hereby authorized to negotiate with the board of trustees of the Youngstown university, or its designated representative, and to develop and enter into agreements with the board of trustees of the Youngstown university providing for the transfer or grant of the use to Youngstown state university of all or any part of the estate, property, and funds under the control of the board of trustees of the Youngstown university.

§ 3356.02 Election and appointment of officers of board; treasurer to give bond.

The board of trustees of Youngstown state university shall annually elect from their mem-

§ 3356.05 General assembly shall support university.

The general assembly shall support Youngstown state university by such sums and in such

bers a chairman and a vice-chairman; and they may also appoint a secretary of the board, a treasurer, and such other officers of the university as the interest of the university requires who may be members of the board. The treasurer before entering upon the discharge of his duties, shall give bond to the state for faithful performance of his duties and the proper accounting for all moneys coming into his care. The amount of said bond shall be determined by the board, but shall not be for a sum less than the estimated amount which may come into his control at any time. Said bond shall be approved by the attorney general.

HISTORY: 132 v H 134, § 1. EH 8-15-67.

See provisions, § 2 of H 134 (132 v —) following RC § 3356.01.

§ 3356.03 Duties of board.

The board of trustees of Youngstown state university shall employ, fix the compensation of, and remove the president and such number of professors, teachers, and other employees as may be deemed necessary. The board shall do all things necessary for the creation, proper maintenance, and successful continuous operation of the university. The board may accept donations of lands and moneys for the purpose of such university.

HISTORY: 132 v H 134, § 1. EH 8-15-67.

See provisions, § 2 of H 134 (132 v —) following RC § 3356.01.

§ 3356.04 Donations; contracts.

The board of trustees of Youngstown state university may receive and hold in trust, for the use and benefit of the university, any grant or devise of land, and any donation or bequest of money or other personal property, to be applied to the general or special use of the university, unless otherwise directed in the donation or bequest. The board of trustees of Youngstown state university may make and enter into all contracts and agreements necessary or incidental to the operation of such university.

HISTORY: 132 v H 134, § 1. EH 8-15-67.

See provisions, § 2 of H 134 (132 v —) following RC § 3356.01.

manner as it may provide, but support may come from other sources.

HISTORY: 132 v H 134, § 1. EH 8-15-67.

Section 1. Regular Meetings

The Board shall meet at least five times each year, and at such other times as are necessary for the best interest of the University. Meetings shall be called at such times as the Board prescribes, provided, however, that one of said meetings shall be subsequent to May 15, but before July 15. At the time of adjournment of each meeting, the Board shall provide, by resolution, the time and place for the holding of the next regular meeting. The Secretary of the Board shall give written notice of said meeting to the residence or business address of each member of the Board at least fifteen days prior thereto.

Section 2. Special Meetings

Special meetings of the Board may be called by or at the written request of the Chairman of the Board, the President of the University, or upon the written request of three members of the Board. A call for a special meeting shall specify the time and purposes thereof, although other business than that specified in the call may be considered at any such meeting. The person or persons calling said special meeting shall give written notice thereof, at least three days, or as otherwise required in these Bylaws, delivered personally or sent by certified mail or telegram with return receipt requested to the residence or business address of each member of the Board. Any Board member may waive notice of any such meeting. The attendance of a Board member at such meeting shall constitute a waiver of notice of such meeting.

All regular and special meetings of the Board, unless the Board otherwise specifies, shall be held on University property, and the place of the meeting shall be specified in the call for that meeting.

Section 4. Quorum

A majority of the members of the Board, when duly convened, shall constitute a quorum for the transaction of business at any meeting of the Board; ~~but~~ if less than a majority of the members of the Board are present at said meeting, a majority of the members present may adjourn the meeting from time to time without further notice. At any such adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified. At any meeting where a quorum is present, a majority vote of those present shall be required for any official action of the Board, except as otherwise required by law or by these Bylaws.

Section 5. Organization of Meetings

At each meeting of the Board, the Chairman, or in his absence, the Vice Chairman of the Board or in the absence of both, a chairman chosen by a majority of the Board present, shall preside. The Secretary of the Board, or in his absence any person appointed by the Board, shall keep the minutes thereof, and otherwise perform the duties of Secretary.

Section 6. Order of Business

The order of business at all regular and special meetings of the Board shall be as follows:

- a) Roll call
- b) Proof of notice of meeting (if a special meeting)
- c) Disposition of minutes (Minutes shall be prepared and mailed to members as soon as practicable after each Board Meeting in order that members may be prepared for discussion)
- d) Recommendations of the President of the University
- e) Report of the President of the University
- f) Report of committees of the Board
- g) Communications, petitions and memorials
- h) Unfinished business
- i) New Business
- j) Election of Officers of the Board as pertinent
- k) Time and place of next regular meeting
- l) Adjournment

Section 7. Parliamentary Procedure

On questions of parliamentary procedure not covered in these Bylaws, Roberts Rules of Order shall prevail.

Section 8. Procedures for Presentation of Items to be Considered

a) Any proposed action which is to be introduced by a Board member which will substantially affect University policy shall be presented to the other Board members prior to the meeting at which the matter is to be considered by the Board.

b) The annual Budget and all other major questions of University policy to be recommended by the President of the University shall be presented to each member of the Board prior to the meeting at which the matter is to be considered by the Board.

c) Any business to be presented to the Board other than from a Board member or from the President of the University shall be submitted in writing to the Chairman of the Board at least three weeks prior to the meeting. The Chairman may direct that said matter be placed on the agenda.

ARTICLE III. BOARD OF TRUSTEES - OFFICERS AND ORGANIZATION

Section 1. Powers of the Board

The Board shall have the power, not inconsistent with law or by these Bylaws, to do all things necessary for the proper maintenance and successful and continuous operation of the University. No Trustee or Committee of the Board shall have authority to commit the Board to any policy, action or agreement unless specifically authorized by the Board.

Section 2. Officers of the Board

The officers of the Board shall be a Chairman, Vice Chairman, and Secretary. The Board may appoint such other officers or employees as the interest of the University requires, such officers and employees to have the authority and perform the duties prescribed by the Board.

Section 3. Qualifications, Election, Term of Office

The Chairman and Vice Chairman must be members of the Board. The qualifications of all other officers shall be determined by the Board. The officers of the Board shall be annually elected at the

meeting of the Board first following May 15. Said officers shall take office immediately following adjournment of the meeting at which they are elected and shall hold their offices until their successors are elected and qualified.

Section 4. Chairman

The Chairman, when present, shall preside at all meetings of the Board, and perform generally all duties incident to the office of Chairman, and such other duties as may be assigned to him by the Board. The members of all committees of the Board shall be appointed by the Chairman annually. Appointments to standing and special committees shall be subject to the approval of the Board. Unless specifically provided to the contrary by the Board, the Chairman may assign any of his duties to another member of the Board.

Section 5. Vice Chairman

At the request of, or in the absence or disability of the Chairman, the Vice Chairman shall perform all the duties of the Chairman and, while so acting, shall have all the powers and authority of, and be subject to all the restrictions upon the Chairman.

Section 6. Secretary

The Secretary shall be the custodian of, and responsible for, the official books and records of the Board, and shall keep minutes of all meetings and proceedings of the Board in one or more books

provided for that purpose. The Secretary shall give notice of all regular meetings of the Board, in accordance with the provisions of these Bylaws. He shall submit a written report of attendance at Board meetings at the meeting of the Board first following May 15. He shall perform such other duties as from time to time may be assigned to him by the Board or by the Chairman.

Section 7. Legal Adviser

The Attorney General of the State of Ohio shall be the legal Adviser of the Board. He shall institute and prosecute all suits in its behalf.

Section 8. Removal of Board Officers

Upon proper notice, any officer of the Board may be removed as such officer at any time, either with or without cause, by resolution adopted by six members of the Board at any meeting thereof, the notices of which have specified that such removal action was to be considered.

Section 9. Board Committees

A. The Chairman of the Board and the President of the University shall be ex-officio members of all Board committees. Whereas the Chairman shall have power to vote, the President shall not have power to vote, *unless otherwise provided by law.*

B. Standing Committees: Subject to the approval of the Board, the Chairman shall appoint three or more Board members to

each of the following standing committees whose duties and responsibilities shall be as follows:

1) Budget and Finance Committee:

To review and advise the Board on University Budgetary and fiscal policy and management.

2) Buildings and Property Committee:

To review and advise the Board as to the acquisitions and dispositions of real property, the selection of architects and engineers, and the planning of new facilities and major remodeling.

3) Personnel Relations Committee:

To review and advise the Board on new policies and changes in existing policies and regulations related to University employees.

4) Youngstown State University Housing Commission:

The Youngstown State University Housing Commission was created by the General Assembly as a part of Amended House Bill No. 134 effective August 15, 1967, and consists of the Chairman of the Board, the President of the University and the Vice President for Financial Affairs of the University.

← C. Special Committee .

1) Student Affairs Committee:

To review and advise the Board on new policies and changes in existing policies and regulations related

to students. Two additional members of this committee appointed by the Chairman of the Board shall be full-time undergraduate students.

D. Ad Hoc Committees: The Chairman may appoint from time to time such ad hoc committees as may be required for the proper and continuous operation of the University.

E. Committee Chairman: A member of the Board shall be appointed chairman of each committee by the Chairman of the Board.

F. Vacancies: Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

G. Quorum: A majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

H. Rules: Each committee may adopt rules for its own government not inconsistent with these Bylaws or rules adopted by the Board.

ARTICLE IV. ADMINISTRATION OF THE UNIVERSITY

Section I. President of the University, Faculty and Staff

The Board shall employ the President of the University, and shall employ, fix the compensation of, and remove such number of professors, teachers and other employees as the Board may deem necessary. It shall do all things necessary for the proper

maintenance and successful continuous operation of the University, and may act under such regulations as it may approve.

Section 2. Other Personnel

The employment, classification, wage scales and dismissal of all personnel not otherwise under contract to the Board of Trustees, shall follow the regulations established by this Board.

Section 3. Reports to the Board

A. Budget: At an appropriate time annually, the President of the University shall present to the Board the budget for the ensuing fiscal year. The budget shall be presented in a form showing estimated income and the allocations for the University's major areas of expenditure in accordance with general account classifications of the State of Ohio, and shall be accompanied by a review describing the major changes. As may be necessary, the budget may be revised from time to time by the Board. After approval by the Board, the budget shall govern financial transactions. The President of the University shall establish procedures for the expenditure of all budgeted funds in accordance with the regulations of the Board of Trustees.

In administering the budget, the President of the University may make or authorize transfers or adjustments in individual budget accounts or in local unrestricted accounts provided that no such action shall increase the total of budgeted expenditures.

Whenever income fails to meet budgeted income, the President of the University shall direct reductions in budgeted expenditure of a corresponding amount.

Unbudgeted general funds may be expended by direction of the President of the University for a specific purpose not exceeding \$10,000, and shall be reported to the Board at its next regular meeting. Expenditures of larger amounts from such funds must have prior approval of the Finance Committee.

B. Administration of Gifts and Grants: The President of the University shall cause an annual report to be made to the Board of all restricted and unrestricted gifts and grants received, stating the source and value thereof. The President of the University is authorized to assign gifts to University purposes with dutiful attention to the wishes of the donors insofar as known.

C. Revisions of Fees and Other Charges: From time to time, at least once a year, the President of the University shall recommend to the Board for its approval, a continuation or revision of the instructional fees, tuition, general fees, and other charges which he may deem appropriate.

D. Service Charges: The President may fix and announce other fees, fines, and rental or service charges. No such other fees or charges shall be imposed until authorized by the President.

E. Purchase of Insurance: The President of the University shall cause to have prepared and submitted to the Board, at its first regular meeting after September 1 of each year, a report

that tabulates all insurance policies in force, including coverage, premiums, and agents servicing these policies. This report shall include, but is not limited to: general, fire, liability, bonds, property, automobile, comprehensive, medical and hospitalization contracts, or any other policy for the protection of Youngstown State University's personnel and property.

2. All insurance shall be purchased through the President or his designate, subject to prior approval of the Board of Trustees.

F. Inventory of Real Property: At the close of each fiscal year, the President shall cause to be prepared and to submit to the Board, an inventory of all real property managed, owned, leased, rented, or under option to the University. This report shall include acreage held, an estimate of land and building values, general statement on the condition of the physical plant, and such other details as may be directed by the Board of Trustees or the President of the University.

G. Annual Financial Report: At the end of each fiscal year, the President shall cause to be prepared and submitted to the Board, a comprehensive Financial Report. The report should summarize all financial transactions, note changes in fund balances, and tabulate expenditures in accordance with generally accepted accounting principles for state agencies.

Section 4. Purchasing Practice

All purchases by the University shall be made in accordance

with the Regulations of the Board of Trustees.

ARTICLE V. UNIVERSITY ORGANIZATION

Section 1. Auxiliary Agencies

As recommended by the President and approved by the Board, certain University operations, whose income includes substantial amounts of other than imposed fees or appropriated revenue, shall be designated as auxiliary services. For budgeting purposes, an auxiliary service is a fiscal entity. The President shall cause to be prepared and submitted to the Board an annual report including an itemization of income and expenditures and a resume of the operation for the year.

Except for those auxiliary activity accounts otherwise restricted, there may be a transfer of balances among them or to other University purposes as directed by the President with the approval of the Finance Committee.

The rental policies of the University as approved by the Board of Trustees also apply to all auxiliary activity facilities.

ARTICLE VI. INSTRUCTION AND DEGREES

Section 1. Degrees and Certificates

Degrees, titles and certificates shall be awarded by the Board upon recommendation of the University faculty, transmitted to the Board by the President of the University. All diplomas issued to those receiving degrees and titles from the University

shall be signed by the Chairman, the President of the University, and the Secretary of the Board. Facsimile signatures may be used.

ARTICLE VII. MISCELLANEOUS

Section 1. Gifts

The Board may accept gifts of money, real and personal property and shall administer same according to law.

Section 2. Appearances Before Governmental Offices

Subject to specific control by the Board, the preparation and presentation of requests for appropriations from the State of Ohio, and all appearances, communications and representations made on behalf of the University with all federal, state, and local government offices, boards, and agencies shall be under the direction of the President of the University. Unauthorized appearances, communications, and representations before federal, state, and local government offices, boards, and agencies are hereby prohibited.

Section 3. Use of University Facilities

The use of University facilities shall be governed by such rules and regulations that may be promulgated by the Board.

ARTICLE VIII. BYLAWS, RULES AND REGULATIONS: THEIR PROMULGATION, AMENDMENT AND REPEAL

Section 1. Statement of Purpose

These Bylaws, including additions or amendments, outline

the major administrative and governing functions of the Board of Trustees. Detailed rules, regulations, and ordinances for the operation of the University may be enacted or amended by action of the Board of Trustees or may be promulgated by the President of the University, provided such shall not conflict with regulations or bylaws of the Board of Trustees.

Section 2. Rules and Regulations: Promulgation, Amendment and Repeal

Detailed rules and regulations for the organization, administration, and operation of the University may be promulgated, amended, and repealed by the Board, in consideration of recommendations of the President of the University.

Section 3. Amendments to Bylaws

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by the Board at any regular meeting of the Board, and at any special meeting of the Board, if at least fifteen days written notice is given of intention to alter, amend, or repeal, or to adopt new Bylaws at such special meeting.

Section 4. Ohio Board of Regents

Except as expressly provided in Chapter 3333 of the Revised Code of Ohio, establishing the Ohio Board of Regents, nothing in such chapter shall be construed to deprive the Board of the duties and powers conferred upon them by the law in the government of the University.

ARTICLE IX. TEMPORARY PROVISIONS

All policies governing the purchase of insurance and the purchase of equipment and supplies contained in the Bylaws adopted August 15, 1967, shall continue to be in effect until such time as such policies are adopted in the Code of Regulations of the Board.



Board of Trustees Meeting,
April 20, 1974

JOSEPH T. FERGUSON
Auditor of State

STATE OF OHIO
Office of
AUDITOR OF STATE

THOMAS E. FERGUSON
Deputy Auditor

WM. L. WILLIAMS
Chief of Administration

COLUMBUS, OHIO, 43216

JOHN A. BLUM
Director of Bureau

March 7, 1974

RECEIVED

MAR 8 1974

Mr. William O. Swan
Administrator of Faculty Personnel
Youngstown State University
Youngstown, Ohio 44503

Youngstown State University
Faculty Personnel Office

Dear Mr. Swan:

Sorry for the delay in answering your letter regarding the appropriation for sabbaticals, but we have had this matter under serious consideration for some time, and will be making some sweeping changes in this area very shortly.

In our telephone conversation I indicated clearly that it was the intent of the Legislature to do away with sabbaticals altogether. The only possible way of retaining this would be on a very limited use of some unrestricted funds. Even there some question could be raised inasmuch as this would be thwarting the intent of the Legislature. It is clearly a violation of the use of general funds which include the state instructional subsidy, student tuition, student surcharge, general fees or any other public monies.

Our forthcoming directive will use as its basis:

1. The intent of the Legislature.
2. The use of public funds which includes any form of subsidy to the general operating expenditures of the university.

Your administration will be receiving information on this in the very near future.

Sincerely yours,

JOSEPH T. FERGUSON
Auditor of State

Paul J. Lynch
Supervisor

PJL:pw

Agenda Item G)1

#2

4. Minutes of Meeting of Student Affairs Committee on May 16, 1974 and Secretary's letter of May 17 re mailing copies. (three pages).
5. Minutes of Meeting of Personnel Relations Committee on May 23, 1974, together with three pages of Supplemental Data and Secretary's letter of May 24 re mailing. (five pages).
6. Copy of Notice dated June 6, 1974 to Trustees re meeting of June 22, 1974 and Secretary's Certification re mailing of such Notice. (two pages).
7. Copy of letter of Secretary dated June 6, 1974 to E. C. Abram, President of YSU Chapter of OEA, forwarding a copy of the Notice for the June 22 Board Meeting (one copy).
8. Copy of letter of Secretary dated June 10, 1974 re informal luncheon meeting of Trustees on June 22, 1974, and Certification re mailing of same, (two pages).

Yours very truly,

Hugh W. Manchester

HWM MM
Enclosures

Cc Dr. John J. Coffelt, President

MANCHESTER, BENNETT, POWERS & ULLMAN

UNION NATIONAL BANK BUILDING

YOUNGSTOWN, OHIO - 44503

June 22, 1974

**Mrs. Marian Webster
Secretary to the President
Youngstown State University
410 Nick Avenue
Youngstown, Ohio 44503**

Dear Mrs. Webster:

Herewith are the following papers for insertion in the original Minutes of the Trustees which are kept in the President's office:

- 1. Ribbon copy of Minutes of April 20, 1974 meeting (12 pages). These are now signed and attested. With such Minutes should be included:**
 - a. Exhibit A, a one-page chart.**
 - b. Copy of University Senate and Senate Charter and Bylaws, 22 pages.**
 - c. Four pages of Financial Statements.**
 - d. Exhibit C, Policy re naming of buildings and other spaces, one page.**
 - e. Exhibit D, two pages re property acquisitions.**
 - f. Four pages of tables re budget compilation.**
 - g. Exhibit E, Bylaws of Trustees (18 pages).**
- 2. Letter and Certification dated May 3, 1974 by the Secretary re mailing draft of April 20 minutes, (one page).**
- 3. Minutes of Meeting of Personnel Relations Committee on May 15, 1974 and Secretary's letter of May 17 re mailing copies, (three pages)**

MINUTES OF MEETING
of
BOARD OF TRUSTEES
YOUNGSTOWN STATE UNIVERSITY

Kilcawley Center
Saturday, April 20, 1974

Pursuant to prior determination by the Board and the foregoing Notice, which was mailed by the Secretary on April 4, 1974 to all Trustees, (with copy to the President of the University and to the President of the Youngstown State University Chapter of O.E.A.), a regular meeting (thirty-eighth) of the Board of Trustees of Youngstown State University convened at 10:00 a.m. on Saturday, April 20, 1974 in a new room adjacent to the Faculty Lounge in Kilcawley Center, following an executive session which convened at 9:00 a.m. in the Dean's Conference Room in the Engineering and Science Building, as requested in communication by the Secretary to all Trustees dated April 4, 1974.

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

Other persons present included 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, Philip A. Snyder, Director of University Relations, Mrs. Wendy Kenny, Director, News Bureau, Hugh W. Manchester, Secretary to the Board of Trustees, Marian Webster, Secretary to the President and John G. Ingram. Also present were about 17 Deans, Faculty members, students and members of the press and radio media.

Mr. Newman, Chairman of the Board, presided and announced that a quorum was present.

ITEM I - Proof of Notice of Meeting

Evidence was presented that due notice of the meeting had been mailed on April 4, 1974 by the Secretary and that the President's office had furnished the Agenda for the meeting and various supplemental materials to each Trustee on or about April 15, 1974.

ITEM II - Minutes of the Meetings held January 26, 1974
and February 18, 1974

Copies of the drafts of the Minutes of the Meetings held on January 26, 1974 and February 18, 1974 had been mailed to each Trustee, to the President, each Vice President, and the State Examiner on February 13, 1974 and February 27, 1974, respectively.

There being no changes or corrections suggested in such minutes, they were approved upon motion by Mrs. Isroff, seconded by Mr. Shutrump and duly carried.

ITEM III - Recommendations of the President of the University

(1) Resolution to Approve Bachelor of
Fine Arts Degree

Dr. Coffelt and Dr. Edgar reported that a proposal that a Degree Bachelor of Fine Arts be approved as a professional degree designed for students concentrating in certain areas of Fine Arts had been approved by the Senate at its meeting of April 5, 1974; that such degree would offer certain advantages to students that are not normally offered by the A.B. degree and was designed primarily for students who wish to concentrate heavily in the areas of painting, sculpture, print-making, crafts, commercial art, acting, directing and scene design; and that if approved by the Trustees it would be recommended for approval by the Ohio Board of Regents.

The following resolution made by Mr. Williams, seconded by Dr. Burrowes and carried by the unanimous vote of all Trustees present, was by the Chairman declared duly adopted:

"WHEREAS, the Departments of Arts, and of Speech YR 1974-22 and Dramatics, have recommended the establishment of the new degree; and

WHEREAS, the new degree has been approved by the University Curriculum Committee, and the University Senate; and

WHEREAS, the proposed new degree has received administrative review and approval, therefore, BE IT RESOLVED, that the Board of Trustees authorize the offering of the Bachelor of Fine Arts Degree at Youngstown State University."

(2) Resolution to Revise University
Organizational Chart

Dr. Coffelt reported that in order to equalize the span of control and responsibility among vice presidents and certain other non-academic departments, he was recommending that some changes in title and function of various administrative personnel be made and approved. He had submitted an organizational chart, a copy of which is attached to these minutes, marked Exhibit A, and he commented concerning some of the changes which would be involved. Upon the recommendation of the President, and following a motion made by Mr. Shutrump, seconded by Mrs. Isoff and carried by the unanimous vote of all Trustees present, the Chairman declared the following resolution duly adopted:

"BE IT RESOLVED, that the organizational structure of the University be revised in accordance with Exhibit A attached hereto, and that existing regulations of the Board be revised to be in accord therewith; and

BE IT FURTHER RESOLVED, that the President is hereby authorized to revise position descriptions of officers of non-academic administration in accordance therewith.

(3) Resolution to Increase Fee for Binding Theses and Reports

The President and Vice President for Financial Affairs reported that the cost of binding theses and reports has increased to the point where the direct costs now exceed the \$5.00 fee presently being charged. Upon motion by Mr. Shutrump, seconded by Dr. Burrowes, and following the affirmative vote by each Trustee present, the Chairman declared the following resolution duly carried:

"YR 1970-14 provides for a \$5.00 per copy fee for thesis binding by the University Library. The fee is the same for personal copies as well as those required by the University.

WHEREAS, the cost of binding has increased and the \$5.00 per copy fee presently charged reflects a loss to the University for each copy bound, and since it is recommended that the University recover its direct costs of binding;

THEREFORE, BE IT RESOLVED, that Resolution YR 1970-14 be amended to read that the \$5.00 per copy fee presently charged for the thesis binding be increased to \$8.00 per copy.

ITEM IV - Reports of the President and Vice Presidents

(1) Operating Budget

Consideration and action upon the proposed Operating Budget was deferred, to be considered under the Reports of the Finance Committee.

(2) Revision of University Senate

Dr. Coffelt reported that proposed changes in the charter of the University Senate which had been under consideration for some time, had received approval of the Senate and the Faculty; that Exhibit B, consisting of 21 pages, submitted with the Agenda (a copy of which is attached to these minutes) met in part with his approval and should be referred to a committee of the Board for further study and report back to the Board. Action on such matter was deferred.

(3) Subsidy Formula Revision

Dr. Coffelt reported that the Governor's Task Force was studying formulas which might result in a revision of the State subsidies to State Universities; that Dr. Jonas was meeting frequently in Columbus with such Task Force and was meeting regularly with 8 or 9 persons at the University. The result of such studies may affect the next subsequent biennial appropriations by the Legislature.

Mrs. Isroff reported concerning a meeting in Columbus recently attended by her with representatives of other State Universities.

(4) Summons of the Court of Common Pleas

John Ingram, Assistant to the Attorney General, reported that subsequent to the Attorney General's Opinion No. 74016 rendered on February 22, 1974 that a Board of Trustees of a State University cannot legally submit itself to binding arbitration in a written agreement between itself and an organization representing its unclassified Civil Service employees, The Youngstown State University Chapter of the Ohio Educational Association had on or about March 4 filed a Complaint in the Common Pleas Court of Mahoning County against the Youngstown State University seeking, among other things, a declaration by that Court that the provisions of its Collective Bargaining Agreement with reference to binding arbitration are valid and enforceable. Mr. Ingram reported that such suit is pending and is not yet an issue.

(5) Attorney General Opinions

Copies of the Attorney General's Opinion No. 74022, rendered March 8, 1974, which among other things ruled that a State University is without power to pay insurance premiums for individuals or families of individuals who are no longer employed by the University, had been furnished to all Trustees. Dr. Coffelt reported that from 20 to 30 former employees were affected by such ruling; that he was hopeful of being able to work out some other method of protecting such former employees. It was his recommendation that such former employees be advised of the affect of the Attorney General's Opinion. Upon motion by Mr. Shutrump, seconded by Mr. Williams, and following unanimous vote of all Trustees present, the Chairman declared the following resolution duly carried:

"BE IT RESOLVED that the President of the University take steps to promptly advise all persons affected, including retired employees, as to the affect of the Attorney General's Opinion Ruling No. 74022; that the University is without power to pay insurance premiums for individuals or families of individuals who are no longer in the employ of the University, and further that the President of the YSU OEA be advised of the changes in the Agreement with such organization which will be necessitated by such Attorney General's Opinion." YR 1974-25

It was reported that a national conference on trusteeship will be conducted by the Association of Governing Trustees of Universities and Colleges in New Orleans, Louisiana, on April 28, 29 and 30, and that any Trustee interested in attending should advise the President.

(6) Handbook for Classified Personnel

Dr. Coffelt reported that a draft of a proposed Handbook on Classified Personnel had just been submitted to him; that such proposed draft should be referred to a committee on personnel when such committee is established.

(7) Report of Vice President for Academic Affairs

Dr. Edgar reported that:

(a) The Ohio Board of Regents on March 15 had approved a proposed two-year program in Dental Hygiene Technology leading to the Associate in Applied Science degree, which this Board had approved on January 26, 1974.

(b) On April 8 and 9 Dr. R. Dale Dick, Dean of the School of Graduate Studies at the University of Wisconsin, and Dr. F. Virgil Boyd, Dean of the School of Business Administration at Loyola University, had visited our campus as representatives of the North Central Association to assess the progress being made in programs at the master's degree level at YSU.

(c) Dr. Edgar reported that no consensus had been reached with representatives of O.E.A. concerning a study of faculty work load; that on March 5 Dr. Shipka, President of O.E.A. had invoked the provision in the Agreement which called for further negotiations if no agreement had been reached by March 1, and that on March 12 the willingness of the administration to resume negotiations at a mutually convenient time had been communicated to Dr. Shipka.

(d) Dr. Edgar reported that in accordance with the Board's action on February 18, 1974, the grievance of Dr. Demen relative to his request for promotion had been submitted to an arbitrator; that a hearing before the arbitrator had been held on April 12 and that the arbitrator's recommendation would be communicated to the Board when received. He also reported that a second grievance had reached the fourth level in the grievance process and that arrangements were under way to take such case to advisory arbitration.

(e) Dr. Edgar announced three retirements. Dr. George Jones, Librarian since September, 1957 will retire after 17 years of service; Dr. Bruce Riley, Professor of Philosophy and Religious Studies, appointed September, 1946, will retire after 28 years of service; and Willard Webster, Athletic Director and Associate Professor of Biology, appointed in September, 1938, will retire after 35 years of service. He also reported that the academic calendar for 1974-75 had been approved and that all commencements during that year are scheduled to be held on Saturday.

(8) Report of Vice President for Administrative Affairs

Dr. Krill reported that:

(a) C. Robert Buchanan and Associates has been employed by the Division of Public Works to design a proposed Arts & Sciences classroom and office building; that the release of funds will be considered by the Board of Regents at its meeting on May 17; that the architect expects to be about 12 months in the design process; that construction may begin in the summer of 1975, to be completed in about 24 months. Such building is planned for the west end of the campus.

(b) Following approval by the Building Committee of this Board, the Division of Public Works has negotiated a design contract with Schmidt Associates for the addition of a third boiler and more chilled-water capacity at the Central Utilities plant. About \$650,000 is available in the current biennial appropriation for such addition, and the request for release of funds will be considered by the Board of Regents at its meeting on May 17.

(c) Dr. Krill reported concerning a request from Mrs. Martha W. Murphy that free admission to classes be provided for elderly persons. House Bill 1051 is pending which might permit the waiver or non-payment of fees for persons over 65. Under present law it is believed that the waiver of such fees would not be lawful.

(d) Labrenz Riemer, Inc. landscape architects of Columbus, have completed a contract to develop a schematic master plan and an in-depth design development of the campus core, including working drawings and specifications for a limited area between Bryson Street and Wick Avenue, immediately south of Spring Street. Such firms are also subcontractors to the principal contractors on the new Library, the addition to Kilcawley Center, and the Technical and Community College. After discussions with the State Architect on April 9, such firm is now preparing proposals to alter the construction limit lines on each of the projects involved, and are revising the site plans where necessary to conform to the master plan.

(9) Report of the Vice President for
Financial Affairs

Mr. Rook reported that the status of all classified civil service people on the campus is under study by a state organization, which will submit a report to the General Assembly of Ohio. He also submitted and commented upon a Statement of Income and Expenditures of the Current General Fund for the period from July 1, 1973 to March 31, 1974, and a Schedule of Investments as of March 31, 1974. Copy of such report is attached to these minutes. He stated that current operations are on line with the current Budget.

ITEM V - Committee Reports

(1) Building Committee

Mr. Shutrump reported that the Building Committee had met on several occasions and had finally unanimously approved a proposed policy on the naming of buildings and other spaces, a copy of which was attached as Exhibit C to the Supplemental Materials furnished.

Upon motion made by Mr. Shutrump, seconded by Mr. Williams and carried by the unanimous vote of all Trustees present, the following resolution was declared duly adopted:

"WHEREAS the designation of names of buildings and portions thereof, and of streets and outdoor spaces, is the exclusive prerogative of the Board of Trustees; and YR 1974-26

WHEREAS the Bylaws of the Board of Trustees provide that buildings shall be named by the Board following recommendations submitted by the President of the University;

THEREFORE, BE IT RESOLVED, that the Youngstown State University Board of Trustees hereby adopts the policy on naming of buildings and other spaces as attached hereto as Exhibit C."

(2) Finance Committee

(a) Acquisition of Properties

Following a report by Mr. Williams and upon motion made by Mr. Williams, seconded by Dr. Burrowes, and after affirmative vote by all Trustees present, the Chairman declared the following resolution duly carried:

"BE IT RESOLVED, that the acquisition of the properties as provided under YR 1970-24 as listed in Exhibit D attached hereto, be hereby confirmed and approved." YR 1974-27

(b) Approval of the Operating Budget for 1974-75

Copies of the preliminary Budget papers for the year 1974-75 provide for a current general fund Budget in the aggregate amount of \$23,273,751, and a proposed Budget for auxiliary enterprises in the aggregate amount of \$2,509.638, and supporting papers had been submitted to each Trustee.

Dr. Coffelt reported that the University Budget Committee, including the President, the three Vice Presidents and the Dean of the Graduate School, projects the anticipated income in preparation of the Budget; that anticipated expenses are proposed through the various Department Chairmen and Deans involved; that it is his belief that the Budget should be more open so as to get a wider input of ideas in the preparation of the Budget; that he is unsure how the current collective bargaining agreement may affect such input by faculty members. He submitted four

tables which illustrate the problems involved in the construction of a Budget as follows:

Table No. 1.

An Enrollment and Subsidy Income Forecast which anticipates a state subsidy of \$11,584,282 if the expected Ohio full time equivalent students of 9,788.5 is correct, and shows the need for an additional enrollment of 228.7 additional FTE students to entitle the University to an additional subsidy of \$259,598 which is involved in the state appropriation for Youngstown State University.

Table No. 2.

Compares the current income and expenditures with those for the projected years 1974-75. A carry forward in the amount of \$700,000 as of the end of the current year is expected.

Table No. 3.

Recapitulates the new expenditures aggregating \$1,113,000 which are built into the proposed Budget. These include \$615,000 in salary increases on filled positions, and \$300,000 in probable mandated Civil Service salary increases, as well as other^s required by new construction.

Table No. 4.

Compares Faculty salaries at YSU with the Faculty salary study of National Averages prepared by AAUP.

Copies of such Tables are attached to these minutes.

Upon motion by Mr. Williams, seconded by Mr. Shipka, and after the affirmative vote of all Trustees present, the Chairman declared the following resolution properly adopted:

"WHEREAS, the Finance Committee has carefully reviewed the proposed Operating Budget for 1974-75, and considers that this Budget is a fair expenditure plan for the presently estimated resources of the University for that year; YR 1974-28

THEREFORE, BE IT RESOLVED, that the Operating Budget for 1974-75 be approved, and that such approval includes the changes of title, positions and Civil Service Classifications as noted therein, and the changes required by action of this Board at this meeting."

(3) Ad hoc Committee on Nominations

Resolution to appoint members to the Board of Trustees of the College of Medicine.

Mrs. Isroff reported on behalf of the Committee on Nominations, which included herself as Chairman, and Dr. Burrowes, concerning the appointment of Trustees by the Board of Youngstown State University to the Board of Northeastern Ohio Universities of Medicine. After motion made by Mrs. Isroff, seconded by Dr. Burrowes and carried by the affirmative vote of all Trustees present, the Chairman declared the following resolution duly adopted:

"WHEREAS, the appointment of all Trustees of the Northeastern Ohio Universities College of Medicine, except the presidents, terminates on May 1, 1974; YR 1974-29

THEREFORE BE IT RESOLVED, that John M. Newman, Chairman of the Youngstown State University Board of Trustees, and Leonard Caccamo, M. D., be appointed as Trustees of the Northeastern Ohio Universities College of Medicine, pursuant to the provisions of Ohio Revised Code Section 3350.10."

(4) Ad hoc Committee on Bylaws

Mrs. Isroff, Chairman of the Committee on Bylaws, reported that the Committee met three times; had not yet completed its studies of the University Code of Regulations, but had proposed the amendment of the Bylaws to conform to the proposed draft as contained in Exhibit E attached to the Supplemental Materials submitted, a copy of which is attached to these minutes.

She commented that the chief changes in the Bylaws proposed were to include the state statutes which created Youngstown State University; to provide for five instead of four regular meetings a year; to provide that any business to be presented to the Board other than through a Board Member, or through the President of the University, should be submitted to the Chairman of the Board at least three weeks prior to the meeting; to

provide for a written annual report by the Secretary as to attendance at Board Meetings; to clarify the provisions indicating that no one can act for the Board without being authorized; and to add a personnel relations committee and a student affairs committee, which latter committee would include two full-time undergraduate students, to the standing committees of the Board.

Upon motion by Mrs. Isroff, seconded by Mr. Williams, and after the affirmative vote of all Trustees present, the Chairman declared the following resolution duly adopted:

"BE IT RESOLVED, that effective April 20, YR 1974-30 1974 the revised Bylaws of the Board of Trustees of Youngstown State University, attached hereto as Exhibit E, be hereby approved."

ITEM VI - Communications

(1) State Auditor's Letter re Appropriation for Sabbaticals

It was reported that Joseph T. Ferguson, Auditor of the State of Ohio, had under date of March 7 advised the Administrator of Faculty Personnel that it was the intent of the Legislature of Ohio to do away with sabbaticals altogether. A copy of such communication is attached to the minutes of this meeting.

(2) It was reported that spring commencement will be held on Saturday, June 22, 1974 in the morning.

ITEM VII - New Business

Chairman Newman announced the appointment of the following committee members:

NOMINATING COMMITTEE

William J. Brown, Chairman
Robert E. Williams

PERSONNEL RELATIONS COMMITTEE

Fred C. Shutrump, Jr., Chairman
Carl L. Dennison
William J. Brown
Robert E. Williams

STUDENT AFFAIRS COMMITTEE

Mrs. Ann L. Isroff, Chairman

Dr. Bertie B. Burrowes
 Albert J. Shipka
 Raymond J. Wean, Jr.

And as undergraduate members from the student body:

Joseph Simko, President of the Student
 Government

Edward Sturgeon, President of the Student
 Council

Upon motion by Dr. Burrowes, seconded by YR 1974-31
 Mr. Williams and carried by the unanimous
 vote of all Trustees present, the fore-
 going committee appointments by the Chair-
 man were approved.

ITEM VIII - Next Regular Meeting

It was determined upon motion by Mrs. Isroff, seconded
 by Mr. Shutrump and unanimously carried, that the next regular
 meeting of the Board would be held at 1:00 p.m. on Saturday,
 June 22, 1974, at a place to be designated in the Notice of the
 Meeting.


 Chairman of the Board of Trustees

ATTEST:


 Secretary to the Board of Trustees

ORGANIZATIONAL CHART

Youngstown State University

Legal Counsel BOARD OF TRUSTEES Secretary

Assistant to the President PRESIDENT Internal Auditor
(Affirmative Action Officer)

Vice President
Academic Affairs

Fac.
...Pers.
Admin.

Vice President
Administrative Affairs

Vice President
Financial Affairs

Dean
Student Affairs

Special Assistant
to the President
(Liaison-Med. Sch.)

- Arts & Science
- Business Administration
- Education
- Engineering
- Fine & Performing Arts
- Technical & Community
- Graduate School
- Assistant Vice President
 - Black Studies
 - Continuing Ed. & Pub. Serv.
 - Urban Studies
 - Radio-TV
 - Library
 - Media Center

- Admissions & Records
- Physical Plant
- Planning & Data Services
 - Budget Planning
 - Institutional Research
 - Computer Center
- Campus Planning & Property Acquisition
- Central Services
 - Mail Room
 - Print Shop
 - Telephones

- Auxiliaries
 - Athletic Business Mgr.
 - Bookstore
 - Parking
 - Residence Hall
 - Vending
- Business Operations
 - Accounts Receivable
 - Bursar
 - Financial Aids
- Finance Operations
 - Accounting
 - Contracts & Grants
 - Investments
 - Payroll
- Personnel
- Purchasing
- Receiving
- Security

- Counseling & Testing
- Health Care
- Housing
- International Students
- Kilcawley Center
- Placement
- Student Organizations

- Alumni
- Athletics
- University Relations
- Liaison Areas
 - College of Medicine
 - Legislative
 - MEDCO
 - NETO

RATIFICATION

This charter shall become effective upon ratification by a majority of the predecessor Senate, approval by a two-thirds majority of the votes cast by those voting as required to amend the present Constitution (Present Article V Sections 3 and 4), by the President of the University, and by appropriate action of the Board of Trustees.

Please note:

The attached document represents the final version of the Charter and Bylaws as approved by the Senate at its March 8, 1974 meeting. Some editorial changes have been made to reflect the sentiment of the Senate at that meeting.

YOUNGSTOWN STATE UNIVERSITY

CHARTER

Academic Senate

PREAMBLE

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

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

ARTICLE I

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

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

ARTICLE II

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

Section 1. College.

As used in the Charter, college shall mean an academic unit under the direction of an undergraduate Dean regardless of the name assigned to the academic unit. In the event that a college is subdivided into a school or schools, with said school or schools responsible to the undergraduate Dean of that college, the school or schools shall be represented by the number of departments in the school. If a school is not divided into departments, it shall be considered an academic department.

Section 2. Academic Department.

An academic department is defined as one which provides instruction for academic credit, and which is administered by a Chairman budgeted under and responsible to the Dean of an undergraduate college. For the purpose of this definition, a college not separated into academic departments shall be considered an academic department.

Section 3. Faculty

Faculty shall include all those employed as full service faculty who hold academic rank and are paid, at least in part, by an academic department for teaching responsibilities. Their home department shall be that academic department which pays the greater portion of their teaching salary. In cases where a major portion cannot be defined, the home department shall be the academic department where the person holds academic rank.

Section 4. Administrators.

Administrators shall include all non-classified employees of the University who are not eligible for election to the Senate as Faculty.

Section 5. Faculty Administrators.

All academic department chairmen and Assistant Deans of Colleges, for the purpose of this Charter and By-Laws, shall meet the above definitions as Faculty and Administrators.

ARTICLE III

The Academic Senate

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

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

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

- (a) For students:

- (1) Non-elected representatives; by virtue of their elected posts, the Chairman of Student Council and the President of Student Government shall have automatic Senate membership.
- (2) Elected representatives;
 - (A) One student shall be elected from each college as defined by Student Council; and,
 - (B) The remaining student representatives shall be elected at large from among the student body.

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

- (b) The Administrators shall be appointed by the President of the University, except that their number shall include the Academic Vice President and the Dean of each college. All Faculty Administrators appointed to the Senate shall be so appointed prior to the elections of the Faculty Senators. The remainder of the Faculty Administrators are eligible to seek election as Faculty.
- (c) Faculty Senators shall have at least seventy seats. Said seats shall be distributed according to the following formula:
 - (1) Each college as an academic unit shall be assigned four seats; and,
 - (2) The remaining seats shall be apportioned to each college based upon the percentage of faculty in each college. The determination of faculty in each college shall be at a time and in a manner provided in the Bylaws.
 - (3) From the number of seats apportioned to each college, the faculty of each academic department shall elect one representative from among themselves. In the event that there are more departments in a particular college than seats apportioned to that college, the minimum number of faculty Senate seats shall be increased by that number without regard to the minimum number of seventy.
 - (4) Any remaining seats apportioned to a college shall be filled by an at-large election within that college.

- (5) Any Faculty member shall have the right not to seek election as provided in the Bylaws.

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

- (a) The Student Senators' term of office shall be one year and they may succeed themselves.
- (b) Administrative Senators; (1) By virtue of their administrative posts, the Academic Vice President and undergraduate Deans shall have an indefinite term of office. (2) Appointed members of the Administration shall have a term of one year and may be reappointed by the President of the University.
- (c) Faculty Senators;
 - (1) Academic departmental representatives. Senators who have been elected by their department shall have a term of two years and may not serve two consecutive two-year terms as departmental representatives.
 - (2) Senators elected at large shall have a term of one year and may succeed themselves.

Section 4. Officers of the Senate.

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

Section 5. Meetings.

- (a) The Senate shall meet at least twice each fall, winter, and spring quarter at the call of the Executive Committee of the Senate.
- (b) Additional meetings may be called by the Chairman of the Senate or by a majority vote of the Senate at any meeting.
- (c) Proposed recommendations and reports of the various committees together with the agenda, must be circulated to the Faculty and any other persons designated by the Executive Committee at least five days prior to a Senate meeting at which it is to be considered. All proceedings of the Senate shall be reduced to minutes and similarly circulated.

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

ARTICLE IV

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

Section 1. The Chartered committees of the Senate shall be divided into two categories;

- (a) Elected chartered committees--
 - (1) The Elections and Balloting Committee.
 - (2) The Charter and Bylaws Committee.
 - (3) The Executive Committee.
- (b) Appointed Charter committees--
 - (1) The Academic Affairs Committee.
 - (2) The Academic Events Committee.
 - (3) The Computer Committee.
 - (4) The Continuing Education Committee.
 - (5) The Curriculum Committee.
 - (6) The Educational Media Committee.
 - (7) The Library Committee.
 - (8) The Research Committee.
 - (9) The Student Affairs Committee.

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

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

(3) The Elections and Balloting Committee shall implement the provisions of the Bylaws as they relate to elections and balloting.

(b) The Charter and Bylaws Committee;

(1) The Charter and Bylaws Committee shall consist of six members, with three members elected annually by the Senate, each to serve a two-year term.

(2) Eligibility and election procedures shall be as specified in the Bylaws.

(3) The Charter and Bylaws Committee shall receive or originate, consider, and recommend to the Senate such revisions of the Charter and Bylaws as are deemed necessary, reasonable, and desirable.

(c) The Executive Committee;

(1) (A) Composition--

(i) The Faculty Senators of each of the colleges shall elect one of themselves as a member of the Committee. To serve on the Executive Committee, Senate membership shall be required only at the time of election;

(ii) The Administrative Senators shall elect one of themselves as a member of the committee;

(iii) The student Senators shall elect one of themselves as a member of the Committee; and,

(iv) The Chairman of the Senate by virtue of his office shall be a member of the Committee.

(B) The terms of office--

(i) The elected faculty membership shall have terms of three years, one-third of whom shall be elected annually as specified in the Bylaws. No such member of the Executive Committee may be elected for two full consecutive terms.

(ii) All other members of the Committee shall have a term of one year and may succeed themselves.

(2) Functions--

- (A) The Executive Committee shall assign members to the appointed committees of the Senate as specified in the Bylaws. The Executive Committee may refer matters either directed to its attention or self-initiated to the appropriate chartered committee. Where a matter requires the attention of a committee, other than a chartered committee, the Executive Committee may appoint such subcommittees or ad hoc committees as it deems appropriate. If directed by the Senate the Executive Committee shall establish such committees.
- (B) The Executive Committee shall specify the charge for any subcommittee or ad hoc committee it establishes.
- (C) The Executive Committee shall prepare the agenda for Senate meetings and transact such other ongoing routine business as may be directed to them.
- (3) The Executive Committee shall act provisionally for the Senate in matters of liaison with the Administration, and in matters requiring immediate attention.
- (4) The Executive Committee shall report its actions to the Senate at regular meetings of the Senate.

ARTICLE V

Challenge of a Senate Action

Any action (including amendments to the Bylaws) of the Senate may be challenged either by the President of the University or a member of the Faculty.

Section 1. The President of the University may challenge any action of the Senate--

- (a) His challenge, along with the reasons for the challenge shall be given to the Executive Committee in writing within twenty-eight days of the date of the Senate meeting at which the action was taken.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.

- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The President or his designate may speak on behalf of his challenge.
- (e) If the challenge is supported by a majority of the Senate members present then the Senate action becomes null and void.
- (f) If the challenge is not upheld by the Senate, the President of the University shall submit the matter to the Board of Trustees for final disposition.

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

- (a) A member of the Faculty wishing to challenge an action of the Senate must, in writing, present the challenge along with his reasons to the Executive Committee within twenty-eight days from the date of the Senate meeting at which the action was taken. The challenge must be supported by the signatures of at least forty faculty members with no more than half of that number from any one college.
 - (b) Upon challenge, the Senate action at issue shall be temporarily suspended.
 - (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
 - (d) The challenger shall have the right to speak on behalf of his challenge.
 - (e) If the challenge is supported by a majority of the Senate members present then the Senate action becomes null and void.
 - (f) If the challenge is not upheld by a majority but is supported by a minority, one-third plus one of the Senate members present, then the challenge, under the direction of the Executive Committee, shall go to the entire faculty for vote. By a majority of those voting the Faculty may support the challenge in which case the action is null and void provided this majority represents more than one-third of the Faculty.
 - (g) If the challenge is not upheld in the Senate by either a majority vote or minority vote, then the challenge is defeated and the Senate action becomes effective.
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ARTICLE VI

Amendments

- Section 1. The Charter and Bylaws Committee shall propose any Amendments to this Charter and shall submit then in the following manner:
- (a) The proposed Charter Amendments shall be mailed by the Secretary to the Senators at least one week prior to being submitted to the Senate for consideration.
 - (b) At the meeting of the Senate at which the Amendment is to be considered, The Charter and Bylaws Committee Chairman shall place the Amendment before the Senate. Upon affirmative majority vote of the Senate, the Amendment shall be submitted to the faculty by the Secretary for mail balloting. The ballot shall include a complete statement of the proposed Amendment and shall provide a space for the faculty to vote for or against the adoption of the proposed Amendment. In order to be tallied, the ballot shall be returned to the Secretary within ten days after it is mailed by the Secretary.
 - (c) Upon a two-thirds affirmative vote of the Faculty, with at least one-half of the Faculty having voted, the Amendment shall be submitted to the President of the University and the Board of Trustees for ratification.
 - (d) Upon fulfillment of the foregoing requirements, the Amendment shall become effective immediately.

BYLAWS of the CHARTER

of the

FACULTY SENATE

BYLAW 1 PURPOSE

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

BYLAW 2 ELECTION AND BALLOTING PROCEDURES

Unless otherwise specified, the members of the Senate, at a meeting at which this is an announced agendum, shall nominate at least twice as many candidates as are to be elected.

All such elections and balloting shall be under the jurisdiction of the Elections and Balloting Committee and shall be conducted in the following manner:

Section 1. Tellers. For each election or balloting the Election and Balloting Committee shall appoint tellers in sufficient numbers to expeditiously conduct the elections and balloting.

Section 2. Ballots.

- (a) The Elections and Balloting Committee shall be responsible for the preparation of all ballots, except as provided in Article V Section 2 (f) and Article VI Section 1 of the Charter, and distribute them to the appropriate electorate. Unless otherwise specified, all balloting must be completed within ten days from the date of mailing by the Elections and Balloting Committee.
 - (b) Unless otherwise specified, all elections and balloting under the supervision of the Elections and Balloting Committee shall be by closed mail ballot.
 - (c) The names of the nominees shall be listed in alphabetical order on all mail ballots with a statement of the maximum number to be voted for, (which shall be the number to be elected), and instructions for return of the ballot, and enclose an unmarked envelope for return of the ballot. The marked ballot is to be sealed by
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the elector in the unmarked envelope, and the elector is to sign the slip bearing his name on the outside of the envelope. After collecting all the ballots, the Elections and Balloting Committee is to remove the name slips of the eligible electors and give the sealed unmarked envelopes to the tellers.

- (d) Upon the direction of the Senate at a meeting requesting a written ballot, the chairman shall appoint a sufficient number of tellers who shall distribute blank ballots, collect and tally the same, and report the results to the chairman. The chairman shall announce the results.

Section 3. Balloting Disputes. All balloting disputes shall be resolved by the Election and Balloting Committee, and their determination shall be final.

Section 4. Ties. Ties shall be resolved by the tellers by drawing of lot(s). This shall be reported in their report.

Section 5. Reporting results of elections and balloting. The Elections and Balloting Committee shall make the results of all elections and balloting public. A complete record of the results of each balloting shall be retained for a period of one year. All ballots shall be retained by the Elections and Balloting Committee for a period of thirty days following the date of the publication of results. The ballots may be inspected by any interested member of the University community, and such inspection shall be supervised by a member of the Election and Balloting Committee.

BYLAW 3

ELECTION OF FACULTY SENATE

Section 1.

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

Section 2. Apportionment of Faculty Seats. As provided in the Charter, Article III, Section 2, (c) (1), each college shall be assigned four seats the total sum of which shall be deducted from seventy. The remainder shall be apportioned among the various colleges based upon the percentage of Faculty in each college determined as of January 31. The Elections and Balloting Committee shall compute these percentages based upon a list of Faculty provided by the Faculty Personnel Office. It shall then calculate the number of additional seats apportioned to each college based upon this percentage.

Section 3. Election Procedures.

(a) Time of Elections;

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

(b) Term of Office;

The term of office for Departmental Senators shall be for two years beginning with June 15. The departments of each college shall be divided into two groups by lot, with the elected Senators of the first group to serve a two-year term and the elected Senators of the second group to serve a one-year term. Thereafter, each group of Senators shall serve a two-year term.

(c) Balloting;

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

Section 4. Withdrawal from Senate Election.

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

Section 5. Organizational Meeting of the Senate.

The duties and responsibilities of all senators shall begin with a meeting scheduled for the third Friday of the month of May. The first order of business for this meeting shall be the nominations for chairman of the Senate, and Charter and Bylaws Committee.

BYLAW 4

OTHER ELECTIONS

Section 1. Chairman of the Senate.

- (a) All senate members shall be eligible for election as Chairman of the Senate.
- (b) Candidates for this office shall be nominated at the organizational meeting of the Senate.
- (c) The term of office for the chairman shall be for one year beginning with June 15.

Section 2. The Elections and Balloting Committee.

- (a) All faculty members eligible for Senate Election in a given college shall be eligible for election to the Elections and Balloting Committee for that college.
- (b) The Elections and Balloting Committee shall be responsible for seeking nominations from the faculty of each college and for the proper conduct of the election in each college.
- (c) The term of office for the members of the Elections and Balloting Committee shall be for two years beginning with June 15. The colleges shall be divided into two groups by lot with the elected representatives of the first group to serve a two-year term and the representatives of the second group to serve a one-year term. Thereafter, each group of representatives shall serve a two-year term.

Section 3. The Charter and Bylaws Committee.

- (a) Anyone eligible for Senate membership shall be eligible for election to the Charter and Bylaws Committee.
- (b) Candidates for this committee shall be nominated at the organizational meeting of the Senate.

- (c) The term of office for members of the Charter and Bylaws Committee shall be for two years beginning with June 15. The continuity of election shall continue in alternate years as established by the predecessor Senate. Accordingly, the members currently serving on the Constitution and Bylaws Committee who have one year of term remaining shall continue as members of the Charter and Bylaws Committee.

Section 4. The Executive Committee.

- (a) Faculty members;

- (1) All Senate members from a given college, except the current Executive Committee member from that college (providing he is completing a full term) shall be eligible for election to the Executive Committee.
- (2) After the elections of faculty to the Senate, the Elections and Balloting Committee shall be responsible for seeking nominations from the Senators of a college and for the proper conduct of the election of an Executive Committee member for the colleges conducting an election.
- (3) The term of office for elected faculty members of the Executive Committee shall be for three years beginning with June 15. The continuity of the election of the various college representatives shall continue on the staggered three-year term basis as established by the predecessor Senate. Accordingly, the members currently serving on the predecessor Committee who have not completed their terms shall continue as members of the Executive Committee.

- (b) Administrative and Student Members.

- (1) As provided in Article IV, Section 2, (c) (1) (A) (ii) and (iii), the Administrative and student Senators shall meet prior to June 1 and elect one each of themselves as a member of the Executive Committee.
- (2) The term of office for Administrative and student members of the Executive Committee shall be for one year beginning with June 15.

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

BYLAW 5

DUTIES OF SENATE OFFICERS

Section 1. Chairman.

The chairman shall preside at all Senate meetings and perform such other duties as are required. The chairman shall be responsible for the communication of all Senate action to the Administration. In the event the chairman is unable to perform his duties, the chairman shall appoint, from the Senate body, a chairman pro tem.

Section 2. Secretary.

The Secretary shall be responsible for the circulation of materials as prescribed in Article III, Section 5 (c) of the Charter. The secretary shall maintain a permanent file of the results of all balloting.

Section 3. Parliamentarian.

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

BYLAW 6

APPOINTED CHARTERED COMMITTEES

Section 1. Appointed Chartered Committee Memberships, Selection, and Chairmanship.

- (a) The membership of each committee shall include Faculty, Administrators, and Students who need not be Senators.
- (b) The selection of members shall be as follows:
 - (1) The Faculty members shall be selected by the Executive Committee.
 - (2) The administrative members shall be appointed by the President of the University without regard to any specific number. Their function shall be to serve as liaison to appointed Senate committees in order to facilitate communication between the committee and the administration, and, accordingly, they shall have no privilege to vote.

- (3) The student members of each committee shall be selected by Student Council.
- (c) Faculty and Student committee members shall have the right to vote.
- (d) Faculty and Student may serve on only one Senate Chartered Committee at any one time.
- (e) The chairman of each appointed chartered committee of the Senate shall be elected annually from within the committee.
- (f) The chairman of all other Senate committees shall be appointed by the Executive Committee.
- (g) The chairman of all appointed Senate committees shall report to the Senate, at least once a year, and shall be privileged to make motions on behalf of the committee without regard to their own Senate membership.
- (h) The term of membership on these committees shall be at the discretion of the appointing body or individual, provided that faculty appointments shall be made to achieve continuity by partial rotation.
- (i) Appointments and changes in appointments of all Senate committee members shall be reported to Senate through the Executive Committee.

Section 2. Appointed Chartered committees are charged and composed as follows--

- (a) The Academic Affairs Committee;
 - (1) This committee is charged with recommending to the Senate the general university requirements, appropriate academic standards, new degrees, new majors, and changes in degree and major requirements whenever such changes affect more than one academic department. For this purpose, a change affects a department only if one of its courses is involved in the change.
 - (2) The membership of the committee shall consist of eight faculty with at least one member from each college, administrator(s), and two students.

(b) The Academic Events Committee;

- (1) To recommend to the Senate new policies and changes in existing policies pertaining to the presentation of faculty colloquia, special lectures for the benefit of the academic community, commencement, and honors day.
- (2) The membership shall consist of eight faculty, administrator(s), and two students.

(c) The Computer Committee;

- (1) To recommend to the Senate new policies and changes in existing policies concerning the instructional use of computer facilities.
- (2) Membership shall consist of eight faculty, administrator(s), and two students.

(d) The Continuing Education Committee;

- (1) To recommend to the Senate new policy, and changes in existing policy as related to the role of the University in continuing education.
- (2) Membership shall consist of eight faculty, administrator(s), and two students.

(e) The Curriculum Committee;

- (1) The Curriculum Committee shall recommend to the Senate new policies and changes in existing policies concerning curriculum matters.
- (2) This committee shall receive and process additions, deletions, or modifications in courses submitted to it by a college curriculum committee or Dean of a College. Upon receipt of a given curriculum proposal, the committee shall within a period of two weeks, correct the proposal or return it for correction of errors in form or inconsistencies with University or State imposed regulations. Within one week following completion of all corrections, the curriculum committee shall send copies of the proposal to all the college curriculum committees and deans of the colleges and the Academic Vice President. The curriculum committees, Deans of all the colleges and the Academic Vice President shall have two weeks in which to review the proposal and raise their objections to the proposal by submitting them in writing to the Curriculum Committee.

(a) If no objections are received by the Curriculum Committee within the prescribed time limit of two weeks, the committee shall simply attach a report of the college action to the agenda of the next Senate meeting for communication purposes only, in recognition of the autonomy of a college.

(b) If an objection is received by the curriculum committee, the committee shall investigate the objection and shall submit its recommendation on the matter to the Senate for final disposition.

(c) The Curriculum Committee shall establish such time tables as are necessary to facilitate its work. Such time tables shall be submitted in writing to all college Deans and academic department chairman.

(3) The membership shall consist of eight faculty members with at least one member from each college, administrator(s), and three students.

(f) The Educational Media Committee;

(1) To recommend to the Senate new policy and changes in existing policies as related to the instructional role of the educational media.

(2) The membership shall consist of eight faculty, administrator(s), and two students.

(g) The Library Committee;

(1) To recommend to the Senate new policy and changes in existing policies including but not limited to the allocation of appropriated resources budgeted to acquisition of instructional materials.

(2) The membership shall consist of eight faculty with at least one from each college, administrator(s), and two students.

(h) The Research Committee;

(1) To recommend to the Senate new policies and changes in existing policies as related to sponsored research including both University and outside agency funded programs.

- (2) The membership shall consist of eight faculty with at least one from each college, administrator(s), and two students.
- (i) The Student Affairs Committee;
 - (1) To recommend to the Senate academic policies concerning students.
 - (2) The membership of the committee shall consist of eight faculty, administrator(s), and four students.

BYLAW 7

VACANCIES

Section 1. Determination.

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

Section 2. Filling of Vacancies and Certifying Memberships.

- (a) A vacancy among the elected Faculty Senators or on an elected chartered committee shall be filled by the unelected candidate who received the highest number of votes in the election, as certified by the Elections and Balloting Committee. In the case of a tie, the Elections and Balloting Committee shall conduct a drawing of lot to decide the appointment.
 - (b) Appointments to fill vacancies shall terminate upon the return of a person being replaced or upon the expiration of the term of office, whichever comes first.
 - (c) The Elections and Balloting Committee shall report the filling of a vacancy to the Executive Committee.
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Section 3. Other Faculty Vacancies.

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

Section 4. Non-Faculty Vacancies

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

Section 5. The Executive Committee shall report the filling of all vacancies at the next Senate meeting.

BYLAW 8.

ORDER OF BUSINESS AT SENATE MEETINGS

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

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

BYLAW 9.

RULES OF ORDER

Section 1. The rules of order specified in the latest edition of Robert's Rules of Order Newly Revised (Scott, Foresman and Company) shall govern where applicable, provided that they are in accord with this Charter and Bylaws, and except as they are superseded by the standing rules specified by this Bylaw or by resolution of the Senate concerning the conduct of its business at a particular meeting.

Section 2. Any member of the University community shall have the right to address the Senate, provided he has notified the chairman, in writing, of his intent, and has arranged with the chairman for a suitable time at which he may be recognized. A member or guest of the Senate may speak at such time as he is recognized by the chair.

- Section 3. All meetings of the Senate shall be open meetings unless otherwise decided by a vote of the Senate.
- Section 4. Senate business shall be conducted by Informal Consideration, except following affirmation of a motion "to consider formally." Closure of Debate, nevertheless, may still be ordered by a two-thirds majority.
- Section 5. An adjourned meeting shall be ordered for the next meeting of the Senate in either of the following circumstances:
- (a) When the conduct of the Senate's business is terminated by the loss of a quorum.
 - (b) When the conduct of the Senate's business is terminated by the arrival of a pre-determined time of adjournment, in the absence of a motion to extend the limits of debate, except upon the majority rejection of the privileged motion "to fix the time to which to adjourn."
- Section 6. Upon a ruling of the chair in response to an appeal by any Senate member, an action of the body shall be declared null and void if, in the procedures by which such action was taken, either these standing rules or applicable parliamentary procedures have been violated. Such appeal may be made either during the meeting in which such action was taken, following the affirmation of a motion to adjourn, or at any time before the next meeting of the body. The ruling of the chair must be made no later than the beginning of the subsequent meeting.

BYLAW 10.

AMENDMENTS

- Section 1. Proposed amendments to the Bylaws shall be first submitted or referred to the Charter and Bylaws Committee.
- Section 2. A proposed amendment to the Bylaws shall be mailed by the Secretary of the Senate to the Senate membership at least one week prior to its being submitted to the Senate for consideration.
- Section 3. At the meeting of the Senate at which the Amendment is to be considered, the Charter and Bylaws Committee chairman shall place the Amendment before the Senate. With affirmative majority vote of the Senate, and in the absence of a challenge during the challenge period, the amendment shall become effective.

YOUNGSTOWN STATE UNIVERSITY
Statement of Income and Expenditures
Current General Fund
For the period of July 1, 1973 to March 31, 1974

CURRENT INCOME

Instruction and general:		
State appropriation		\$ 8,182,622
Student fees		8,765,530
Recovery of indirect expense		11,710
Private gifts and grants		8,085
Departmental sales		21,845
Other		386,814
Total instruction and general		<u>17,376,606</u>
Public services		125,721
Total current income		<u><u>17,502,327</u></u>

CURRENT EXPENDITURES

Instruction and general:		
Departmental instruction		6,593,074
General:		
Instructional services	\$ 185,019	
Library	607,944	
Plant operation and maintenance	1,725,206	
Student services	666,115	
General expenses	980,303	
General administration	837,964	
Total general		5,002,551
Organized research		10,932
Public services		250,004
Total current expenditures		<u>11,856,561</u>
Excess of current income over current expenditures		5,645,766
Appropriation to (from) other funds:		
Loan funds	13,603	
Total appropriation		13,603
Excess of current income over current expenditures and appropriations		<u>5,632,163</u>

BUDGET SUMMARY

Estimated income for the fiscal year 1973-74		19,858,012
Less: Actual income to March 31, 1974		17,502,327
Uncollected portion of estimated income		<u>2,355,685</u>
Estimated income		19,858,012
Unappropriated balance, June 30, 1973		450,000
Total		<u>20,308,012</u>
Less: Appropriation expenditures	11,870,166	
Encumbered appropriations	754,070	
Fund balance-appropriated	<u>7,683,776</u>	
		<u>20,308,012</u>
Fund balance-unappropriated for the fiscal year 1973-74		<u>\$ -0-</u>

YOUNGSTOWN STATE UNIVERSITY

Schedule of Investments
March 31, 1974CURRENT FUNDS

<u>Description</u>	<u>Rate or Yield</u>	<u>Term</u>	<u>Due Date</u>	<u>Face Value</u>	<u>Cost</u>
Investments:					
General:					
U. S. Treasury bills	7.200	105 days	4-4-74	\$ 200,000	195,803
U. S. Treasury bills	7.350	126 days	4-25-74	125,000	121,784
U. S. Treasury bills	7.850	36 days	5-2-74	150,000	148,823
U. S. Treasury bills	7.400	140 days	5-9-74	100,000	97,122
U. S. Treasury bills	7.400	154 days	5-23-74	100,000	96,834
U. S. Treasury bills	7.400	176 days	6-20-74	200,000	192,764
U. S. Treasury bills	7.600	105 days	6-21-74	200,000	195,567
U. S. Treasury bills	7.410	174 days	6-27-74	150,000	144,628
U. S. Treasury bills	7.700	167 days	7-11-74	99,121	95,580
U. S. Treasury bills	7.750	181 days	7-25-74	200,000	192,207
U. S. Treasury bills	7.600	196 days	7-30-74	200,000	191,724
U. S. Treasury bills	7.650	194 days	7-30-74	300,000	287,633
Banks for Cooperatives	7.950	53 days	5-1-74	200,000	200,000
Banks for Cooperatives	7.150	177 days	9-3-74	500,000	498,920
Federal Land Banks	7.150	627 days	1-20-75	160,000	160,000
Federal National Mortgage Assoc.	7.200	1260 days	6-10-77	200,000	200,000
Federal Intermediate Credit Banks	7.500	34 days	4-1-74	300,000	300,000
Federal Intermediate Credit Banks	7.950	196 days	10-1-74	200,000	200,000
Federal Intermediate Credit Banks	7.950	183 days	10-1-74	250,000	249,073
Federal Intermediate Credit Banks	7.950	198 days	10-1-74	250,000	249,964
Total Current Funds				<u>4,084,121</u>	<u>4,018,426</u>

ENDOWMENT FUNDS AND FUNDS FUNCTIONING AS ENDOWMENTS

Pooled investments:

United State Government:

Federal Land Banks	7.150	627 days	1-20-75	160,000	160,000
Federal Home Loan Banks	7.050	540 days	11-25-74	140,000	140,000
Federal Home Loan Mortgage Corporation	5.300	901 days	8-26-74	250,000	250,000
Federal Intermediate Credit Banks	7.500	269 days	4-1-74	300,000	300,000
Total Pooled				<u>850,000</u>	<u>850,000</u>

(continued)

YOUNGSTOWN STATE UNIVERSITY

Schedule of Investments

March 31, 1974

ENDOWMENT FUNDS AND FUNDS FUNCTIONING AS ENDOWMENTS

<u>Description</u>	<u>Rate or Yield</u>	<u>Term</u>	<u>Due Date</u>	<u>Face Value</u>	<u>Cost</u>
<u>HARRY K. GRAEBING - ATHLETIC SCHOLARSHIP FUND</u>					
Separately invested:					
Corporate bonds:					
Industrial:					
Chrysler Financial Corporation	7.375	5 years	5-1-74	\$ 15,000	14,737
<u>MILDRED N. GRAEBING - BUSINESS EDUCATION SECRETARIAL STUDIES SCHOLARSHIP</u>					
United States Government:					
U. S. Treasury bills	8.388	364 days	8-28-74	10,879	10,000
<u>NELLIE P. NICK - SCHOLARSHIP FUND</u>					
Corporate bonds:					
Industrial:					
Ford Motor Credit Corporation	6.875	7 years	3-15-78	5,000	5,034
<u>DOROTHY ZOLA GREENBERGER - MEMORIAL SCHOLARSHIP FUND</u>					
Corporate bonds:					
Industrial:					
Phelps Dodge Corporation	7.375	7 years	6-15-78	4,000	4,000
Cities-Service Company	7.000	7 years	1-15-78	5,000	5,020
Total				<u>9,000</u>	<u>9,020</u>
Total separately invested				<u>39,879</u>	<u>38,791</u>
Total endowment funds and funds functioning as endowments				<u>889,879</u>	<u>888,791</u>

PLANT FUNDS

Unexpended:

U. S. Treasury bills	7.800	139 days	4-25-74	100,000	96,988
U. S. Treasury bills	7.600	149 days	5-9-74	200,000	193,709
U. S. Treasury bills	7.600	163 days	5-23-74	200,000	193,118
U. S. Treasury bills	7.750	174 days	7-18-74	100,000	96,254
U. S. Treasury bills	7.000	172 days	7-30-74	200,000	193,311
U. S. Treasury notes	7.250	316 days	5-15-74	150,000	149,912
Banks for Cooperatives	7.950	180 days	5-1-74	200,000	200,000
Banks for Cooperatives	7.950	53 days	5-1-74	100,000	100,000
Federal Land Banks	7.150	560 days	1-20-75	80,000	80,000
Federal Land Banks	7.650	631 days	4-21-75	300,000	300,000
Federal Home Loan Banks	7.050	540 days	11-25-74	160,000	160,000

(continued)

YOUNGSTOWN STATE UNIVERSITY

Schedule of Investments
March 31, 1974PLANT FUNDS

<u>Description</u>	<u>Rate or Yield</u>	<u>Term</u>	<u>Due Date</u>	<u>Face Value</u>	<u>Cost</u>
Federal National Mortgage Association	7.125	988 days	3-10-76	300,000	300,000
Federal Intermediate Credit Banks	9.750	269 days	6-3-74	1,000,000	1,000,000
Federal Intermediate Credit Banks	9.750	270 days	7-1-74	500,000	500,000
Federal Intermediate Credit Banks	7.950	193 days	8-1-74	200,000	200,000
Federal Intermediate Credit Banks	8.600	155 days	9-3-74	400,000	399,630
Total Plant Funds				<u>\$4,190,000</u>	<u>4,162,922</u>

Board of Trustees Meeting, April 20, 1974

POLICY ON NAMING OF BUILDINGS AND OTHER SPACES

The designation of names of buildings and portions thereof, and of streets and outdoor spaces, shall be exclusively within the authority of the Board of Trustees.

At the appropriate time the President shall initiate the action by appointing an ad hoc committee to make recommendations to him. He shall transmit these recommendations, with his own, to the Board of Trustees through the Building Committee. In the composition of the ad hoc committee due consideration should be given to the nature of the project and of its funding.

In general, a building designed to serve essentially a single function on a continuing basis shall be called after its principal function; e.g., Administration Building, Library, Engineering Science Building.

A building also may be named for an individual who has made an outstanding contribution to the University or to education within Ohio, provided that the individual has been deceased at least 5 years. A building given to the University may be named for the donor or in memory of a person of his choice. Similarly, a building for which a donor's contribution has been crucial may be so named. The functional name should be included along with the name of the individual, when appropriate; e.g., Weeghly Physical Education Center.

Outdoor spaces and areas within buildings, such as auditoriums, laboratories, other rooms, lobbies, etc. may be named as memorials to or in recognition of distinguished persons, particularly those whose services have been identified with the functions of these areas, or of donors responsible for equipping these areas.

Wherever campus streets are clearly segments or extensions of city streets they shall bear the names of those streets.

Prior to the naming of any building by the Board of Trustees the President may assign a functional name for interim use.

Agenda Item F)1.a.
Exhibit C.

Board of Trustees Meeting, April 20, 1974

Properties Acquired Under YR 1970-24

STATE FUNDS

645 Bryson Street, City Lot No. 914 part, City of Youngstown,
Purchased from: Mildred Loy, c/o A. J. LoGuidice.

670 Bryson Street, City Lot No. 1527, City of Youngstown,
Purchased from: Richard Rosenblum.

UNIVERSITY FUNDS

122-124 Webb Street, City Lot No. 3490, City of Youngstown,
Purchased from: Gus and Eloise Johnson.

As a matter of information, the following properties are
pending approval of the Controlling Board, State of Ohio:

STATE FUNDS

633 Bryson Street, City Lot No. 915, City of Youngstown,
Owner: Charles Zidian

649 Bryson Street, City Lot No. 1509, City of Youngstown,
Owner: Joseph and Robert Stefko.

671 Elm Street, City Lot Nos. 948, 1652 pt., City of Youngstown,
Owner: J. R. and Anne Halas (Hall).

UNIVERSITY FUNDS

31 Lincoln Avenue, City Lot No. 1503, City of Youngstown,
Owner: The University Foundation, Inc.

The University is also in the process of acquiring the
following properties:

662-664 Bryson Street, City Lot No. 929, City of Youngstown,
Owner: Sam Amicarelli.

Board of Trustees Meeting, April 20, 1974

34 West Spring Street, City Lot Nos. 917 part, 918 part, and
1512, City of Youngstown,
Owner: The American Legion Post 15, Inc., c/o Odelin Kraja,
Kraja Realty Company.

646 Bryson Street, City Lot Nos. 927 part and 928, City of
Youngstown,
Owner: The Ohio Mu Alumni Corporation of Sigma Phi Epsilon 53.

ENROLLMENT AND SUBSIDY INCOME FORECAST
YOUNGSTOWN STATE UNIVERSITY
1974-75 BUDGET

	ACTUAL 1972-73	ACTUAL OR (PROJECTED) 1973-74	(PROJECTED) 1974-75	% DECLINE 1974-75 FROM 1973-74
<u>HEAD COUNT</u>				
Summer quarter	5,206	5,071	(4,909)	3.2%
Fall quarter	13,988	13,458	(12,974)	3.6
Winter quarter	13,456	12,722	(12,234)	3.8
Spring quarter	12,183	(11,910)	(11,473)	3.7
TOTAL HEAD COUNT	44,833	(43,161)	(41,590)	3.6

<u>FULL TIME EQUIVALENT (FTE)</u>				
Subsidized (Ohio summer and fall)				
General studies	3,980.5	3,552.0	(3,505.8)	1.3%
Technical	519.9	627.8	(639.6)	(1.9)
Baccalaureate - general	4,271.9	4,242.2	(4,095.8)	3.5
Baccalaureate - professional	958.5	1,014.6	(993.5)	2.1
Masters (regardless of residence)	418.3	505.5	(553.8)	9.6
TOTAL SUMMER AND FALL FTE (Ohio)	10,149.1	9,942.1	(9,788.5)	1.6
Out of state undergraduate	1,812.4	1,476.7	(1,147.6)	22.3
TOTAL SUMMER AND FALL FTE	11,961.5	11,418.8	(10,936.1)	4.2

<u>SUBSIDY INCOME</u>	OHIO FTE	AVERAGE SUBSIDY	SUBSIDY EARNED	4% INCREMENT	SUBSIDY PAID	H.B. 86 APPROPRIATION
Total Appropriation (H.B. 86)						\$11,843,880
Ohio summer and fall FTE projected*	9,788.5	\$1,135	\$11,110,527	\$473,755	\$11,584,282	
Additional enrollment needed to qualify for total appropriation	228.7	1,135	259,598	-0-	259,598	
	10,017.2	\$1,135	\$11,370,125	\$473,755	\$11,843,880	

*Subsidy earned (\$11,110,527) is 93.8% of \$11,843,880

April 12, 1974

COMPARISON OF CURRENT INCOME AND CURRENT EXPENDITURES
YOUNGSTOWN STATE UNIVERSITY
 For the fiscal years indicated

4139

	1973-74 <u>BUDGET</u>	1974-75 <u>PROJECTED</u> JAN. 22, 1974	<u>PRELIMINARY</u> APR. 12, 1974
Balance Forward	\$ 450,000	\$ 484,000	\$ 700,000
<u>CURRENT INCOME</u>			
<u>INSTRUCTION AND GENERAL</u>			
State Appropriation	\$10,153,539	\$11,584,000	\$11,584,000
OBOR reimbursement for mandated Civil Service increase	-0-	187,000	187,000
Student fees:			
Instructional	\$ 6,682,000	\$ 6,340,000	\$ 6,340,000
Out-of-state tuition	1,007,000	795,000	795,000
Other fees	325,000	275,000	275,000
TOTAL STUDENT FEES	\$ 8,014,000	\$ 7,410,000	\$ 7,410,000
Government grants	38,000	40,000	40,000
Recovery of indirect expenses (overhead)	20,000	20,000	20,000
Other income	260,761	300,000	400,000
Reimbursement from Medco	-0-	-0-	25,000
Transfer from General Fees to support Placement Office	73,012	75,000	77,683
TOTAL I AND G INCOME	\$18,559,362	\$19,616,000	\$19,743,683
<u>ORGANIZED RESEARCH</u>	-0-	-0-	-0-
<u>PUBLIC SERVICES</u>	313,650	240,000	140,000
TOTAL CURRENT INCOME	\$18,873,012	\$19,856,000	\$19,883,683
TOTAL RESOURCES (including balance forward)	\$19,323,012	\$20,340,000	\$20,583,683
<u>CURRENT EXPENDITURES</u>			
<u>INSTRUCTION AND GENERAL</u>			
Departmental instruction	\$10,683,569	\$	\$11,380,683
Instructional services	606,525		718,862
Library	819,646	DETAILS	897,421
General expenses	1,128,345	NOT	1,314,991
Student services	1,010,582	AVAILABLE	1,105,836
Physical plant	2,923,577		2,965,366
General administration	1,302,240		1,463,262
Provision for salary adjustments	505,000		335,000
TOTAL INSTRUCTION AND GENERAL EXPENDITURES	\$18,979,484		\$20,181,421
<u>ORGANIZED RESEARCH</u>	30,000		30,000
<u>PUBLIC SERVICES</u>	313,528		372,262
TOTAL INSTRUCTION AND GENERAL RESEARCH AND PUBLIC SERVICES EXPENDITURES	\$19,323,012	\$20,340,000	\$20,583,683

1974-75 Increase in income and expenditures

\$ 1,260,671

April 12, 1974

1974-75 NEW EXPENDITURES
YOUNGSTOWN STATE UNIVERSITY

<u>PRIORITY</u>	<u>DESCRIPTION</u>	<u>PRELIMINARY 1974-75 BUDGET</u>
<u>ESSENTIAL NEW EXPENDITURES</u>		
1.	Salary increases on filled positions	\$ 615,000
2.	Faculty promotions	25,000
3.	Summer school salary and fringe benefits increase	60,000
4.	Probable mandated Civil Service salary increases	300,000
5.	Net operating costs - new buildings	40,000
6.	Other fixed cost increases - telephone, etc.	38,000
7.	Utilities	27,000
8.	Computer equipment rental increase	8,000
	TOTAL ESSENTIAL NEW EXPENDITURES	<u>\$1,113,000</u>

AAUP Faculty Salary Study (1973-74) National Compensation Averages For Category II A* Institutions.**

	AAUP NATIONAL AVERAGE-COMPENSATION						YOUNGSTOWN STATE UNIVERSITY				
	1*	1	2	3	4	5	1973-74			Prev. Year	
							Ave.	Rank	%ile	Rank	%ile
Professor	25,520	23,550	21,780	20,020	17,970	below 4	23,226	2	76.3	2	73.1
Assoc. Prof.	19,930	18,340	17,450	16,380	15,060	below 4	19,084	1	89.4	2	72.8
Ass't. Prof.	16,290	15,100	14,540	13,730	12,790	below 4	15,531	1	87.2	2	79.8
Instructor	13,480	12,690	11,840	11,190	10,560	below 4	12,327	2	71.5	2	64.1
Percentile	95	80	60	40	20	below 20%					

*Institutional Categories

- I - Universities granting Ph.D. of certain minimum quantities.
- IIA - Universities granting graduate degrees but not eligible for Category I.
- IIB - Institutions offering no graduate work.
- III - Two-year institutions.

**Includes Department Chairmen and 9-Months Faculty--Excludes Deans and Athletic Coaches:
Salary and Fringe Benefits on a 9 Month Basis.

Source - YSU Office of Institutional Research

BOARD OF TRUSTEES

BYLAWS

YOUNGSTOWN STATE UNIVERSITY

Youngstown, Ohio

AUGUST 15, 1967

(as revised April 20, 1974)

CHAPTER 3356: YOUNGSTOWN STATE UNIVERSITY

- tion
- 3356.01 Youngstown state university created; appointment of board of trustees.
 - 3356.02 Election and appointment of officers of board; treasurer to give bond.
 - 3356.03 Duties of board.
 - 3356.04 Donations; contracts.
 - 3356.05 General assembly shall support university.

§ 3356.01 Youngstown state university created; appointment of board of trustees.

There is hereby created Youngstown state university. The government of Youngstown state university is vested in a board of nine trustees, who shall be appointed by the governor, with the advice and consent of the senate. Upon the effective date of this section, nine trustees shall be appointed immediately, one for a term ending May 1, 1968, one for a term ending May 1, 1969, one for a term ending May 1, 1970, one for a term ending May 1, 1971, one for a term ending May 1, 1972, one for a term ending May 1, 1973, one for a term ending May 1, 1974, one for a term ending May 1, 1975, and one for a term ending May 1, 1976. The successor of each such member shall be appointed for a term of nine years ending on the first day of May, except that any person appointed to fill a vacancy shall be appointed to serve only for the unexpired term. No person who has served a full nine year term or more than six years of such a term shall be eligible to reappointment. The trustees shall receive no compensation for their services but shall be paid their reasonable necessary expenses while engaged in the discharge of their duties. A majority of the board constitutes a quorum.

HISTORY: 132 v H 134, § 1. EF 8-15-67.

The provisions of § 2 of H 134 (132 v —) read as follows:

SECTION 2. The Ohio board of regents is hereby authorized to negotiate with the board of trustees of the Youngstown university, or its designated representative, and to develop and enter into agreements with the board of trustees of the Youngstown university providing for the transfer or grant of the use to Youngstown state university of all or any part of the estate, property, and funds under the control of the board of trustees of the Youngstown university.

§ 3356.02 Election and appointment of officers of board; treasurer to give bond.

The board of trustees of Youngstown state university shall annually elect from their mem-

§ 3356.05 General assembly shall support university.

The general assembly shall support Youngstown state university by such sums and in such

manner as it may provide, but support may come from other sources.

bers a chairman and a vice-chairman; and they may also appoint a secretary of the board, a treasurer, and such other officers of the university as the interest of the university requires who may be members of the board. The treasurer before entering upon the discharge of his duties, shall give bond to the state for faithful performance of his duties and the proper accounting for all moneys coming into his care. The amount of said bond shall be determined by the board, but shall not be for a sum less than the estimated amount which may come into his control at any time. Said bond shall be approved by the attorney general.

HISTORY: 132 v H 134, § 1. EF 8-15-67.

See provisions, § 2 of H 134 (132 v —) following RC § 3356.01.

§ 3356.03 Duties of board.

The board of trustees of Youngstown state university shall employ, fix the compensation of, and remove the president and such number of professors, teachers, and other employees as may be deemed necessary. The board shall do all things necessary for the creation, proper maintenance, and successful continuous operation of the university. The board may accept donations of lands and moneys for the purpose of such university.

HISTORY: 132 v H 134, § 1. EF 8-15-67.

See provisions, § 2 of H 134 (132 v —) following RC § 3356.01.

§ 3356.04 Donations; contracts.

The board of trustees of Youngstown state university may receive and hold in trust, for the use and benefit of the university, any grant or devise of land, and any donation or bequest of money or other personal property, to be applied to the general or special use of the university, unless otherwise directed in the donation or bequest. The board of trustees of Youngstown state university may make and enter into all contracts and agreements necessary or incidental to the operation of such university.

HISTORY: 132 v H 134, § 1. EF 8-15-67.

See provisions, § 2 of H 134 (132 v —) following RC § 3356.01.

manner as it may provide, but support may come from other sources.

HISTORY: 132 v H 134, § 1. EF 8-15-67.

BYLAWS

ARTICLE I. DEFINITION AND PURPOSES

As used in these Bylaws:

- A. "Board" means the Board of Trustees of Youngstown State University.
- B. "University" means Youngstown State University.
- C. "Chairman" means Chairman of the Board of Trustees of the University.

Section 1. Regular Meetings

The Board shall meet at least five times each year, and at such other times as are necessary for the best interest of the University. Meetings shall be called at such times as the Board prescribes; provided, however, that one of said meetings shall be subsequent to May 15, but before July 15. At the time of adjournment of each meeting, the Board shall provide, by resolution, the time and place for the holding of the next regular meeting. The Secretary of the Board shall give written notice of said meeting to the residence or business address of each member of the Board at least fifteen days prior thereto.

Section 2. Special Meetings

Special meetings of the Board may be called by or at the written request of the Chairman of the Board, the President of the University, or upon the written request of three members of the Board. A call for a special meeting shall specify the time and purposes thereof, although other business than that specified in the call may be considered at any such meeting. The person or persons calling said special meeting shall give written notice thereof, at least three days, or as otherwise required in these Bylaws, delivered personally or sent by certified mail or telegram with return receipt requested to the residence or business address of each member of the Board. Any Board member may waive notice of any such meeting. The attendance of a Board member at such meeting shall constitute a waiver of notice of such meeting.

Section 3. Place of Meeting

All regular and special meetings of the Board, unless the Board otherwise specifies, shall be held on University property, and the place of the meeting shall be specified in the call for that meeting.

Section 4. Quorum

A majority of the members of the Board, when duly convened, shall constitute a quorum for the transaction of business at any meeting of the Board; ~~if~~ if less than a majority of the members of the Board are present at said meeting, a majority of the members present may adjourn the meeting from time to time without further notice. At any such adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified. At any meeting where a quorum is present, a majority vote of those present shall be required for any official action of the Board, except as otherwise required by law or by these Bylaws.

Section 5. Organization of Meetings

At each meeting of the Board, the Chairman, or in his absence, the Vice Chairman of the Board or in the absence of both, a chairman chosen by a majority of the Board present, shall preside. The Secretary of the Board, or in his absence any person appointed by the Board, shall keep the minutes thereof, and otherwise perform the duties of Secretary.

Section 6. Order of Business

The order of business at all regular and special meetings of the Board shall be as follows:

- a) Roll call
- b) Proof of notice of meeting (if a special meeting)
- c) Disposition of minutes (Minutes shall be prepared and mailed to members as soon as practicable after each Board Meeting in order that members may be prepared for discussion)
- d) Recommendations of the President of the University
- e) Report of the President of the University
- f) Report of committees of the Board
- g) Communications, petitions and memorials
- h) Unfinished business
- i) New Business
- j) Election of Officers of the Board as pertinent
- k) Time and place of next regular meeting
- l) Adjournment

Section 7. Parliamentary Procedure

On questions of parliamentary procedure not covered in these Bylaws, Roberts Rules of Order shall prevail.

Section 8. Procedures for Presentation of Items to be Considered

a) Any proposed action which is to be introduced by a Board member which will substantially affect University policy shall be presented to the other Board members prior to the meeting at which the matter is to be considered by the Board.

b) The annual Budget and all other major questions of University policy to be recommended by the President of the University shall be presented to each member of the Board prior to the meeting at which the matter is to be considered by the Board.

c) Any business to be presented to the Board other than from a Board member or from the President of the University shall be submitted in writing to the Chairman of the Board at least three weeks prior to the meeting. The Chairman may direct that said matter be placed on the agenda.

ARTICLE III. BOARD OF TRUSTEES - OFFICERS AND ORGANIZATION

Section 1. Powers of the Board

The Board shall have the power, not inconsistent with law or by these Bylaws, to do all things necessary for the proper maintenance and successful and continuous operation of the University. No Trustee or Committee of the Board shall have authority to commit the Board to any policy, action or agreement unless specifically authorized by the Board.

Section 2. Officers of the Board

The officers of the Board shall be a Chairman, Vice Chairman, and Secretary. The Board may appoint such other officers or employees as the interest of the University requires, such officers and employees to have the authority and perform the duties prescribed by the Board.

Section 3. Qualifications, Election, Term of Office

The Chairman and Vice Chairman must be members of the Board. The qualifications of all other officers shall be determined by the Board. The officers of the Board shall be annually elected at the

meeting of the Board first following May 15. Said officers shall take office immediately following adjournment of the meeting at which they are elected and shall hold their offices until their successors are elected and qualified.

Section 4. Chairman

The Chairman, when present, shall preside at all meetings of the Board, and perform generally all duties incident to the office of Chairman, and such other duties as may be assigned to him by the Board. The members of all committees of the Board shall be appointed by the Chairman annually. Appointments to standing and special committees shall be subject to the approval of the Board. Unless specifically provided to the contrary by the Board, the Chairman may assign any of his duties to another member of the Board.

Section 5. Vice Chairman

At the request of, or in the absence of disability of the Chairman, the Vice Chairman shall perform all the duties of the Chairman and, while so acting, shall have all the powers and authority of, and be subject to all the restrictions upon the Chairman.

Section 6. Secretary

The Secretary shall be the custodian of, and responsible for, the official books and records of the Board, and shall keep minutes of all meetings and proceedings of the Board in one or more books

provided for that purpose. The Secretary shall give notice of all regular meetings of the Board, in accordance with the provisions of these Bylaws. He shall submit a written report of attendance at Board meetings at the meeting of the Board first following May 15. He shall perform such other duties as from time to time may be assigned to him by the Board or by the Chairman.

Section 7. Legal Adviser

The Attorney General of the State of Ohio shall be the legal Adviser of the Board. He shall institute and prosecute all suits in its behalf.

Section 8. Removal of Board Officers

Upon proper notice, any officer of the Board may be removed as such officer at any time, either with or without cause, by resolution adopted by six members of the Board at any meeting thereof, the notices of which have specified that such removal action was to be considered.

Section 9. Board Committees

A. The Chairman of the Board and the President of the University shall be ex-officio members of all Board committees. Whereas the Chairman shall have power to vote, the President shall not have power to vote, *unless otherwise provided by law.*

B. Standing Committees: Subject to the approval of the Board, the Chairman shall appoint three or more Board members to

each of the following standing ^{and special} committees whose duties and responsibilities shall be as follows:

1) Budget and Finance Committee:

To review and advise the Board on University Budgetary and fiscal policy and management.

2) Buildings and Property Committee:

To review and advise the Board as to the acquisitions and dispositions of real property, the selection of architects and engineers, and the planning of new facilities and major remodeling.

3) Personnel Relations Committee:

To review and advise the Board on new policies and changes in existing policies and regulations related to University employees.

4) Youngstown State University Housing Commission:

The Youngstown State University Housing Commission was created by the General Assembly as a part of Amended House Bill No. 134 effective August 15, 1967, and consists of the Chairman of the Board, the President of the University and the Vice President for Financial Affairs of the University.

~~5) Special Committee:~~

5) Student Affairs Committee:

To review and advise the Board on new policies and changes in existing policies and regulations related

to students. Two additional members of this committee appointed by the Chairman of the Board shall be full-time undergraduate students.

C. Ad Hoc Committees: The Chairman may appoint from time to time such ad hoc committees as may be required for the proper and continuous operation of the University.

D. Committee Chairman: A member of the Board shall be appointed chairman of each committee by the Chairman of the Board.

E. Vacancies: Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

F. Quorum: A majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

G. Rules: Each committee may adopt rules for its own government not inconsistent with these Bylaws or rules adopted by the Board.

ARTICLE IV. ADMINISTRATION OF THE UNIVERSITY

Section 1. President of the University, Faculty and Staff

The Board shall employ the President of the University, and shall employ, fix the compensation of, and remove such number of professors, teachers and other employees as the Board may deem necessary. It shall do all things necessary for the proper

maintenance and successful continuous operation of the University, and may act under such regulations as it may approve.

Section 2. Other Personnel

The employment, classification, wage scales and dismissal of all personnel not otherwise under contract to the Board of Trustees, shall follow the regulations established by this Board.

Section 3. Reports to the Board

A. Budget: At an appropriate time annually, the President of the University shall present to the Board the budget for the ensuing fiscal year. The budget shall be presented in a form showing estimated income and the allocations for the University's major areas of expenditure in accordance with general account classifications of the State of Ohio, and shall be accompanied by a review describing the major changes. As may be necessary, the budget may be revised from time to time by the Board. After approval by the Board, the budget shall govern financial transactions. The President of the University shall establish procedures for the expenditure of all budgeted funds in accordance with the regulations of the Board of Trustees.

In administering the budget, the President of the University may make or authorize transfers or adjustments in individual budget accounts or in local unrestricted accounts provided that no such action shall increase the total of budgeted expenditures.

Whenever income fails to meet budgeted income, the President of the University shall direct reductions in budgeted expenditure of a corresponding amount.

Unbudgeted general funds may be expended by direction of the President of the University for a specific purpose not exceeding \$10,000, and shall be reported to the Board at its next regular meeting. Expenditures of larger amounts from such funds must have prior approval of the Finance Committee.

B. Administration of Gifts and Grants: The President of the University shall cause an annual report to be made to the Board of all restricted and unrestricted gifts and grants received, stating the source and value thereof. The President of the University is authorized to assign gifts to University purposes with dutiful attention to the wishes of the donors insofar as known.

C. Revisions of Fees and Other Charges: From time to time, at least once a year, the President of the University shall recommend to the Board for its approval, a continuation or revision of the instructional fees, tuition, general fees, and other charges which he may deem appropriate.

D. Service Charges: The President may fix and announce other fees, fines, and rental or service charges. No such other fees or charges shall be imposed until authorized by the President.

E. Purchase of Insurance: 1. The President of the University shall cause to have prepared and submitted to the Board, at its first regular meeting after September 1 of each year, a report

that tabulates all insurance policies in force, including coverage, premiums, and agents servicing these policies. This report shall include, but is not limited to: general, fire, liability, bonds, property, automobile, comprehensive, medical and hospitalization contracts, or any other policy for the protection of Youngstown State University's personnel and property.

2. All insurance shall be purchased through the President or his designate, subject to prior approval of the Board of Trustees.

F. Inventory of Real Property: At the close of each fiscal year, the President shall cause to be prepared and to submit to the Board, an inventory of all real property managed, owned, leased, rented, or under option to the University. This report shall include acreage held, an estimate of land and building values, general statement on the condition of the physical plant, and such other details as may be directed by the Board of Trustees or the President of the University.

G. Annual Financial Report: At the end of each fiscal year, the President shall cause to be prepared and submitted to the Board, a comprehensive Financial Report. The report should summarize all financial transactions, note changes in fund balances, and tabulate expenditures in accordance with generally accepted accounting principles for state agencies.

Section 4. Purchasing Practice

All purchases by the University shall be made in accordance

with the Regulations of the Board of Trustees.

ARTICLE V. UNIVERSITY ORGANIZATION

Section 1. Auxiliary Agencies

As recommended by the President and approved by the Board, certain University operations, whose income includes substantial amounts of other than imposed fees or appropriated revenue, shall be designated as auxiliary services. For budgeting purposes, an auxiliary service is a fiscal entity. The President shall cause to be prepared and submitted to the Board an annual report including an itemization of income and expenditures and a resume of the operation for the year.

Except for those auxiliary activity accounts otherwise restricted, there may be a transfer of balances among them or to other University purposes as directed by the President with the approval of the Finance Committee.

The rental policies of the University as approved by the Board of Trustees also apply to all auxiliary activity facilities.

ARTICLE VI. INSTRUCTION AND DEGREES

Section 1. Degrees and Certificates

Degrees, titles and certificates shall be awarded by the Board upon recommendation of the University faculty, transmitted to the Board by the President of the University. All diplomas issued to those receiving degrees and titles from the University

shall be signed by the Chairman, the President of the University, and the Secretary of the Board. Facsimile signatures may be used.

ARTICLE VII. MISCELLANEOUS

Section 1. Gifts

The Board may accept gifts of money, real and personal property and shall administer same according to law.

Section 2. Appearances Before Governmental Offices

Subject to specific control by the Board, the preparation and presentation of requests for appropriations from the State of Ohio, and all appearances, communications and representations made on behalf of the University with all federal, state, and local government offices, boards, and agencies shall be under the direction of the President of the University. Unauthorized appearances, communications, and representations before federal, state, and local government offices, boards, and agencies are hereby prohibited.

Section 3. Use of University Facilities

The use of University facilities shall be governed by such rules and regulations that may be promulgated by the Board.

ARTICLE VIII. BYLAWS, RULES AND REGULATIONS: THEIR PROMULGATION, AMENDMENT AND REPEAL

Section 1. Statement of Purpose

These Bylaws, including additions or amendments, outline

the major administrative and governing functions of the Board of Trustees. Detailed rules, regulations, and ordinances for the operation of the University may be enacted or amended by action of the Board of Trustees or may be promulgated by the President of the University, provided such shall not conflict with regulations or bylaws of the Board of Trustees.

Section 2. Rules and Regulations: Promulgation, Amendment and Repeal

Detailed rules and regulations for the organization, administration, and operation of the University may be promulgated, amended, and repealed by the Board, in consideration of recommendations of the President of the University.

Section 3. Amendments to Bylaws

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by the Board at any regular meeting of the Board, and at any special meeting of the Board, if at least fifteen days written notice is given of intention to alter, amend, or repeal, or to adopt new Bylaws at such special meeting.

Section 4. Ohio Board of Regents

Except as expressly provided in Chapter 3333 of the Revised Code of Ohio, establishing the Ohio Board of Regents, nothing in such chapter shall be construed to deprive the Board of the duties and powers conferred upon them by the law in the government of the University.

ARTICLE IX. TEMPORARY PROVISIONS

All policies governing the purchase of insurance and the purchase of equipment and supplies contained in the Bylaws adopted August 15, 1967, shall continue to be in effect until such time as such policies are adopted in the Code of Regulations of the Board.

May 3, 1974

Trustees of
Youngstown State University

Gentlemen:

Enclosed is draft of minutes of the Regular
Meeting of Trustees held on April 20, 1974.

Very truly yours,

Hugh W. Manchester

Secretary to the Board
of Trustees of Youngstown
State University

HWM:cr

Enclosure

These minutes mailed to the following on May 3, 1974:

William J. Brown
Dr. Bertie B. Burrowes
Carl L. Dennison
Mrs. Ann L. Isroff
John M. Newman
Albert J. Shipka
Fred C. Shutrump, Jr.
Robert E. Williams
Raymond J. Wean, Jr.

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

(TRUSTEES)

Hugh W. Manchester

MEETING OF PERSONNEL RELATIONS COMMITTEE

May 15, 1974

A meeting of the Personnel Relations Committee of the Trustees of Youngstown State University was convened at noon, on Wednesday, May 15, 1974 in Room 220 in Kilcawley Center, for the purpose of considering a proposed new Charter and By-laws of the Academic Senate of the University.

Those present included Fred C. Shutrump, Chairman of the Committee, William J. Brown, Carl L. Dennison, John M. Newman and Robert E. Williams; also Dr. John Coffelt, President; Dr. Earl E. Edgar, Vice President for Academic Affairs; Dr. Frank J. Tarantine, Professor of Mechanical Engineering, who had served as Chairman of the Committee which drafted the proposed new Charter and By-laws of the Academic Senate; and Hugh W. Manchester, Secretary to the Board of Trustees. Mr. Shutrump presided.

Dr. Coffelt presented copies of the prior Faculty Constitution (as of September, 1972), the proposed new Charter and By-laws for the Academic Senate and copies of his statement made to the University Senate on March 8, 1974.

Dr. Tarantine explained the basic changes made in the proposed new Charter, pointing out that because of provisions in the contract with O.E.A., all matters relating to faculty salaries, fringe benefits and workload were removed from consideration by the Senate; that the faculty was to have broader authority concerning academic affairs; that the number of its committees was to be reduced; and that its membership would include 70% faculty, 15% students and 15% administrative personnel.

Some provisions of the proposed Charter and By-laws were examined in detail. Strong concern was expressed lest some members of the faculty fail to understand that the Trustees' responsibilities under the laws of Ohio (particularly RC Sec. 3356.03) may not be lawfully delegated to committees

of the faculty should the proposed Charter and By-laws receive unconditional approval by the Trustees. There was also concern lest some misunderstandings might arise (1) as to jurisdiction over various subjects as between the University Senate and the Youngstown State University chapter of the O.E.A. and (2) as to who, as between Faculty and Administration, were to determine some academic matters. Difficulties involved in the changing of language in the proposed charter were discussed and suggestions made as to possible methods of clarifying the Trustees' responsibilities for overall operation of the University.

It was determined to meet again at noon on Thursday, May 23 for further consideration of the matter.



Hugh W. Manchester
Secretary

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
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 WILLIAM T. BODOH
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CURTIS A. MANCHESTER
 1902-1951
 JAMES E. BENNETT
 1917-1964
 FRANKLIN B. POWERS
 1914-1960

MYRON E. ULLMAN
 DON E. TUCKER
 OF COUNSEL

May 17, 1974

Memo to: Fred C. Shutrump, Jr.
 William J. Brown
 Carl L. Dennison
 John M. Newman
 Robert E. Williams
 Dr. John J. Coffelt

Enclosed is copy of minutes of meeting of the
 Personnel Relations Committee held on May 15, 1974.

Sincerely,

Hugh W. Manchester
 Hugh W. Manchester, Secretary

HWM:imb

Enclosure

MEETING OF STUDENT AFFAIRS COMMITTEE

May 16, 1974

A meeting of the Student Affairs Committee of the Trustees of Youngstown State University was convened at noon, on Thursday, May 16, 1974 in Room 217 in Kilcawley Center.

Those present included Ann L. Isroff, Chairman, Dr. Bertie B. Burrowes, John M. Newman, Joseph Simko (who is past President of the Student Government), Edward Sturgeon (President of the Student Government), Dr. John Coffelt, President of the University and Hugh W. Manchester, Secretary to the Board of Trustees. Mrs. Isroff presided.

Mrs. Isroff inquired concerning possible areas of particular importance to students which should be brought to the attention of the Board of Trustees. Informal discussion covered the following subjects:

1. Concern relative to broader student input and understanding as to the amount of general fees (now \$30.00 per student) and the uses for which such fees are expended.
2. Possible need for development of means by which student grievances as to academic matters may be brought to the attention of persons who can assist in solving such grievances.
3. The possibility that some form of Student Government Constitution should be completed for approval by the Board of Trustees.

It was the consensus that the committee should perhaps meet regularly at a convenient time prior to each regularly scheduled Board Meeting, to provide means for student communication to the Board, and more frequently as particular needs might arise. The two representatives of the Student Government were asked to prepare and submit proposals as to how student representatives to the Committee should be selected in the future, as to the length of their

terms of service, and as to how particular problems of students could best be ascertained and communicated to the Board, should Board action be necessary.

Hugh W. Manchester

Hugh W. Manchester, Secretary

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 HUGH W. MANCHESTER
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 PAUL J. FLEMING
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MYRON E. ULLMAN
 DON E. TUCKER
 OF COUNSEL

May 17, 1974

The following letter was sent to:

Mrs. Isroff
 Dr. Burrowes
 Mr. Shipka
 R. J. Wean, Jr.
 Joe Simko, c/o Student Government YSU
 Ed Sturgeon, President, Student Government YSU
 Dr. Coffelt

Enclosed is copy of minutes of the meeting of
 the Student Affairs Committee held on May 16, 1974.

Sincerely,

Hugh W. Manchester
 Hugh W. Manchester, Secretary

HWM:imb

Enclosure

MEETING OF PERSONNEL RELATIONS COMMITTEE

May 23, 1974

A meeting of the Personnel Relations Committee of the Trustees of Youngstown State University was convened at noon on Thursday, May 23, 1974 in Room 220 in Kilcawley Center, for the purpose of further consideration of a proposed new charter and by-laws of the Academic Senate of the University.

Those present included Fred C. Shutrump, Chairman of the Committee, Carl L. Dennison and John M. Newman; also Dr. John Coffelt, President, Dr. Frank J. Tarantine, who had served as Chairman of the committee which drafted the proposed new charter and by-laws; and Hugh W. Manchester, Secretary to the Board of Trustees. Mr. Shutrump presided.

Dr. Coffelt presented copies of three sheets, the second of which included a proposed resolution for adoption by the Board of Trustees and which included conditional approval of the charter, with the understanding that the ultimate responsibilities vested in the Board by law would remain with the Board.

The proposal was thoroughly discussed and upon motion made by Mr. Newman, seconded by Mr. Dennison and unanimously carried, the committee approved recommendation of approval of the proposed charter and by-laws upon the conditions set forth in such Board authorization, and that the resolution be published as a part of the proposed charter.

Dr. Coffelt reported that completion of the proposed manual for classified civil service employees would be delayed beyond the next meeting of the Board. He also reported that the Ohio Civil Service Employees Association is presently pushing hard for recognition of such union as a representative of all classified employees on the campus. He indicated that such representation might conflict with the representation by a local union which claims to represent only the custodial employees on the campus. He stated that both the local union and the OCSEA are trying to solicit membership. There being no further business come before the meeting, the same was duly adjourned.



Hugh W. Manchester, Secretary

Atty Manchester

YOUNGSTOWN STATE UNIVERSITY

CHARTER OF THE ACADEMIC SENATE

Approved by the Board of Trustees on _____

Board Authorization

On _____ (date) the Board of Trustees of Youngstown State University adopted Resolution YR- _____ authorizing the operation of the Academic Senate under this charter. The following excerpts, taken from the minutes of the Board of Trustees, are an integral part of the document approved by the Board.

WHEREAS, the Board of Trustees believes that sound operation and growth of the University can be promoted by cooperative participation of faculty, administration, and student representatives in development of new policies and changes in existing policies pertaining to academic functions and activities of the University; and

WHEREAS, the Board is supportive of efforts to maintain a collegial relationship which will be fostered by the principles in the new charter; and

WHEREAS, the charter has been endorsed and recommended by the predecessor Senate, faculty, and administration.

Now be it therefore resolved that the Board of Trustees accepts and approves this charter for the Youngstown State University Academic Senate, with the understanding that, in compliance with authority and responsibilities vested in the Board by law, this charter and all actions of the Academic Senate are subject to the Board's right to review and approve, or reject.

PREAMBLE

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

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

ARTICLE I

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

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

ARTICLE II

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

Section 1. College.

As used in the Charter, college shall mean an academic unit under the direction of an undergraduate Dean regardless of the name assigned to the academic unit. In the event that a college is subdivided into a school or schools with said school or schools responsible to the undergraduate Dean of that college, the school or schools shall be represented by the number of departments in the school. If a school is not divided into departments, it shall be considered an academic department.

JOHN H. RANZ
 HUGH W. MANCHESTER
 RICHARD B. WILLS
 PAUL J. FLEMING
 JAMES E. BENNETT, JR.
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MYRON E. ULLMAN
 DON E. TUCKER
 OF COUNSEL

May 24, 1974

Sent to:

Fred C. Shutrump, Jr.
 William J. Brown
 Carl L. Dennison
 John M. Newman
 Robert E. Williams
 Dr. John J. Coffelt

Enclosed is copy of minutes of meeting of the
 Personnel Relations Committee held on May 23, 1974.

Sincerely,

Hugh W. Manchester

Hugh W. Manchester, Secretary

HWM:imb

Enclosure