

AFFIDAVIT

STATE OF OHIO)
) SS
COUNTY OF MAHONING)

HUGH W. MANCHESTER, being first duly sworn, deposes and says that on June 26, 1979, he deposited in the United States Mail with \$1.40 U. S. postage attached, ten envelopes each marked "Certified Mail - Return Receipt Requested" and addressed to the following ten persons, each with P. S. Form 3811 attached thereto, bearing Certified Numbers and addressed as listed on the following list:

<u>Name and Address</u>	<u>Certified Mail Number</u>
Dr. Thomas D. Y. Fok Thomas Fok & Associates, Ltd. 3896 Mahoning Avenue Youngstown, Ohio 44515	807159
Dr. John F. Geletka, D.D.S. 5600 Mahoning Avenue Youngstown, Ohio 44515	807160
Mr. Edgar Giddens 448 Cleveland Street Youngstown, Ohio 44511	807161
Mrs. Ann Isroff 11 Wildfern Drive Youngstown, Ohio 44505	807162
Mr. William J. Lyden, Business Manager International Brother- hood of Electrical Workers 291 McClurg Road Youngstown, Ohio 44512	807163
Mr. William G. Mittler, Advertising Manager Youngstown Vindicator Vindicator Square & W. Boardman Youngstown, Ohio 44503	807164

<u>Name and Address</u>	<u>Certified Mail Number</u>
Attorney Paul M. Dutton c/o Mitchell, Mitchell & Reed 709 Union Bank Building Youngstown, Ohio 44503	807165
Mr. Fred C. Shutrump, Jr., President Shutrump and Associates 3749 Mahoning Avenue Youngstown, Ohio 44515	807166
Mr. Frank C. Watson, President Youngstown Welding and Engineering Co. 3700 Oakwood Avenue Youngstown, Ohio 44515	807167
Dr. John J. Coffelt, President Youngstown State University 410 Wick Avenue Youngstown, Ohio 44555	807168

and that he mailed envelopes, with 15 cents U. S. postage attached to each, addressed to the following four persons at the following addresses:

Dr. David J. Robinson, President YSU-OEA Youngstown State University 410 Wick Avenue Youngstown, Ohio 44555	Edward A. Flask, Esquire 424 City Centre One Youngstown, Ohio 44503
Theodore R. Cubbison, Esq. Director Legal Services Youngstown State University 410 Wick Avenue Youngstown, Ohio 44555	Mr. Sandy Forte, President YSU Chapter of OCSEA Youngstown State University 410 Wick Avenue Youngstown, Ohio 44555

Says further that in each envelope there was a copy of a Call dated June 26, 1979 addressed to the Board of Trustees of Youngstown State University signed by John J. Coffelt, President, a copy of which is attached hereto marked "Exhibit A" and a letter addressed to the Trustees of Youngstown State University dated June 26, 1979 and signed by Hugh W. Manchester, Secretary to the

Board of Trustees, a copy of which is attached hereto marked "Exhibit B"; says further that attached hereto marked "Exhibit C" are sheets to which are attached the Return Receipts of the ten persons listed above as being addressees of Certified Mail, such receipts indicating the dates of delivery of said envelopes and the names and signatures of the persons signing the receipts therefor as well as the dates of delivery of such Certified Mail, and that attached hereto marked "Exhibit D" are the separate receipts (PS Form 3800) for Certified Mail Nos. 807159 through 807168 inclusive, for the ten items of certified mail which were deposited in the United States Mail by the Affiant on June 26, 1979.

Hugh W. Manchester

SWORN to before me and subscribed in my presence this 29th
day of June 1979.

EVELYN V. THOMAS, Notary Public
State of Ohio
My Commission Expires April 8, 1984

Evelyn V. Thomas
Notary Public

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

OFFICE OF THE PRESIDENT

June 26, 1979

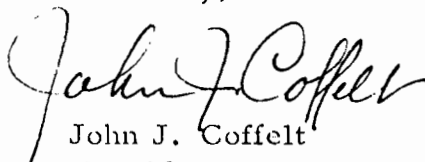
To: Board of Trustees of Youngstown State University

In accordance with Article II, Section 2, of the Bylaws of the Board of Trustees, I am calling a Special Meeting of the Board of Trustees of Youngstown State University to be held in the Board Room in the Tod Administration Building at 5:00 p.m. on Thursday, July 5, 1979, for the purpose of considering and acting upon the following two matters:

1. A report concerning negotiations with the Youngstown State University Chapter of the Ohio Education Association as to salary adjustments and salary ranges for 1979-80 and 1980-81.
2. Staff recommendations concerning non-mandatory transfers.

I am asking the Secretary to send copies of this notice to each Trustee in accordance with the Bylaws.

Sincerely,



John J. Coffelt
President

pd

EXHIBIT A



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

June 26, 1979

CERTIFIED MAIL

To the Trustees of
Youngstown State University

I am enclosing a copy of the Call by Dr. John J. Coffelt, President of the University for a Special Meeting of Trustees to be held on Thursday, July 5, 1979 at 5:00 P.M. in the Trustees Board Room in Tod Administration Building.

Very truly yours,

HUGH W. MANCHESTER

Secretary to the Board of Trustees

HWM:EVT
Enc.

Copy to each Trustee (9)
Dr. John J. Coffelt, President
Dr. David J. Robinson, President
YSU-OEA
Mr. Sandy Forte, President YSU-
OCSEA
Theodore R. Cubbison, Esquire
Director of Legal Services
Edward A. Flask, Esquire,
Special Counsel to the Attorney
General of Ohio

EXHIBIT B

Form 3811 (Rev. 1977)

Add your address in the "RETURN TO" space on reverse.

1. The following service is requested (check one).
 Show to whom and date delivered. _____
 Show to whom, date, and address of delivery. _____
 RESTRICTED DELIVERY
 Show to whom and date delivered. _____
 RESTRICTED DELIVERY.
 Show to whom, date, and address of delivery. \$ _____
 (CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO:
 Dr. Thomas Fok
 Thomas Fok & Associates, Ltd.
 3896 Mahoning Ave., Youngstown, Ohio

3. ARTICLE DESCRIPTION: 44515
 REGISTERED NO. CERTIFIED NO. INSURED NO.
 807159

(Always obtain signature of addressee or agent)
 I have received the article described above.
 SIGNATURE Addressee Authorized agent
Mary Bittler

4. DATE OF DELIVERY
 6/27/79

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: _____
 CLERK'S INITIALS

OHIO POST OFFICE
 YOUNGSTOWN, OHIO
 JUN 27 1979

Form 3811 (Rev. 1977)

Add your address in the "RETURN TO" space on reverse.

1. The following service is requested (check one).
 Show to whom and date delivered. _____
 Show to whom, date, and address of delivery. _____
 RESTRICTED DELIVERY
 Show to whom and date delivered. _____
 RESTRICTED DELIVERY.
 Show to whom, date, and address of delivery. \$ _____
 (CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO:
 Dr. John F. Geletka
 5600 Mahoning Avenue
 Youngstown, Ohio 44515

3. ARTICLE DESCRIPTION:
 REGISTERED NO. CERTIFIED NO. INSURED NO.
 807160

(Always obtain signature of addressee or agent)
 I have received the article described above.
 SIGNATURE Addressee Authorized agent
Edie Bittler

4. DATE OF DELIVERY
 6/27/79

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: _____
 CLERK'S INITIALS

OHIO POST OFFICE
 YOUNGSTOWN, OHIO
 JUN 27 1979

2. ARTICLE ADDRESSED TO:
 Mr. Edgar Giddens
 448 Cleveland Street
 Youngstown, Ohio 44511

3. ARTICLE DESCRIPTION:
 REGISTERED NO. CERTIFIED NO. INSURED NO.
 807161

(Always obtain signature of addressee or agent)
 I have received the article described above.
 SIGNATURE Addressee Authorized agent
Edgar Giddens

4. DATE OF DELIVERY
 6/27/79

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: _____
 CLERK'S INITIALS

OHIO POST OFFICE
 YOUNGSTOWN, OHIO
 JUN 27 1979

2. ARTICLE ADDRESSED TO:
 Mrs. Ann Isroff
 11 Wildfern Drive
 Youngstown, Ohio 44505

3. ARTICLE DESCRIPTION:
 REGISTERED NO. CERTIFIED NO. INSURED NO.
 807162

(Always obtain signature of addressee or agent)
 I have received the article described above.
 SIGNATURE Addressee Authorized agent
Ann Isroff

4. DATE OF DELIVERY
 6-27-79

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: _____
 CLERK'S INITIALS
 WCO

OHIO POST OFFICE
 YOUNGSTOWN, OHIO
 JUN 27 1979

EXHIBIT C

3111, Apr. 1977

1. The following service is requested (check one).
 Show to whom and date delivered.
 Show to whom, date, and address of delivery.
 RESTRICTED DELIVERY
 Show to whom and date delivered.
 RESTRICTED DELIVERY.
 Show to whom, date, and address of delivery. \$
 (CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO:
 Mr. William J. Lyden
 291 McClurg Road
 Youngstown, Ohio 44512

3. ARTICLE DESCRIPTION:
 REGISTERED NO. | CERTIFIED NO. | INSURED NO.
 | 807163 |

(Always obtain signature of addressee or agent)

I have received the article described above.
 SIGNATURE Addressee Authorized agent

4. DATE OF DELIVERY
Mary Ceyre
 JUN 27 1979

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: CLERK'S INITIALS

POSTMARK: JUN 27 1979 BOARDMAN OH

1. ARTICLE ADDRESSED TO:
 Attorney Paul M. Dutton
 709 Union Bank Bldg.
 Youngstown, Ohio 44503

3. ARTICLE DESCRIPTION:
 REGISTERED NO. | CERTIFIED NO. | INSURED NO.
 | 807165 |

(Always obtain signature of addressee or agent)

I have received the article described above.
 SIGNATURE Addressee Authorized agent

4. DATE OF DELIVERY
M. Dutton
 JUN 27 1979

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: CLERK'S INITIALS

POSTMARK: JUN 27 1979

3111, Apr. 1977

1. The following service is requested (check one).
 Show to whom and date delivered.
 Show to whom, date, and address of delivery.
 RESTRICTED DELIVERY
 Show to whom and date delivered.
 RESTRICTED DELIVERY.
 Show to whom, date, and address of delivery. \$
 (CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO:
 Mr. William G. Mittler, c/o
 Youngstown Vindicator-Vindicator
 Square and West Boardman
 Youngstown, Ohio 44503

3. ARTICLE DESCRIPTION:
 REGISTERED NO. | CERTIFIED NO. | INSURED NO.
 | 807164 |

(Always obtain signature of addressee or agent)

I have received the article described above.
 SIGNATURE Addressee Authorized agent

4. DATE OF DELIVERY
Mike Huby
 JUN 27 1979

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: CLERK'S INITIALS

POSTMARK: JUN 27 1979 BOARDMAN OH

1. ARTICLE ADDRESSED TO:
 Mr. Fred C. Shutrump, Jr.
 Shutrump and Associates
 3749 Mahoning Ave., Youngstown, Ohio 44515

3. ARTICLE DESCRIPTION:
 REGISTERED NO. | CERTIFIED NO. | INSURED NO.
 | 807166 |

(Always obtain signature of addressee or agent)

I have received the article described above.
 SIGNATURE Addressee Authorized agent

4. DATE OF DELIVERY
Fred C. Shutrump, Jr.
 JUN 27 1979

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: CLERK'S INITIALS

POSTMARK: JUN 27 1979 WEST SIDE STA

PS Form 3811, Apr. 1977

Complete items 1, 2, and 3.
Add your address in the "RETURN TO" space on reverse.

1. The following service is requested (check one).
- Show to whom and date delivered. _____
 - Show to whom, date, and address of delivery. _____
 - RESTRICTED DELIVERY
Show to whom and date delivered. _____
 - RESTRICTED DELIVERY.
Show to whom, date, and address of delivery. \$ _____
- (CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO:
Mr. Frank C. Watson, Pres.
Yo. Welding & Engr. Co.
3700 Oakwood Ave., Youngstown, O.

ARTICLE DESCRIPTION: 44515

REGISTERED NO.	CERTIFIED NO.	INSURED NO.
	807167	

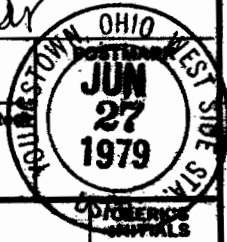
(Always obtain signature of addressee or agent)

I have received the article described above.
SIGNATURE Addressee Authorized agent

Shelley Lorne
DATE OF DELIVERY JUN 27 1979

3. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE:



Form 3811, Apr. 1977

Complete items 1, 2, and 3.
Add your address in the "RETURN TO" space on reverse.

1. The following service is requested (check one).
- Show to whom and date delivered. _____
 - Show to whom, date, and address of delivery. _____
 - RESTRICTED DELIVERY
Show to whom and date delivered. _____
 - RESTRICTED DELIVERY.
Show to whom, date, and address of delivery. \$ _____
- (CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO:
Dr. John J. Coffelt, President
Youngstown State University
410 Wick Ave., Youngstown, Ohio

3. ARTICLE DESCRIPTION: 44555

REGISTERED NO.	CERTIFIED NO.	INSURED NO.
	807168	

(Always obtain signature of addressee or agent)

I have received the article described above.
SIGNATURE Addressee Authorized agent

Ruth Anne
4. DATE OF DELIVERY 6/28/79

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE:



RETURN RECEIPT, REGISTERED, INSURED AND CERTIFIED MAIL

No. 807159

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED—
NOT FOR INTERNATIONAL MAIL
(See Reverse)

SENT TO
Dr. Thomas Fok
STREET AND NO.
3896 Mahoning Ave.
P.O. STATE AND ZIP CODE
Youngstown, Ohio 44515

No. 807162

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED—
NOT FOR INTERNATIONAL MAIL
(See Reverse)

SENT TO
Mrs. Ann Isroff
STREET AND NO.
11 Wildfern Drive
P.O., STATE AND ZIP CODE
Youngstown, Ohio 44505

No. 807165

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED—
NOT FOR INTERNATIONAL MAIL
(See Reverse)

SENT TO
Attorney Paul M. Dutton
STREET AND NO.
709 Union Bank Bldg.
P.O., STATE AND ZIP CODE
Youngstown, Ohio 44503
POSTAGE \$.15
CONSULT POSTMASTER FOR FEES
CERTIFIED FEE .80¢
OPTIONAL SERVICES
SPECIAL DELIVERY ¢
RESTRICTED DELIVERY ¢
RETURN RECEIPT SERVICE
SHOW TO WHOM AND DATE DELIVERED .45¢
SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY ¢
SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY ¢
SHOW TO WHOM, DATE AND ADDRESS OF DELIVERY WITH RESTRICTED DELIVERY ¢
TOTAL POSTAGE AND FEES \$ 1.40
POSTMARK OR DATE

PS Form 3800, Apr. 1976

No. 807160

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED—
NOT FOR INTERNATIONAL MAIL
(See Reverse)

SENT TO
Dr. John F. Geletka
STREET AND NO.
5600 Mahoning Avenue
P.O., STATE AND ZIP CODE
Youngstown, Ohio 44515

No. 807163

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED—
NOT FOR INTERNATIONAL MAIL
(See Reverse)

SENT TO
Mr. William J. Lyden
STREET AND NO.
291 McClurg Road
P.O., STATE AND ZIP CODE
Youngstown, Ohio 44512

No. 807166

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED—
NOT FOR INTERNATIONAL MAIL
(See Reverse)

SENT TO
Mr. Fred C. Shutrump, Jr.
STREET AND NO.
3749 Mahoning Avenue
P.O., STATE AND ZIP CODE
Youngstown, Ohio 44515
POSTAGE \$.15
CONSULT POSTMASTER FOR FEES
CERTIFIED FEE .80¢
OPTIONAL SERVICES
SPECIAL DELIVERY ¢
RESTRICTED DELIVERY ¢
RETURN RECEIPT SERVICE
SHOW TO WHOM AND DATE DELIVERED .45¢
SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY ¢
SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY ¢
SHOW TO WHOM, DATE AND ADDRESS OF DELIVERY WITH RESTRICTED DELIVERY ¢
TOTAL POSTAGE AND FEES \$ 1.40
POSTMARK OR DATE

1976

No. 807161

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED—
NOT FOR INTERNATIONAL MAIL
(See Reverse)

SENT TO
Mr. Edgar Giddens
STREET AND NO.
448 Cleveland Street
P.O., STATE AND ZIP CODE
Youngstown, Ohio 44511

No. 807164

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED—
NOT FOR INTERNATIONAL MAIL
(See Reverse)

SENT TO
Mr. William G. Mittler
STREET AND NO. c/o Youngstown
Vindicator-Vindicator Sq.
P.O., STATE AND ZIP CODE
W. Boardman, Youngstown,
Ohio 44503 15

No. 807167

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED—
NOT FOR INTERNATIONAL MAIL
(See Reverse)

SENT TO
Mr. Frank C. Watson, Pres.
STREET AND NO.
Yo. Welding & Engr. Co.
P.O., STATE AND ZIP CODE
3700 Oakwood Avenue
Youngstown, Ohio 44515
POSTAGE \$.15
CONSULT POSTMASTER FOR FEES
CERTIFIED FEE .80¢
OPTIONAL SERVICES
SPECIAL DELIVERY ¢
RESTRICTED DELIVERY ¢
RETURN RECEIPT SERVICE
SHOW TO WHOM AND DATE DELIVERED .45¢
SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY ¢
SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY ¢
SHOW TO WHOM, DATE AND ADDRESS OF DELIVERY WITH RESTRICTED DELIVERY ¢
TOTAL POSTAGE AND FEES \$ 1.40
POSTMARK OR DATE

1976

No. 807168

RECEIPT FOR CERTIFIED MAIL

NO INSURANCE COVERAGE PROVIDED—
NOT FOR INTERNATIONAL MAIL
(See Reverse)

SENT TO
Dr. John J. Coffelt, Pres.
STREET AND NO.
Youngstown State University
P.O., STATE AND ZIP CODE
410 Wick Ave., Youngstown
Ohio 44555
POSTAGE \$.15
CONSULT POSTMASTER FOR FEES
CERTIFIED FEE .80¢
OPTIONAL SERVICES
SPECIAL DELIVERY ¢
RESTRICTED DELIVERY ¢
RETURN RECEIPT SERVICE
SHOW TO WHOM AND DATE DELIVERED .45¢
SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY ¢
SHOW TO WHOM AND DATE DELIVERED WITH RESTRICTED DELIVERY ¢
SHOW TO WHOM, DATE AND ADDRESS OF DELIVERY WITH RESTRICTED DELIVERY ¢
TOTAL POSTAGE AND FEES \$ 1.40
POSTMARK OR DATE

PS Form 3800, Apr. 1976

EXHIBIT II

MINUTES OF MEETING

of

BOARD OF TRUSTEES

of

YOUNGSTOWN STATE UNIVERSITY

Tod Administration Building
Thursday, July 5, 1979

Pursuant to call signed by the President on June 26, 1979, and to Notices mailed by certified mail on June 26, 1979, by the Secretary to the Board to each Trustee, copies of which precede these Minutes (with copies to the President of the University, the Presidents of the YSU Chapter of the OEA and the YSU Chapter of OCSEA, to Edward A. Flask, Special Counsel to the Attorney General of Ohio, and to the Director of Legal Services of the University) a special meeting (Sixty-eighth) of the Board of Trustees of Youngstown State University convened on Thursday, July 5, 1979 in the Board Room in the Tod Administration Building at 5:00 P.M.

Eight (8) Trustees were present at the meeting, to-wit: Edgar Giddens, Chairman, Paul M. Dutton, Dr. Thomas D. Y. Fok, Dr. John F. Geletka, Mrs. Ann L. Isroff, William J. Lyden, William G. Mittler and Frank C. Watson. Fred C. Shutrump, Jr. was absent.

Also present were Dr. John J. Coffelt, President, Dr. Earl E. Edgar, Vice President for Academic Affairs, Dr. Neil D. Humphrey, Vice President for Financial Affairs, Dr. Taylor Alderman, Vice President for Personnel, Edmund J. Salata, Dean of Administrative Affairs, Dr. Lawrence E. Looby, Associate Vice President for Public Services, Dr. Charles McBriarty, Dean of Student Affairs, Philip A. Snyder, Director of University Relations, Edward A. Flask, Special Counsel, Hugh W. Manchester, Secretary to the Board of Trustees, and Miss Patricia Davis, Secretary to the President. Also present were approximately 10 Deans and members of the faculty and members of the news media.

Mr. Giddens presided as Chairman of the Board.

ITEM I - Proof of Notice of Meeting

Evidence (An Affidavit of the Secretary dated June 29, 1979) was available indicating that copies of a Call signed by the President of the University on June 26, 1979 (Exhibit A to the Affidavit) and a Notice to Trustees signed by the Secretary to the Board on June 26, 1979 (Exhibit B to such Affidavit) had been mailed by certified mail on June 26, 1979, to each of the nine Trustees and to the President of the University, and by regular mail to the Presidents of the YSU Chapters of both OEA and OCSEA, also to the Director of Legal Services and to the Special Counsel to the Attorney General; and that such copies of such Call and Notice had been received by each Trustee on June 27, 1979 and by the President on June 28, 1979 (Exhibits C and D to such Affidavit). Such evidence precedes these Minutes.

ITEM II - Report of the President of the University

Dr. Coffelt reported concerning three matters:

1. Ohio Ethics Law (O.R.C. Section 102.04)

The Executive Director of the Ohio Ethics Commission, on June 19, 1979, advised that members of the Board may be subject to the Ohio Ethics Law, which by O.R.C. Section 102.04 prohibits public officials and employees from rendering services for compensation on matters before any agency of the governmental entity served by them and from selling goods and services to such agencies. Non-elected public officials and employees are excepted from such prohibitions provided (1) they do not deal with their own agency, (2) they abstain from official participation involving personnel of the particular state agency for two years and (3) they file an affidavit disqualifying themselves for two years with the Ohio Ethics Commission and the agencies involved.

2. Quarterly Meeting of Trustees of the Inter-university Council of Ohio

Copies of Minutes of the quarterly meeting of Trustees of the Interuniversity Council of Ohio, held June 11, 1979 in Columbus were furnished to each Trustee. The next quarterly meeting, a workshop, is scheduled for September 4, 1979.

3. Speech by Father Healy, President of Georgetown University--Chamber of Commerce Meeting

Copies of a recent speech by Father Healy, President of Georgetown University at a Chamber of Commerce meeting, in which he compared the functions of University Trustees with those of Corporate Directors were furnished to each Board member present.

ITEM III - Reports of Committees of the Board

1. Personnel Relations Committee

RECESS: At this point the Trustees present, the President, Vice President for Personnel and the Secretary to the Board retired to the Caucus Room for an Executive Session of about ten minutes concerning pending negotiations with YSU-OEA.

Upon reconvening of the meeting in the Board Room, Mr. Mittler read and moved that the following Resolution be adopted:

Bargaining Agreement Regarding Salaries
and Salary Ranges with YSU Chapter of
Ohio Education Association

WHEREAS, designated representatives of the University have met and conferred with representatives of the Youngstown State University chapter of the Ohio Education Association to negotiate salary increases and salary ranges for members of the faculty bargaining unit, pursuant to the provisions of Article 3.3 of the 1977-81 Agreement between the University and the Youngstown State University chapter of the Ohio Education Association; and YR 1980-1

WHEREAS, tentative agreement has been reached between the parties regarding salary increases and salary ranges for 1979-80 and 1980-81; and

WHEREAS, members of the faculty bargaining unit have ratified the tentative agreement,

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Trustees of Youngstown State University does hereby ratify the tentative agreement reached by the representatives of the University and the Youngstown State University chapter of the Ohio Education Association (appended hereto as Exhibit 1) regarding salaries and salary ranges for 1979-80 and 1980-81.

The Motion was seconded by Mrs. Isroff, and after receiving the affirmative vote of each Trustee present, was declared carried, by the Chairman.

2. Building and Property Committee

a. Resolution on Ground Station Terminal Corporation for Public Broadcasting

Dean Salata reported that effective January 1, 1980, National Public Radio will discontinue paying for the cost of

transmitting programs from its Studios in Washington, D. C. over Bell Telephone System lines to WYSU and will commence use of a satellite system for broadcasting.

The Corporation for Public Broadcasting has offered to construct at no cost to YSU, a ground station terminal on the YSU Campus (estimated to cost \$78,967.00) to receive satellite programming. If installed YSU will avoid future annual costs of about \$37,000.00 for telephone line service and \$700.00 for postage, but will be obligated to maintain the ground station terminal at an expected expense of \$1100.00 per year. The quality of reception will be improved and program choices can be expanded. The Building and Property Committee, at its meeting on May 17, 1979, acted to recommend approval by the Board of Trustees.

After a Motion, which was made by Dr. Geletka and seconded by Dr. Fok, had received the affirmative vote of each Trustee present, the Chairman declared the following Resolution duly adopted:

WHEREAS, the Corporation for Public Broadcasting proposes to construct a ground station terminal to be used in the Public Radio Satellite Interconnection System; and YR 1980-2

WHEREAS, the ground station terminal will be furnished, constructed and paid for by the Corporation for Public Broadcasting; and

WHEREAS, the primary local benefits to the Youngstown State University are increased programming choices, flexibility, and higher quality of audio service.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Youngstown State University hereby authorize the President of Youngstown State University to file an application and execute agreements and other documents required to provide for the installation of the ground station terminal (R/O) at the site shown on Exhibit 2 and guarantee access through 1989; and

BE IT FURTHER RESOLVED, that the President of Youngstown State University is authorized to act on behalf of Youngstown State University in connection with such application and to provide such additional information as may be required.

3. Budget and Finance Committee

a. Resolution Concerning Non-Mandatory Transfers

Dr. Fok reported that the Budget and Finance Committee had reviewed a document entitled "Non Mandatory Transfers as of June 30, 1979, and Special Projects Plan for 1979-80" and had taken action to recommend that the Board approve the Report and authorizations therein contained.

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

WHEREAS, the Special Projects have been managed during fiscal year 1978-79 in conformity with Resolution YR 1979-13; and, YR 1980-3

WHEREAS, the review of activity in those projects during FY 79 has been completed and monies available for allocation have been identified, subject only to final closing adjustments of FY 79 accounts; and

WHEREAS, the Budget and Finance Committee of the Board of Trustees has reviewed the administration's report and recommends approval;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby:

1. Approve the FY 79 year-end transfers and allocations identified in the document titled "Non-Mandatory Transfers as of June 30, 1979, and Special Projects Plan for 1979-80", and,
2. Approves the expenditure authority noted in that report; and,
3. Recognizes that the report is based on preliminary information prior to final closing entries in the FY 79 books and, therefore, authorizes any adjustments, plus or minus, necessary at closing to occur in the University Operation Contingency Reserve Fund.

ITEM IV - New Business

Mr. Giddens announced the appointments to Standing Committees, the YSU Housing Committee and Representatives to other organ-

izations as set forth in Exhibit 3, attached to these Minutes.

There being no further business, the meeting was duly adjourned at 5:40 P.M. on Motion by Mr. Watson, seconded by Mrs. Isroff and duly carried.



Chairman of the Board of Trustees

ATTEST:



Secretary to the Board of Trustees

ARTICLE 4.1 AND 4.2 FOR 1979-80 AND 1980-81

SALARIES

4.1: Salary Ranges for Ranks: There shall be four (4) ranks among the full-service teaching faculty. For 1979-80, each rank shall have a salary range for 9-month contracts as follows:

	<u>Minimum:</u>	<u>Maximum:</u>
Professor	\$17,000	\$31,700
Associate Professor	\$14,000	\$26,700
Assistant Professor	\$12,000	\$22,300
Instructor	\$10,000	\$17,500

For 1980-81, each rank shall have a salary range for 9-month contracts as follows, unless the STRS pick-up option is exercised, in which case the salary ranges shall be as above.

	<u>Minimum:</u>	<u>Maximum:</u>
Professor	\$18,000	\$34,000
Associate Professor	\$15,000	\$28,300
Assistant Professor	\$13,000	\$23,600
Instructor	\$11,000	\$18,500

4.2.a: Salary Adjustments: In 1979-80, each continuing member of the bargaining unit shall receive a salary increase of 9.25% of his or her 1978-79 9-month salary, subject to the maxima specified in Article 4.1 above. In 1980-81, each continuing member of the bargaining unit shall receive a salary increase of 9.25% of his or her 1979-80 9-month salary, subject to the maxima specified in Article 4.1 above, or in lieu of a salary increase the University shall pick-up the STRS contribution of each employee as provided for in Article 4.2.b. below.

4.2.b: STRS Pick-Up: In 1980 the Administration shall examine the desirability of picking-up the cost of the employee contribution to the Ohio State Teachers Retirement System (STRS) for the period of September 15, 1980 to June 15, 1981 for members of the bargaining unit. The Administration shall consult with the Association as part of this study. No later than February 15, 1980, the Administration shall provide the Association with a written report of its analysis of the STRS pick-up situation. The University shall a) report to the Association that the salary adjustment in Article 4.2.a. shall be in effect for 1980-81, or b) offer to pick-up the employee contribution to STRS for members of the bargaining unit for the period September 15, 1980 to June 15, 1981, in lieu of the salary adjustment provided for in Article 4.2.a. If the University reports to the Association that the salary adjustment provided for in Article 4.2.a. shall be in effect for 1980-81, each member of the bargaining unit shall receive the salary adjustment specified in Article 4.2.a.: 9.25% of his or her 1979-80 9-month salary, subject to the maxima specified in Article 4.1 above. If the University extends to the Association an offer to pick-up the employee contribution to STRS in lieu of a salary increase, the Association shall have until March 15, 1980 to accept or reject the offer in writing. If the University offers to pick-up the em-

ployee contribution for continuing members of the bargaining unit for the period September 15, 1980 to June 15, 1981, and the Association accepts this offer, in writing, no later than March 15, 1980, the University shall pick-up the STRS contribution for 1980-81 in lieu of a salary increase, there shall be no increase in salary over the 1979-80 9-month salary of each continuing bargaining unit member, and the 1979-80 salary ranges in Article 4.1 above shall remain in effect through 1980-81. If the University offers to pick-up the STRS contribution for continuing members of the bargaining unit, and the Association rejects this offer, in writing, no later than March 15, 1980, each continuing member of the bargaining unit shall receive the salary adjustment provided for in Article 4.2.a.: 9.25% of his or her 1979-80 9-month salary, subject to the maxima specified in Article 4.1 above.

Article 4.3 shall remain in effect if the STRS pick-up option is implemented in 1980-81.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized officers and agents, have affixed their signatures this _____ day of July, 1979.

For the
YSU CHAPTER of the
OHIO EDUCATION ASSOCIATION

For the
YOUNGSTOWN STATE
UNIVERSITY

David J. Robinson
President

John J. Coffelt
President

Thomas A. Shipka
Chief Negotiator

Taylor Alderman
Chief Negotiator

Negotiating Team:
Howard D. Mettee
Sidney I. Roberts
William O. Swan
Clyde V. Vanaman

Negotiating Team:
Barbara H. Brothers
Neil D. Humphrey
George E. Sutton

EXHIBIT 1

YOUNGSTOWN STATE UNIVERSITY
BOARD OF TRUSTEES
COMMITTEES AND REPRESENTATIVES

1979-80

STANDING COMMITTEES

REPRESENTATIVES

BUDGET AND FINANCE

Mr. William J. Lyden, Chairman
Dr. Thomas Fok
Mr. Frank C. Watson

YSU ALUMNI BOARD

Dr. Thomas Fok
Attorney Paul M. Dutton

BUILDING AND PROPERTY

Dr. John F. Geletka, Chairman
Mr. William J. Lyden
Mr. Fred C. Shutrump, Jr.

CUSHWA INSTITUTE FOR INDUSTRIAL DEVELOPMENT

Dr. John J. Coffelt
Mr. Frank C. Watson

PERSONNEL RELATIONS

Mrs. Ann L. Isroff, Chairman
Mr. William G. Mittler
Attorney Paul M. Dutton

INTER-UNIVERSITY COUNCIL

Mr. Edgar Giddens

STUDENT AFFAIRS

Attorney Paul M. Dutton, Chairman
Dr. Thomas Fok
Mrs. Ann L. Isroff
Mr. Robert Wasko, Chairman, Student Council
Mr. W. Perry Cooper, III, V.P., Student Gov't

NORTHEASTERN OHIO UNIVERSITIES COLLEGE OF MEDICINE

Dr. Leonard P. Caccamo
Dr. John J. Coffelt
Dr. John F. Geletka

YSU HOUSING COMMISSION

Dr. John J. Coffelt
Dr. Neil D. Humphrey
Mr. Edgar Giddens

NORTHEASTERN EDUCATIONAL TELEVISION OF OHIO, INC.

Dr. John J. Coffelt
Mr. Emanuel Catsoules
Dr. Lawrence E. Looby

ALL-SPORTS COMPLEX

Dr. Thomas Fok
Mr. William J. Lyden

SKEGGS FOUNDATION

Dr. Earl E. Edgar
Dr. Neil D. Humphrey
Mr. William G. Mittler

Note: Article III. Board of Trustees Bylaws - Officers and Organization. Section 9.A. Board Committees reads as follows:

"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."

EXHIBIT 4

YOUNGSTOWN STATE UNIVERSITY

NON-MANDATORY TRANSFERS

AS OF JUNE 30, 1979

AND

SPECIAL PROJECTS PLAN

FOR 1979-80

Office of Vice President for
Financial Affairs

July, 1979

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YOUNGSTOWN STATE UNIVERSITY

RESOLUTION CONCERNING NON-MANDATORY TRANSFERS

WHEREAS, the Special Projects have been managed during fiscal year 1978-79 in conformity with resolution YR 1979-13; and,

WHEREAS, the review of activity in those projects during FY 79 has been completed and monies available for allocation have been identified, subject only to final closing adjustments of FY 79 accounts; and,

WHEREAS, the Budget and Finance Committee of the Board of Trustees has reviewed the administration's report and recommends approval;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby:

1. Approve the FY 79 year-end transfers and allocations identified in the document titled "Non-Mandatory Transfers as of June 30, 1979, and Special Projects Plan for 1979-80"; and,
2. Approves the expenditure authority noted in that report; and,
3. Recognizes that the report is based on preliminary information prior to final closing entries in the FY 79 books and, therefore, authorizes any adjustments, plus or minus, necessary at closing to occur in the University Operation Contingency Reserve Fund.

YOUNGSTOWN STATE UNIVERSITY

SPECIAL PROJECTS AND CONTINGENCY RESERVES

Schedule 1

	Balance 7-1-78	Less Amount Expended Encumbered or Transferred FY 79	Balance Prior to Closing	Recommended Additions or (Transfers)	Balance 7-1-79
<u>Contingency Reserves</u>					
University Operation	\$1,550,000	\$ 628,000	\$ 922,000	\$ 752,000	\$ 1,674,000
Bookstore	75,000	-0-	75,000	10,000	85,000
Kilcawley Residence Hall	13,000	-0-	13,000	4,000	17,000
Parking Facilities	30,000	-0-	30,000	3,000	33,000
Intercollegiate Athletics	40,000	-0-	40,000	4,000	44,000
Kilcawley Center	31,000	-0-	31,000	3,000	34,000
Sub-total	\$1,739,000	\$ 628,000	\$ 1,111,000	\$ 776,000	\$ 1,887,000
<u>Miscellaneous Projects</u>					
Relocation of Offices	\$ 65,000	\$ 21,355	\$ 43,645	\$ -0-	\$ 43,645
Parking for Special Events	10,000	10,000	-0-	10,000	10,000
Sick Leave Conversion	300,000	3,000	297,000	-0-	297,000
Parking & Traffic Survey	20,000	-0-	20,000	(20,000)	-0-
Planning Project	25,000	-0-	25,000	175,000	200,000
Sub-total	\$ 420,000	\$ 34,355	\$ 385,645	\$ 165,000	\$ 550,645

SPECIAL PROJECTS

Schedule 1 Continued

	Balance 7-1-78	Less Amount Expended Encumbered or Transferred FY 79	Balance Prior to Closing	Recommended Additions or (Transfers)	Balance 7-1-79
<u>Campus Improvement Projects</u>					
Major Repairs and Renovations ^a	\$ 80,000	\$ 56,072	\$ 23,928	\$ 183,129	\$ 207,057
Campus Landscaping & Lighting	500,000	57,961	442,039	(300,000)	142,039 ^d
Property Acquisition	500,000	181,388	318,612	200,000	518,612
Residence Hall Improvements	319,641	40,544	279,097	5,000	284,097
EMT/Physical Therapy Lab	62,000	6,748	55,252	(50,000)	5,252 ^e
School of Business Admin.	250,000	-0-	250,000	(250,000)	-0-
Parking Facilities Improvements	193,515	193,515	-0-	171,300	171,300
Sub-total	\$1,905,156	\$ 536,228	\$1,368,928	\$ (40,571)	\$ 1,328,357
<u>Construction Projects</u>					
All-Sports Complex	\$1,178,897	\$ (291,050) ^b	\$1,469,947	\$ 1,814,100	\$ 3,284,047
Parking Deck	1,157,644	1,022,710	134,934	-0-	134,934
Wick Ave. Pedestrian Bridge	700,000	605,164	94,836	(60,000)	34,836
Kilcawley Center - Phase III ^c	480,379	-0-	480,379	596,850	1,077,229 ^c
Const. Contingency-All Projects	750,000	319,900	430,100	(430,100)	-0-
Sub-total	\$4,266,920	\$ 1,656,724	\$2,610,196	\$ 1,920,850	\$ 4,531,046

a Formerly titled "Building Renovations".

b Net of transfer of \$293,000 from "Construction Contingency-All Projects" less expenditure of \$1,950.

c Project budget is \$1,800,000 by Board of Trustees resolution.

d Fund will be discontinued upon completion of presently anticipated projects, not to exceed \$142,039 in cost.

e Fund will be discontinued and balance transferred 6-30-80 upon completion of project.

SPECIAL PROJECTS
Schedule 1 Continued

	Balance 7-1-78	Less Amount Expended Encumbered or Transferred FY 79	Balance Prior to Closing	Recommended Additions or (Transfers)	Balance 7-1-79
<u>Equipment Purchase Projects</u>					
Library Books	\$ 509,666 ^a	\$ 109,666	\$ 400,000	\$ -0-	\$ 400,000
General Equipment	600,000	395,000	205,000	-0-	205,000
Computer Acquisition	1,524,358 ^c	-0-	1,524,358	-0-	1,524,358
Bookstore Equipment	60,000	-0-	60,000	-0-	60,000
Food Furniture & Fixtures	30,000	30,000	-0-	-0-	-0-
Kilcawley Center Equipment	212,993 ^d	8,251	204,742	18,700	223,442 ^e
Television Equipment	30,201 ^b	16,000	14,201	25,000 ^f	39,201
Sub-total	2,967,218	558,917	2,408,301	43,700	2,452,001
GRAND TOTALS	\$11,298,294	\$3,414,224	\$7,884,070	\$2,864,979	\$10,749,049

a \$9,666 was added by closing entry. This represented residual of OCLC computer system in Library.

b \$30,201 was added by closing entry. This represented FY 78 television equipment rental income.
See President's memo of 12-29-78.

c \$107,569 was added by closing entry per Board of Trustees Resolution YR 1979-13 which allocated any residual to this account upon closing.

d \$12,993 was added by closing entry. This was the amount the General Fee income exceeded the \$27,546 which had been added by non-mandatory transfer instruction in Board Resolution.

e Fund to accumulate to \$300,000 and then interest earnings will be sufficient to provide necessary furniture and equipment replacements.

f From rental of television equipment.

YOUNGSTOWN STATE UNIVERSITY
 PROJECTED CURRENT FUNDS AVAILABLE JUNE 30, 1979,
 NOT INCLUDING AUXILIARY ENTERPRISES NOR PLANT FUNDS

Schedule 2

	<u>Budget</u>	<u>Revised Budget</u>	<u>Projected Income & Expenditures</u>	<u>Excess</u>
<u>INCOME</u>				
State Appropriation				
Instructional Subsidy	\$19,370,000	19,341,186	19,341,186	-
Civil Service Increases	340,000	340,000	377,295	37,295
Student Fees				
Instructional	8,670,000	8,313,000	8,503,376	190,376
Out-of-State Tuition	800,000	767,000	837,115	70,115
Other Fees	456,000	436,814	510,447	73,633
Other Income	638,940	638,940	1,050,660	411,720
Trans. From General Fee to Support Career Planning & Placement	153,060	153,060	150,000	(3,060)
Trans. From Reserve for Equipment Replacement	300,000	300,000	300,000	-
Trans. From Operating Contingency	-	628,000	628,000	-
Total Instructional & General	<u>30,728,000</u>	<u>30,918,000</u>	<u>31,698,079</u>	<u>780,079</u>
Public Services	<u>262,000</u>	<u>262,000</u>	<u>235,000</u>	<u>(27,000)</u>
Total Educational & General	<u>\$30,990,000</u>	<u>31,180,000</u>	<u>31,933,079</u>	<u>753,079</u>
<u>EXPENDITURES</u>				
Salaries:				
Administrative	3,913,670	3,913,670	3,688,000	225,670
Full Service Faculty	8,266,707	8,266,707	7,982,000	284,707
Classified	5,197,516	5,197,516	4,710,000	487,516
Student Help	674,934	674,934	670,000	4,934
Part-Time/Temporary Help	211,018	211,018	213,000	(1,982)
Limited Service	1,204,833	1,204,833	1,132,000	72,833
Summer School	1,037,444	1,037,444	1,028,000	9,444
Graduate Assistants	340,795	340,795	325,000	15,795
Fringe Benefits	4,050,863	4,150,863	3,833,000	317,863
Operating Expenditures	<u>6,092,220</u>	<u>6,182,220</u>	<u>6,120,880</u>	<u>61,340</u>
Total Educational & General	<u>\$30,990,000</u>	<u>31,180,000</u>	<u>29,701,880</u>	<u>1,478,120</u>
Total Projected Excess				<u>2,231,199</u>

Controller's Office
6-25-79

YOUNGSTOWN STATE UNIVERSITY
 MONIES AVAILABLE AS OF JUNE 30, 1979, INCLUDING
 UNEXPENDED 1978-79 SPECIAL PROJECT ALLOCATIONS
 BUT NOT INCLUDING AUXILIARY ENTERPRISES

Schedule 3

	Available 6-30-79 <u>(Preliminary)</u>
<u>University Operation Fund</u>	
From Schedule 2	\$ 2,231,199
<u>Interest on Investments Earmarked for Plant Fund</u>	704,000
<u>Special Projects - Unexpended Allocations in 1978-79 Plan</u>	
Parking & Traffic Survey	20,000
Campus Landscaping & Lighting	300,000
EMT-Physical Therapy Lab - Capital Improvement	50,000
School of Business Administration - Capital Improvement	250,000
Wick Avenue Pedestrian Bridge - Capital Improvement	60,000
Construction Contingency - All Projects	<u>430,100</u>
Sub-total	<u>1,110,100</u>
TOTAL AVAILABLE FOR ALLOCATION	<u>\$ 4,045,299</u>

YOUNGSTOWN STATE UNIVERSITY

Schema: UTILIZATION OF FUNDS AVAILABLE AS IDENTIFIED ON SCHEDULE 3

Schedule 4

Monies Available

See Schedule 3

\$ 4,045,299

Transfers

Opening Cash Balance -- 1979-80 University Operation Budget	\$ 886,000
University Operation -- Contingency Reserve	752,000
Payment to Parking Facilities Fund for Special Events	10,000
Unexpended Allocations in 1978-79 Special Proj. Plan-to Sch. 7	1,110,100
Plant Fund Interest for 1978-79-to Sch. 7	704,000
Planning Project	175,000
Property Acquisition	200,000
Television Equipment	25,000
Major Repairs and Renovations	<u>183,129</u>
TOTAL	<u>\$ 4,045,299</u>

YOUNGSTOWN STATE UNIVERSITY

Schema: UTILIZATION OF MONIES FOR KILCAWLEY CENTER

Schedule 5

Monies Available

Kilcawley Center Operating Fund Balance 6-30-79		\$ 46,646
General Fee Allocation for Capital Improvement (Board Resolution)		398,500
Unexpended General Fee: 1978-79		110,704
Interest Earned, 1978-79:		
Phase III Fund	44,000	
Equipment Fund	<u>18,700</u>	<u>62,700</u>
TOTAL		<u>\$ 618,550</u>

Transfers

Kilcawley Center Contingency Reserve		\$ 3,000
Kilcawley Center Equipment		18,700
Kilcawley Center - Phase III (Capital Improvement)		<u>596,850</u>
TOTAL		<u>\$ 618,550</u>

YOUNGSTOWN STATE UNIVERSITY

Schema: UTILIZATION OF MONIES FOR AUXILIARY ENTERPRISES
OTHER THAN KILCAWLEY CENTER

Schedule 6

Monies Available

1978 Interest Earned	\$171,300
Intercollegiate Athletics Fund Balance June 30, 1979	70,000
Bookstore Fund Balance June 30, 1979	46,278
Kilcawley Residence Hall Fund Balance June 30, 1979	9,000
Parking Facilities Fund Balance June 30, 1979	<u>141,000</u>
TOTAL	<u>\$437,578</u>

Transfers

Bookstore Contingency Reserve	\$ 10,000
Kilcawley Residence Hall Contingency Reserve	4,000
Parking Facilities Contingency Reserve	3,000
Intercollegiate Athletics Contingency Reserve	4,000
Intercollegiate Athletics -- Opening Cash Balance, 1979-80 Budget	66,000
Kilcawley Residence Hall Improvements	5,000
Parking Facilities Improvements	171,300
Parking Facilities -- Opening Cash Balance, 1979-80 Budget	138,000
Bookstore Opening Cash Balance, 1979-80 Budget	<u>36,278</u>
TOTAL	<u>\$437,578</u>

YOUNGSTOWN STATE UNIVERSITY

Schema: ALL-SPORTS COMPLEX FUNDING

Schedule 7

Estimated total project cost as of Board's Building and Property Committe, May 17, 1979	\$13,420,720
Project Contingency Reserve	<u>703,942</u>
TOTAL PROJECT BUDGET (Approved by this Document)	<u>\$14,124,662</u>

Funding Method

State Appropriation: H.B. 810	\$ 817,562
State Appropriation: H.B. 618	7,000,000
Allocation by YSU Board in 1977	1,200,000
Transfer from Construction Contingency-All Proj. (Dec. 1978)	<u>293,000</u>

Sub-total of Board monies available prior to closing 6-30-79 1,493,000

Community Campaign (Funds held by Campaign Committee) 3,000,000

Non-Mandatory Transfers by this Document:

Bal. of Construction Cont. - All Projects (re FY 79 Plan)	430,100
Parking and Traffic Survey Project (re FY 79 Plan)	20,000
EMT-Physical Therapy Const. Project (re FY 79 Plan)	50,000
Campus Landscaping & Lighting Project (re FY 79 Plan)	300,000
School of Business Adm. - Capital Improvement (re FY 79 Plan)	250,000
Wick Avenue Pedestrian Bridge (re FY 79 Plan)	60,000
Interest Income for 1978-79 on Plant Fund	<u>704,000</u>

Sub-total of Non-Mandatory Transfers 6-30-79 to this fund 1,814,100

TOTAL \$14,124,662

EXPLANATION OF SPECIAL PROJECTS
AND EXPENDITURE AUTHORITY

Contingency Reserves

The various budgets of the University are developed using the most accurate estimate of revenue and expenditure then available. Revenues do not always materialize as anticipated, however, and emergencies sometimes arise which justify previously unbudgeted expenditures. For these reasons the Ohio Board of Regents has recommended that contingency reserves equal to 5 percent of the operating budget be established and the YSU Board of Trustees has complied with this recommendation.

Six contingency reserves are funded on this principle: (1) University Operation, (2) Bookstore, (3) Kilcawley Residence Hall, (4) Parking Facilities, (5) Intercollegiate Athletics, and (6) Kilcawley Center. Expenditures are not made from these contingency reserves; they are available only for transfer upon the recommendation of the President and approval by the Board of Trustees.

MISCELLANEOUS PROJECTS

1. RELOCATION OF OFFICES. The movement of office furniture and equipment is usually accomplished by Physical Plant employees; however, if the move involves the use of specialized equipment, or for other reasons a moving company is used, the expense is borne by this account. Expenditure is authorized by the Dean of Administrative Affairs, subject to approval by the University Budget Committee.

2. PARKING FOR SPECIAL EVENTS. It is occasionally appropriate to provide free parking for visitors to campus. In order that the cost of this service may be identified a transfer is made, upon presentation of justification, from this fund to the Parking Facilities operating fund. Transfer occurs upon the direction of the Vice President for Financial Affairs after approval of this plan by the Board of Trustees.

3. SICK LEAVE CONVERSION, ORC 124.391 provides for the payment of a part of unused sick leave to an employee upon retirement. The Board of Trustees, in conformity with that statute, adopted Resolution YR 1975-24 to provide that full-time employees who have completed ten or more years of service shall, upon retirement, receive payment for one-fourth of the accrued and unused sick leave up to a maximum of 120 days (i.e. 1/4 of 120 days = 30 days of paid leave). Payment is authorized by the Vice President for Personnel in conformity with Resolution YR 1975-24.

4. PLANNING PROJECT. The campus master plan has not been updated since 1970. Work began fall, 1978, toward development of a new academic plan for the 1980's upon which the revised campus master plan will be based. The academic master plan work is progressing and is being funded by a grant from the Youngstown Educational Foundation. Upon the expiration of that grant additional expense will be charged to this fund. Completion of the academic master plan is expected by summer, 1980. At that point campus master planners can be retained to advise concerning the facility plan. For 1979-80 expenditure from this fund will continue to be limited to completion of the academic plan. Expenditures are authorized by the Vice President for Academic Affairs, or the Dean of the Graduate School acting for the Vice President, in conformity with a budget approved by the President.

Campus Improvement Projects

1. MAJOR REPAIRS AND RENOVATIONS (Formerly titled "Building Renovations"). The Uniform Manual of Accounts and Financial Reports for State-Assisted Colleges and Universities, State of Ohio (as promulgated by the Auditor of State in 1976) provides that major repairs and renovations, which are defined as those costing more than \$25,000, shall not be reported in the Operation and Maintenance of Plant operating budget but; instead, shall be reported in the plant funds, as is major

new construction. This fund provides for the major repairs and renovations on campus buildings which cost more than \$25,000 per defined project. Expenditure from this fund is authorized by the Dean of Administrative Affairs in conformity with a budget approved by the Board's Building and Property Committee. This budget shall be submitted to the Building and Property Committee after review by the University's Budget Committee and approval by the President. Individual project accounts will be established at that time and some projects will be done by contract and some by force account.

2. PROPERTY ACQUISITION. The campus master plan approved in 1970 established the boundaries of the campus as the Madison Avenue Freeway on the north, Andrews Avenue on the east, Lincoln Avenue on the south (except for property already owned south of that line), and Fifth Avenue on the west. Many parcels of property within those boundaries remain in private ownership. In 1978 the Board of Trustees authorized acquisition on a willing buyer, willing seller basis of residential properties in the Smoky Hollow area between the Madison Avenue Freeway on the north, Harrison Street on the east, Grove and Court Streets on the south, and Wick Avenue on the west. This fund allows that plan to continue and expenditure is authorized by the Dean of Administrative Affairs, subject to the approval of the Chairman of the Board's Budget and Finance Committee and the Chairman of the Board of Trustees. Land purchases also require the approval of the Controlling Board of the State of Ohio. A report of completed transactions is made at the next meeting of the Board of Trustees and made a part of the minute record.

3. RESIDENCE HALL IMPROVEMENT. This fund is used in the continuing repair, maintenance, and refurbishing of Kilcawley Residence Hall. For six years one floor has been refurbished each year during the summer and in 1979 that major effort will be completed. The cost and benefits of air conditioning this facility have been examined and reviewed with the President. It was concluded that this project should not be done. This fund, which is created from the Kilcawley Residence Hall

Fund Balance, is sufficient to keep the Hall in excellent shape and planned renovation will continue. Expenditure is authorized by the Dean of Administrative Affairs upon the recommendation of the Vice President for Financial Affairs, subject to the approval of the project by the Building Committee of the Board of Trustees.

4. PARKING FACILITIES IMPROVEMENTS. Paving and lighting of two surface parking lots accommodating a total of 260 cars will occur summer, 1979, and will be partially paid for from this fund and the balance paid from the Parking Facilities operating budget. This fund will be continued in order to provide monies to continue to improve parking facilities. The principal source of revenue for this fund will be the otherwise unallocated fund balance of the Parking Facilities operating fund and interest earned. Expenditure is authorized by the Dean of Administrative Affairs upon the recommendation of the Vice President for Financial Affairs, subject to approval by the Building and Property Committee of the Board of Trustees.

Construction Projects

1. ALL-SPORTS COMPLEX. This project is being funded by State appropriation (\$7,817,562), a community fund raising drive (\$3,000,000) and monies allocated by the Board of Trustees (see Schedule 7). Construction has started on the north-west part of the campus of a physical education building, football stadium, and recreational facilities. Expenditure is authorized by the Dean of Administrative Affairs, subject to approval of the Building and Property Committee of the Board of Trustees.

2. PARKING DECK. This fund, supplemented by a separate appropriation by the General Assembly, has made possible the construction of a 2,100 car parking deck on the east side of Wick Avenue. The facility has been partially occupied since October, 1978, and completion is expected by September, 1979. Expenditure is authorized by the Dean of Administrative Affairs, subject to approval of the

Building and Property Committee of the Board of Trustees.

2. WICK AVENUE PEDESTRIAN BRIDGE, A pedestrian bridge is being constructed with this fund in order to provide easy access from the new parking deck to the campus area west of Wick Avenue. Expenditure is authorized by the Dean of Administrative Affairs, subject to approval of the Building and Property Committee of the Board of Trustees.

3. KILCAWLEY CENTER - PHASE III, In 1978 the Board of Trustees approved a \$1,800,000 expansion of this facility to be funded from: (1) a dedicated portion of the General Fee (\$10 per quarter for full-time students and \$5 per quarter for part-time students); (2) from interest earnings on this fund as it accumulates; (3) from the Kilcawley Center operation fund balance at the end of the year; and (4) from the unexpended General Fee revenue. Construction is planned for 1982. Expenditure is authorized by the Dean of Administrative Affairs, subject to approval of the Building and Property Committee of the Board of Trustees.

Equipment Purchase Projects

1. LIBRARY BOOKS. This fund is to supplement the operating budget for books, periodicals, microfilm, microfiche, binding, and accessioning. The project was authorized and funded at \$500,000 in July, 1978, and a \$100,000 expenditure was authorized for 1978-79. No expenditure authorization is proposed for 1979-80; however, the fund will be left intact.

2. GENERAL EQUIPMENT. This fund was a source of revenue for the University Operation Fund (Fund One) for 1978-79 as the 1978-79 budget called for \$300,000 to be transferred from this fund. Special equipment purchases (i.e. not through Fund One) are also possible from this fund. Direct expenditure is authorized by the President, subject to the approval of the Budget and Finance Committee of the Board of Trustees.

3. COMPUTER ACQUISITION. The Computer Center uses an IBM 370/148 computer. The lease for the Computer and satellite equipment costs approximately \$576,000 annually and has been charged to the Computer Center budget in the University Operation Fund. Considerable study has been given to the need for increasing the capacity and speed of the Computer and a conclusion has been reached that an IBM 3031 Computer or its equivalent should be secured. The 1979-80 Computer Center budget was developed with the understanding that upgrading would be provided by this special fund created in FY 1977 and supplemented in FY 1978 and FY 1979.

Due to the number of man-years invested in the development of computer programs and operating systems by the Computer Center staff and by faculty it is vital that all computer products be upward compatible with the present computer system (i.e. equipment, programs, and operating systems). With the approval of this plan for FY 1980 the administration will be authorized to proceed with bidding and procuring a new Computer utilizing the most economical plan available (IBM "State and Local Lease", lease-purchase through third party supplier, or compatible equipment from other manufacturers if meeting the test described above). This fund will be utilized for a 60 month period starting with issuance of the first purchase order and the appropriate amount to cover the five-year plan will be encumbered at that time. This fund will be used to cover the cost of the Computer and such peripheral devices as can be included within the fund available, shipping expenses, and miscellaneous expenses incidental to the installation of the Computer (i.e. cables, modems, connectors, wiring, and installation costs).

4. BOOKSTORE EQUIPMENT. This fund was previously accumulated by transfer of Bookstore Fund Balances in order to insure availability of money to replace the existing cash registers. This project will be undertaken fall, 1979, and the fund will be discontinued upon completion of the project. Expenditure is authorized by

the Vice President for Financial Affairs, subject to approval of the Budget and Finance Committee of the Board of Trustees,

5. KILCAWLEY CENTER EQUIPMENT. This fund is to provide for equipment and furniture replacement as required, and if necessary to provide for furnishings when the Center expands in 1982. This fund is added to each June 30, subject to Board approval, by allocation of interest earned on the principal of the fund during the past year. Expenditure is authorized by the Dean of Student Affairs upon the recommendation of the University Budget Committee, subject to approval of the Budget and Finance Committee of the Board of Trustees.

6. TELEVISION EQUIPMENT. The Department of Telecommunications (formerly the Department of Broadcasting) has previously been given authority to rent its television equipment. Rental proceeds are placed in this fund to be used to replace obsolescent equipment. Expenditure is authorized by the Associate Vice President for Public Affairs upon the recommendation of the University Budget Committee, subject to approval of the Budget and Finance Committee of the Board of Trustees.

Caveat

In all cases where a senior University officer makes a recommendation to the Board of Trustees or one of its committees for expenditure or transfer of special project monies, that recommendation shall be made through the President.

In all cases where a committee of the Board of Trustees approves an expenditure or transfer of special project monies, that fact shall appear in the minutes of that committee.



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

July 13, 1979

Trustees of Youngstown
State University

Enclosed is draft of Minutes of Special Meeting of the
Trustees held on July 5, 1979.

Yours very truly,

HUGH W. MANCHESTER
Secretary to the Board of Trustees

HWM:EVT

Enc.

Copies to:

Each of Nine Trustees

Dr. John J. Coffelt, President

Dr. Earl E. Edgar, Vice President

Dr. Neil D. Humphrey, Vice President

Dr. Taylor Alderman, Vice President

Dean E. Salata, Administrative Affairs

Mr. Edward A. Flask, Attorney

Mr. Theodore R. Cubbison, Director

Legal Services

Mr. Fred W. Rich, State Examiner