

YOUNGSTOWN STATE UNIVERSITY
BOARD OF TRUSTEES SPECIAL MEETING

Kilcawley Center
Faculty Lounge, 11:00 a.m.

Friday, July 13, 1973

AGENDA

- a) Roll Call
- b) Proof of Notice of Meeting
- c) Disposition of minutes for the meeting held June 16, 1973
- d) Recommendations of the President of the University
 - 1. Resolution to approve the operating budget for 1973-74
 - 2. Resolution to approve the Redesignation of Reserve Funds
- e) Report of the President of the University
 - 1. Legislative Matters
 - 2. Report of Vice-President for Academic Affairs
 - 3. Report of Vice-President for Administrative Affairs
 - 4. Report of Vice-President for Financial Affairs
- f) Report of Committees of the Board
 - 1. Building Committee
 - 2. Finance Committee
 - a. Resolution confirming approval of report of Finance Committee including interim budget and insurance contracts
- g) New business
- h) Adjournment

Time and Place of Next Regular Meeting - Saturday, November 10 at
10:30 a.m.

July 13, 1973, Agenda Item d)1

Resolution to Approve the Operating Budget for 1973-74

In presenting the 1973-74 Operating Budget for your approval it will be helpful to review briefly the conditions that have dictated certain decisions controlling both revenue estimates and spending allocations. As you know the General Assembly has just passed the Appropriations Bill for operating subsidy. Historically our largest single source of revenue is derived from this subsidy which is calculated by programs and the number of Full-Time Equivalent Ohio resident students enrolled therein. We estimate that state subsidy in 1973-74 will provide revenue of \$10,153,589 compared to \$9,700,000 budgeted in 1972-73. This is an increase of \$453,589. The higher new subsidy rates compensate for the 3 percent decline projected for enrollments. This decline is substantiated by the drop we experienced in enrollments this summer and by a drop in admission applications for fall. Under the new Bill the Regents no longer have discretionary powers to assist institutions with unexpected enrollment declines such as we experienced last year. However, the Bill provides that up to 4 percent more than the actual entitlement may be provided to institutions that do not meet their projected enrollments as set by the Regents. The total Instruction and General Budget we are presenting to you is up from 1972-73 by \$1,324,518. This simply means that we must find \$870,929 in new revenue from some other source to balance the Instruction and General Budget. Parenthetically may I ask that you please bear in mind that the Instruction and General Budget does not include

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Organized Research, Public Service (Continuing Education, Urban Studies and Broadcasting), Auxiliary Enterprises or Student Aid. The needed \$870, 929 therefore must come from an increase in the Instructional Fees and Tuition.

Student Fees and Tuition represent the second largest source of income. You have previously authorized an increase of \$30 per quarter in the Instructional Fee, \$30 per quarter in the Tuition charged out-of-state students, and a decrease of \$10 per quarter for the General Fee which is used to support non-instructional activity. The Appropriation Bill permits increases in student fees up to present maximum limits of 1972-73 if approved by the Board of Trustees and by the Ohio Board of Regents. We have requested that the above changes be approved by the Ohio Board of Regents at its meeting on July 20th. In response, that Board has requested a very detailed and comprehensive justification for the changes, apparently no longer being willing to accept the recommendations of its staff.

You are well acquainted with the fact that the present Executive Freeze Order prohibits fee increases from June 13 until midnight, August 12th. If the Board of Regents should disapprove our fee increases, or if that freeze should be extended under Phase IV Guidelines, it would be necessary to make immediate and drastic adjustments in this budget to compensate for the loss of this fee income. The University administration has given some consideration to what course of action should be followed under such adverse circumstances and would expect to present its recommendations to you at an appropriate time. We have built the Budget, however, in the expectation that the intent of the General Assembly will be observed by the Board of Regents, and that there will not be such a freeze beyond August 12th.

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The final major source of revenue in this Budget comes from a new practice of carrying over the sum of \$450,000 from the end-of-year balance of 1972-73. Previously all such end-of-year balances have been placed in Reserve and Development Funds for specific purposes. Some end-of-year balances are likely to occur every year, but it should be recognized that as the University matures and becomes increasingly stable, they will be smaller each successive year. Once a budget has been expanded to include carry-over funds from the previous year any future budgets are dependent upon an identical amount or it will be necessary to replace the difference in new additional income to retain stability.

This Budget has been built to provide the faculty with the salary increases described in the Agreement executed with the YSU-OEA Chapter. These are a \$500 increase across the board for each 9 month full-service faculty member, plus 2.75 percent increase of the 1972-73 base salary of each such member. It further includes a special fund of \$175,000 to provide \$500 to each of the 33 faculty members who have received promotion in rank in this budget, an equal amount to each faculty member who has received a terminal degree, and to remedy inequities over a two year period. A joint committee of the OEA and the Administration has been appointed to make the inequities study. As a matter of interest there are 10 promoted to Assistant Professor, 16 to Associate Professor and 7 to full Professor. The budget also provides for similar benefits to members of the Administration, and the non-classified staff. Another committee has been appointed for this task. Classified civil service employees are given step increases as provided by law. If legislation now being considered should pass, requiring

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additional new base levels of pay for classified workers as was done last year it is expected that the legislature also will provide suitable funding. No funding for that purpose is included in this budget.

The percentage of the Instructional and General Budget devoted to personal services in 1971-72 was 78 percent, in 1972-73 was 79 percent. This percentage is 81 percent in the 1973-74 budget. It is the highest in the state system of 12 Universities and reflects the increases provided in the general application of the personal services benefits throughout the institution, and the fact that YSU has not yet experienced the higher costs that will occur when all of its new physical plant is on line. I should bring to your attention, however, that the new Power Plant and Distribution System will become operative during 1973-74, and this has been provided for. No other major building will come on line in fiscal 1973-74. The additional operational costs attributable to the Technical and Community College Building, the new Library and Bliss Hall therefore will require operational funding in later budgets.

The total budget provides for several new offices and functions.

The Kilcawley Center will become fully operational. A director is already employed and other staff are being added. The Kilcawley Center is an auxiliary enterprise totally supported from the General Fee and from sales.

A University Placement Center has been established and the Ohio Employment Service no longer functions in this capacity for our students.

The Media Center has been expanded.

The broadcast efforts of the University now embrace Educational Television under the Consortium arrangement with Kent and Akron.

No general reorganization of administration has been included, but Dr. Coffelt expects to give attention to this matter during the year for there is obvious need in some areas for modernization and changing functions as the University responds to new demands and services. An office of Faculty Personnel and Administration has been included to expedite the carrying out of the YSU-OEA Agreement.

The budget presented to you is a balanced budget as is required by Ohio Law. It is recommended that the following Resolution be presented to the Board of Trustees by this Committee on July 13th.

"WHEREAS the Finance Committee has carefully reviewed YR 1974- the proposed Operating Budget for 1973-74, and considers that this Budget is a fair expenditure plan for the presently estimated resources of the University for that year,

"BE IT RESOLVED, that the Operating Budget for 1973-74 be approved, and that such approval includes the changes in title, positions, and Civil Service Classification as noted therein, and the changes required by action of this Board at this meeting."

Resolution on the Redesignation of Reserve Funds

At the time Youngstown University became a state institution, consideration was given to requesting special legislative appropriations to meet "start up" costs and other deficiencies normally facing a new institution such as, funding of new programs, purchase of equipment, rental of facilities, purchase and development of land, and expansion of utilities and services.

However, it was determined that such needs could be met by judicious planning and the prudent use of current operating and auxiliary enterprise funds, and special legislative consideration was not sought. Subsequently, the Board of Trustees, by various resolutions, established special reserve funds to meet these development and expansion needs. Funds were set aside in special reserves from end-of-year balances. These balances accrued from budgeted positions which remained unfilled for part of all of a fiscal year, and because of relatively low physical plant maintenance costs in relation to state funding formulae.¹

This resolution proposes the closing of certain development projects that have been completed, the redesignation of other programs, with remaining balances and transfers to be redistributed to proposed new operating reserves and development projects.

"WHEREAS an evaluation of the changing needs in the development of Youngstown State University indicates a need to redesignate the use of certain reserve funds as presently constituted, and to close certain projects previously authorized by the Board which have been completed;

YR 1974

NOW THEREFORE BE IT RESOLVED that the Board of Trustees, upon recommendation of its Finance Committee, hereby authorizes and directs the redesignation of reserve funds as set forth in Schedule 7 and the reestablishment of such Reserve Funds as so redesignated.

¹The University has now progressed to the point where such end-of-year balances will disappear. Recent enrollment declines combined with across-the-board salary increases have necessitated the elimination of unfilled positions. Within the next two years, the amount of physical plant space that must be operated and maintained will be doubled. By having anticipated these increased costs and providing for them in the budget during a period of expansion, the University is now in a position to absorb these increased operating costs with a minimum of budgetary adjustments. However, the University must seek other sources for the accumulation of development funds.

YOUNGSTOWN STATE UNIVERSITY

REDESIGNATION AND REESTABLISHMENT
OF
DEVELOPMENT RESERVE FUNDS

June 30, 1973

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PART I

REPORT ON STATUS OF CURRENT RESERVE FUNDS
AS OF JUNE 30, 1973

Completed Projects. - Schedule 1 below reports the reserve funds established by the Board of Trustees for specific purposes which have not been completed or are no longer recommended, and the unencumbered balances remaining in each project as of June 30, 1973. It is recommended that these projects be eliminated and the unencumbered balances transferred into projects as shown in Schedule 4, page 3. (Note: All balances in Schedules 1, 2 and 3 are subject to year-end adjusting entries.)

Schedule 1*

Board Resolution	Project Name	Unencumbered Balance
1968-9	Rental and Equipment Reserve Account	\$ 500,000
1968-10	Beeghly Physical Education Center- Equipment, Furnishings and Contingency Account	203,000
1968-11	Building Maintenance Reserve Fund	297,000
1968-12	Special Fund for Additional Services	1,300,000
1968-13	University Improvement Reserve Fund	1,180,000
1970-2	Beeghly Physical Education Con- struction Fund	352,000
1970-15	Planning and Construction of an Electrical Power Substation	59,000
1970-22	Authorization to Construct Parking Structure	19,000
1970-24	General Authorization for Acquisition of Property	62,000
	TOTAL	\$3,972,000

Renovation Projects. - Schedule 2 below reports other development projects established by the University Budget Committee to support the 1972-73 operating budget, and unencumbered balances remaining in each project as of June 30, 1973. It is recommended that the Deferred Maintenance Reserve and Colonial Drive Maintenance Reserve be discontinued and the unencumbered balances transferred into projects as reported in Schedule 4, page 3.

* Excludes YR 1969-29 and YR 1971-4 (see Schedule 7).

Report on Status of Current Reserve Funds
As of June 30, 1973

Schedule 2

Project Name	Unencumbered Balance
Campus Renovations	\$28,324
Office Relocation and Moving	19,389
Deferred Maintenance	39,207
Colonial Drive Maintenance	2,080
<u>TOTAL</u>	<u>\$89,000</u>

Transfers. - Schedule 3 reports the accumulated interest on capital funds, the excess of income over expenditures for 1972-73, and remaining balances in the Specific Property Purchases account. It is recommended that these funds be transferred into projects as shown in Schedule 4, page 3.

Schedule 3

Interest Earned-University Capital Funds	\$1,750,000
Year-End Operating Balance	250,000
Completed Projects	-0-
Specific Property Purchases	261,000
<u>TOTAL</u>	<u>\$2,261,000</u>

Summary. - Following is a recap of funds reported in Schedules 1, 2 and 3 above that are available for redistribution into the operating reserve and special development projects as shown in Schedule 4, page 3.

Summary

Schedule 1	\$3,972,000
Schedule 2	89,000
Schedule 3	2,261,000
<u>TOTAL</u>	<u>\$6,322,000</u>

PART II

PROPOSED RESERVE AND DEVELOPMENT PROJECTS

Operating Contingency Reserve and Development Funds. - Reserve and special development projects contained in Schedule 4 below includes the establishment of an Operating Contingency Reserve and proposed development projects for which the University cannot expect to receive state appropriated funds. Column 1 recommends the amount that should be authorized for each project. Column 2 shows the recommended re-distribution of funds available from existing reserves; and Column 3 shows the needed additional funds. Following Schedule 4 are supporting statements explaining the purpose for the operating reserve and each project.

Schedule 4

<u>Project Name</u>	<u>Column 1</u> Authorized	<u>Column 2</u> Fund Balance	<u>Column 3</u> Addl. Funds Required
Operating Contingency Reserve	\$1,880,000	\$1,880,000	\$ -0-
Development Projects:			
Lincoln Project	1,009,000	1,009,000	-0-
Music and Fine Arts Equipment	400,000	400,000	-0-
School of Education Building Renovation	400,000	400,000	-0-
Library Acquisitions-Equipment	2,000,000	619,000	1,381,000
Campus Landscaping Improvement	2,000,000	800,000	1,200,000
Wick Avenue Pedestrian Bridge	400,000	300,000	100,000
Land and Property Acquisition	1,494,000	600,000	894,000
Major Equipment Purchase and Replacement	500,000	225,000	275,000
Minor Campus Renovations	70,000	70,000	-0-
Departmental Relocation Funds	19,000	19,000	-0-
TOTALS	\$10,172,000	\$6,322,000	\$3,850,000

SUPPORTING STATEMENTS

Operating Contingency Reserve. - The annual Operating Budget for the University is built upon the best information available on Income and Expenditures. It is increasingly difficult to project income due to changes in

Part II
Supporting Statements - Operating Contingency Reserve

student enrollment and the levels of state support. An Operating Contingency Reserve Fund should be established in the event that anticipated funds from the State subsidy or Student Fees vary substantially from Budget commitments.

This fund could also be used to take care of mandated expenditures increased under legislative acts and as a reserve for contingencies that may arise outside the operating budget within the fiscal year.

The Operating Contingency Reserve fund of \$1,880,000 (10 percent of the previous years' Instruction and General Income and Expenditures) will be used only as specified and expenditure of funds from this account will require the advance approval of the Board of Trustees.

Development Projects:

Lincoln Project Building. - Youngstown State University is currently leasing the Lincoln Project Building from The University Foundation, Inc., under a nine-year lease agreement that will terminate on March 31, 1979.

This building is being used for offices and classrooms for the School of Business Administration, Graduate School Offices, Campus Planning Offices, Physical Plant Offices, and other offices on a temporary basis.

The current unpaid mortgage balance is \$1,009,000 and the next annual installment payment of \$228,000 is due April 1, 1974.

The Lincoln Project Building fund of \$1,009,000 will be used to exercise the option to purchase the Lincoln Project if approved by the Controlling Board, State of Ohio. The expenditure of funds from this account requires the advance approval of the Board of Trustees.

Music and Fine Arts Equipment. - House Bill 988 appropriated \$5,500,000 in funds to construct Bliss Hall (Music and Fine Arts Project). When construction bids for this building were opened in October, 1972, the total of all bids exceeded funds appropriated. On December 11, 1972 the Controlling Board authorized the transfer of \$500,000 for the Central Utility Plant and Distribution System into this project. With these funds, negotiations with low bidders to reduce the scope of the Project, and the reduction of funds in the original budget for movable equipment, it was

Part II
Supporting Statements - Development Projects
Music and Fine Arts Equipment

possible to award construction contracts. This awarding was contingent upon supplementing the original movable equipment budget with local funds.

The Music and Fine Arts Equipment fund of \$400,000 will be expended to supplement state appropriated capital funds in the amount of \$193,709 to purchase movable equipment for Bliss Hall. The expenditure of these funds will require the approval of the Building Committee of the Board of Trustees, and will be reported to the Board at its next regular meeting.

School of Education Renovation. - The School of Education is presently housed in the Elm Street Building, an elementary school built by the Youngstown Board of Education in 1949. With the request of the faculty of the School of Education, this elementary school building will be converted into a permanent home for the School of Education. (See Board Resolution YR 1972-32). The estimated cost of this renovation is \$800,000. Of the total estimated cost of remodeling, \$400,000 is available in funds appropriated by the Legislature in House Bill 988 (345-010).

The School of Education Building Renovation fund of \$400,000 will permit the remodeling of the entire Elm School Building. The expenditure of funds from this account will require the approval of the Building Committee of the Board of Trustees, and will be reported to the Board at its next regular meeting.

Library Acquisitions - Equipment. - One of the most important learning centers of a University is the Library. The proposed reserve fund for library acquisitions and equipment is to supplement the current library budget for books, periodicals, and microfilms, particularly for graduate programs and new under-graduate curricula; and the movable equipment funds for the new library building.

The shelving space of the first phase of the new library is approximately 500,000 volumes, or 200,000 volumes more than we now have. Increasingly, faculty are requiring students to do research in bound periodicals, dating back many years. The library has current subscriptions to about 2,800 periodicals, of which 800 are recently begun and for which at least 10 years of back issues are needed. Library materials that are out of print and unavailable are needed in all fields of study, and can only be obtained in microform. The microform area in the new building can contain 45,000 microfilm, 399,185 microcards, and 475,365 microfiche.

Part II
Supporting Statements - Library Acquisitions-Equipment

Included in the plans for the new library are 77 mediated carrels. But the plans do not include the cost of the "software", that is, films, tapes, cassettes, to be played through the equipment.

The sensing (security) system for the circulation desk, for which we recently agreed to use the Tattle Tape System is provided for in the construction contract. This system, however, does not include the cost of the "targets" that are to be placed in the books.

With the growth in staff, professional and classified, that the new library will require, will come increased needs for other movable equipment (office furniture and equipment) not now provided for in that budget for the new library.

The Library Acquisitions-Equipment fund of \$2,000,000 will be used in conjunction with the operating budget for the Library as approved by the Finance Committee and expenditures from this account require the advance approval of the Board of Trustees.

Campus Landscaping Improvements. - The physical and educational environment at the University consists not only of its buildings, but also of the open spaces between the buildings. The Campus Landscaping Improvement account will be used to develop the campus landscaping as detailed on the attached plan for the areas planned for future development.

The Campus Landscaping Improvement fund of \$2,000,000 will be used in conjunction with the University Campus Master Plan and the expenditures from this account require the advance approval of the Board of Trustees.

Wick Avenue Pedestrian Bridge. - The Campus Master Plan approved by the Board of Trustees, the Youngstown Planning Commission, the Department of Public Works, and the Ohio Board of Regents envisioned construction of a pedestrian bridge over Wick Avenue. The purpose of this bridge is to tie the westerly portion of the campus to University lands and buildings east of Wick Avenue. It is anticipated that the legislature will not appropriate capital funds for this structure and, therefore, its construction will depend upon the use of other University funds.

The Wick Avenue Pedestrian Bridge fund of \$400,000 will be expended to construct this pedestrian bridge. The expenditure of funds from this account require the advance approval of the Board of Trustees.

Part II
Supporting Statements - Land and Property Acquisition

Land and Property Acquisition. - The physical growth of the University is dependent upon the degree it acquires land for its current and future use. The Land Acquisition account will be used to purchase property as detailed on the attached list for the areas planned for future development.

The Land Acquisition fund of \$1,494,000 will be used in accordance with the plan submitted and the expenditure of funds from this account requires the advance approval of the Chairman of the Board and the Chairman of the Finance Committee of the Board. Land and property purchases also require the advance approval of the Controlling Board of the State of Ohio. In accordance with past practice, a report on property and land purchased will be made to the Board at its next regular meeting.

Major Equipment Purchases and Replacement. - Youngstown State University became a state university in 1967, and since that time has purchased considerable instructional and office equipment. Most of this equipment was purchased during the period 1967-69. The useful life of some of the equipment is five (5) to fifteen (15) years. Obsolescence of certain types of equipment because of new developments also limits the period of use.

The need to purchase large and expensive equipment, as the University grows, to meet instructional, plant, and office requirements, and in cases of emergency cannot always be provided or planned in operational budgets. The expenditure of funds for replacement of equipment from operational areas of the budget also presents a problem when compared to other universities by the Ohio Board of Regents.

This fund would provide for a planned program to meet obsolescent and replacement needs for major equipment over a period of time. This fund would provide for purchases to meet a planned phasing out and purchase program and perform as a depreciation reserve to meet new and emergency needs as the University develops.

The Major Equipment Purchases and Replacement fund of \$500,000 will be used as needed to supplement the departmental operating budgets as approved by the University Budget Committee and expenditures from this account will be reported to the Board at its next regular meeting.

Campus Renovations. - Until new construction is completed and capital funds are appropriated for remodeling of all permanent buildings,

Part II
Supporting Statements - Campus Renovations

the need to provide funds for minor remodeling and renovation will continue. As new programs are authorized and additional departments established, it is necessary to remodel existing facilities to accommodate these programs and departments. Whenever possible, such renovation is permanent.

The expenditure of funds for this account will require the approval of the University Budget Committee upon recommendation from the Director of Campus Planning.

Departmental Relocations. - The movement of office furniture and equipment is ordinarily accomplished by employees in the Department of Physical Plant. On occasion, however, these moves involve heavy equipment not available to the University. Also, the urgency of office relocations may necessitate the employment of professional movers. The expenditure of these funds will be used to employ professional movers and require the approval of the University Budget Committee, upon recommendation of the Director of Physical Plant.

PART III

REPORT ON STATUS OF AUXILIARY ENTERPRISES RESERVE FUNDS

Status of Auxiliary Enterprise

Schedule 5

Kilcawley Dorm	\$421,000
Bookstore	133,000
Intercollegiate Athletics	89,000
Parking Lots	<u>473,000</u>
TOTAL	<u>\$1,116,000</u>

Plan for the Use of Auxiliary Enterprise Funds. - An auxiliary enterprise is an entity which exists to furnish a service to students, faculty, or staff, and which charges a fee that is directly related to, although not necessarily equal to, the cost of the service. The general public may, incidentally, be served in some auxiliary enterprises. At the University currently, the residence halls, food services, intercollegiate athletics, parking lots and decks, bookstore, and student center are auxiliary enterprises.

Income for the Auxiliary Enterprises generally comes from the student charges and/or general fee allocations, and not state appropriations and student fees. These Auxiliary Enterprises operate on a yearly operating budget and any excess of income over expenses are retained in the fund balance of the activity.

It is necessary to have a reserve fund in each auxiliary for an operating reserve for unforeseen contingencies, and for the future expansion of facilities.

The Auxiliary Enterprises Development Reserve fund of \$1,116,000 plus the excess of income over expenditures for 1972-73 will be used as detailed with the operating contingency which will be 10 percent of the previous years' operating budget, and the expenditure of funds from this reserve requires the approval of the Finance Committee of the Board, and a report will be made to the Board at its next regular meeting.

Part III
Report on Status of Auxiliary Enterprises Reserve Funds

Schedule 6

Project Name	Authorized	Fund Balance to Date	Additional Funds Required
Auxiliary Contingency Reserves:			
Bookstore	\$ 92,000	\$ 92,000	\$ -0-
Cafeteria	3,000	3,000	-0-
Kilcawley Dormitory	21,000	21,000	-0-
Intercollegiate Athletics	45,000	45,000	-0-
Parking Lots and Decks	30,000	30,000	-0-
Kilcawley Center	25,000	25,000	-0-
Replacement, Remodeling and Construction Reserves			
Kilcawley Center-Dormitory	400,000	150,000	250,000
Parking Decks	5,000,000	750,000	4,250,000
Student Center - Phase III	<u>2,500,000</u>	<u>-0-</u>	<u>2,500,000</u>
TOTALS	\$8,116,000	\$1,116,000	\$7,000,000

PART IV

SUMMARY OF ALL EXISTING AND PROPOSED PROJECTS

Summary of All Existing and Proposed Projects. - Schedule 7 includes a summary of all existing projects, proposed new reserve funds, and proposed development projects. Those projects which were previously authorized by the Board and are being continued are shown by an asterisk and footnote references to the Board resolution creating them. The fund balance is estimated as of June 30, 1973.

It is recommended that this report be updated annually at the end of each fiscal year when year end balances are known.

Schedule 7

Project Name	Authorized	Fund Balance to Date	Additional Funds Required	Expended/ Encumbered
Operating Contingency Reserve	\$1,880,000	\$1,880,000	-0-	-0-
<u>Development Projects:</u>				
Lincoln Project Bldg. Music and Fine Arts Equipment	1,009,000	1,009,000	-0-	-0-
School of Education Bldg. Renovation	400,000	400,000	-0-	-0-
Library Acquisitions-Equipment	400,000	400,000	-0-	-0-
Campus Landscaping Improvements	2,000,000	619,000	1,381,000	-0-
Wick Avenue Pedestrian Bridge	2,000,000	800,000	1,200,000	-0-
Land and Property Acquisition	400,000	300,000	100,000	-0-
Major Equipment Purchase and Replacement	1,494,000	600,000	894,000	-0-
Educational Television*	500,000	225,000	275,000	-0-
Campus Renovations	800,000	800,000	-0-	-0-
Relocation Reserve	70,000	70,000	-0-	-0-
	19,000	19,000	-0-	-0-
<u>Auxiliary Enterprises:</u>				
Operating Contingencies:				
Bookstore	92,000	92,000	-0-	-0-
Cafeteria	3,000	3,000	-0-	-0-
Kilcawley Dormitory	21,000	21,000	-0-	-0-
Intercollegiate Athletics	45,000	45,000	-0-	-0-
Parking Lots and Decks	30,000	30,000	-0-	-0-
Kilcawley Center	25,000	25,000	-0-	-0-
Construction Reserve:				
Kilcawley Center-Dormitory (old)	400,000	150,000	250,000	-0-
Kilcawley Center-Phase II**	3,636,431	186,431	-0-	3,450,000
Kilcawley Center-Phase III	2,500,000	-0-	2,500,000	-0-
Parking Decks	5,000,000	-750,000	4,250,000	-0-
TOTALS	\$22,724,431	\$8,424,431	\$10,850,000	\$3,450,000

* Board Resolution - YR 1969-29

** Board Resolution - YR 1971-4

Trustees Meeting-July 13, 1973
Agenda Item f)2a

Resolution Confirming Approval of Finance Committee Report Including the
Interim Budget and Insurance Contracts

Motion by Chairman of the Finance Committee

I move that the Board receive and approve the report of the Finance Committee, and that the Board further ratify, approve and confirm the actions taken at the meeting of the Finance Committee meeting on June 29, 1973 as provided in the attached Finance Committee Report and Resolution regarding 1) an Interim Budget and 2) an Insurance Package.

Finance Committee Meeting-June 29, 1973
and Trustees Meeting - July 13, 1973

Resolution to Approve an Interim Budget

Since the budgeting process was delayed this year and the 1973-74 Budget was not submitted to this Board for approval at its April meeting it is necessary to provide an Interim Budget for University operations from July 1, 1973 to July 13, 1973, or until the 1973-74 Budget is approved. The following resolution is therefore enacted by the Finance Committee in behalf of the Board:

"BE IT RESOLVED that the administration be authorized to continue the University's Operating Budget for 1972-73 and that it shall remain in effect from July 1 to July 13, 1973 or until the 1973-74 Budget is approved, and that all charges made to the Interim Budget shall be charged against the 1973-74 Budget when approved. Salaries for all full service employees during this interim period shall be those recommended by the University Budget Committee for the 1973-74 Budget."



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

June 28, 1973

RESOLUTION TO APPROVE

YOUNGSTOWN STATE UNIVERSITY

INSURANCE PROGRAMS

On May 22, 1973 insurance bid specifications were mailed to twenty insurance companies and agencies inviting them to bid on all or portions of an insurance package which will provide for University employees the benefits agreed to in the Agreement with The Ohio Education Association's Youngstown State University Chapter. The bids were opened publicly on June 22, 1973 at 2:00 p.m. in the office of the Vice President for Financial Affairs. A total of 22 bids were received (one insurance agency submitted bids for eight different companies). In studying the bids submitted, the following factors were considered: rates, service, retention factor, handling of claims and names of organizations served in the YSU area.

After compilation of bid data and study of the information submitted as a package or parts thereof, it is recommended that the following companies be awarded the contract for the specified coverage:

TRAVEL ACCIDENT INSURANCE

Charter Insurance Agency for Insurance Company of North America at \$875 per year or \$2362 for three years. Closest competitor was \$1,000 per year.

HOSPITALIZATION

Blue Cross at \$12.64 per employee and \$28.24 per employee and dependents. Closest competitor was \$11.78 per employee and \$33.44 per employee and dependents.

LIFE INSURANCE

Equitable Assurance Company at \$.44 per thousand plus \$.05 per thousand for Accidental Death and Dismemberment (AD & D). Closest competitor was \$.498 per thousand and \$.052 per thousand for AD & D.

SURGICAL*

Equitable at \$3.06 per employee and \$9.34 per employee and dependents. John Hancock Insurance Company at \$3.58 per employee and \$8.72 per employee and dependents.

Insurance Program (cont.)

Page two

MAJOR MEDICAL*

Equitable bid \$1.39 per employee and \$3.44 per employee and dependents.
John Hancock bid \$1.53 per employee and \$3.75 per employee and dependents.

*It is recommended that the University maintain the same carrier for surgical and major medical to facilitate the processing of claims. Although John Hancock Insurance Company submitted a lower bid for surgical, Equitable Assurance Company was lower for major medical and the net difference for both plans, considering the number of family and single units, is approximately \$150 per month in favor of John Hancock. John Hancock does not have a local claims office which we feel is necessary in administering and policing the Usual, Customary, Reasonable surgical policy whereas Equitable has a local claims office with an adequate staff (16). The Equitable Assurance Company submitted a five-year retention schedule and a Medicare Supplement rate as requested in the bid specifications; whereas, John Hancock did not. It is also felt it would be beneficial to have our insurance package divided between only two companies rather than going to a third. Taking these things into consideration we strongly recommend that the contract for surgical and major medical coverage be awarded to the Equitable Assurance Company.

FINANCIAL SUMMARY

1972-73 estimated cost for total package: \$420,000.00

1973-74 estimated cost for total package: \$550,000.00

The following guidelines were used in evaluating the various bids;

1. Although there were lower bidders for the Accidental Death and Dismemberment coverage, AD & D cannot be separated from Basic life coverage.
2. Since the hospitalization coverage is the most logical to be separated from the total package and since the price submitted by Blue Cross was almost \$4,000 per month less than its closest competitor, it was felt that it was best to award the policy to Blue Cross. Also the majority of hospitalization takes place in the immediate area and bills are processed through Blue Cross by the hospitals automatically.
3. We feel it is advantageous to keep surgical and major medical with one company since our past experience of gathering statements which have been paid by Blue Shield (surgical) to make an application to Equitable (major medical) has been time-consuming and often times results in an employee having an unnecessary outstanding bill and a longer waiting period.

Page three

4. It is also felt that it would be beneficial to have our total insurance package serviced by the minimum number of local companies.
5. A local claims office with UCR experience was deemed advisable.

NOW, BE IT RESOLVED that the Finance Committee of the Board of Trustees hereby authorizes the purchase of the insurance programs with the companies identified and at the rates indicated and that the President or his designee be authorized to complete these agreements for the described insurance programs to be effective on and after July 1, 1973 subject to confirmation by the Board of Trustees at their next meeting.

TRAVEL ACCIDENT INSURANCE

Charter Insurance Agency for Insurance Company of North America at \$875 per year or \$2362 for three years.

HOSPITALIZATION

Blue Cross at \$12.64 per employee and \$28.24 per employee and dependents.

LIFE INSURANCE

Equitable Assurance Company at \$.44 per thousand plus \$.05 per thousand for Accidental Death and Dismemberment.

SURGICAL

Equitable at \$3.06 per employee and \$9.34 per employee and dependents.

MAJOR MEDICAL

Equitable at \$1.39 per employee and \$3.44 per employee and dependents.

1973 FISCAL YEAR

1974 FISCAL YEAR

	<u>Carrier</u>	<u>Policy</u>	<u>Carrier</u>	<u>Policy</u>
Travel - Insurance	-NA-	-NA-	Insurance Co. of North America	\$100,000.00 insurance against the loss of life of limb of employee traveling on a travel request approved by University (Travel on business of University)
Life - Insurance	Equitable	1 1/2 times insured's annual earnings adjusted to the next higher multiple of \$1,000 - to maximum of \$75,000	Equitable	2 times an insured's annual earnings adjusted to the next higher multiple of \$1,000 - to maximum of \$75,000
Accidental Death	Equitable	1 1/2 times an insured's annual earnings rounded to the next higher multiple of \$1,000 - to maximum of \$75,000	Equitable	2 times an insured's annual earnings adjusted to the next higher multiple of \$1,000 - to maximum of \$75,000
Hospitalization	Associated Hospital	Hospital services for a period of not exceeding 120 days for each hospitalization. Payments & additional charges based on schedule. Out-patient only covered in case of accident emergency; blood and plasma not covered. X-ray and Laboratory only in-hospital coverage.	Associated Hospital & Supplemental Medicare	Maximum reimbursement for employees and dependents. Full reimbursement for semi-private room. 100% of covered hospital charges during the compensable period of confinement 365 days per confinement Out-patient treatment covering illness and accident that does not require hospitali- zation (X-ray & Laboratory expenses based on \$100 per calendar year - Out-patient department only). Maternity confinement based on same as non-maternity confinement.
Surgical	Associated Hospital	Payment for all types of surgical procedures that Blue Shield states in their schedule.	Equitable & Supplemental Medicare	Surgical Expense - including in-hospital Medical & Anesthesia (Reasonable & Customary) - Maternity (Reasonable & Customary) Maternity benefits are deferred nine months from the date the eligible individual becomes insured.
Major Medical Expense	Equitable	Benefits - \$25,000 Cash deductible of \$500 Co-Insurance - 80% Equitable 20% Insured	Equitable	Benefit - \$25,000 Per Cause Deductible - Base Plan benefits or \$500, whichever is greater. Private Room covered - Unlimited Co- Insurance - 80% Equitable; 20% Insured.

* Dependents are defined as an employee's spouse and dependent child from birth to 19 years or age 23 in the case of an unmarried full-time student. Coverage will be continued beyond the limiting age for unmarried dependent children who are physically or mentally incapable of self-support.

JOHN H. RANZ
HUGH W. MANCHESTER
RICHARD B. WILLS
PAUL J. FLEMING
JAMES E. BENNETT, JR
JOHN WEED POWERS
FRANKLIN S. BENNETT
DON E. TUCKER
W. STEPHEN MELOY
ROBERT N. DINEEN
GILBERT M. MANCHESTER
MICHAEL I. WALLING
WILLIAM T. BODOH
THEODORE M. KLUPINSKI
STEPHEN T. BOLTON

LAW OFFICES

MANCHESTER, BENNETT, POWERS & ULLMAN

UNION NATIONAL BANK BUILDING

YOUNGSTOWN, OHIO 44503

TELEPHONE 743-1171 AREA CODE 216

CURTIS A. MANCHESTER
1902-1951

JAMES E. BENNETT
1917-1964

FRANKLIN B. POWERS
1914-1960

MYRON E. ULLMAN
OF COUNSEL

July 13, 1973

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

Re: Minutes of Trustees of Youngstown
State University

Dear Mrs. Webster:

Herewith are the following documents which should be inserted in the above record which is maintained in the President's office:

1. Ribbon copy of Minutes of the Regular Meeting held June 16, 1973 (10 pages) which were approved today, signed by the Chairman and attested. With such Minutes should be included:
 - (a) Proof of Mailing Notices, signed by me, dated May 31, 1973 (1 page - sent to you as #5 with my letter of June 16, 1973).
 - (b) Copy of the agenda and data furnished to Trustees on or about June 8, 1973, with proof of delivery of same.
 - (c) Statement of Income and Expenses for period July 1, 1972 to May 31, 1973, with Schedules of Investments as of May 31, 1973 (4 pages herewith).
 - (d) Copy of contract with Dollar Savings and Trust Company (3 pages herewith), referred to in YR 1973-35.

#2

2. Copy of my letter of June 26, 1973, sending draft of June 16 Minutes to Trustees, (1 page herewith).
3. My Affidavit (2 pages) dated July 6, 1973, to which is attached:
 - (a) Copy of Call dated June 28, signed by John M. Newman, Chairman, for the Special Meeting of July 13 (1 page).
 - (b) Ten green receipts for registered mail, No. 0111832 to No. 0111841 inclusive, taped to one sheet.
 - (c) Xerox copy (3 pages) of Post Office Receipt (Form 3877) dated on June 28, for the above ten registered mail packages.

Yours very truly,

Hugh W. Manchester

HWM MM
Enclosures

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

LAW OFFICES
MANCHESTER, BENNETT, POWERS & ULLMAN

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

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

MYRON E. ULLMAN
DON E. TUCKER
OF COUNSEL

November 10, 1973

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

Re: Minutes of the Trustees of Youngstown
State University

Dear Mrs. Webster:

Herewith are the following documents, which should be inserted in the original minutes which are maintained in the President's office.

1. Original receipt showing delivery of the Agenda for the July 13 meeting to all Trustees, with two Certified Mail stubs attached, and a copy of the Agenda for the July 13 meeting.
2. Ribbon copy of the Minutes of the Meeting of Trustees held July 13, 1973 (7 pages), which were approved today, signed by the Chairman and attested.

With such Minutes should be included:

- a. My Affidavit of July 6, 1973 and the attached copy of the Call dated June 28, with 10 green receipts for Registered Mail, and 3-page Xerox copy of Post Office receipt dated June 28 for such 10 Registered Mail packages. Such Affidavit and attachments were delivered to you with my letter of July 13.
- b. One copy of all of the supplemental data furnished to the Trustees with the Agenda for such meeting, except the proposed Budget documents.

#2

- c. Xerox copy of appointment of Fred C. Shutrump, Jr. as a member of the Board of Trustees of Youngstown State University for a term beginning May 2, 1973 and ending May 1, 1982, which was signed by Governor John J. Gilligan July 13, 1973.
- d. Original oath of office sworn to by Fred C. Shutrump, Jr. before Jane A. Fedders, Notary Public, on July 19, 1973.
- e. Copy of my letter of July 30 forwarding draft of Minutes of Meeting held July 13, with my certificate attached relative to the mailing of the same to the nine Trustees, the President, the three Vice Presidents, and the University State Examiner.
- f. Copy of Notice dated October 25, 1973 send to all Trustees advising them of the meeting to be held today, with my certificate thereon as to the mailing of such Notice to the nine Trustees and to the President.

Yours very truly,

Hugh W. Manchester

Secretary to the Board of Trustees

HWM MM
Enclosures



Received July 6 1973

YOUNGSTOWN STATE UNIVERSITY
YOUNGSTOWN, OHIO 44503

with Budget

Agenda - Board of Trustees Meeting - July 13, 1973

Received by:

- William J. Brown
- Dr. B. B. Burrowes
- Carl L. Dennison
- Albert J. Shipka
- Mrs. Ann Isroff
- Atty. John M. Newman
- Clarence J. Strouss, Jr. CLU
- Raymond J. Wean, Jr.
- Robert E. Williams
- Atty. Hugh W. Manchester

William J. Brown
Dr. Burrowes, U.S.
Carl L. Dennison
Mr. Al Shipka by M. Gutierrez
and Isroff
John M. Newman
Mailed - 5/6/73 Certified
Mailed - 7/6/73 RTD Certified
Robert E. Williams
Hugh W. Manchester

No

1973-1974 Budget (2 books)
RECEIPT FOR CERTIFIED MAIL—30¢ (plus postage)

SENT TO <u>Mr. Clarence J. Strouss Jr</u>	POSTMARK OR DATE
<u>Northwestern Mutual Life Ins Co.</u>	<u>Mr. Rock</u>
STREET AND NO. <u>Dollar Bank Bldg.</u>	<u>7/6/73</u>
P.O., STATE AND ZIP CODE <u>Yp. Ohio 44503</u>	
OPTIONAL SERVICES FOR ADDITIONAL FEES	
RETURN RECEIPT SERVICES <input checked="" type="checkbox"/>	1. Shows to whom and date delivered 15¢ With delivery to addressee only
	2. Shows to whom, date and where delivered 35¢ With delivery to addressee only
DELIVER TO ADDRESSEE ONLY 50¢	
SPECIAL DELIVERY (extra fee required)	

No. 411674

1973-1974 Budget (2 books)
RECEIPT FOR CERTIFIED MAIL—30¢ (plus postage)

SENT TO <u>Mr. Raymond J. Wean, Jr.</u>	POSTMARK OR DATE
<u>Wean Industries Inc.</u>	<u>7-6-73</u>
STREET AND NO. <u>Three Gateway Center</u>	<u>Mr. Rock</u>
<u>2300 W. Pittsburgh</u>	
P.O., STATE AND ZIP CODE <u>Pittsburgh, Penna. 15223</u>	
OPTIONAL SERVICES FOR ADDITIONAL FEES	
RETURN RECEIPT SERVICES <input checked="" type="checkbox"/>	1. Shows to whom and date delivered 15¢ With delivery to addressee only 65¢
	2. Shows to whom, date and where delivered 35¢ With delivery to addressee only 85¢
DELIVER TO ADDRESSEE ONLY 50¢	
SPECIAL DELIVERY (extra fee required)	

No. 411729

YOUNGSTOWN STATE UNIVERSITY
BOARD OF TRUSTEES SPECIAL MEETING

Kilcawley Center
Faculty Lounge, 11:00 a.m.

Friday, July 13, 1973

AGENDA

- a) Roll Call
- b) Proof of Notice of Meeting
- c) Disposition of minutes for the meeting held June 16, 1973
- d) Recommendations of the President of the University
 - 1. Resolution to approve the operating budget for 1973-74
 - 2. Resolution to approve the Redesignation of Reserve Funds
- e) Report of the President of the University
 - 1. Legislative Matters
 - 2. Report of Vice-President for Academic Affairs
 - 3. Report of Vice-President for Administrative Affairs
 - 4. Report of Vice-President for Financial Affairs
- f) Report of Committees of the Board
 - 1. Building Committee
 - 2. Finance Committee
 - a. Resolution confirming approval of report of Finance Committee including interim budget and insurance contracts
- g) New business
- h) Adjournment

Time and Place of Next Regular Meeting - Saturday, November 10 at
10:30 a.m.

MINUTES OF MEETING
of
BOARD OF TRUSTEES
YOUNGSTOWN STATE UNIVERSITY

Faculty Lounge, Kilcawley Center
Friday, July 13, 1973

Pursuant to determination of the Board as agreed upon at the close of its meeting of June 16, 1973, and pursuant to call by the Chairman of the Board dated June 28, 1973, a special meeting (thirty-fourth) of the Board of Trustees of Youngstown State University convened at 11:00 a.m. on Friday, July 13, 1973, at the Faculty Lounge in Kilcawley Center.

Eight Trustees were present at and throughout the meeting: John M. Newman, Chairman, William J. Brown, Dr. Bertie B. Burrowes, Carl L. Dennison, Mrs. Ann L. Isroff, Albert J. Shipka, Clarence J. Strouss and Robert E. Williams. One Trustee, Raymond J. Wean, was absent.

Other persons present included Dr. Albert L. Pugsley, President, Dr. Earl E. Edgar, Vice President for Academic Affairs, Dr. John J. Coffelt, Vice President for Administrative Affairs and President Elect, Joseph S. Rook, Vice President for Financial Affairs, Philip A. Snyder, Director of University Relations, and Hugh W. Manchester, Secretary of the Board of Trustees. Other persons present included representatives of the news media and approximately ten members of the faculty.

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 the call for the meeting had been mailed to each Trustee by registered mail on May 28, 1973 and that copies of the Agenda and proposed Budget for the year 1973-1974 had either been delivered or mailed by certified mail to each Trustee and to the Secretary of the Board on or about June 6, 1973. Due proof of the mailing of such call of the meeting and of the furnishing of the Agenda and supplemental data, as well as the Agenda and copies of all supplemental data, except the proposed Budget documents, are attached to these minutes.

ITEM II - Minutes of the Meeting held June 16, 1973.

Copies of the draft of the minutes of the meeting held June 16, 1973 had been mailed to each Trustee, the President, each Vice President, and the State Examiner on June 26, 1973. No changes or corrections were suggested. Such minutes, as so drafted, were approved as submitted upon motion made by Mrs. Isroff, seconded by Mr. Williams, and duly carried, and such minutes were signed by the Chairman and attested by the Secretary.

ITEM III - Recommendations of the President.

1. Resolution to approve the Operating Budget for 1973-74

Dr. Pugsley first presented a corrected sheet entitled "Youngstown State University Income and Expenditures Summary, 1973-74 Budget", showing total budgeted income figures for income and expenditures in the amount of \$23,952,650, to be substituted in place of the sheet so entitled in the form of budget furnished on or about July 6 to each Trustee, which totalled \$24,694,638. He explained that the revised summary sheet was intended to eliminate a duplication of items which had erroneously been included in the summary sheets as originally drafted.

Dr. Pugsley reviewed, explained, and commented upon the explanation of the proposed budget as contained in Item d)1 of the data furnished with the Agenda for the meeting, and stated that the General Assembly had just adopted state subsidies for the next biennium which indicated probable receipts by the University for the next year in the amount of \$10,153,589 from State funds. He explained various features of the Bill and stated that the amount to be received from the State would depend upon enrollment figures. It was stated that the proposed budget had been approved and recommended by action of the Finance Committee of the Board at a meeting held on July 6, 1973.

After motion made by Mr. Williams, seconded by Dr. Burrowes, and carried by the affirmative vote of all eight Trustees present, the Chairman declared the following resolution duly adopted:

"WHEREAS the Finance Committee has carefully reviewed the proposed Operating Budget for 1973-74, and considers that this Budget is a fair expenditure plan for the presently estimated resources of the University for that year. YR 1974-1

BE IT RESOLVED, that the Operating Budget for 1973-74 be approved, and that such approval includes the changes in title, positions, and Civil Service Classification as noted therein, and the changes required by action of this Board at this meeting."

2. Resolution on Redesignation of Reserve Fund

Dr. Pugsley reviewed and commented upon the proposed "Redesignation and Reestablishment of Development Reserve Funds as fully explained in a 12-page document so titled and dated June 30, 1973, copy of which was submitted to each Trustee with the Agenda, and copies of which were available at the meeting. It was reported that the Finance Committee had recommended approval of such Redesignation of Reserve Funds by action taken at its meeting held on July 6, 1973. After motion made by Mr. Williams, seconded by Mr. Brown, and upon the affirmative vote of all eight Trustees present, the Chairman declared the following resolution duly adopted:

"WHEREAS an evaluation of the changing needs in the development of Youngstown State University indicates a need to redesignate the use of certain reserve funds as presently constituted, and to close certain projects previously authorized by the Board which have been completed; and YR 1974-2

WHEREAS a proposed "Redesignation and Reestablishment of Development Reserve Funds dated June 30, 1973" has been submitted and considered at this meeting.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, upon recommendation of its Finance Committee, hereby authorizes and directs the redesignation of reserve funds as set forth in Schedule 7 on page 12 of such document, and the reestablishment of such Reserve Funds as so redesignated in such proposal."

Dr. Pugsley reminded all present that the figures as set forth in such Redesignation were estimated amounts, and subject to minor adjustment upon close of the fiscal year.

ITEM IV - Reports of the President and Vice Presidents.

1. Dr. Pugsley reported that Capital Improvements Appropriation Bill for the next biennium is still pending before the Finance Committee of the House. Dr. Pugsley had appeared before such Committee seeking to have the \$4,000,000 figure which was the Governor's recommendation, restored to \$6,000,000, which had been recommended by the Board of Regents. The University had sought \$8,000,000 to fund this new classroom and office building, and Dr. Pugsley's view was that \$6,000,000 was the minimum that could provide the necessary services and space at the selected site which was identified for this building on the approved master plan. In his opinion it would be preferable to wait until money was available to meet the full needs of the University for such building, rather than building an inadequate structure. The latest information from Columbus was to the effect that the House Finance Committee would probably recommend \$5,900,000 for Youngstown State University for such a building.

2. There were no formal reports from either the Vice President for Academic Affairs or the Vice President for Administrative Affairs.

3. Mr. Rook, Vice President for Financial Affairs, stated that the year-end reports were being prepared and that no serious changes had arisen to date.

ITEM V - Committee Reports.

BUILDING COMMITTEE

There was no report from the Building Committee.

FINANCE COMMITTEE

Mr. Williams reported that the Finance Committee had met on June 29 and had taken action to recommend that the Budget for 1972-73 should remain in effect until such time as the 1973-74 Budget was approved by the Board of Trustees. He also reported that at such meeting the Finance Committee had taken action to recommend that the Board authorize a contract for a comprehensive insurance package covering the insurance programs referred to in Item f)2a of the Agenda for the meeting.

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

"BE IT RESOLVED that the administration YR 1974-3
be authorized to continue the University's

Operating Budget for 1972-73 and that it shall remain in effect from July 1 to July 13, 1973 or until the 1973-74 Budget is approved, and that all charges made to the Interim Budget shall be charged against the 1973-74 Budget when approved. Salaries for all full service employees during this interim period shall be those recommended by the University Budget Committee for the 1973-74 Budget."

After motion made by Mr. Williams, seconded by Mr. Shipka and carried by the affirmative vote of all Trustees present, the Chairman declared the following resolution duly adopted:

"RESOLVED that the Trustees ratify and YR 1974-4 approve the action of the Finance Committee on June 29, 1973, which authorized the purchase of insurance programs effective after July 1, 1973 covering the following risks with the Insurance Underwriters and at the rates hereinafter mentioned.

TRAVEL ACCIDENT INSURANCE. Charter Insurance Agency for Insurance Company of North America at \$875 per year or \$2,362 for three years.

HOSPITALIZATION. Blue Cross at \$12.64 per employee and \$28.24 per employee and dependents.

LIFE INSURANCE. Equitable Assurance Company at \$.44 per thousand plus \$.05 per thousand for Accidental Death and Dismemberment.

SURGICAL. Equitable at \$3.06 per employee and \$9.34 per employee and dependents.

MAJOR MEDICAL. Equitable at \$1.39 per employee and \$3.44 per employee and dependents.

ITEM VI - New Business.

1. Appointment of Trustees for the Northeastern Ohio Universities College of Medicine.

Chairman Newman and Dr. Pugsley reported that following recommendations made by MEDCO, a new College of Medicine will probably be created by the Legislature, to be known as the NORTH-EASTERN OHIO UNIVERSITIES COLLEGE OF MEDICINE. Under Ohio Revised

Code Section 3350.10, which will be the section creating a Board of Trustees for such new College of Medicine, it is proposed that the President and Chairman of the Board of each of the University of Akron, Kent State University, and Youngstown State University will comprise six of the nine Trustees for such new College of Medicine, and that the Boards of each of such universities should name one additional person as a Trustee of Northeastern Ohio Universities College of Medicine to complete a Board of nine Trustees for such new College of Medicine.

Mr. Dennison moved for adoption the following resolution:

"RESOLVED that the Trustees of Youngstown State University name John M. Newman, who is presently Chairman of the Board, and Clarence J. Strouss to serve as Trustees of the Northeastern Ohio Universities College of Medicine, pursuant to the provisions of Ohio Revised Code Section 3350.10, and that the President of Youngstown State University serve as the third Trustee from such University on the Board of the Northeastern Ohio Universities College of Medicine." YR 1974-5

The motion was seconded by Mr. Williams, and upon the affirmative vote of all Trustees present was declared to be carried.

2. Installation and Assumption of Services by John J. Coffelt as President.

Mr. Newman stated that it had been contemplated since the action of the Board on January 29, 1973 that Dr. Coffelt's duties as President of the University would begin on September 1, and that Dr. Pugsley's active duties would end when he leaves the campus on vacation, which has been earned but not yet taken.

Upon the recommendation of the Chairman and upon motion by Mr. Williams, seconded by Mr. Dennison and carried by the unanimous vote of all Trustees present, the Chairman declared the following resolution duly adopted:

"WHEREAS in accordance with his retirement arrangements Dr. Pugsley will leave the YR 1974-6

University on or before the 31st day of August and effectively terminate his services as of that date though receiving pay for one additional month as accumulated vacation.

WHEREAS it would be desirable that Dr. Coffelt, the President Elect, be installed (inaugurated) as President and conduct the graduation ceremonies on August 31, 1973.

BE IT RESOLVED that the services of Dr. John J. Coffelt as President of the University begin on August 31, 1973 instead of September 1, 1973, as originally agreed upon."

NEXT MEETING

It was noted that the next regular meeting of the Board is scheduled to be held at 10:30 a.m. on Saturday, November 10, 1973.

The meeting was duly adjourned at 11:45 a.m.

Attest

Hugh W. Manchester
Secretary

John M. Newman
Chairman

OFFICE OF THE GOVERNOR

Columbus

I, John J. Gilligan, Governor of the State of Ohio, do hereby
appoint Fred C. Shutrump, Jr., Boardman, Mahoning County, Ohio,
as a Member, Board of Trustees, Youngstown State University, for a
term beginning May 2, 1973, and ending at the close of business May 1,
1982, vice Clarence J. Strouss, whose term expired.

IN WITNESS WHEREOF, I have
hereunto subscribed my name and
caused the Great Seal of the State
of Ohio to be affixed, at Columbus,
this 13th day of July, in the year of
our Lord, one thousand nine hundred
and seventy-three.



John J. Gilligan
Governor

OATH OF OFFICE

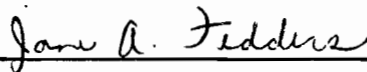
I, Fred C. Shutrump, Jr., promise and swear to support the Constitution of the United States and the Constitution of this State, and faithfully to discharge the duties of the office of Member, Board of Trustees, Youngstown State University, to which I have been appointed, for a term beginning May 2, 1973, and ending at the close of business May 1, 1982.



STATE OF OHIO,

COUNTY OF MAHONING, SS:-

Personally sworn to before me, a Notary Public in and for said county, and subscribed to in my presence this 19th day of July, 1973.



JANE A. FEDDERS, Notary Public
MAHONING & TRUMBULL COUNTIES
My Commission Expires April 10, 1978

OFFICE OF THE PRESIDENT

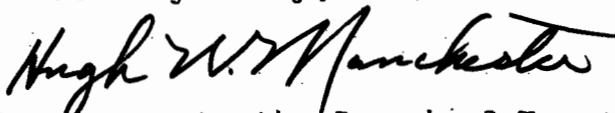
July 30, 1973

Trustees of
Youngstown State University

Gentlemen:

Enclosed is draft of Minutes of the Meeting
of Trustees held July 13, 1973.

Yours very truly,



Secretary to the Board of Trustees
of Youngstown State University

HWM MM
Enclosure

These minutes mailed to the following on July 30, 1973

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

Dr. Albert L. Pugsley, President
Dr. John J. Coffelt, Vice President
for Administrative Affairs
Dr. Earl E. Edgar, Vice President
for Academic Affairs
Mr. Joseph S. Rook, Vice President
for Financial Affairs
Mr. Hershel Rickard, University State
Examiner

(TRUSTEES)