

October 25, 1973

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise you that the next regular meeting of the Trustees of Youngstown State University will be held on Saturday, November 10, 1973, at 10:30 a.m. at the Faculty Lounge in Kilcawley Student Center.

This is in accordance with action taken at the meeting of June 16, 1973. The President's office will advise as to the Agenda.

Hugh W. Manchester

Secretary to the Board of Trustees
of Youngstown State University

HWM MM

Copies of the above Notice were mailed on October 25, 1973 to:

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

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

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

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

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

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

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

Robert E. Williams (Vice Chairman)
1359 Virginia Trail
Youngstown, Ohio 44505

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

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

Hugh W. Manchester

YOUNGSTOWN STATE UNIVERSITY
Board of Trustees Meeting

Faculty Lounge
Kilcawley Center

Saturday, November 10, 1973
10:30 a.m.

AGENDA

- a) Roll Call
- b) Proof of Notice of Meeting
- c) Disposition of Minutes for Meeting
Special Meeting held Friday, July 13, 1973
- d) Recommendations of the President of the University
 - 1. Resolution on Establishment of a College of Fine and Performing Arts (p 1)
 - 2. Resolution on Sick Leave Policy (p 2)
 - 3. Resolution on Alcoholic Beverage Policy (p 3)
 - 4. Broadcasting Football and Basketball Policy (p 5)
 - 5. Kilcawley Center Budget (p 7)
- e) Report of the President of the University
 - 1. Citizens' Task Force on Higher Education
 - 2. Ohio Code of Ethics Bill
 - 3. New Appointments
 - 4. Medical Education
 - 5. Informal Opinions of Legal Counsel
 - a. Applicability of Sec. 143, O.R.C. to University (p 11)
 - b. Procedure for H.B. 1219 (p 15)
 - c. Local 627--Letter on Personnel Relations (p 18)
 - d. Jambar
 - e. Allocation to Religious Organizations
 - f. Attorney Newman's Letter to Attorney General Brown (p 24)
- f) Report from the Vice President for Academic Affairs
- g) Report from the Vice President for Administrative Affairs
- h) Report from the Vice President for Financial Affairs
 - 1. Insurance and Property
 - 2. Financial
 - 3. Gifts and Grants (p 21)
 - 4. Other
- i) Report of Committees of the Board
 - 1. Finance Committee
 - a. Resolution on Development Reserve Funds (p 28)
 - b. Resolution on Acquisition of Certain Properties (p 29)
 - 2. Building Committee
- j) New Business
- k) Time and Place of Next Meeting--Saturday, January 26, 1974 - 10:30 a.m.
Other Regular Meetings in 1974 set at the June regular meeting of the Board: Saturday, April 20, 1974, 10:30 a.m. and June 22, 1:00 p.m.
(following Commencement)

Supplemental Materials to the November 10, 1973 Agenda

Board of Trustees

Resolution on Establishment of a College of Fine and Performing Arts

With construction under way on Bliss Building, which has been designed to accommodate the special requirements of Music, Art, and Speech and Dramatics, comes the opportunity to make a change in university organization that will be an expression of the affinity of these departments of the Fine and Performing Arts. Establishment of a School or College to bring these three units of the university together was included in the Caudill Rowlett Scott master plan for the University campus, issued three or four years ago.

Earlier this year the Dean of the Dana School of Music resigned to accept a position at Northern Arizona University. Because a decision on the creation of this new administrative unit should precede any steps to fill this vacancy on a permanent basis, the following resolution is being recommended.

"WHEREAS, the Dana School of Music and the departments of Arts and Sciences have in common a commitment to the fine and performing arts and; YR 1974-

WHEREAS, the establishment of a separate school or college for these departments will aid in providing visibility for these disciplines among students, alumni and the public, as well as facilitate cooperative efforts among the various arts;

WHEREAS, the establishment of a College as an organization for the faculties in Music, Speech & Dramatics, and Art will make possible the most productive use of the new facilities provided by the Bliss Building; therefore

BE IT RESOLVED, that a College of Fine and Performing Arts be established at Youngstown State University, the constituent elements of which shall be the present Dana School of Music, the Department of Art, and the Department of Speech and Dramatics."

Board of Trustees Meeting, November 10, 1973
Agenda Item d)2

Resolution on Sick Leave Conversion

The Ohio 110th General Assembly amended Senate Bill 31 which made various changes in Civil Service laws. One change provides that all employees covered by Section 143.291 of the Ohio Revised Code shall at the time of retirement receive payment for all or part of the unused sick leave consistent with the policy in effect in the employing unit. The following resolution is in conformance with policy of the Director of Personnel as well as policies being adopted at other State Universities and is recommended for adoption.

"WHEREAS Section 143.291 mandates an employing unit effect a policy of sick leave conversion at time of retirement:

YR 1974-

BE IT RESOLVED that all full-time classified civil service employees and unclassified administrative personnel who have completed ten or more years of active service with the State of Ohio and who are eligible and have applied for retirement benefits from one of the retirement systems of the State of Ohio may elect to receive pay for one-fourth of their accrued but unused sick leave credit. This payment will be based upon the employees' rate of pay at the time of retirement. The maximum payment allowed will be one-fourth of 960 hours (30 days). Upon accepting such payment all sick leave credit accrued up to that time will be eliminated. Such payment will be made only once to any employee. An employee who returns to university service or any other state service after retiring, may accrue and use sick leave as before but may not convert the unused sick leave at the time of second retirement. Sick leave conversion does not apply to any termination or separation other than retirement."

Board of Trustees Meeting, November 10, 1973
Agenda Item d)3

Resolution on Sale and Use of Alcoholic Beverages on Campus

"WHEREAS on May 21, 1973, the Board of Trustees approved the Agreement with the Youngstown State University Chapter of the Ohio Education Association and paragraphs 1, 2, 3, 4, 5, 6, 7 and 9 of the letter to the President of YSU-OEA; and

YR 1974-

WHEREAS paragraph 1 of the letter states that the University will develop a policy making possible the use of alcoholic beverages at faculty social events; and

WHEREAS the administration has indicated to the Kilcawley Center Board that authority will be requested to begin proceedings to secure a D-1 license permitting the sale and consumption of 3.2 beer in Kilcawley Center.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the following policy on the sale and use of alcoholic beverages."

A. Beer Policy for Kilcawley Center:

1. The University is authorized to apply to the State Department of Liquor Control for a D-1 permit.
2. The ground floor of Kilcawley Center (exclusive of the Bookstore Annex and the Kilcawley Dormitory) is hereby designated as the permit premises.
3. The Director of Kilcawley Center, in conjunction with the Kilcawley Center Board, shall recommend rules and regulations for the control of the sale of beer on the designated premises. Such rules and regulations shall include but not be limited to: hours for opening and closing; procedures for checking the age of purchasers; requirements for bartenders; and other rules as appropriate to assure conformity to State law and University policy. Rules and regulations thus recommended shall be submitted to the President of the University for review, revision (if necessary), and approval.

B. Liquor Policy:

1. The University shall permit the consumption of liquor at employee on-campus social events in accordance with the following conditions:
 - a. The possession and consumption of liquor at on-campus social events by employees of Youngstown State University shall be in accord with State and local law and University policy.

- b. Permission for groups to serve liquor at on campus employee social events must be obtained in written form from the President of the University or his designate at least two weeks in advance of the events.
 - c. Such permission shall be restricted to designated rooms on the second floor of Kilcawley Center. The rooms shall be designated by the President of the University.
 - d. Liquor may not be served at on-campus employee social events before 4:00 p.m., Monday through Friday; before 1:00 p.m., Saturday and Sunday; or before 1:00 p.m. on holidays when no University classes are scheduled. Closing hours for such events shall be in accord with the closing hours of Kilcawley Center.
 - e. Liquor may not be served at an on-campus employee social event for which tickets are sold, a fee is charged, or a service charge is made.
 - f. The sponsoring group of an on-campus social event at which intoxicating liquor is to be served must employ a bartender through the Director of Kilcawley Center.
 - g. Liquor to be served at on-campus employee social events must be delivered in bulk form to the bartender through the Director of Kilcawley Center. Any remainder will be removed in bulk form.
 - h. Individual persons attending such events shall not possess individual bottles of liquor.
 - i. Set-ups for drinks at such social events must be purchased through the Director of Kilcawley Center.
 - j. Non-alcoholic beverages and food must be served at any on-campus employee social event at which liquor is served.
 - k. Intoxicating liquor may not be purchased with State funds.
2. The President is empowered to adopt and publish additional rules and regulations for the administration and enforcement of policies relating to the possession, sale, and consumption of alcoholic beverages by members of the academic community and their guests.

ef

Proposed Resolution Establishing a Policy on Broadcast Rights
For Football and Basketball Games

In the past, the University has assigned broadcast rights for intercollegiate football and basketball games without charge. Granting of such rights has been handled administratively.

Recently, in response to a suggestion that more than one station might be interested in broadcasting these games, local radio stations were invited to bid for broadcast rights. However, no bids were received.

Because public broadcasts of varsity sports is of direct benefit to the University, it is desirable to continue to encourage local coverage of all home and away games. However, there should be no preferential treatment in the granting of broadcast rights to radio stations. Therefore, the following resolution and policy is recommended for board consideration.

"BE IT RESOLVED that the following policy covering broadcast rights for Youngstown State University intercollegiate football and basketball games be hereby approved." YR 1974-

1. There will be no charge for broadcasting rights to Youngstown State University football or basketball games.
2. Radio broadcast rights will be granted only to stations agreeing to broadcast live all regular season home and away games. Broadcast rights to holiday tournaments, NCAA playoffs and other special games will be granted by the President or his designate on an individual basis according to NCAA regulations.
3. Television broadcast rights will be granted by the President or his designate on a very selective basis. The University encourages delayed coverage.
4. Radio stations wishing to broadcast football or basketball games must submit an annual request for broadcast rights to the Athletic Director. Applications for football broadcast rights must be made in writing by July 15. Applications for basketball broadcast rights must be submitted in writing no later than October 15.

5. The University reserves the right to require prior approval of all sponsors and commercial announcements connected with the game broadcasts. This approval shall be coordinated through the Athletic Director's office to insure compliance with NCAA regulations.
6. The placement and installation of broadcast equipment at all home games will be approved by the Athletic Director after consultation with the Director of Physical Plant.
7. Stations granted broadcast rights shall be expected to assume all costs connected with the airing of home and away games.
8. Delivery of Broadcast Rights will not be effectuated until the "Broadcast Rights Contract" has been signed by the appropriate officer of the broadcast station and the appropriate administrative officer of the University.

Board of Trustees Meeting, Nov.10,1973
Agenda Item d)5

Resolution on Kilcawley Center Budget

On July 13, 1973 the Board of Trustees approved the University's 1973-74 Annual Operating Budgets. Included in the total expenditure is a lump sum of \$314,358, allocated from the General Fee, for support of the Kilcawley Center. A detailed budget for Kilcawley Center was not presented in July because the new Kilcawley Center Board had only recently been established and a professional staff had not yet been employed.

Included with the Agenda is a detailed Kilcawley Center operating budget that has been prepared by the Director of the Center, recommended by the Kilcawley Center Board, and approved by the University Budget Committee. This operating budget exceeds the amount previously allocated for Kilcawley Center by the amount of operating income (\$57,780) anticipated to be received after the Center opens in January, and before the close of the 1973-74 fiscal year. Because the budget exceeds the figure of \$314,358 previously authorized by the Board, the following resolution is recommended:

"BE IT RESOLVED that the Kilcawley Center YR 1974-
Budget in the amount of \$372,138 be approved
for the 1973-74 fiscal year, provided, however,
expenditures do not exceed previously authorized
allocations and actual earned income during the
fiscal year."

3834

	STANDARD OBJECT CODE	1972-73	1973-74
<u>INCOME</u>			
General Fee Allocation		16,516	314,438
Cafeteria Sales Commissions		-0-	28,000
Front Desk Sales		-0-	13,000
Pub Sales		-0-	8,000
Duplication Services		-0-	500
Recreation Room Charges		-0-	5,000
Room Rentals		-0-	1,000
Telephone Commissions		-0-	100
Vending Commissions		-0-	2,000
Miscellaneous		-0-	100
TOTAL INCOME		<u>16,516</u>	<u>372,138</u>
EXPENDITURES (see following page)		<u>16,516</u>	<u>331,138</u>
EXCESS OF INCOME OVER EXPENDITURES		<u>-0-</u>	<u>41,000*</u>

*To be credited to an equipment replacement reserve.

3835

	STANDARD OBJECT CODE	1972-73	1973-74
<u>EXPENDITURES</u>			
Personal Services:			
Administrative Salaries		-0-	34,798
Classified Salaries		-0-	24,064
Student Help		4,500	41,000
Fringe Benefits		-0-	10,114
Administrative Operating Overhead		6,516	-0-
TOTAL PERSONAL SERVICES		11,016	109,976
Expenses:			
Professional Fees and Services	180	-0-	26,700
Supplies	300	500	13,647
Official Travel	411	-0-	2,600
Interviewing	420	-0-	900
Entertainment	460	3,300	500
Moving Expense	470	-0-	400
Subscriptions and Publications	510	-0-	500
Dues	520	200	250
Printing and Binding	530	-0-	1,500
Advertising	540	-0-	4,000
Telephone - Local	550	-0-	1,825
Telephone - Long Distance	551	-0-	500
Postage and Freight	570	-0-	1,000
Maintenance and Repairs - Buildings	610	-0-	5,000
Maintenance and Repairs - Equipment	620	500	500
Provision for Contract Maintenance	630	-0-	31,840
Rentals - Equipment	641	-0-	1,300
Utilities	650	-0-	42,000
Waste Collection	680	-0-	2,500
Miscellaneous - Other	799	-0-	700
Office Furniture and Furnishings	945	-0-	36,000
Office Equipment	946	-0-	30,000
General Equipment	949	1,000	-0-
Purchases for Resale	890	-0-	17,000
TOTAL EXPENSES		5,500	221,162
TOTAL EXPENDITURES		16,516	331,138

3836

ILIARY ENTERPRISES
CRAWLEY CENTER

SALARY BUDGET
FISCAL YEAR ENDING JUNE 30, 1974

EMPLOYEE	HIGHEST DEGREE HELD	DATE OF EMPLOY.	73-74 FTE	CONTRACT NOS. OR CLASS/STEP FOR 73-74	TITLE	DEPT. SALARY 1972-73	ANNUAL RATE 1973-74	ACTUAL DEPT. SALARY 1973-74
<u>ADMINISTRATIVE</u>								
1. Hirsch, Philip	BA	7/16/73	1.0	12	Director	-0-	16,000	15,385
2. Mousseau, Michele	BA	10/1/73	1.0	12	Asst. Director - Programing	-0-	10,500	7,875
3. Satrum, Karol Jan	MA	7/16/73	1.0	12	Asst. Director - Operations	-0-	12,000	11,538
TOTAL ADMINISTRATIVE								<u>34,798</u>
<u>CLASSIFIED</u>								
4. Chatman, Nonnie		8/27/73	1.0	1054/1	Clerk IV	-0-	6,822	5,773
5. McCall, Judith		9/17/73	1.0	1527/1	Account Clerk III	-0-	7,820	6,180
6. VACANT POSITION		12/10/73	1.0		Crafts Supervisor	-0-	8,070	4,501
7. VACANT POSITION		12/10/73	1.0		Pub Supervisor	-0-	7,820	4,362
8. VACANT POSITION		12/10/73	1.0	10/12/1	Clerk Typist II	-0-	5,824	3,248
TOTAL CLASSIFIED								<u>24,064</u>
STUDENT HELP						4,500		41,000
TOTAL SALARIES								<u>99,862</u>

Board of Trustees Meeting, November 10, 1973
Agenda Item e) 5.a.

JOHN G. INGRAM
ATTORNEY AT LAW
1108 MAHONING NATIONAL BANK BUILDING
YOUNGSTOWN, OHIO 44503

TELEPHONE: RI 4-2125

October 1, 1973

DR. JOHN J. COFFELT
President
Youngstown State University
Youngstown, Ohio 44503

Dear Sir:

I herewith offer my informal opinion on the questions presented in your letter of September 18th:

1. Does Section 143.29 of the Ohio Revised Code apply to the nine-month full service faculty at Youngstown State University?
2. Does Section 143.291 of the Ohio Revised Code apply to nine month full service faculty at Youngstown State University?

Section 143.29 of the Ohio Revised Code provides:

"Each employee, whose salary or wage is paid in whole or in part by the state, each employee in the various offices of the county service and municipal service, and each employee of any board of education for whom sick leave is not provided by section 3319.141 of the Revised Code, shall be entitled for each completed eighty hours of service to sick leave of four and six-tenths hours with pay. Employees may use sick leave, upon approval of the responsible administrative officer of the employing unit, for absence due to personal illness, injury, PREGNANCY, exposure to contagious disease which could be communicated to other employees, and to illness, injury, or death in the employee's immediate family. The previously accumulated sick leave of an employee who has been separated from the public service SHALL be placed to his credit upon his re-employment in the public service, provided that such re-employment takes place within ten years of the date on which the employee was last terminated from public service. An employee who transfers from one public agency to another shall be credited with the unused balance of his accumulated sick leave up to the maximum of the

Dr. John J. Coffelt
 October 1, 1973
 Page 2.

sick leave accumulation permitted in the public agency to which the employee transfers. The appointing authority of each employing unit shall require an employee to furnish a satisfactory written, signed statement to justify the use of sick leave. If medical attention is required, a certificate stating the nature of the illness from a licensed physician shall be required to justify the use of sick leave. Falsification of either a written, signed statement or a physician's certificate shall be grounds for disciplinary action including dismissal. This section shall be uniformly administered as to employees in each agency of the state government by the director of state personnel. No sick leave may be granted to a state employee upon or after his retirement or termination of employment.

"This section does not interfere with existing unused sick leave credit in any agency of government where attendance records are maintained and credit has been given employees for unused sick leave."

1. Employees of a state university who are paid out of a state university rotary fund are state employees within the meaning of Chapter 145, Revised Code. (1965 OAG No. 65-79)

Employment in the service of a State University is State service within the meaning of Chapter 143, Revised Code. (1965 OAG No. 65-79)

Members of the faculty of Youngstown State University are included in the unclassified service under subdivision (A) of Section 143.08, Revised Code; which, in paragraph (A) states,

"The unclassified service shall comprise the following positions ***

(7) "All presidents, business managers, administrative officers, superintendents, assistant superintendents, principals, deans, assistant deans, instructors, teachers, and such employees as are engaged in educational or research duties connected with the public school system, colleges, and universities, as determined by the governing body of said public school system, colleges, and universities; ***"

Dr. John J. Coffelt
October 1, 1973
Page 3.

Therefore, in answer to your first question, Section 143.29 of the Ohio Revised Code does apply to the full service faculty of Youngstown State University.

2. Section 143.291, Ohio Revised Code, was amended, effective August 1, 1973, as follows:

"A state employee paid directly by warrant of the state auditor may elect, at the time of retirement from active service with an agency of state government and with ten or more years of service with the state or any of its political subdivisions, to be paid in cash for one-fourth of the value of his accrued but unused sick leave credit. Such payment shall be based on the employee's rate of pay at the time of retirement. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. The maximum payment which may be made under this section shall be for one-fourth of one hundred twenty days.

ALL OTHER EMPLOYEES COVERED BY SECTION 143.29 OF THE REVISED CODE AND THOSE COVERED BY SECTION 3319.141 OF THE REVISED CODE SHALL AT THE TIME OF THEIR RETIREMENT RECEIVE PAY FOR ALL OR PART OF THEIR UNUSED SICK LEAVE TO THE EXTENT CONSISTENT WITH THE POLICY IN EFFECT IN THE EMPLOYING UNIT."

(The amendment consists of the last paragraph, printed in capitals.)

In answer to your second question, it is my opinion that it applies specifically to the faculty at Youngstown State University, as it distinguishes between State employee paid directly by warrant of the state auditor, and all other employees covered by Section 143.29.

The significant result of this distinction is that state employees, paid directly by warrant of the state auditor, who retire from active service, may elect to be paid in cash for one-fourth of their accrued but unused sick leave credit, the maximum being for 30 days, while the amended portion, applicable to unclassified employees of Youngstown State University, has no such restrictions. It leaves it to the policy of the employing unit as to whether the retiring faculty member shall receive pay (in cash) for all or part

Dr. John J. Coffelt
October 1, 1973
Page 4.

of his unused sick leave. It uses the phrase "to the extent", thus leaving it to the University to decide , by establishing its policy, whether to go along with the statutory restriction set for those paid by warrant of the state auditor, or to be more or less liberal. In any event, the amendment's language is mandatory: "shall *** receive pay ***".

This amendment fails to set any limits to the policy of the employing unit, and will probably result in future litigation to clarify this, particularly should an employing unit adopt a policy of paying much less than that paid state employees who are paid directly by warrant of the state auditor.

In my opinion, Youngstown State University should establish a policy, by resolution of its Board of Trustees, as to any payments to be made to retiring employees, and the policy should be made known to all members of the faculty and others of the unclassified service.

Very truly yours,


JOHN G. INGRAM

JGI:mm

OCT 22 1973

PRESIDENT'S
OFFICE

JOHN G. INGRAM
ATTORNEY AT LAW
1108 MAHONING NATIONAL BANK BUILDING
YOUNGSTOWN, OHIO 44503

TELEPHONE: RI 4-8125

October 18, 1973

DR. JOHN J. COFFELT, PRESIDENT
Youngstown State University
Youngstown, Ohio 44503

RE: Hearings under O.R.C. 3345.22

Dear Dr. Coffelt:

The "letter type" notice prepared for you for use under Ohio Revised Code Section 3345.22 is probably the type best suited to the purpose.

I suggest that the sample notice (enclosed) be used, with the proper Ohio code sections inserted. The accused has a right to know exactly what he is charged with, so the notice should describe the act or conduct, and give the Code Section violated.

In answer to your questions set out in your letter of October 2, 1973, I offer the following.

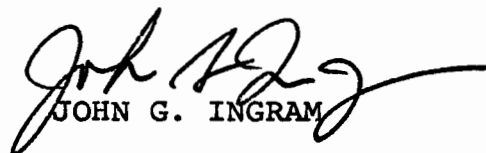
1. The hearing is an adversary one in which the University is concerned, so the University counsel should proceed. The individual who made the arrest would be a witness.
2. A request for a continuance should be made in writing to the Referee, in reasonable time before the hearing date.
3. University counsel should obtain the list of witnesses from the arresting authority or other sources.
4. The Referee should secure the services of a Court Reporter.
5. Taped recordings are not admissible as they confuse matters if an appeal is taken. The Chancellor advises Referees to obtain the services of a Court Reporter.
6. The effective date of this statute is September 16, 1970. It is worth noting here that in the 1974 criminal code, Ohio Revised Code Section 2901.01 (I) (2) includes municipal ordinances substantially equivalent to the state criminal statutes covering

Page 2.
DR. JOHN J. COFFELT, PRESIDENT
October 18, 1973

the "trigger offenses" towards which 3345.22 is aimed, and after January 1, 1974, there may be arrests under Youngstown City Ordinances.

I also enclose a Memorandum outline of procedure under Ohio Revised Code Section 3345.23.

Very truly yours,


JOHN G. INGRAM

JGI:mm
Enc.

TO: John J. Doe
 Street Address
 City, State 00000

We have been informed that you have been arrested and charged with _____

on the _____ day of _____, 19____, at or near Youngstown State University Campus, in violation of _____

Section _____, Revised Code of Ohio.

You will hereby take notice that under the provisions of Section 3345.22, Revised Code of Ohio, a hearing will be held _____, 19____, at _____ M. o'clock at _____ before _____, a

Referee appointed by the Chancellor of the Ohio Board of Regents, to determine whether you shall be suspended from attendance at Youngstown State University.

You have the right to be represented by counsel, but counsel will not be furnished for you.

You may not be compelled to testify against yourself, but, if you wish, you may testify on your own behalf. If you elect to do so, in the absence of an express waiver by you of your right against compulsory incrimination, the testimony you give shall not subsequently be used in any criminal proceeding against you.

You have the right to present the testimony of witnesses and other evidence on your behalf.

You have the right to cross-examine witnesses against you.

A continuance of up to ten days may be granted upon your request and for good cause shown.

You may secure from the office of the undersigned a list of all persons who will testify against you at the hearing.

In the event you do not appear at the hearing, you shall be declared suspended by the Referee.

JOHN J. COFFELT, PRESIDENT
 YOUNGSTOWN STATE UNIVERSITY 17

Board of Trustees Meeting, Nov. 10, 1973
JOHN G. INGRAM Agenda Item
ATTORNEY AT LAW e) 5 c
1188 MARIONING NATIONAL BANK BUILDING
YOUNGSTOWN, OHIO 44503

OCT 5
PRESIDENT'S
OFFICE
TELEPHONE RI 4-3123

October 5, 1973

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

Re: Service Employees International Union
AFL-CIO Local No. 627

Dear Dr. Coffelt:

In response to the request of Dr. A. L. Pugsley, former President of Youngstown State University, for an opinion as to the legality of the University entering into a personnel relations policy with Local 627 of the Service Employees International Union, I wish to advise that the Attorney General of the State of Ohio ruled on August 14, 1967 in Opinion No. 67-083, (copy attached) as follows:

1. The Ohio State University may establish a grievance procedure for its employees which would be available to all employees on equal terms.
2. The Ohio State University may not negotiate or enter into a contract with a labor union providing for wages, hours, working conditions or other conditions of employment for University employees.
3. The Ohio State University may discuss and listen to the position of a labor union on working conditions and other conditions of employment which are not subject to the requirements of the Ohio Civil Service laws.
4. The Ohio State University may not recognize any labor union as a bargaining agent of its University employees for the purpose of establishing contract terms for such employees.
5. The Ohio State University may recognize a labor union for the purpose of the check-off of union dues as authorized by Section 9.41, Revised Code.

October 5, 1973

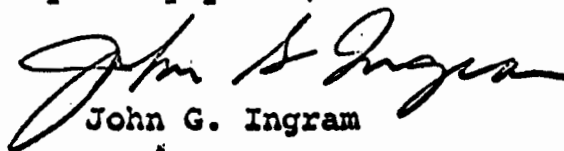
Page 2

Dr. John J. Coffelt, President

It is my opinion, therefore, that it would be unlawful for Youngstown State University to enter into a Personnel Relations Policy as requested by said Union since the proposed agreement (copy attached) contains certain items specifically prohibited by the Attorney General's Opinion herein noted.

This opinion is not intended to preclude the University from continuing to follow the informal procedure which it has set up with said Union to resolve problems that arise.

Very truly yours,


John G. Ingram

JGI:kpy
Encls.



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

October 10, 1973

Mr. Curtis McCullum, Business Agent
S.E.I.U., AFL-CIO 627
348 W. Rayen Avenue
Youngstown, Ohio 44502

Dear Mr. McCullum:

I have just completed the review of the rather extensive correspondence file between the University and various representatives of the Service Employees International Union, AFL-CIO Local No. 627, as well as various actions of the Board of Trustees of Youngstown State University. Of particular importance in this matter is the enclosed opinion from Attorney John Ingram, the Board's legal counsel, appointed by Attorney General Brown.

It is Mr. Ingram's opinion that it would be unlawful for Youngstown State University to enter into a Personnel Relations Policy as requested by Local No. 627. However, it is not unlawful to continue to meet informally with local union representatives in an effort to resolve employee problems and concerns.

In checking previous action of the Board of Trustees, I have learned that several of the matters requested by you in a formal agreement have previously been authorized by the Board of Trustees; and Vice President Rook has informed me that these have been in operation since 1969. These include payroll deduction of dues, cooperative development of work procedures, and periodic meetings with representatives of your organization to discuss employee concerns. A copy of the Board's Policy, enacted in 1969, is enclosed herewith.

Attorney Ingram's opinion apparently precludes the necessity for yet another meeting to discuss the matter further. However, may I suggest that you continue to meet with Vice President Rook and Mr. Orlando, Director of Physical Plant, as problems arise with respect to the University employees who are members of Local #627. Both Mr. Rook and Mr. Orlando have assured me of their willingness to discuss and listen to your concerns.

Sincerely,

A handwritten signature in cursive script that reads "John J. Coffelt".
John J. Coffelt
President

JJC:mcw
Encl.

cc: Attorney J. Ingram, Vice President Rook
Attorney J. Newman, Mr. Orlando
Mr. William Swan

Board of Trustees Meeting, Nov. 10, 1973
 Agenda Item e) 5e

M E M O R A N D U M

RE: COOPERATIVE CAMPUS MINISTRY AND
 NEWMAN STUDENT ORGANIZATION

The question as to whether these two chartered student organizations may be allocated University funds legally requires examination of their status in relation to the Ohio Constitution, specifically Articles VI and I.

ARTICLE VI, SECTION 2 of the Constitution of the State of Ohio in part states:

"** but no religious or other sect, or sects, shall ever have any exclusive right to, or control of, any part of the school funds of this state."

This section applies to common school funds.

ARTICLE I, SECTION 7, in part states:

"All may have a natural and infeasible right to worship Almighty God according to the dictates of their own conscience. No person shall be compelled to attend, erect, or support any place of worship, or maintain any form of worship, against his consent; and no preference shall be given, by law, to any religious society; ***"

Youngstown State University is a public institution.

"State universities are usually considered as public institutions, although they may possess in their own name large amounts of property and be governed by corporate officers, in almost all particulars like corporations of similar kind which are founded and sustained by private benefactions; and where the entire interests and franchises of the corporations are the exclusive property and domain of the government, it is in the strictest sense a public corporation." 54 O. Jur. 2d 372, (4).

By Ohio Revised Code Section 3356.05, it is provided that the General Assembly shall support this university.

The first amendment to the Constitution of the United States provides:

"Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; **"

The United States Supreme Court has enlarged this "establishment" provision to prohibit even a country school board from designating a simple prayer to be used in the local classroom.

In Ohio, Revised Code Section 3343.07 specifically states, only as to one university:

"No sectarian influence, direction or interference in the management or conduct of the affairs or education of the Central State University shall be permitted by its board of trustees; but its benefits shall be open to all applicants of good moral character and within the limitation of age determined by the board."

We refer to this statute for two reasons: it is a general statement of public policy as to the so-called "separation of church and state", and because a situation arose at Central which may bear some relation to the question involved here. As a result of it, there followed an opinion of the Ohio Attorney General:

"A Central State University facility, constructed for the purpose of inter-faith or non-denominational religious exercises which is maintained, supported, and sustained by university employees and funds, violates the First Amendment of the Federal Constitution by placing the state's power and authority in a position to aid, advance and benefit, particular religious beliefs." 1967 Ops. Atty. Gen. 045.

It thus appears, from the Supreme Court's ruling on the school prayer matter; the Ohio Constitution Article VI, Section 2 concerning public school funds; Article I, Section 7, prohibiting any preference be given by law to any religious society; Ohio Revised Code as to Central State University, and the opinion of the Ohio Attorney General in respect to Central, that the so-called "separation of church and state" doctrine would preclude Youngstown State University from using University funds to aid any groups whose activities encompass anything of a religious or sectarian nature.

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This requires us to examine the constitutions of the two groups under discussion here.

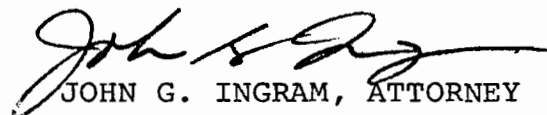
The purpose of the Newman Student Organization as defined in its Article II is "to aid the student in his religious, academic and social development"; Chaplains have a voice in the appointment of the Secretary and Treasurer.

A chaplain is defined (Random House College Dictionary) as "an ecclesiastic attached to the chapel of a royal court, college, etc." The same source defines an ecclesiastic as "a clergyman or other person in religious orders."

The purpose of the Cooperative Campus Ministry Student Board is "to promote a Campus ministry**".

Ministry is defined by the same source as: "the service, functions, or profession of a minister of religion".

It is my opinion that, as each of the groups under consideration has definite religious attributes as stated in their respective constitutions, the settled law of Ohio, as seen in the foregoing authorities, prohibits the allocation of University funds to either organization.


JOHN G. INGRAM, ATTORNEY

Board of Trustees Meeting, November 10, 1973
Agenda Item e)5.f.



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

July 31, 1973

The Honorable William J. Brown
Attorney General of the State of Ohio
State House Annex
Columbus, Ohio

Dear Sir:

Your opinion is respectfully requested on certain questions regarding the authority of the Board of Trustees of a state university to grant certain benefits and establish certain procedures in a contract with the full service faculty of the university established through the authorized representative of the faculty. Such questions are as follows:

1. May a State University grant paid sick leave to an unclassified civil service employee (as defined in O.R.C. 143.08 (A)(7)) during a period of pregnancy under any, some, or all of the following conditions:
 - a. The absence for which paid sick leave is requested is due to illness unrelated to the pregnancy.
 - b. The absence for which sick leave is requested is due to illness related to the pregnancy.
 - c. The absence for which paid sick leave is requested is the period during which the mother was hospitalized immediately before, during, and immediately after the delivery of the child.
 - d. The absence for which paid sick leave is requested is the recovery period at home during which the mother regains reasonable normal health and mobility after the delivery of the child.
 - e. The absence for which paid sick leave is requested is to permit a faculty member to care for a dependent wife whose pregnancy has incapacitated her.

The Honorable William J. Brown
Attorney General of the State of Ohio 2.

7-31-73

2. May a State University pay insurance benefits for former members of the unclassified civil service of the State of Ohio as defined in O.R.C. 143.08 (A) (7) or their dependents under any, some, or all of the following conditions:
 - a. A former member of the unclassified civil service has retired under provisions of the S.T.R.S.
 - b. A former member of the unclassified civil service is terminated because of retrenchment.
 - c. Can a State University provide insurance coverage to the surviving dependents of a deceased unclassified civil service employee for a period of time after the death of said employee whose death occurred during a period of contractual employment?
3. May unused sick leave accumulated by a member of the unclassified civil service at a State University be used as the basis for "terminal leave pay" (or "buy back" by the State) at the time of retirement?
4. May unused sick leave accumulated by a member of the unclassified civil service at a State University be used as the basis for "terminal leave pay" (or "buy back" by the State) at the time of resignation from a State University after specified periods of service, but before retirement?
5. May members of the unclassified civil service at a State University be paid their regular salary less their military pay during periods of short-term military service (less than 31 days)?
6. May the Board of Trustees of a State University subject itself to binding arbitration under conditions delineated in a written agreement between itself and an organization representing its unclassified civil service employees?
7. May a State University, through its legal representative appointed pursuant to O.R.C. 109.02, furnish legal assistance

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The Honorable William J. Brown
Attorney General of the State of Ohio 3.

7-31-73

to a member of its unclassified civil service who is sued together with the state university because of circumstances allegedly arising out of the performance of his job, provided his interests in said lawsuit are not adverse to those of the State University and provided, further, that the obligation shall cease if the State University is dismissed or removed from the litigation by settlement or otherwise?

- 8. May the Board of Trustees of a State University recognize a particular organization as an exclusive bargaining agent for its 9-month full-service unclassified civil service employees (as defined in O.R.C. 143.08 (A) (7)?

These questions are a matter of urgent concern to this University at this time and a reply as soon as possible will be greatly appreciated.

Respectfully yours,

John M. Newman
 CHAIRMAN, BOARD OF TRUSTEES

JMN:ih
 cc: Attorney John G. Ingram
 Dr. Albert L. Pugsley
 Dr. John J. Coffelt

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YOUNGSTOWN STATE UNIVERSITY

Gifts and Grants Report

Year Ended June 30, 1973

STUDENT AID:

Pennsylvania Higher Education Assistance Agency Scholarships	153,359.00
National Direct Student Loans	273,517.00
Youngstown Educational Foundation Scholarships and Grants	272,893.00
General Scholarships	214,432.00
Educational Opportunity Grants	115,521.00
Law Enforcement Educational Program	75,280.00
Nursing Scholarships & Loans	29,268.00
Ohio Instructional Grants	449,373.00
Ohio War Orphans Scholarships	3,374.00
Vocational Rehabilitation Awards	309,973.00
College Work-Study Program	5,632.00

GIFTS:

Watson Foundation Awards	2,000.00
Youngstown Vindicator Awards	500.00
Youngstown Welding & Engineering Foundation Awards	200.00
Eastman Kodak Company	2,500.00
Sybron Corporation	600.00
Koppers Foundation	2,500.00
GCO Medical Group, Inc.	500.00
Vestibule Club	100.00
Youngstown Educational Foundation for Boals Record Collection	358.40
Monday Musical Club, Inc.	1,500.00
Skeggs Foundation	6,000.00
Alumni Development Fund	1,936.78
Gifts - Library	457.40
Rocks, minerals, fossils and sea shells (appraised value) given by Mr. & Mrs. Benjamin Norris	1,057.85
Minerals (appraised value) given by Dr. Oscar Turner	2,172.50
Minerals (appraised value) given by Adamas Gem & Lapidary Shop	428.50
Minerals (appraised value) given by John Bostrom	2,000.00

 \$1,927,433.43

Board of Trustees Meeting, November 10, 1973
Agenda Item i) 1. a.

Resolution on the Redesignation and
Reestablishment of Development Reserve Funds

"WHEREAS on July 13, 1973 the Board of Trustees approved resolution YR 1974-2, "Resolution on the Redesignation of Reserve Funds," and this resolution was approved subject to year-end adjustments since the University books were in the process of being closed, and this closing has now been completed, and YR 1974-

WHEREAS an evaluation has now been made of the year-end closing reserves as at June 30, 1973 and certain monies have been redesignated and included in the report "Redesignation and Reestablishment of Development Reserve Funds,"

NOW THEREFORE BE IT RESOLVED that the Board of Trustees upon recommendation of its Finance Committee, hereby authorizes and directs the redesignation and reestablishment of development reserve funds as adjusted to include June 30, 1973 balances.

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Board of Trustees Meeting, November 10, 1973
 Agenda Item i) 1. b.

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

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

"NOW BE IT RESOLVED, that the acquisition of YR 1974-
 the properties as provided under YR 1970-24
 be hereby confirmed and approved."

609, 607, 609 1/2 North Walnut Street, City Lot No. 11797
 City of Youngstown, purchased from: Anna Malone

619 North Walnut Street, City Lot No. 11799, City of
 Youngstown, purchased from: Nellie Fioravanti

621-623 North Walnut Street, City Lot No. 36147, City of
 Youngstown, purchased from: Anna Malone and Nellie
 Fioravanti

411-413 Walnut Street, City Lot No. 4586, City of Youngs-
 town, purchased from: Christo Barbato, c/o Attorney
 Leo Bernat

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

34 West Spring Street, City Lot Nos. 917 rear, 918, 1512,
 City of Youngstown, owner: American Legion Post 15 Inc.,
 c/o Odell Kraja, Kraja Realty Company

645 Bryson Street, City Lot No. 914, City of Youngstown,
 owner: Mildred Loy, c/o A. J. LoGiudice

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

January 22, 1974

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

Re: Minutes of Trustees

Dear Mrs. Webster:

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

1. Original Receipt (1 page, with Receipt #411983 for certified mail attached), showing delivery on or about November 5, 1973 of the agenda for the November 10, 1973 meeting to each Trustee.
2. Ribbon copy (11 pages) of minutes of the November 10, 1973 meeting of Trustees. These are now signed and attested, and include a revised page 9, as corrected on December 17, 1973. With such minutes should be included:
 - a. Copy of my Notice dated October 25, 1973 for the November 10 meeting, with certificate as to mailing (sent to you with my letter of November 10, 1973.)
 - b. Supplemental Materials, including the agenda and 29 pages of the data furnished therewith for the November 10, meeting.
 - c. Printed Financial Report dated June 30, 1973 (20 pages).
 - d. Report on Insurance (29 pages) with Inventory of Real Property (3 pages).

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- e. Statement of Income and Expenditures July 1, 1973 to September 30, 1973.
 - f. Report re Gifts and Grants for year ended June 30, 1973.
 - g. Copy of "Redesignation and Reestablishment of Development Fund Reserve Funds June 30, 1973 (9 pages).
3. Copy of my letter of December 12, 1973 sending draft of minutes of November 10 meeting, with certificate as to mailing.
 4. Copy of my letter of December 17, 1973 sending copy of corrected page 9 for draft of November 10 minutes, with certificate as to mailing.
 5. Ribbon copy of minutes of Building Committee meeting held January 4, 1974 (4 pages, including 2 pages attached).
 6. Copy of my Notice dated January 10, 1974, re the Board Meeting held today, with my certificate as to mailing such Notice.
 7. Copy of the Chairman's Notice dated January 15, 1974, requesting an Executive session of the Board on January 26, 1974, one hour before the regular meeting, with my certificate as to mailing the same.

Yours very truly,

Hugh W. Manchester

HWM MM
Enclosures

Agenda for Board of Trustees Meeting of November 10, 1973 delivered to:

- Wm. J. Brown
- Dr. Bertie B. Burrowes
- Carl L. Dennison
- Albert J. Shipka
- Fred C. Shutrump *By Jane Fiddus -*
- Mrs. Ann Isroff
- Atty. John M. Newman
- R. J. Wean, Jr.
- R. E. Williams
- Atty. Hugh W. Manchester

[Signature]

Carol M. Gordon

Carl L. Dennison

Sandra Salata

Delivered by M. Webster

Ann Isroff

Atty. John M. Newman

Mailed 11/5/73 certified

Mrs R. E. Williams

Hugh W. Manchester

No. 411983

RECEIPT FOR CERTIFIED MAIL—30¢ (plus postage)

SENT TO
Mr. Raymond G. Wean, Jr. Pres.

STREET AND NO.
Union Blvd. Bldg. 3300 W. Pittsburgh

P.O., STATE AND ZIP CODE
Pittsburgh, Penn. 15232

OPTIONAL SERVICES FOR ADDITIONAL FEES

RETURN RECEIPT SERVICES 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¢

PS Form 3800 NO INSURANCE COVERAGE PROVIDED
 Apr. 1971 NOT FOR INTERNATIONAL MAIL

(See other side)
 * GPO : 1973 O - 480-743

POSTMARK OR DATE
Nov 5 1973

MINUTES OF MEETING

of

BOARD OF TRUSTEESYOUNGSTOWN STATE UNIVERSITY

Faculty Lounge, Kilcawley Center
Saturday, November 10, 1973

Pursuant to determination of the Board as agreed upon at the June 16, 1973 meeting and the foregoing notice, which was mailed by the secretary on October 25, 1973, to all Trustees, a regular meeting (thirty-fifth) of the Board of Trustees of Youngstown State University convened at 10:30 a.m. on Saturday, November 10, 1973, at the Faculty Lounge in Kilcawley Center.

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

Other persons present included Dr. John J. Coffelt, President, Dr. Earl E. Edgar, Vice President for Academic Affairs, Dr. Karl E. Krill, Vice President for Administrative Affairs, Joseph S. Rook, Vice President for Financial Affairs, Philip A. Snyder, Director of University Relations, Guy R. Solomon, Director for Information Services, Hugh W. Manchester, Secretary to the Board of Trustees, Marian Webster, Secretary to the President, Raymond Orlando, Director of Physical Plant, John G. Ingram, Assistant Attorney General of Ohio. Also present were representatives of the Jambar and the Youngstown Vindicator, and about 15 to 20 other persons, including some members of the faculty and student body.

Mr. Newman, Chairman of the Board, presided. He announced that a quorum was present and welcomed Mr. Shutrump as a new Trustee, this being the first meeting since his appointment by Governor Gilligan on July 13, 1973.

ITEM I - Proof of Notice of Meeting.

Evidence was presented that due notice of the meeting had been mailed on October 25, 1973, to each Trustee, by the Secretary of the Board, and that copies of the agenda and supplemental data had been furnished on or about November 5, 1973, to each Trustee by the President's office. Proof of the mailing of such notice, and a copy of Agenda and supplemental data furnished are attached to these minutes.

ITEM II - Minutes of the Meeting held July 13, 1973

Copies of the draft of minutes of the meeting of Trustees held on July 13, 1973, had been mailed on July 30, 1973, to each Trustee, to the President, each Vice President and the State Examiner. No changes or corrections were suggested. The reading of such minutes was waived, upon motion made by Mr. Brown, seconded by Mr. Shipka and duly carried.

ITEM III - Recommendations of the President

1. Proposal to Establish a College of Fine and Performing Arts

Dr. Coffelt reported that because of requests by the Dean of the Dana School of Music, and the Vice President for Academic Affairs, action upon the recommendation made at Item d)1 of the Agenda, to establish a proposed College of Fine and Performing Arts, should be deferred until a later date.

2. Sick Leave Conversion (per ORC 143.291)

Upon recommendation of the President (as per agenda Item d)2) and upon motion made by Mr. Shipka, seconded by Mr. Brown and carried by the affirmative vote of all Trustees present, the Chairman declared the following resolution duly adopted:

"WHEREAS Section 143.291 mandates an employing unit effect a policy of sick leave conversion at time of retirement:

YR 1974-7

BE IT RESOLVED that all full-time classified civil service employees and unclassified administrative personnel who have completed ten or more years of active service with the State of Ohio and who are eligible and have applied for retirement benefits from one of the retirement systems of the State of Ohio may elect to receive pay for one-fourth of their accrued but unused sick leave credit. This payment will be based upon the employees' rate of pay at the time of retirement. The maximum payment allowed will be one-fourth of 960 hours (30 days). Upon accepting such payment all sick leave credit accrued up to that time will be eliminated. Such payment will be made only once to any employee. An employee who returns to university service or any other state service after retiring, may accrue and use sick leave as before but may not convert the unused sick leave at the time of second retirement. Sick leave conversion does not apply to any termination or separation other than retirement."

3. Policy as respects Sale and Use of Alcoholic Beverages on Campus

Upon recommendation of the President, and upon motion by Mr. Shipka, seconded by Dr. Burrowes, and carried by the affirmative vote of all Trustees present, the Chairman declared the following resolution duly adopted:

"WHEREAS on May 21, 1973, the Board of Trustees approved the Agreement with the Youngstown State University Chapter of the Ohio Education Association and paragraphs 1, 2, 3, 4, 5, 6, 7 and 9 of the letter to the President of YSU-OEA; and

YR 1974-8

WHEREAS paragraph 1 of the letter states that the University will develop a policy making possible the use of alcoholic beverages at faculty social events; and

WHEREAS the administration has indicated to the Kilcawley Center Board that authority will be requested to begin proceedings to secure a D-1 license permitting the sale and consumption of 3.2 beer in Kilcawley Center.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the following policy on the sale and use of alcoholic beverages."

A. Beer Policy for Kilcawley Center:

1. The University is authorized to apply to the State Department of Liquor Control for a D-1 permit.
2. The ground floor of Kilcawley Center (exclusive of the Bookstore Annex and the Kilcawley Dormitory) is hereby designated as the permit premises.
3. The Director of Kilcawley Center, in conjunction with the Kilcawley Center Board, shall recommend rules and regulations for the control of the sale of beer on the designated premises. Such rules and regulations shall include but not be limited to: hours for opening and closing; procedures for checking the age of purchasers; requirements for bartenders; and other rules as appropriate to assure conformity to State law and University policy. Rules and regulations thus recommended shall be submitted to the President of the University for review, revision (if necessary), and approval.

B. Liquor Policy:

1. The University shall permit the consumption of liquor at employee on-campus social events in accordance with the following conditions:
 - a. The possession and consumption of liquor at on-campus social events by employees of Youngstown State University shall be in accord with State and local law and University policy.
 - b. Permission for groups to serve liquor at on-campus employee social events must be obtained in written form from the President of the University or his designate at least two weeks in advance of the events.
 - c. Such permission shall be restricted to designated rooms on the second floor of Kilcawley Center. The rooms shall be designated by the President of the University.

- d. Liquor may not be served at on-campus employee social events before 4:00 p.m., Monday through Friday; before 1:00 p.m., Saturday and Sunday; or before 1:00 p.m. on holidays when no University classes are scheduled. Closing hours for such events shall be in accord with the closing hours of Kilcawley Center.
 - e. Liquor may not be served at an on-campus employee social event for which tickets are sold, a fee is charged, or a service charge is made.
 - f. The sponsoring group of an on-campus social event at which intoxicating liquor is to be served must employ a bartender through the Director of Kilcawley Center.
 - g. Liquor to be served at on-campus employee social events must be delivered in bulk form to the bartender through the Director of Kilcawley Center. Any remainder will be removed in bulk form.
 - h. Individual persons attending such events shall not possess individual bottles of liquor.
 - i. Set-ups for drinks at such social events must be purchased through the Director of Kilcawley Center.
 - j. Non-alcoholic beverages and food must be served at any on-campus employee social event at which liquor is served.
 - k. Intoxicating liquor may not be purchased with State funds.
2. The President is empowered to adopt and publish additional rules and regulations for the administration and enforcement of policies relating to the possession, sale, and consumption of alcoholic beverages by members of the academic community and their guests.
4. Policy concerning Broadcasting of Football and Basketball Games

Upon recommendation of the President (in Agenda Item d)4), and upon motion made by Mrs. Isroff, seconded by Mr. Shipka, and upon the affirmative vote of all Trustees present, the Chairman declared the following resolution duly adopted:

"BE IT RESOLVED that the following policy covering rights for Youngstown State University inter-collegiate football and basketball games be hereby approved." YR 1974-9

- 1. There will be no charge for broadcasting rights to Youngstown State University football or basketball games.
- 2. Radio broadcast rights will be granted only to stations agreeing to broadcast live all regular season home and away games. Broadcast rights to holiday tournaments, NCAA playoffs and other special games will be granted by the President or his designate on an individual basis according to NCAA regulations.

2. Ohio Code of Ethics Bill

Dr. Coffelt reported that under Am. Sub. HB #55 which provides for annual reports by persons connected with public Institutions in Ohio an Ethics Committee is to be created which will have broad discretion to determine the reports required and the persons who must report annually. Such Ethics Committee has not yet been activated.

3. New Appointments

The following persons, recently appointed, were presented and introduced:

Dr. Karl E. Krill, Vice President for Administrative Affairs.
 Dr. Arnold Moore, Dean of the School of Education.
 Dr. William O. Swan, Administrator Faculty Personnel Office, who will serve as liaison with Youngstown Educational Association.
 Dr. Leon Rand, Acting Dean of the Graduate School.

4. Medical Education

De. Coffelt reported that the legislation creating the Northeastern Ohio Universities College of Medicine (ORS 3350.10) will become effective on November 23, 1973; and that the directors of the new College will hold their first meeting to organize on November 26 on the YSU campus. A formal installation ceremony is being planned.

5. Informal Opinions of Legal Counsel

Several opinions of John G. Ingram, Asst. Attorney General and Counsel to the University had been submitted as supplementary data with the Agenda, and Mr. Ingram was present to explain such opinions. They related to the following matters:

a. Applicability of ORC Sec. 143.29 to the University (sick leave benefits)

In Mr. Ingram's opinion (10-1-1973, at p. 11-14 of such supplementary data) nine month full service faculty at Youngstown State University being "unclassified" are entitled to sick leave benefits pursuant to ORC 143.29, but would not be entitled to receive payment for portions of unused sick leave credits upon their retirement under ORC 143.291 unless a policy so directing is established by the Board of Trustees.

b. Procedures in cases of arrest (per ORC Sec. 3345.22, 3345.23 and HB 1219)

Mr. Ingram's opinion suggesting form of notice for hearings required in cases of arrest (which may require disciplinary action under Sec. 3345.22 and 3345.23) was submitted as at p. 15 through 17 of the supplementary data furnished. Securing such opinion had been suggested by the Ohio Board of Regents.

c. Personnel Relations with Local 627 of Service Employees Union.

Mr. Ingram's opinion of October 5, 1973 that it would be unlawful for Youngstown State University to negotiate and enter into a written agreement as requested by such Local 627 and the President's letter of October 10, 1973 to the agent for such Union were submitted at p. 18-20 of the supplementary data furnished to Trustees. Mr. Ingram stated that the requested agreement would be unlawful because all service employees are

"classified employees" under the rules pertaining to civil service. After a lengthy discussion, Mr. Orlando was asked to prepare a written memorandum for the President to summarize the informal procedures which have been worked out in the past for solving grievances which have arisen from time to time involving various classified employees of the University.

d. Carolyne vs Jambar.

Mr. Ingram reported that the action for damages commenced by Charles Carolyne against Youngstown State University and Mark Shutes, in November, 1968, and in which the University had been dismissed, had finally been ended as to Mr. Shutes, upon payment of \$7,500.00 to Mr. Carolyne by the Insurance Company which was involved.

e. Allocations to Religious Organizations.

A copy of Mr. Ingram's opinion that the allocation of any University funds to assist operations of either the Cooperative Campus Ministry or the Newman Student Organization is prohibited by law in Ohio was submitted at pages 21-23 of the Supplementary Data furnished to Trustees.

f. Chairman's Request of July 31, 1973 for Attorney General's Opinion.

A copy of Mr. Newman's letter of July 31, 1973 to the Attorney General of Ohio requesting formal opinions as regards a number of current problems, was submitted at pages 24-26 of the Supplementary Data furnished to the Trustees. It was reported that a request had been received from the Attorney General's Office to resubmit some of the questions involved, and that usually about six months' delay occurs before formal Attorney General's opinions are issued.

ITEM V - Report of Vice President for Academic Affairs.

Dr. Edgar reported that: (1) accreditation for the associate degree program in nursing at Youngstown State University had been made in July, 1973 by the National League for Nursing Board of Review; (2) approval through June, 1974 to the social work program offered in the Department of Sociology has been made in October by the Committee on Standards for Undergraduate Social Work Programs; and (3) a visitation on behalf of the Commission on Institutes of Higher Education and the North Central Association of Colleges and Secondary Schools is being scheduled for the spring of 1974 to assess the progress of programs at the Master's Degree level. The graduate school is to submit a progress report by December 1, 1973, and the Commission's representatives will, after their visit, report

to Youngstown State University and to the Executive Board of the Commission as to the status of such programs.

ITEM VI - Report of Vice President for Administrative Affairs.

Dr. Krill reported that fall enrollment is down about 4%, with most of the decrease involving first year men. Average hourly load has decreased from 12 to 11.7 hours. The Technical and Community College, with about 3,700, is the largest.

He also reported that an overall landscaping plan is under study by the Building Committee and should be ready for presentation at the January 1974 meeting.

ITEM VII - Report of Vice President for Financial Affairs.

Mr. Rook presented and commented upon the following financial reports:

1. Financial Report for the year ended June 30, 1973, (20 pages printed, a copy of which is attached to these minutes).

Upon motion by Mrs. Isroff, seconded by Mr. Dennison and duly carried, the Chairman declared the following resolution duly adopted:

"Resolved that the Financial Report for the year YR 1974-11 ending June 30, 1973, a copy of which is attached to the minutes of this meeting, be and it is hereby received and filed. "

2. Report on Insurance and Real Property - 1973 (32 pages which described Insurance in force and itemized the book value of buildings of the University, aggregating a total of \$21,640,000).
3. Statement of Income and Expenditures from July 1, 1973 to September 30, 1973 - copy attached to these minutes.
4. Gifts and Grants Report (aggregating \$1,927,433.43) for the year ended June 30, 1973 - copy of which is attached to these minutes.

ITEM VIII - Report of Finance Committee.

Mr. Rook reported for Mr. Williams that the Finance Committee had met on October 10, 1973 and had approved a proposed "Re-establishment of Development Reserve Funds", as of June 30, 1973, made after year-end adjustments. A copy of such document (12 pages) as presented to Trustees with the Agenda for the meeting is attached to these minutes.

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

"WHEREAS on July 13, 1973 the Board of Trustees approved resolution YR 1974-2, "Resolution on the Redesignation of Reserve Funds", and this resolution was approved subject to year-end adjustments since the University books were in the process of being closed, and this closing has now been completed; and

YR 1974-12

WHEREAS an evaluation has now been made of the year-end closing reserves as at June 30, 1973 and certain monies have been redesignated and included in the report "Redesignation and Reestablishment of Development Reserve Funds.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees, upon recommendation of its Finance Committee, hereby authorizes and directs the redesignation and reestablishment of development reserve funds as adjusted to include June 30, 1973 balances."

Mr. Dennison reported the acquisition of four parcels located within the Phase III area of University Urban Renewal Plans and that approvals of two other parcels by the State Controlling Board were pending.

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

"NOW BE IT RESOLVED that the acquisition of the following properties as provided under YR 1970-24 be hereby conformed and approved:

YR 1974-13

609, 607, 609 1/2 North Walnut Street, City Lot No. 11797, City of Youngstown, purchased from: Anna Malone.

619 North Walnut Street, City Lot No. 11799, City of Youngstown, purchased from: Nellie Fioravanti.

621-623 North Walnut Street, City Lot No. 36147, City of Youngstown, purchased from: Anna Malone and Nellie Fioravanti.

411-413 Walnut Street, City Lot No. 4586, City of Youngstown, purchased from: Christo Barbato, c/o Attorney Leo Bernat."

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

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

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

ITEM VIII - New Business

1. Upon motion by Mr. Brown, seconded by Mr. Shutrump, and unanimously carried, the following resolution was declared adopted:

"WHEREAS the term of Clarence J. Strouss, Jr. YU 1974-14
C.L.U. as a Trustee of Youngstown State University
has expired; and

WHEREAS Mr. Strouss had served as one of the original members of this Board when the institution became a part of the State University System in 1967 and had theretofore continued a family tradition of service to the organizations which preceded Youngstown State University; and

WHEREAS Mr. Strouss has evidenced his devotion to the best interests of the institution, its faculty, and students, in many ways and has willingly and faithfully served when called upon to do so as Chairman of its Board, as Vice Chairman, and as a member of many of its committees, as well as in many other ways.

NOW, THEREFORE, BE IT RESOLVED that this Board record and express its appreciation for his helpful assistance and devotion to the best interests of Youngstown State University, its faculty, and students; that a copy of this resolution be recorded in the minutes of this meeting and that a copy of the same be sent to Mr. Strouss".

2. The Chairman reported that some problems sometimes arise in connection with the naming of buildings. At his suggestion the Building Committee was asked to study such subject and to make recommendations as to possible guide lines which might be approved as to the naming of buildings.
3. William Davis of the Kilcawley Center Board requested and was allowed to speak. He requested an amendment of the Constitution governing such Board, which would change the quorum for meetings of such Board. Dr. Coffelt indicated that the request will be studied and that a report will be made later to the Trustees of the University.

ITEM IX - Next Meeting

Upon motion by Mr. Dennison, seconded by Mr. Shutrump and duly carried, it was determined that the next regular meeting of the Board of Trustees would be held on Saturday, January 26, 1974 at a time and place to be determined by the President.

There being no further business the meeting was duly adjourned at 11:55 a.m.


Chairman

ATTEST:


Secretary

YOUNGSTOWN STATE UNIVERSITY
Board of Trustees Meeting

Faculty Lounge
Kilcawley Center

Saturday, November 10, 1973
10:30 a.m.

AGENDA

- a) Roll Call
- b) Proof of Notice of Meeting
- c) Disposition of Minutes for Meeting
Special Meeting held Friday, July 13, 1973
- d) Recommendations of the President of the University
 - 1. Resolution on Establishment of a College of Fine and Performing Arts (p 1)
 - 2. Resolution on Sick Leave Policy (p 2)
 - 3. Resolution on Alcoholic Beverage Policy (p 3)
 - 4. Broadcasting Football and Basketball Policy (p 5)
 - 5. Kilcawley Center Budget (p 7)
- e) Report of the President of the University
 - 1. Citizens' Task Force on Higher Education
 - 2. Ohio Code of Ethics Bill
 - 3. New Appointments
 - 4. Medical Education
 - 5. Informal Opinions of Legal Counsel
 - a. Applicability of Sec. 143, O.R.C. to University (p 11)
 - b. Procedure for H.B. 1219 (p 15)
 - c. Local 627--Letter on Personnel Relations (p 18)
 - d. Jambar
 - e. Allocation to Religious Organizations (p 21)
 - f. Attorney Newman's Letter to Attorney General Brown (p 24)
- f) Report from the Vice President for Academic Affairs
- g) Report from the Vice President for Administrative Affairs
- h) Report from the Vice President for Financial Affairs
 - 1. Insurance and Property
 - 2. Financial
 - 3. Gifts and Grants (p 27)
 - 4. Other
- i) Report of Committees of the Board
 - 1. Finance Committee
 - a. Resolution on Development Reserve Funds (p 28)
 - b. Resolution on Acquisition of Certain Properties (p 29)
 - 2. Building Committee
- j) New Business
- k) Time and Place of Next Meeting--Saturday, January 26, 1974 - 10:30 a.m.
Other Regular Meetings in 1974 set at the June regular meeting of the Board: Saturday, April 20, 1974, 10:30 a.m. and June 22, 1:00 p.m.
(following Commencement)

Supplemental Materials to the November 10, 1973 Agenda

Board of Trustees

Resolution on Establishment of a College of Fine and Performing Arts

With construction under way on Bliss Building, which has been designed to accommodate the special requirements of Music, Art, and Speech and Dramatics, comes the opportunity to make a change in university organization that will be an expression of the affinity of these departments of the Fine and Performing Arts. Establishment of a School or College to bring these three units of the university together was included in the Caudill Rowlett Scott master plan for the University campus, issued three or four years ago.

Earlier this year the Dean of the Dana School of Music resigned to accept a position at Northern Arizona University. Because a decision on the creation of this new administrative unit should precede any steps to fill this vacancy on a permanent basis, the following resolution is being recommended.

"WHEREAS, the Dana School of Music and the departments of Arts and Sciences have in common a commitment to the fine and performing arts and; YR 1974-

WHEREAS, the establishment of a separate school or college for these departments will aid in providing visibility for these disciplines among students, alumni and the public, as well as facilitate cooperative efforts among the various arts;

WHEREAS, the establishment of a College as an organization for the faculties in Music, Speech & Dramatics, and Art will make possible the most productive use of the new facilities provided by the Bliss Building; therefore

BE IT RESOLVED, that a College of Fine and Performing Arts be established at Youngstown State University, the constituent elements of which shall be the present Dana School of Music, the Department of Art, and the Department of Speech and Dramatics."

Board of Trustees Meeting, November 10, 1973
Agenda Item d)2

Resolution on Sick Leave Conversion

The Ohio 110th General Assembly amended Senate Bill 31 which made various changes in Civil Service laws. One change provides that all employees covered by Section 143.291 of the Ohio Revised Code shall at the time of retirement receive payment for all or part of the unused sick leave consistent with the policy in effect in the employing unit. The following resolution is in conformance with policy of the Director of Personnel as well as policies being adopted at other State Universities and is recommended for adoption.

"WHEREAS Section 143.291 mandates an employing unit effect a policy of sick leave conversion at time of retirement: YR 1974-

BE IT RESOLVED that all full-time classified civil service employees and unclassified administrative personnel who have completed ten or more years of active service with the State of Ohio and who are eligible and have applied for retirement benefits from one of the retirement systems of the State of Ohio may elect to receive pay for one-fourth of their accrued but unused sick leave credit. This payment will be based upon the employees' rate of pay at the time of retirement. The maximum payment allowed will be one-fourth of 960 hours (30 days). Upon accepting such payment all sick leave credit accrued up to that time will be eliminated. Such payment will be made only once to any employee. An employee who returns to university service or any other state service after retiring, may accrue and use sick leave as before but may not convert the unused sick leave at the time of second retirement. Sick leave conversion does not apply to any termination or separation other than retirement."

Resolution on Sale and Use of Alcoholic Beverages on Campus

"WHEREAS on May 21, 1973, the Board of Trustees approved the Agreement with the Youngstown State University Chapter of the Ohio Education Association and paragraphs 1, 2, 3, 4, 5, 6, 7 and 9 of the letter to the President of YSU-OEA; and

YR 1974-

WHEREAS paragraph 1 of the letter states that the University will develop a policy making possible the use of alcoholic beverages at faculty social events; and

WHEREAS the administration has indicated to the Kilcawley Center Board that authority will be requested to begin proceedings to secure a D-1 license permitting the sale and consumption of 3.2 beer in Kilcawley Center.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the following policy on the sale and use of alcoholic beverages."

A. Beer Policy for Kilcawley Center:

1. The University is authorized to apply to the State Department of Liquor Control for a D-1 permit.
2. The ground floor of Kilcawley Center (exclusive of the Bookstore Annex and the Kilcawley Dormitory) is hereby designated as the permit premises.
3. The Director of Kilcawley Center, in conjunction with the Kilcawley Center Board, shall recommend rules and regulations for the control of the sale of beer on the designated premises. Such rules and regulations shall include but not be limited to: hours for opening and closing; procedures for checking the age of purchasers; requirements for bartenders; and other rules as appropriate to assure conformity to State law and University policy. Rules and regulations thus recommended shall be submitted to the President of the University for review, revision (if necessary), and approval.

B. Liquor Policy:

1. The University shall permit the consumption of liquor at employee on-campus social events in accordance with the following conditions:
 - a. The possession and consumption of liquor at on-campus social events by employees of Youngstown State University shall be in accord with State and local law and University policy.

- b. Permission for groups to serve liquor at on campus employee social events must be obtained in written form from the President of the University or his designate at least two weeks in advance of the events.
 - c. Such permission shall be restricted to designated rooms on the second floor of Kilcawley Center. The rooms shall be designated by the President of the University.
 - d. Liquor may not be served at on-campus employee social events before 4:00 p.m., Monday through Friday; before 1:00 p.m., Saturday and Sunday; or before 1:00 p.m. on holidays when no University classes are scheduled. Closing hours for such events shall be in accord with the closing hours of Kilcawley Center.
 - e. Liquor may not be served at an on-campus employee social event for which tickets are sold, a fee is charged, or a service charge is made.
 - f. The sponsoring group of an on-campus social event at which intoxicating liquor is to be served must employ a bartender through the Director of Kilcawley Center.
 - g. Liquor to be served at on-campus employee social events must be delivered in bulk form to the bartender through the Director of Kilcawley Center. Any remainder will be removed in bulk form.
 - h. Individual persons attending such events shall not possess individual bottles of liquor.
 - i. Set-ups for drinks at such social events must be purchased through the Director of Kilcawley Center.
 - j. Non-alcoholic beverages and food must be served at any on-campus employee social event at which liquor is served.
 - k. Intoxicating liquor may not be purchased with State funds.
2. The President is empowered to adopt and publish additional rules and regulations for the administration and enforcement of policies relating to the possession, sale, and consumption of alcoholic beverages by members of the academic community and their guests.

Proposed Resolution Establishing a Policy on Broadcast Rights
For Football and Basketball Games

In the past, the University has assigned broadcast rights for intercollegiate football and basketball games without charge. Granting of such rights has been handled administratively.

Recently, in response to a suggestion that more than one station might be interested in broadcasting these games, local radio stations were invited to bid for broadcast rights. However, no bids were received.

Because public broadcasts of varsity sports is of direct benefit to the University, it is desirable to continue to encourage local coverage of all home and away games. However, there should be no preferential treatment in the granting of broadcast rights to radio stations. Therefore, the following resolution and policy is recommended for board consideration.

"BE IT RESOLVED that the following policy covering broadcast rights for Youngstown State University intercollegiate football and basketball games be hereby approved." YR 1974-

1. There will be no charge for broadcasting rights to Youngstown State University football or basketball games.
2. Radio broadcast rights will be granted only to stations agreeing to broadcast live all regular season home and away games. Broadcast rights to holiday tournaments, NCAA playoffs and other special games will be granted by the President or his designate on an individual basis according to NCAA regulations.
3. Television broadcast rights will be granted by the President or his designate on a very selective basis. The University encourages delayed coverage.
4. Radio stations wishing to broadcast football or basketball games must submit an annual request for broadcast rights to the Athletic Director. Applications for football broadcast rights must be made in writing by July 15. Applications for basketball broadcast rights must be submitted in writing no later than October 15.

5. The University reserves the right to require prior approval of all sponsors and commercial announcements connected with the game broadcasts. This approval shall be coordinated through the Athletic Director's office to insure compliance with NCAA regulations.
6. The placement and installation of broadcast equipment at all home games will be approved by the Athletic Director after consultation with the Director of Physical Plant.
7. Stations granted broadcast rights shall be expected to assume all costs connected with the airing of home and away games.
8. Delivery of Broadcast Rights will not be effectuated until the "Broadcast Rights Contract" has been signed by the appropriate officer of the broadcast station and the appropriate administrative officer of the University.

Board of Trustees Meeting, Nov.10,1973
Agenda Item d)5

Resolution on Kilcawley Center Budget

On July 13, 1973 the Board of Trustees approved the University's 1973-74 Annual Operating Budgets. Included in the total expenditure is a lump sum of \$314,358, allocated from the General Fee, for support of the Kilcawley Center. A detailed budget for Kilcawley Center was not presented in July because the new Kilcawley Center Board had only recently been established and a professional staff had not yet been employed.

Included with the Agenda is a detailed Kilcawley Center operating budget that has been prepared by the Director of the Center, recommended by the Kilcawley Center Board, and approved by the University Budget Committee. This operating budget exceeds the amount previously allocated for Kilcawley Center by the amount of operating income (\$57,780) anticipated to be received after the Center opens in January, and before the close of the 1973-74 fiscal year. Because the budget exceeds the figure of \$314,358 previously authorized by the Board, the following resolution is recommended:

"BE IT RESOLVED that the Kilcawley Center YR 1974-
Budget in the amount of \$372,138 be approved
for the 1973-74 fiscal year, provided, however,
expenditures do not exceed previously authorized
allocations and actual earned income during the
fiscal year."

	STANDARD OBJECT CODE	1972-73	1973-74
<u>INCOME</u>			
General Fee Allocation		16,516	314,438
Cafeteria Sales Commissions		-0-	28,000
Front Desk Sales		-0-	13,000
Pub Sales		-0-	8,000
Duplication Services		-0-	500
Recreation Room Charges		-0-	5,000
Room Rentals		-0-	1,000
Telephone Commissions		-0-	100
Vending Commissions		-0-	2,000
Miscellaneous		-0-	100
TOTAL INCOME		<u>16,516</u>	<u>372,138</u>
EXPENDITURES (see following page)		<u>16,516</u>	<u>331,138</u>
EXCESS OF INCOME OVER EXPENDITURES		<u>-0-</u>	<u>41,000*</u>

*To be credited to an equipment replacement reserve.

3884

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3885

	STANDARD OBJECT CODE	1972-73	1973-74
<u>EXPENDITURES</u>			
Personal Services:			
Administrative Salaries		-0-	34,798
Classified Salaries		-0-	24,064
Student Help		4,500	41,000
Fringe Benefits		-0-	10,114
Administrative Operating Overhead		6,516	-0-
TOTAL PERSONAL SERVICES		<u>11,016</u>	<u>109,976</u>
Expenses:			
Professional Fees and Services	180	-0-	26,700
Supplies	300	500	13,647
Official Travel	411	-0-	2,600
Interviewing	420	-0-	900
Entertainment	460	3,300	500
Moving Expense	470	-0-	400
Subscriptions and Publications	510	-0-	500
Dues	520	200	250
Printing and Binding	530	-0-	1,500
Advertising	540	-0-	4,000
Telephone - Local	550	-0-	1,825
Telephone - Long Distance	551	-0-	500
Postage and Freight	570	-0-	1,000
Maintenance and Repairs - Buildings	610	-0-	5,000
Maintenance and Repairs - Equipment	620	500	500
Provision for Contract Maintenance	630	-0-	31,840
Rentals - Equipment	641	-0-	1,300
Utilities	650	-0-	42,000
Waste Collection	680	-0-	2,500
Miscellaneous - Other	799	-0-	700
Office Furniture and Furnishings	945	-0-	36,000
Office Equipment	946	-0-	30,000
General Equipment	949	1,000	-0-
Purchases for Resale	890	-0-	17,000
TOTAL EXPENSES		<u>5,500</u>	<u>221,162</u>
TOTAL EXPENDITURES		<u>16,516</u>	<u>331,138</u>

AUXILIARY ENTERPRISES
KILCAWLEY CENTER

SALARY BUDGET
FISCAL YEAR ENDING JUNE 30, 1974

10

3886

EMPLOYEE	HIGHEST DEGREE HELD	DATE OF EMPLOY.	73-74 FTE	CONTRACT MOS. OR CLASS/STEP FOR 73-74	TITLE	DEPT. SALARY 1972-73	ANNUAL RATE 1973-74	ACTUAL DEPT. SALARY 1973-74
<u>ADMINISTRATIVE</u>								
1. Hirsch, Philip	BA	7/16/73	1.0	12	Director	-0-	16,000	15,385
2. Mousseau, Michele	BA	10/1/73	1.0	12	Asst. Director - Programing	-0-	10,500	7,875
3. Satrum, Karol Jan	MA	7/16/73	1.0	12	Asst. Director - Operations	-0-	12,000	11,538
TOTAL ADMINISTRATIVE								<u>34,798</u>
<u>CLASSIFIED</u>								
4. Chatman, Nonnie		8/27/73	1.0	1054/1	Clerk IV	-0-	6,822	5,773
5. McCall, Judith		9/17/73	1.0	1527/1	Account Clerk III	-0-	7,820	6,180
6. VACANT POSITION		12/10/73	1.0		Crafts Supervisor	-0-	8,070	4,501
7. VACANT POSITION		12/10/73	1.0		Pub Supervisor	-0-	7,820	4,362
8. VACANT POSITION		12/10/73	1.0	10/12/1	Clerk Typist II	-0-	5,824	3,248
TOTAL CLASSIFIED								<u>24,064</u>
STUDENT HELP							4,500	41,000
TOTAL SALARIES								<u>99,862</u>

Board of Trustees Meeting, November 10, 1973
Agenda Item e) 5. a.

JOHN G. INGRAM
ATTORNEY AT LAW
1108 MAHONING NATIONAL BANK BUILDING
YOUNGSTOWN, OHIO 44503

TELEPHONE: RI 4-2125

October 1, 1973

DR. JOHN J. COFFELT
President
Youngstown State University
Youngstown, Ohio 44503

Dear Sir:

I herewith offer my informal opinion on the questions presented in your letter of September 18th:

1. Does Section 143.29 of the Ohio Revised Code apply to the nine-month full service faculty at Youngstown State University?
2. Does Section 143.291 of the Ohio Revised Code apply to nine month full service faculty at Youngstown State University?

Section 143.29 of the Ohio Revised Code provides:

"Each employee, whose salary or wage is paid in whole or in part by the state, each employee in the various offices of the county service and municipal service, and each employee of any board of education for whom sick leave is not provided by section 3319.141 of the Revised Code, shall be entitled for each completed eighty hours of service to sick leave of four and six-tenths hours with pay. Employees may use sick leave, upon approval of the responsible administrative officer of the employing unit, for absence due to personal illness, injury, PREGNANCY, exposure to contagious disease which could be communicated to other employees, and to illness, injury, or death in the employee's immediate family. The previously accumulated sick leave of an employee who has been separated from the public service SHALL be placed to his credit upon his re-employment in the public service, provided that such re-employment takes place within ten years of the date on which the employee was last terminated from public service. An employee who transfers from one public agency to another shall be credited with the unused balance of his accumulated sick leave up to the maximum of the

Dr. John J. Coffelt
October 1, 1973
Page 2.

sick leave accumulation permitted in the public agency to which the employee transfers. The appointing authority of each employing unit shall require an employee to furnish a satisfactory written, signed statement to justify the use of sick leave. If medical attention is required, a certificate stating the nature of the illness from a licensed physician shall be required to justify the use of sick leave. Falsification of either a written, signed statement or a physician's certificate shall be grounds for disciplinary action including dismissal. This section shall be uniformly administered as to employees in each agency of the state government by the director of state personnel. No sick leave may be granted to a state employee upon or after his retirement or termination of employment.

"This section does not interfere with existing unused sick leave credit in any agency of government where attendance records are maintained and credit has been given employees for unused sick leave."

1. Employees of a state university who are paid out of a state university rotary fund are state employees within the meaning of Chapter 145, Revised Code. (1965 OAG No. 65-79)

Employment in the service of a State University is State service within the meaning of Chapter 143, Revised Code. (1965 OAG No. 65-79)

Members of the faculty of Youngstown State University are included in the unclassified service under subdivision (A) of Section 143.08, Revised Code; which, in paragraph (A) states,

"The unclassified service shall comprise the following positions ***

(7) "All presidents, business managers, administrative officers, superintendents, assistant superintendents, principals, deans, assistant deans, instructors, teachers, and such employees as are engaged in educational or research duties connected with the public school system, colleges, and universities, as determined by the governing body of said public school system, colleges, and universities; ***"

Dr. John J. Coffelt
October 1, 1973
Page 3.

Therefore, in answer to your first question, Section 143.29 of the Ohio Revised Code does apply to the full service faculty of Youngstown State University.

2. Section 143.291, Ohio Revised Code, was amended, effective August 1, 1973, as follows:

"A state employee paid directly by warrant of the state auditor may elect, at the time of retirement from active service with an agency of state government and with ten or more years of service with the state or any of its political subdivisions, to be paid in cash for one-fourth of the value of his accrued but unused sick leave credit. Such payment shall be based on the employee's rate of pay at the time of retirement. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. The maximum payment which may be made under this section shall be for one-fourth of one hundred twenty days.

ALL OTHER EMPLOYEES COVERED BY SECTION 143.29 OF THE REVISED CODE AND THOSE COVERED BY SECTION 3319.141 OF THE REVISED CODE SHALL AT THE TIME OF THEIR RETIREMENT RECEIVE PAY FOR ALL OR PART OF THEIR UNUSED SICK LEAVE TO THE EXTENT CONSISTENT WITH THE POLICY IN EFFECT IN THE EMPLOYING UNIT."

(The amendment consists of the last paragraph, printed in capitals.)

In answer to your second question, it is my opinion that it applies specifically to the faculty at Youngstown State University, as it distinguishes between State employee paid directly by warrant of the state auditor, and all other employees covered by Section 143.29.

The significant result of this distinction is that state employees, paid directly by warrant of the state auditor, who retire from active service, may elect to be paid in cash for one-fourth of their accrued but unused sick leave credit, the maximum being for 30 days, while the amended portion, applicable to unclassified employees of Youngstown State University, has no such restrictions. It leaves it to the policy of the employing unit as to whether the retiring faculty member shall receive pay (in cash) for all or part


Dr. John J. Coffelt
October 1, 1973
Page 4.

of his unused sick leave. It uses the phrase "to the extent", thus leaving it to the University to decide , by establishing its policy, whether to go along with the statutory restriction set for those paid by warrant of the state auditor, or to be more or less liberal. In any event, the amendment's language is mandatory: "shall *** receive pay ***".

This amendment fails to set any limits to the policy of the employing unit, and will probably result in future litigation to clarify this, particularly should an employing unit adopt a policy of paying much less than that paid state employees who are paid directly by warrant of the state auditor.

In my opinion, Youngstown State University should establish a policy, by resolution of its Board of Trustees, as to any payments to be made to retiring employees, and the policy should be made known to all members of the faculty and others of the unclassified service.

Very truly yours,


JOHN G. INGRAM

JGI:mm

OCT 22 1973

PRESIDENT'S
OFFICEJOHN G. INGRAM
ATTORNEY AT LAW
1108 MAHONING NATIONAL BANK BUILDING
YOUNGSTOWN, OHIO 44503

TELEPHONE: RI 4-2125

October 18, 1973

DR. JOHN J. COFFELT, PRESIDENT
Youngstown State University
Youngstown, Ohio 44503RE: Hearings under O.R.C. 3345.22

Dear Dr. Coffelt:

The "letter type" notice prepared for you for use under Ohio Revised Code Section 3345.22 is probably the type best suited to the purpose.

I suggest that the sample notice (enclosed) be used, with the proper Ohio code sections inserted. The accused has a right to know exactly what he is charged with, so the notice should describe the act or conduct, and give the Code Section violated.

In answer to your questions set out in your letter of October 2, 1973, I offer the following.

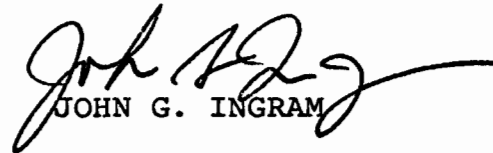
1. The hearing is an adversary one in which the University is concerned, so the University counsel should proceed. The individual who made the arrest would be a witness.
2. A request for a continuance should be made in writing to the Referee, in reasonable time before the hearing date.
3. University counsel should obtain the list of witnesses from the arresting authority or other sources.
4. The Referee should secure the services of a Court Reporter.
5. Taped recordings are not admissible as they confuse matters if an appeal is taken. The Chancellor advises Referees to obtain the services of a Court Reporter.
6. The effective date of this statute is September 16, 1970. It is worth noting here that in the 1974 criminal code, Ohio Revised Code Section 2901.01 (I) (2) includes municipal ordinances substantially equivalent to the state criminal statutes covering

Page 2.
DR. JOHN J. COFFELT, PRESIDENT
October 18, 1973

the "trigger offenses" towards which 3345.22 is aimed, and after January 1, 1974, there may be arrests under Youngstown City Ordinances.

I also enclose a Memorandum outline of procedure under Ohio Revised Code Section 3345.23.

Very truly yours,


JOHN G. INGRAM

JGI:mm
Enc.

TO: John J. Doe
 Street Address
 City, State 00000

We have been informed that you have been arrested and charged with _____

on the _____ day of _____, 19____, at or near Youngstown State University Campus, in violation of _____

Section _____, Revised Code of Ohio.

You will hereby take notice that under the provisions of Section 3345.22, Revised Code of Ohio, a hearing will be held _____, 19____, at _____ M. o'clock at _____ before _____, a

Referee appointed by the Chancellor of the Ohio Board of Regents, to determine whether you shall be suspended from attendance at Youngstown State University.

You have the right to be represented by counsel, but counsel will not be furnished for you.

You may not be compelled to testify against yourself, but, if you wish, you may testify on your own behalf. If you elect to do so, in the absence of an express waiver by you of your right against compulsory incrimination, the testimony you give shall not subsequently be used in any criminal proceeding against you.

You have the right to present the testimony of witnesses and other evidence on your behalf.

You have the right to cross-examine witnesses against you.

A continuance of up to ten days may be granted upon your request and for good cause shown.

You may secure from the office of the undersigned a list of all persons who will testify against you at the hearing.

In the event you do not appear at the hearing, you shall be declared suspended by the Referee.

 JOHN J. COFFELT, PRESIDENT
 YOUNGSTOWN STATE UNIVERSITY

Board of Trustees Meeting, Nov. 10, 1973

JOHN G. INGRAM Agenda Item

ATTORNEY AT LAW

e) 5 c

1108 MANORING NATIONAL BANK BUILDING
YOUNGSTOWN, OHIO 44503OCT 5
PRESIDENT'S
OFFICE
TELEPHONE: RI 4-2125

October 5, 1973

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

Re: Service Employees International Union
AFL-CIO Local No. 627

Dear Dr. Coffelt:

In response to the request of Dr. A. L. Pugsley, former President of Youngstown State University, for an opinion as to the legality of the University entering into a personnel relations policy with Local 627 of the Service Employees International Union, I wish to advise that the Attorney General of the State of Ohio ruled on August 14, 1967 in Opinion No. 67-083, (copy attached) as follows:

1. The Ohio State University may establish a grievance procedure for its employees which would be available to all employees on equal terms.
2. The Ohio State University may not negotiate or enter into a contract with a labor union providing for wages, hours, working conditions or other conditions of employment for University employees.
3. The Ohio State University may discuss and listen to the position of a labor union on working conditions and other conditions of employment which are not subject to the requirements of the Ohio Civil Service laws.
4. The Ohio State University may not recognize any labor union as a bargaining agent of its University employees for the purpose of establishing contract terms for such employees.
5. The Ohio State University may recognize a labor union for the purpose of the check-off of union dues as authorized by Section 9.41, Revised Code.

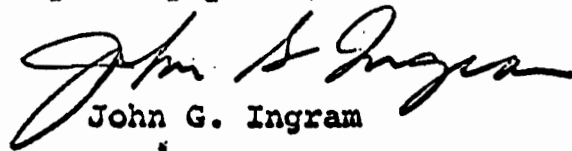
October 5, 1973

Page 2
Dr. John J. Coffelt, President

It is my opinion, therefore, that it would be unlawful for Youngstown State University to enter into a Personnel Relations Policy as requested by said Union since the proposed agreement (copy attached) contains certain items specifically prohibited by the Attorney General's Opinion herein noted.

This opinion is not intended to preclude the University from continuing to follow the informal procedure which it has set up with said Union to resolve problems that arise.

Very truly yours,


John G. Ingram

JGI:kpy
Encls.



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

October 10, 1973

Mr. Curtis McCullum, Business Agent
S.E.I.U., AFL-CIO 627
348 W. Rayen Avenue
Youngstown, Ohio 44502

Dear Mr. McCullum:

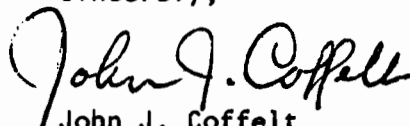
I have just completed the review of the rather extensive correspondence file between the University and various representatives of the Service Employees International Union, AFL-CIO Local No. 627, as well as various actions of the Board of Trustees of Youngstown State University. Of particular importance in this matter is the enclosed opinion from Attorney John Ingram, the Board's legal counsel, appointed by Attorney General Brown.

It is Mr. Ingram's opinion that it would be unlawful for Youngstown State University to enter into a Personnel Relations Policy as requested by Local No. 627. However, it is not unlawful to continue to meet informally with local union representatives in an effort to resolve employee problems and concerns.

In checking previous action of the Board of Trustees, I have learned that several of the matters requested by you in a formal agreement have previously been authorized by the Board of Trustees; and Vice President Rook has informed me that these have been in operation since 1969. These include payroll deduction of dues, cooperative development of work procedures, and periodic meetings with representatives of your organization to discuss employee concerns. A copy of the Board's Policy, enacted in 1969, is enclosed herewith.

Attorney Ingram's opinion apparently precludes the necessity for yet another meeting to discuss the matter further. However, may I suggest that you continue to meet with Vice President Rook and Mr. Orlando, Director of Physical Plant, as problems arise with respect to the University employees who are members of Local #627. Both Mr. Rook and Mr. Orlando have assured me of their willingness to discuss and listen to your concerns.

Sincerely,


John J. Coffelt
President

JJC:mcw
Encl.

cc: Attorney J. Ingram, Vice President Rook
Attorney J. Newman, Mr. Orlando
Mr. William Swan

Board of Trustees Meeting, Nov. 10, 1973
 Agenda Item e) 5e

M E M O R A N D U M

RE: COOPERATIVE CAMPUS MINISTRY AND
 NEWMAN STUDENT ORGANIZATION

The question as to whether these two chartered student organizations may be allocated University funds legally requires examination of their status in relation to the Ohio Constitution, specifically Articles VI and I.

ARTICLE VI, SECTION 2 of the Constitution of the State of Ohio in part states:

"** but no religious or other sect, or sects, shall ever have any exclusive right to, or control of, any part of the school funds of this state."

This section applies to common school funds.

ARTICLE I, SECTION 7, in part states:

"All may have a natural and indefeasible right to worship Almighty God according to the dictates of their own conscience. No person shall be compelled to attend, erect, or support any place of worship, or maintain any form of worship, against his consent; and no preference shall be given, by law, to any religious society; ***"

Youngstown State University is a public institution.

"State universities are usually considered as public institutions, although they may possess in their own name large amounts of property and be governed by corporate officers, in almost all particulars like corporations of similar kind which are founded and sustained by private benefactions; and where the entire interests and franchises of the corporations are the exclusive property and domain of the government, it is in the strictest sense a public corporation." 54 O. Jur. 2d 372, (4).

By Ohio Revised Code Section 3356.05, it is provided that the General Assembly shall support this university.

The first amendment to the Constitution of the United States provides:

"Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; **"

The United States Supreme Court has enlarged this "establishment" provision to prohibit even a country school board from designating a simple prayer to be used in the local classroom.

In Ohio, Revised Code Section 3343.07 specifically states, only as to one university:

"No sectarian influence, direction or interference in the management or conduct of the affairs or education of the Central State University shall be permitted by its board of trustees; but its benefits shall be open to all applicants of good moral character and within the limitation of age determined by the board."

We refer to this statute for two reasons: it is a general statement of public policy as to the so-called "separation of church and state", and because a situation arose at Central which may bear some relation to the question involved here. As a result of it, there followed an opinion of the Ohio Attorney General:

"A Central State University facility, constructed for the purpose of inter-faith or non-denominational religious exercises which is maintained, supported, and sustained by university employees and funds, violates the First Amendment of the Federal Constitution by placing the state's power and authority in a position to aid, advance and benefit, particular religious beliefs." 1967 Ops. Atty. Gen. 045.

It thus appears, from the Supreme Court's ruling on the school prayer matter; the Ohio Constitution Article VI, Section 2 concerning public school funds; Article I, Section 7, prohibiting any preference be given by law to any religious society; Ohio Revised Code as to Central State University, and the opinion of the Ohio Attorney General in respect to Central, that the so-called "separation of church and state" doctrine would preclude Youngstown State University from using University funds to aid any groups whose activities encompass anything of a religious or sectarian nature.

This requires us to examine the constitutions of the two groups under discussion here.

The purpose of the Newman Student Organization as defined in its Article II is "to aid the student in his religious, academic and social development"; Chaplains have a voice in the appointment of the Secretary and Treasurer.

A chaplain is defined (Random House College Dictionary) as "an ecclesiastic attached to the chapel of a royal court, college, etc." The same source defines an ecclesiastic as "a clergyman or other person in religious orders."

The purpose of the Cooperative Campus Ministry Student Board is "to promote a Campus ministry**".

Ministry is defined by the same source as: "the service, functions, or profession of a minister of religion".

It is my opinion that, as each of the groups under consideration has definite religious attributes as stated in their respective constitutions, the settled law of Ohio, as seen in the foregoing authorities, prohibits the allocation of University funds to either organization.


JOHN G. INGRAM, ATTORNEY

**YOUNGSTOWN STATE UNIVERSITY**

YOUNGSTOWN, OHIO 44503

July 31, 1973

The Honorable William J. Brown
Attorney General of the State of Ohio
State House Annex
Columbus, Ohio

Dear Sir:

Your opinion is respectfully requested on certain questions regarding the authority of the Board of Trustees of a state university to grant certain benefits and establish certain procedures in a contract with the full service faculty of the university established through the authorized representative of the faculty. Such questions are as follows:

1. May a State University grant paid sick leave to an unclassified civil service employee (as defined in O.R.C. 143.08 (A)(7)) during a period of pregnancy under any, some, or all of the following conditions:
 - a. The absence for which paid sick leave is requested is due to illness unrelated to the pregnancy.
 - b. The absence for which sick leave is requested is due to illness related to the pregnancy.
 - c. The absence for which paid sick leave is requested is the period during which the mother was hospitalized immediately before, during, and immediately after the delivery of the child.
 - d. The absence for which paid sick leave is requested is the recovery period at home during which the mother regains reasonable normal health and mobility after the delivery of the child.
 - e. The absence for which paid sick leave is requested is to permit a faculty member to care for a dependent wife whose pregnancy has incapacitated her.

The Honorable William J. Brown
Attorney General of the State of Ohio 2.

7-31-73

2. May a State University pay insurance benefits for former members of the unclassified civil service of the State of Ohio as defined in O.R.C. 143.08 (A) (7) or their dependents under any, some, or all of the following conditions:
 - a. A former member of the unclassified civil service has retired under provisions of the S.T.R.S.
 - b. A former member of the unclassified civil service is terminated because of retrenchment.
 - c. Can a State University provide insurance coverage to the surviving dependents of a deceased unclassified civil service employee for a period of time after the death of said employee whose death occurred during a period of contractual employment?
3. May unused sick leave accumulated by a member of the unclassified civil service at a State University be used as the basis for "terminal leave pay" (or "buy back" by the State) at the time of retirement?
4. May unused sick leave accumulated by a member of the unclassified civil service at a State University be used as the basis for "terminal leave pay" (or "buy back" by the State) at the time of resignation from a State University after specified periods of service, but before retirement?
5. May members of the unclassified civil service at a State University be paid their regular salary less their military pay during periods of short-term military service (less than 31 days)?
6. May the Board of Trustees of a State University subject itself to binding arbitration under conditions delineated in a written agreement between itself and an organization representing its unclassified civil service employees?
7. May a State University, through its legal representative appointed pursuant to O.R.C. 109.02, furnish legal assistance

The Honorable William J. Brown
Attorney General of the State of Ohio 3.

7-31-73

to a member of its unclassified civil service who is sued together with the state university because of circumstances allegedly arising out of the performance of his job, provided his interests in said lawsuit are not adverse to those of the State University and provided, further, that the obligation shall cease if the State University is dismissed or removed from the litigation by settlement or otherwise?

8. May the Board of Trustees of a State University recognize a particular organization as an exclusive bargaining agent for its 9-month full-service unclassified civil service employees (as defined in O.R.C. 143.08 (A) (7)?

These questions are a matter of urgent concern to this University at this time and a reply as soon as possible will be greatly appreciated.

Respectfully yours,


CHAIRMAN, BOARD OF TRUSTEES

JMN:ih

cc: Attorney John G. Ingram
Dr. Albert L. Pugsley
Dr. John J. Coffelt

YOUNGSTOWN STATE UNIVERSITY

Gifts and Grants Report

Year Ended June 30, 1973

STUDENT AID:

Pennsylvania Higher Education Assistance	
Agency Scholarships	153,359.00
National Direct Student Loans	273,517.00
Youngstown Educational Foundation Scholarships and Grants	272,893.00
General Scholarships	214,432.00
Educational Opportunity Grants	115,521.00
Law Enforcement Educational Program	75,280.00
Nursing Scholarships & Loans	29,268.00
Ohio Instructional Grants	449,373.00
Ohio War Orphans Scholarships	3,374.00
Vocational Rehabilitation Awards	309,973.00
College Work-Study Program	5,632.00

GIFTS:

Watson Foundation Awards	2,000.00
Youngstown Vindicator Awards	500.00
Youngstown Welding & Engineering Foundation Awards	200.00
Eastman Kodak Company	2,500.00
Sybron Corporation	600.00
Koppers Foundation	2,500.00
GCO Medical Group, Inc.	500.00
Vestibule Club	100.00
Youngstown Educational Foundation for Boals Record Collection	358.40
Monday Musical Club, Inc.	1,500.00
Skeggs Foundation	6,000.00
Alumni Development Fund	1,936.78
Gifts - Library	457.40
Rocks, minerals, fossils and sea shells (appraised value) given by Mr. & Mrs. Benjamin Norris	1,057.85
Minerals (appraised value) given by Dr. Oscar Turner	2,172.50
Minerals (appraised value) given by Adamas Gem & Lapidary Shop	428.50
Minerals (appraised value) given by John Bostrom	2,000.00

\$1,927,433.43

Board of Trustees Meeting, November 10, 1973
Agenda Item i) 1. a.

Resolution on the Redesignation and
Reestablishment of Development Reserve Funds

"WHEREAS on July 13, 1973 the Board of Trustees approved resolution YR 1974-2, "Resolution on the Redesignation of Reserve Funds," and this resolution was approved subject to year-end adjustments since the University books were in the process of being closed, and this closing has now been completed, and YR 1974-

WHEREAS an evaluation has now been made of the year-end closing reserves as at June 30, 1973 and certain monies have been redesignated and included in the report "Redesignation and Reestablishment of Development Reserve Funds,"

NOW THEREFORE BE IT RESOLVED that the Board of Trustees upon recommendation of its Finance Committee, hereby authorizes and directs the redesignation and reestablishment of development reserve funds as adjusted to include June 30, 1973 balances.

Board of Trustees Meeting, November 10, 1973
 Agenda Item i) l. b.

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

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

"NOW BE IT RESOLVED, that the acquisition of YR 1974-
 the properties as provided under YR 1970-24
 be hereby confirmed and approved."

609, 607, 609 1/2 North Walnut Street, City Lot No. 11797
 City of Youngstown, purchased from: Anna Malone

619 North Walnut Street, City Lot No. 11799, City of
 Youngstown, purchased from: Nellie Fioravanti

621-623 North Walnut Street, City Lot No. 36147, City of
 Youngstown, purchased from: Anna Malone and Nellie
 Fioravanti

411-413 Walnut Street, City Lot No. 4586, City of Youngs-
 town, purchased from: Christo Barbato, c/o Attorney
 Leo Bernat

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

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

645 Bryson Street, City Lot No. 914, City of Youngstown,
 owner: Mildred Loy, c/o A. J. LoGiudice

THE BOARD OF TRUSTEES

June 30, 1973

John M. Newman, Chairman

Robert E. Williams, Vice-Chairman

William J. Brown

Bertie B. Burrowes

Carl L. Dennison

Ann L. Isroff

Albert J. Shipka

Clarence J. Strouss, Jr.

Raymond J. Wean, Jr.

Secretary to the Board of Trustees

Hugh W. Manchester

PRESIDENT

Albert L. Pugsley

OFFICE OF FINANCIAL AFFAIRS

Joseph S. Rook	Vice President for Financial Affairs
Richard L. Glunt	Comptroller
Tom H. Martindale	Bursar
William J. Sullivan	Budget Officer
Thomas J. Kuchinka	Internal Auditor
James D. Miller	Director of Purchasing
Stuart L. Aubrey	Director of Personnel
Raymond D. Orlando	Director of Physical Plant

FINANCIAL REPORT

For the Year Ended June 30, 1973

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Source and Use of Institutional and General Funds	5

Exhibits

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H. Statement of Changes in Annuity and Life Income Fund Balances (not applicable)	—
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J. Statement of Agency Fund Balances	20

YOUNGSTOWN STATE UNIVERSITY

ACCOUNTING PRINCIPLES - FINANCIAL REPORTING

The accounts of Youngstown State University are maintained in accordance with the Uniform Manual of Accounts and Financial Reports for State-Assisted Colleges and Universities of Ohio published by the Auditor of the State of Ohio. Essentially, this manual follows the principles recommended by the American Council on Education.

Generally, accounts are maintained on an accrual basis. With the exception of unpaid pledges or unrestricted gifts or bequests, all substantial amounts receivable, payable, prepaid or accrued are included in the balance sheet and appropriate statements of income, expense and fund balances. Gifts and bequests are recognized when the University contractually commits itself to the receipt of goods or outside services.

All accounts are classified into the following balanced fund groups:

Current Funds

This group accounts for all funds which are available for current operations. It is further subdivided into three separately balanced groups: General Funds, which are unrestricted and available for general operating purposes; Auxiliary Enterprise Funds, which are available for the operation of the various auxiliaries; and Restricted Funds, which are available for current operating purposes but only in compliance with restrictions specified by the donors or grantors. Additions to Current Restricted Funds are considered as earned income only to the extent expenditures are made for the restricted purposes specified.

Loan Funds

This group accounts for all funds which are available for loans to students. Loans granted are not treated as expenditures but are considered as receivables of this fund group until they are repaid, at which time the money becomes available for new loans.

Endowment Funds and Funds Functioning as Endowment

Endowment Funds – This group accounts for funds which are to be invested with generally only the investment income to be available for the purposes established by the donors.

Funds Functioning as Endowment – These funds are also called “quasi endowments” and are established by University action in which both the principal and investment income are used for purposes designated by the University.

Plant Funds

This group accounts for funds which have been received or appropriated for the purpose of acquiring, constructing, or improving the physical property of the University. It is further subdivided into two separately balanced groups: Unexpended Plant Funds and Investment in Plant.

Agency Funds

This group accounts for funds that are received by the University acting in a depository capacity. They are disbursed only on the instructions and in behalf of the person or organization from whom they were received. Student activity accounts, while including some University receipts, are also included in this fund group.

TOTAL OPERATING DOLLAR

1972-1973

SOURCES	%	AMOUNT	AMOUNT	%	USES
State Appropriations	46.0	\$ 9,982,300			
			\$16,271,716	75.0	Instructional and General
Student Fees	39.2	8,501,509			
			1,603,982	7.4	Auxiliary Enterprises
			861,150	4.0	Student Aid
Auxiliary Enterprises	6.2	1,348,184	527,181	2.4	Research, Public Service
Student Aid	4.0	867,400	1,671,151	7.7	Transferred to Plant Funds
Research, Public Service	1.7	380,114	287,440	1.4	Transferred to Other Funds
Other	2.9	600,113	450,000	2.1	Unappropriated
Total	100%	\$21,679,620	\$21,679,620	100%	Total

INSTRUCTIONAL AND GENERAL DOLLAR 1972-1973

SOURCES	%	AMOUNT	AMOUNT	%	USES
State Appropriations	52.3	\$ 9,982,300	\$ 9,613,857	59.1	Departmental Instruction
			518,344	3.2	Instructional Services
			747,486	4.6	Library
*Student Fees	44.6	8,501,509	2,453,074	15.1	Plant Operation and Maintenance
			883,507	5.4	Student Services
			1,015,137	6.2	General Expense
Other	3.1	600,113	1,040,311	6.4	General Administration
Total	100%	\$19,083,922	\$16,271,716	100%	Total

*Includes General Fee Income \$1,341,523

YOUNGSTOWN STATE UNIVERSITY

BALANCE SHEET

JUNE 30, 1973

ASSETS

	<u>1973</u>	<u>1972</u>
CURRENT FUNDS:		
General:		
Cash and certificates of deposit	\$ 1,029,220	2,094,448
Investments, at cost	1,708,305	-
Interest receivable	83,691	33,707
Accounts receivable (less allowance for doubtful accounts \$15,000)	140,438	322,883
Inventories, at cost	19,001	12,949
Prepaid expenses and deferred charges	20,961	21,264
Due from other funds	63,501	77,446
Total general	<u>3,065,117</u>	<u>2,562,697</u>
Auxiliary enterprises:		
Cash	89,599	75,004
Investments, at cost	-	-
Interest receivable	-	-
Accounts receivable	1,294	10,277
Inventories, at cost	318,696	353,118
Prepaid expenses and deferred charges	910	5,817
Due from other funds	829	194
Total auxiliary enterprises	<u>411,328</u>	<u>444,410</u>
Restricted:		
Cash	149,232	139,468
Accounts receivable:		
Federal government	54,795	43,156
Other	484	-
Total restricted	<u>204,511</u>	<u>182,624</u>
Total current funds	<u>3,680,956</u>	<u>3,189,731</u>
LOAN FUNDS:		
Cash	133,651	143,191
Accounts receivable	42,947	278,223
Accounts receivable - NDSLF	1,216,675	842,871
Total loan funds	<u>\$ 1,393,273</u>	<u>1,264,285</u>

YOUNGSTOWN STATE UNIVERSITY

BALANCE SHEET

JUNE 30, 1973

LIABILITIES AND FUND BALANCES

	<u>1973</u>	<u>1972</u>
CURRENT FUNDS:		
General:		
Accounts payable and accrued expenses	\$ 851,281	824,975
Salaries and wages payable	983,181	949,610
Deposits	5,585	-
Deferred income	744,732	759,101
Fund balance - appropriated	30,338	29,011
Fund balance - unappropriated	450,000	-
Total general	<u>3,065,117</u>	<u>2,562,697</u>
Auxiliary enterprises:		
Accounts payable and accrued expenses	52,788	39,414
Deposits	11,387	10,405
Due to other funds	-	21,493
Deferred income	28,457	19,980
Fund balances	318,696	353,118
Total auxiliary enterprises	<u>411,328</u>	<u>444,410</u>
Restricted:		
Accounts payable and accrued expenses	3,044	680
Due to other funds	53,015	42,473
Fund balances	148,452	139,471
Total restricted	<u>204,511</u>	<u>182,624</u>
Total current funds	<u>3,680,956</u>	<u>3,189,731</u>
LOAN FUNDS:		
Fund balances:		
National Direct Student Loan Fund	1,316,032	1,198,948
Other	77,241	65,337
Total loan funds	<u>\$ 1,393,273</u>	<u>1,264,285</u>

YOUNGSTOWN STATE UNIVERSITY

BALANCE SHEET, CONTINUED

ASSETS, CONTINUED

	<u>1973</u>	<u>1972</u>
ENDOWMENT FUNDS AND FUNDS FUNCTIONING AS ENDOWMENT:		
Cash and certificates of deposit	\$ 1,702,020	985,527
Investments, at cost	1,734,211	2,536,697
Interest receivable	<u>21,863</u>	<u>12,596</u>
 Total endowment funds and funds functioning as endowment	 <u>3,458,094</u>	 <u>3,534,820</u>
 PLANT FUNDS:		
Unexpended plant funds:		
Cash	1,345,165	66,715
Investments, at cost	5,111,869	7,087,349
Interest receivable	92,870	86,556
Federal appropriations receivable	<u>50,000</u>	<u>-</u>
Total unexpended plant funds	6,599,904	7,240,620
Investment in plant:		
Land	1,625,687	1,348,767
Improvements other than buildings	355,267	346,462
Buildings	21,640,577	21,624,971
Moveable equipment	8,270,730	7,482,167
Construction in progress	<u>2,712,663</u>	<u>427,553</u>
Total investment in plant	<u>34,604,924</u>	<u>31,229,920</u>
 Total plant funds	 <u>41,204,828</u>	 <u>38,470,540</u>
 AGENCY FUNDS:		
Cash	70,804	99,073
Accounts receivable	<u>8,918</u>	<u>14,093</u>
 Total agency funds	 <u>79,722</u>	 <u>113,166</u>
 Total assets	 <u>\$49,816,873</u>	 <u>46,572,542</u>

YOUNGSTOWN STATE UNIVERSITY
BALANCE SHEET, CONTINUED

LIABILITIES AND FUND BALANCES, CONTINUED

	<u>1973</u>	<u>1972</u>
ENDOWMENT FUNDS AND FUNDS FUNCTIONING AS ENDOWMENT:		
Due to other funds	\$ 34	42
Principal of endowment funds	29,123	29,093
Principal of funds functioning as endowment	3,428,937	3,505,685
Undistributed gain on investments	<u>-</u>	<u>-</u>
Total endowment funds and funds functioning as endowment	<u>3,458,094</u>	<u>3,534,820</u>
PLANT FUNDS:		
Unexpended plant funds:		
Fund balances:		
Plant additions	6,301,115	6,815,130
Maintenance and improvements	298,789	425,490
Total unexpended plant funds	<u>6,599,904</u>	<u>7,240,620</u>
Investment in plant:		
Fund balances:		
Net investment in plant	34,604,924	31,229,920
Total investment in plant	<u>34,604,924</u>	<u>31,229,920</u>
Total plant funds	<u>41,204,828</u>	<u>38,470,540</u>
AGENCY FUNDS:		
Accounts payable and accrued expenses	177	248
Due to other funds	11,281	13,632
Fund balances	<u>68,264</u>	<u>99,286</u>
Total agency funds	<u>79,722</u>	<u>113,166</u>
Total liabilities and fund balances	<u>\$49,816,873</u>	<u>46,572,542</u>

YOUNGSTOWN STATE UNIVERSITY
COMPARATIVE STATEMENT OF CURRENT INCOME, EXPENDITURES AND
CHANGES IN THE UNAPPROPRIATED CURRENT GENERAL FUND
YEAR ENDED JUNE 30, 1973

	JUNE 30, 1973				JUNE 30, 1972	
	Total	Percent	General	Restricted	Total	Percent
CURRENT INCOME:						
Instruction and general:						
Governmental appropriations	\$ 9,982,300	46.0	9,982,300	-	9,700,000	44.8
Student fees	8,501,509	39.2	8,501,509	-	8,746,061	40.4
Private gifts and grants	13,586	0.1	-	13,586	11,648	0.1
Governmental grants	84,922	0.4	-	84,922	32,917	0.2
Departmental sales and charges . . .	34,201	0.2	34,201	-	578	0.0
Recovery of indirect expenses . . .	59,348	0.3	59,348	-	36,730	0.2
Other	408,056	1.9	408,056	-	323,202	1.4
Total instruction and general . .	<u>19,083,922</u>	<u>88.1</u>	<u>18,985,414</u>	<u>98,508</u>	<u>18,851,136</u>	<u>87.1</u>
Organized research:						
Private gifts and grants	4,872	0.0	-	4,872	1,963	0.0
Governmental grants	46,172	0.2	-	46,172	34,040	0.2
Total organized research	<u>51,044</u>	<u>0.2</u>	<u>-</u>	<u>51,044</u>	<u>36,003</u>	<u>0.2</u>
Public services:						
Private gifts and grants	130,227	0.6	124,777	5,450	110,259	0.5
Governmental grants	198,843	0.9	59,146	139,697	238,140	1.1
Total public services	<u>329,070</u>	<u>1.5</u>	<u>183,923</u>	<u>145,147</u>	<u>348,399</u>	<u>1.6</u>
Auxiliary enterprises	<u>1,348,184</u>	<u>6.2</u>	<u>1,345,144</u>	<u>3,040</u>	<u>1,505,683</u>	<u>7.0</u>
Student aid:						
Endowment income	2,084	0.1	-	2,084	1,000	0.0
Private gifts and grants	422,814	1.9	-	422,814	421,799	1.9
Governmental grants	442,502	2.0	-	442,502	459,954	2.2
Total student aid	<u>867,400</u>	<u>4.0</u>	<u>-</u>	<u>867,400</u>	<u>882,753</u>	<u>4.1</u>
Total current income	<u>21,679,620</u>	<u>100.0</u>	<u>20,514,481</u>	<u>1,165,139</u>	<u>21,623,974</u>	<u>100.0</u>
CURRENT EXPENDITURES:						
Instruction and general:						
Departmental instruction	9,613,857	49.9	9,524,083	89,774	9,379,070	50.2
Instructional services	518,344	2.7	518,344	-	404,293	2.2
Libraries	747,486	3.9	747,029	457	728,024	4.0
Plant operation and maintenance . .	2,453,074	12.7	2,453,074	-	2,447,683	13.1
Student services	883,507	4.6	883,507	-	829,461	4.4
General expense	1,015,137	5.2	1,008,860	6,277	903,522	4.8
General administration	1,040,311	5.4	1,038,311	2,000	1,053,318	5.6
Total instruction and general . .	<u>\$16,271,716</u>	<u>84.4</u>	<u>16,173,208</u>	<u>98,508</u>	<u>15,745,371</u>	<u>84.3</u>

YOUNGSTOWN STATE UNIVERSITY

COMPARATIVE STATEMENT OF CURRENT INCOME, EXPENDITURES AND
CHANGES IN THE UNAPPROPRIATED CURRENT GENERAL FUND, CONTINUED

	JUNE 30, 1973				JUNE 30, 1972	
	Total	Percent	General	Restricted	Total	Percent
Organized research	\$ 67,277	0.4	16,233	51,044	63,493	0.3
Public services:						
Institutes and workshops	343,526	1.8	314,757	28,769	263,129	1.4
Other	116,378	0.6	-	116,378	209,758	1.1
Total public services	459,904	2.4	314,757	145,147	472,887	2.5
Auxiliary enterprises	1,603,982	8.3	1,600,942	3,040	1,539,153	8.2
Student aid:						
Scholarships and fellowships	665,441	3.5	-	665,441	693,181	3.7
Other	202,709	1.0	750	201,959	189,572	1.0
Total student aid	868,150	4.5	750	867,400	882,753	4.7
Total current expenditures	19,271,029	100.0	18,105,890	1,165,139	18,703,657	100.0
APPROPRIATIONS TO (FROM) OTHER FUNDS:						
General fee income:						
Auxiliary enterprises	375,996	-	375,996	-	304,588	-
Loan funds	15,181	-	15,181	-	19,262	-
Unexpended plant funds	806,960	-	806,960	-	1,001,612	-
Agency funds	150,733	-	150,733	-	72,078	-
Total	1,348,870	-	1,348,870	-	1,397,540	-
Other income:						
Appropriated current general fund - net	1,327	-	1,327	-	(1,712,111)	-
Current auxiliary enterprises fund - excess of income over expenditures	(255,797)	-	(255,797)	-	(33,470)	-
Pooled endowment funds	-	-	-	-	2,389,309	-
Unexpended plant funds	864,191	-	864,191	-	879,049	-
Total	609,721	-	609,721	-	1,522,777	-
Total appropriations	1,958,591	-	1,958,591	-	2,920,317	-
UNAPPROPRIATED CURRENT GENERAL FUND BALANCE, JUNE 30, 1973	\$ 450,000	-	450,000	-	-	-

YOUNGSTOWN STATE UNIVERSITY
STATEMENT OF CHANGES IN THE APPROPRIATED
CURRENT GENERAL FUND BALANCES
YEAR ENDED JUNE 30, 1973

	<u>Total</u>	<u>Reserve for working capital</u>
BALANCE, JULY 1, 1972	<u>\$29,011</u>	<u>800</u>
 TRANSFER TO (FROM) UNAPPROPRIATED CURRENT GENERAL FUND:		
Transferred from the unappropriated current general fund by action of the Governing Board for purposes designated	55,272	200
Returned to the unappropriated current general fund to support expenditures for purposes designated	<u>(53,945)</u>	<u>-</u>
Total	<u>1,327</u>	<u>200</u>
 BALANCE, JUNE 30, 1973	 <u>\$30,338</u>	 <u>1,000</u>

YOUNGSTOWN STATE UNIVERSITY
STATEMENT OF CHANGES IN THE APPROPRIATED
CURRENT GENERAL FUND BALANCES, CONTINUED
YEAR ENDED JUNE 30, 1973

<u>University organized research</u>	<u>Urban studies reserve</u>	<u>Continuing education reserve</u>	<u>Unemployment compensation reserve</u>
<u>20,326</u>	<u>2,082</u>	<u>5,500</u>	<u>303</u>
54,582	-	-	490
<u>(50,326)</u>	<u>(801)</u>	<u>(2,818)</u>	<u>-</u>
<u>4,256</u>	<u>(801)</u>	<u>(2,818)</u>	<u>490</u>
<u>24,582</u>	<u>1,281</u>	<u>2,682</u>	<u>793</u>

YOUNGSTOWN STATE UNIVERSITY
STATEMENT OF INCOME, EXPENDITURES AND CHANGES IN AUXILIARY
ENTERPRISES FUND BALANCES BY FUND
JUNE 30, 1973

	Student Residence Hall	Dining Halls and Cafeteria
FUND BALANCE, JULY 1, 1972	\$ -	-
INCOME, CURRENT	183,747	6,718
EXPENDITURES, CURRENT:		
Administrative and general:		
Salaries	6,394	3,162
Staff benefits	491	1,056
Other	500	312
Total administrative and general	7,385	4,530
Room service	4,479	-
Student meals	89,912	-
Resident services	2,901	-
Center activities	-	-
Cost of sales	-	-
Sports	-	-
Operation and maintenance of plant	28,057	14,019
Total expenditures	132,734	18,549
EXCESS OF INCOME OVER EXPENDITURES	51,013	(11,831)
TRANSFER IN FROM CURRENT GENERAL FUND (GENERAL FEES)	-	11,831
BALANCE BEFORE APPROPRIATIONS	51,013	-
APPROPRIATIONS TO (FROM) OTHER FUNDS:		
Funds functioning as endowment	51,013	-
FUND BALANCE, JUNE 30, 1973	\$ -	-

*Bookstore Inventory

YOUNGSTOWN STATE UNIVERSITY

STATEMENT OF INCOME, EXPENDITURES AND CHANGES IN AUXILIARY
ENTERPRISES FUND BALANCES BY FUND, CONTINUED

JUNE 30, 1973

<u>Student Center</u>	<u>Bookstore</u>	<u>Intercollegiate Athletics</u>	<u>Parking Lots</u>	<u>Total Auxiliary Enterprises</u>
-	353,118	-	-	353,118
-	743,496	73,487	337,696	1,345,144
4,341	104,764	48,720	159,883	327,264
9	17,555	8,882	38,724	66,717
6	6,864	23,208	670	31,560
4,356	129,183	80,810	199,277	425,541
-	-	-	-	4,479
-	-	-	-	89,912
-	-	-	-	2,901
2,920	-	-	-	2,920
-	604,990	-	-	604,990
-	-	348,312	-	348,312
25	5,461	1,228	73,096	121,886
7,301	739,634	430,350	272,373	1,600,941
(7,301)	3,862	(356,863)	65,323	(255,797)
7,301	-	356,863	-	375,995
-	356,980	-	65,323	473,316
-	38,284	-	65,323	154,620
-	318,696*	-	-	318,696

YOUNGSTOWN STATE UNIVERSITY
STATEMENT OF CHANGES IN CURRENT RESTRICTED FUND BALANCES
YEAR ENDED JUNE 30, 1973

BALANCE, JULY 1, 1972		\$ 139,471
ADDITIONS:		
Gifts and grants	\$1,214,578	
Endowment income	2,084	
Investment income	<u>260</u>	
Total additions		<u>1,216,922</u>
Total available		<u>1,356,393</u>
DEDUCTIONS:		
Expenditures:		
Instruction and general	98,508	
Organized research	51,044	
Public service	145,147	
Auxiliary enterprises	3,040	
Student aid	<u>867,400</u>	
Total expenditures	1,165,139	
Returned to contributors or grantors	<u>42,802</u>	
Total deductions		<u>1,207,941</u>
BALANCE, JUNE 30, 1973		\$ <u>148,452</u>

YOUNGSTOWN STATE UNIVERSITY
STATEMENT OF CHANGES IN LOAN FUND BALANCES
YEAR ENDED JUNE 30, 1973

BALANCE, JULY 1, 1972, CONSISTING OF:

National Direct Student Loan Fund	\$1,198,948	
Nursing Student Loan Fund	33,574	
Y. S. U. Student Loan Fund	26,699	
Other university loan funds	<u>5,064</u>	
Total		\$1,264,285

ADDITIONS:

Gifts and grants	155,498	
Interest on notes	<u>12,732</u>	
Total additions		<u>168,230</u>
Total available		1,432,515

DEDUCTIONS:

National Direct Student Loan Fund:		
Cancellations	29,405	
Authorized administrative expense	8,206	
Notes written off	<u>1,631</u>	
Total deductions		<u>39,242</u>

BALANCE, JUNE 30, 1973, CONSISTING OF:

National Direct Student Loan Fund	1,316,032	
Nursing Student Loan Fund	41,911	
Y. S. U. Student Loan Fund	29,091	
Other university loan funds	<u>6,239</u>	
Total		<u>\$1,393,273</u>

YOUNGSTOWN STATE UNIVERSITY
STATEMENT OF CHANGES IN PRINCIPAL OF ENDOWMENT FUNDS
AND FUNDS FUNCTIONING AS ENDOWMENT
YEAR ENDED JUNE 30, 1973

	<u>Total</u>	<u>Endowment funds</u>	<u>Funds functioning as endowment funds</u>
BALANCE, JULY 1, 1972	<u>\$3,534,778</u>	<u>29,093</u>	<u>3,505,685</u>
ADDITIONS:			
Gifts and bequests	30	30	-
Appropriations from auxiliary enterprises	154,620	-	154,620
Income added to principal	<u>60,904</u>	-	<u>60,904</u>
Total additions	<u>215,554</u>	<u>30</u>	<u>215,524</u>
DEDUCTIONS:			
Instruction and general:			
General administration:			
Transferred to plant funds	<u>292,272</u>	-	<u>292,272</u>
Total deductions	<u>292,272</u>	-	<u>292,272</u>
BALANCE, JUNE 30, 1973	<u>\$3,458,060</u>	<u>29,123</u>	<u>3,428,937</u>

YOUNGSTOWN STATE UNIVERSITY
STATEMENT OF CHANGES IN PLANT FUND BALANCES
YEAR ENDED JUNE 30, 1973

	<u>Unexpended plant funds</u>				<u>Investment in plant</u>	<u>Total</u>
	<u>Plant additions</u>	<u>Renewals and replacements</u>	<u>Maintenance and improvements</u>	<u>Total</u>		
BALANCE, JULY 1, 1972	\$ 6,855,293	-	385,327	7,240,620	31,556,846	38,797,466
ADDITIONS:						
Gifts and bequests	-	-	-	-	303,836	303,836
Expended or appropriated from:						
Current general fund	1,706,214	-	-	1,706,214	731,316	2,437,530
Unexpended plant fund	-	-	-	-	3,339,907	3,339,907
Income from temporary investments	313,720	-	-	313,720	-	313,720
Transfers from funds functioning as endowments	259,023	32,638	611	292,272	-	292,272
Total additions	<u>2,278,957</u>	<u>32,638</u>	<u>611</u>	<u>2,312,206</u>	<u>4,375,059</u>	<u>6,687,265</u>
DEDUCTIONS:						
Expenditures	2,833,135	32,638	87,149	2,952,922	-	2,952,922
Plant assets written off or otherwise disposed of	-	-	-	-	1,326,981	1,326,981
Total deductions	<u>2,833,135</u>	<u>32,638</u>	<u>87,149</u>	<u>2,952,922</u>	<u>1,326,981</u>	<u>4,279,903</u>
BALANCE, JUNE 30, 1973	\$ <u>6,301,115</u>	<u>-</u>	<u>298,789</u>	<u>6,599,904</u>	<u>34,604,924</u>	<u>41,204,828</u>

YOUNGSTOWN STATE UNIVERSITY
STATEMENT OF AGENCY FUND BALANCES
JUNE 30, 1973

<u>Name</u>	<u>Amount</u>
ROTC corps fund	\$ 439
ROTC military equipment deposit	1,368
ROTC uniform account	836
Dana concert series	11,456
Dana concert choir	676
Madrigal Singers	62
Alumni activity	951
Kilcawley Crest	25
International Students Visitors Program	1,430
Ernst and Ernst Faculty Seminar	856
Major events account	40,200
Chemistry department special fund	15
Y. S. U. band recording	1,065
Y. S. U. School of Business Administration seminar	75
Pre-law dinner	28
Ticket sales — university personnel	1,260
Jazz ensemble	645
Student Council — NAACP book deposit	139
Pershing Rifle	154
Penguin Club	6,089
Y. S. U. School of Business Administration instructional aids fund	<u>495</u>
 Total agency funds	 <u>\$68,264</u>

YOUNGSTOWN STATE UNIVERSITY

Youngstown, Ohio 44503

Report on Insurance and Real Property

1973

This insurance report is submitted in compliance with the By-Laws and Regulations of Youngstown State University concerning insurance.

October 1973

YOUNGSTOWN STATE UNIVERSITY

Joseph S. Rook
Joseph S. Rook
Vice President for Financial Affairs

William C. Orton

BENJAMIN L. AGLER & COMPANY, INC.

William C. Orton

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CERTIFICATION

This insurance report has been prepared by the Office of Financial Affairs of Youngstown State University and the Benjamin L. Agler and Company Agency together with other insurance agencies having coverage at Youngstown State University. The insurance report in no way alters, extends, amends or changes any of the coverages in force.

All coverages have been checked with the companies and agencies involved and this report is certified to be a true and accurate statement of insurance coverages in effect at Youngstown State University.

October 1973

YOUNGSTOWN STATE UNIVERSITY

Joseph S. Rook
Vice President for Financial Affairs

BENJAMIN L. AGLER & COMPANY, INC.

William C. Orton

INSURANCE IN FORCE AT YOUNGSTOWN STATE UNIVERSITY1. PHYSICAL PLANT

To meet the property insurance requirements of YOUNGSTOWN STATE UNIVERSITY the buildings constituting the physical plant have been separated into two categories. The first category includes the main campus structures, buildings which are in good condition and buildings planned for continued and future use. The second category includes buildings not in the condition as those in the first category and buildings the continued or future use of which may not be planned.

A. Buildings, Category number one

Building coverage for category number one is provided at replacement cost on an all risk of loss basis.

The schedule of buildings is adjusted annually to reflect changing values and increased replacement costs. After the values have been checked and updated the insurance coverage is written at 90% of the total. The present total valuation filed for buildings in category number one is \$27,682,720. The present amount of insurance is \$24,914,500.

While the building coverage is on an all risk of loss basis it is subject to standard exclusions and a \$5,000 disappearing deductible clause. When the whole loss exceeds \$5,000 but is less than \$25,000 the Company shall be liable for 125% of the amount in excess of \$5,000. This percentage factor operates to reduce the deductible as the size of the losses increase. When the whole loss is \$25,000 or more the deductible disappears entirely and does not apply.

B. Contents, Category number one

Contents coverage for category number one is provided at replacement cost and on a named peril basis. The named perils are fire, lightning, windstorm and hail, explosion, riot, riot attending a strike, civil commotion, aircraft and vehicles, sonic shock waves, smoke, vandalism, malicious mischief, sprinkler leakage, elevator collision, and accidents to steam boilers, fired pressure vessels or electric steam generators.

Once each year the current list of contents values at all locations is checked and updated and the insurance coverage is written at 90% of the total. The present total valuation filed for contents in category number one is \$5,539,400. The present total amount of insurance is \$4,985,500.00.

While the contents coverage is on a named peril replacement cost basis it is subject to standard exclusions and a \$5,000 disappearing deductible clause. When the whole loss exceeds \$5,000 but is less than \$25,000 the Company shall be liable for 125% of the amount in excess of \$5,000. This percentage factor operates to reduce the deductible as the size of the losses increase. When the whole loss is \$25,000 or more the deductible disappears entirely and does not apply.

C. Schedule of Buildings and Contents for Category number one

3. 3932

<u>DESCRIPTION & LOCATION OF PROPERTY</u>	<u>BUILDINGS</u>	<u>CONTENTS</u>
1. ENGINEERING SCIENCE BUILDING 133 Arlington Street	\$ 5,250,000.00	\$ 1,110,000.00
2. BUSINESS ADMINISTRATION 323 N. Phelps Street	1,900,000.00	420,000.00
3. ARTS & SCIENCE BLDG. 525 Wick Avenue	1,050,000.00	158,000.00
4. RADIO STATION WYSU 525 Wick Avenue	100,000.00	
5. LIBRARY BUILDING 515 Bryson Street	882,000.00	1,157,000.00
6. TOD HALL 515 Bryson Street	263,000.00	30,000.00
7. KILCAWLEY DORMITORY 149 Spring Street	1,114,000.00	79,000.00
8. KILCAWLEY STUDENT CENTER 149 Spring Street	767,000.00	561,000.00
9. WARD BEECHER SCIENCE HALL Lincoln at Bryson Streets	1,932,000.00	391,000.00
10. SCIENCE BUILDING Lincoln at Bryson Streets	1,082,000.00	391,000.00
11. DANA RECITAL HALL 106 Spring Street	184,000.00	27,000.00
12. ELM STREET SCHOOL 644 Elm Street	893,000.00	100,500.00
13. EXECUTIVE OFFICE BUILDING 444 Wick Avenue	100,000.00	42,000.00
14. JONES HALL 410 Wick Avenue	882,000.00	202,000.00
15. BOOK STORE 570 Fifth Avenue	115,000.00	
16. PARKING DECK 224 Lincoln Avenue	2,200,000.00	
17. BEEGHLY PHYS. ED. 224 Spring Street	5,500,000.00	200,000.00

Schedule of Buildings and Contents for Category number one (Continued)

DESCRIPTION & LOCATION OF PROPERTY	BUILDINGS	CONTENTS
18. WAREHOUSE 230 W. Wood Street	\$ 600,000.00	\$ 20,000.00
19. CENTRAL SERVICES BUILDING 39 Spring Street	<u>100,500.00</u>	<u> </u>
	\$ 24,914,500.00	\$ 4,985,500.00

D. Specific Coverage

Specific coverage is maintained on the President's home at 1010 Colonial Dr., Liberty Township in the amount of \$95,000.00 replacement cost. The coverage is a standard Homeowners 2 policy and it is written on a three year basis. The three year premium is \$1,279.00.

Youngstown State University is the owner of property located at 1624 Fifth Ave. The property was conveyed to Youngstown State University by Mrs. S. Fern Bliss. Mrs. Bliss has retained a life estate in the property. The property is insured for \$35,000.00 and premiums are paid by Mrs. S. Fern Bliss of 1200 Stambaugh Bldg., Youngstown, Ohio.

E. Buildings and Contents Category number two

Buildings and contents coverage in category number two is provided at actual cash value and on a named peril basis. As in category number one the schedule of buildings and contents is adjusted annually to reflect changing values. After the values have been checked and updated, the insurance coverage is written at 90% of the total. The present total valuation filed for category number two for buildings and contents is \$1,545,000.00 and the present total amount of insurance is \$1,390,500.00

F. Schedule of Category number two showing different deductibles

DESCRIPTION & LOCATION OF PROPERTY	BUILDINGS	CONTENTS	DEDUCTIBLE
1. Clingan Waddel Hall 21 E. Rayen Avenue	\$ 201,000.00	\$ 40,000.00	Bldg. \$10,000.00 Cnts. 10,000.00
2. Dana Music School 616 Wick Avenue	78,000.00	61,000.00	Bldg. 10,000.00 Cnts. 10,000.00
3. Dana Music School Annex R. 616 Wick Ave.	53,000.00	18,000.00	Bldg. 500.00 Cnts. 500.00
4. Linder House 634 Bryson Street	26,000.00	22,000.00	Bldg. 500.00 Cnts. 500.00
5. ROTC Military Training Shop 603-1/2 Wick Avenue	32,000.00	1,500.00	Bldg. 50.00 Cnts. 50.00

Schedule of Category number two showing different deductibles (Continued)

<u>DESCRIPTION & LOCATION OF PROPERTY</u>	<u>BUILDINGS</u>	<u>CONTENTS</u>	<u>DEDUCTIBLE</u>
6. Pollock House Military School 603 Wick Avenue	\$ 121,000.00	\$ 25,000.00	Bldg. \$10,000.00 Conts. 10,000.00
7. Rayen School 222 Wick Avenue	390,000.00	40,000.00	Bldg. 10,000.00 Conts. 10,000.00
8. Parking Lot Offices 12 Various Locations at \$500.00 each	6,000.00		Bldg. 50.00
9. Equipment Storage R. 634 Bryson Street	1,500.00	500.00	Bldg. 50.00 Conts. 50.00
10. Steel Light Poles & Fixtures Various Locations	32,000.00		Bldg. 50.00
11. Class Rooms 67 Wick Oval	21,000.00	6,000.00	Bldg. 50.00 Conts. 50.00
12. Offices 605 Bryson Street	11,000.00		Bldg. 50.00
13. Offices 629 Bryson Street	42,000.00	8,000.00	Bldg. 50.00 Conts. 50.00
14. Offices 639 Wick Avenue	100,000.00		Bldg. 10,000.00
15. Warehouse 235 W. Rayen Avenue		14,000.00	Conts. 50.00
16. Offices, Counseling 615 Bryson Street	20,000.00	5,000.00	Bldg. 50.00
17. Class Rooms 19 Lincoln Avenue		<u>15,000.00</u>	Conts. 50.00
TOTAL	\$1,134,500.00	\$ 256,000.00	

II. UNIVERSITY OPERATIONSGENERAL LIABILITYL. Public Liability

Public Liability is carried in the amount of \$500,000.00 each occurrence and \$500,000.00 aggregate on an occurrence basis. This coverage includes all operations and functions at all locations owned, used or under the control of the University. All Personnel who function in any capacity such as agents, servants, employees, representatives are covered. This coverage includes but is not limited to the operation of the University plant itself, elevators, rented football fields, stadiums, basketball courts, ROTC drill fields, football practice fields, parking lots and other property both real and personal which is owned, used or controlled by the University.

There is great flexibility built into the liability contract. The coverage can be extended and broadened to cover new situations and to expand and develop along with the University.

B. Additional Insureds

The Trustees of Rayen School are named insureds.

The City of Youngstown, Ohio is included as an insured with respect to sidewalk openings.

L Fred King is included as an insured with respect to liability for the parking lot at 292 Madison Avenue.

Leases are studied and when liability protection for lessors is required they are added as additional insureds.

C. Contractual Liability

Liability assumed by the University through written contract with others is included.

D. Products Liability

Products liability coverage provides protection for bodily injury and property damage arising out of University Products such as food which may be sold or prepared by the University.

E. Malpractice Liability

Incidental malpractice protection is provided for the rendering of or failure to render professional services by persons authorized by the University to perform such duties, on or arising out of the use of University premises. Professional services of the University nurses are covered.

F. Slander, Libel, False Arrest, Etc.

This "personal injury" coverage is included for false arrest, malicious prosecution, willful detention or imprisonment, libel, slander, defamation of character, invasion of privacy, wrongful eviction and wrongful entry. This coverage includes but is not limited to liability arising from speeches, meetings, assemblies, campus newspaper, etc. Coverage for "personal injury" liability is in the amount of \$500,000.00 each person and \$500,000.00 general aggregate. The "persons insured" provision in the "personal injury" coverage also includes any trustee or board member. There is no participation by the University in any settlement.

G. Aircraft Liability

Aircraft Liability protection is provided by Eastern Airlines and United Airlines. The coverage provides protection to Youngstown State University for claims that might result from Eastern Airlines and United Airlines aircraft which are hired, chartered or otherwise used or directed by Youngstown State University.

Eastern Airlines provides \$20,000.00 of worldwide aircraft liability protection. The coverage is a combined single limit comprehensive General Personal Injury and Property Damage Liability insurance including premises and operations, and Aircraft Liability including Passenger Liability.

United Airlines provides \$50,000.00 of worldwide aircraft liability protection. The coverage is combined single limit bodily injury and property damage comprehensive general liability policy.

The method used by both airlines to provide the protection is to include any charterer of their aircraft on the Airlines liability policy. A certificate verifying the coverage is then sent to the charterer.

H. Watercraft Liability

Liability arising from the use of the Youngstown State University boat is provided in the amount of \$500,000.00.

III. AUTOMOBILE PUBLIC LIABILITYA. Owned Vehicles

Automobile public liability coverage is carried on an occurrence basis in the single limit amount of \$500,000.00. This amount is available for all claims arising out of an occurrence involving University owned or used vehicles.

Additions or deletions to the schedule of vehicles are made periodically as needed. Once each year the schedule is updated. Coverage extends automatically to newly acquired vehicles whether or not the schedule is actually amended.

B. Non Owned and Hired Vehicles

The automobile public liability coverage is extended to include liability arising or resulting from the use of non-owned or hired vehicles on University business. Non-owned vehicles must be used with owners permission.

This coverage provides liability protection for the University for the use of hired cars and for the use of personal cars by University staff, employees, agents or servants who may on occasion use personal automobiles on University business.

C. Uninsured Motorist Coverage

Uninsured motorist coverage in the amount of \$12,500.00 per person and \$25,000.00 per accident is included. Uninsured motorist coverage is a bodily injury coverage only.

D. Medical Payments Coverage

Medical Payments coverage in the amount of \$2,000.00 per person is carried on all University vehicles.

E. SCHEDULE VEHICLES

	<u>YEAR</u>	<u>MAKE</u>	<u>SERIAL NUMBER</u>	<u>MODEL</u>
1.	1972	Dodge	DL41G2D216408	4 Dr. Sedan
2.	1972	Dodge Van	550286	Panel Truck B100
3.	1972	Plymouth Fury-1	PL41G2F196002	4 Dr. Sedan
4.	1972	Plymouth Fury-1	PL41G2F196003	4 Dr. Sedan
5.	1972	Plymouth Suburb	PM46K2D205369	Station Wagon
6.	1972	Plymouth Suburb	PM46K2D205370	Station Wagon
7.	1972	Chrysler Newport Royal	CL41M2C197731	4 Dr. Sedan
8.	1966	GMC School Bus	SV4019LG119365	42 Passenger
9.	1957	Dodge Bus	81871076	46 Passenger Model K5700
10.	1962	Ford Country Sedan	2674W100356	Station Wagon
11.	1963	Ford	E14SH343775	Econoline Van E143
12.	1966	Ford	GU72Y176801	74 County Squire Station Wagon
13.	1967	Scout 800	780907G170340	Snow Plow
14.	1967	Ford	7W54H200549	500 Sedan
15.	1967	Ford	F25YLB20663	Pickup Truck Style E250Y
16.	1968	Chevrolet	CE248F161802	Fleetside CE2PU
17.	1968	Chevrolet	GS158P142753	Van G51
18.	1968	Ford	8G51F208926	51 Custom Sedan
19.	1969	Chevrolet	G5259P719818	G52 Van Truck

Schedule of Vehicles (Continued)

	<u>YEAR</u>	<u>MAKE</u>	<u>SERIAL NUMBER</u>	<u>MODEL</u>
20.	1969	Chevrolet	CE249F839806	CE2 Fleetside PU
21.	1969	Ford	F35YCE14277	F350Y Cab Dump
22.	1969	Plymouth Custom Suburb	PL46F9D219728	PL46 Station Wagon
23.	1969	Plymouth Fury-1	PE41F90217823	Sedan
24.	1969	Plymouth Custom Suburb	PL46F90219727	PL46 Station Wagon
25.	1969	Allis Chalmer	685306	2 Wheel Trailer
26.	1970	Buick LeSabre	452690H235491	4 Dr. Sedan
27.	1970	Buick LeSabre	452690H236382	4 Dr. Sedan
28.	1971	Jeep	83050173668614	CJ-5
29.	1971	Plymouth Satellite	RL41G1G182527	4 Dr. Sedan RL41
30.	1971	Plymouth Satellite	RL41G1G182528	4 Dr. Sedan RL41
31.	1971	Ambassador 7185	A1A852N236926	4 Dr. Sedan
32.	1971	Ambassador 7185	A1A851N236927	4 Dr. Sedan
33.	1973	Dodge	D61FK3J003770	Snow Plow
34.	1969	Dodge	1581912529	14 Ft. Van
35.	1973	Dodge	DM41K3F196733	

Vehicle 35 is Driver Training Car and was scheduled on the Policy for period
3/28/73 to 6/1/73 and 7/23/73 to 8/24/73.

IV. AUTOMOBILE PHYSICAL DAMAGEA. Comprehensive Coverage

Comprehensive coverage is maintained on all vehicles and it provides protection for losses other than by collision. Losses such as fire, theft, glass breakage, larceny, vandalism, malicious mischief, riot, civil commotion, falling objects, collision with animals or humans are comprehensive losses. Coverage is for the actual cash value of the unit at the time of the loss on most units. On some units coverage is for the actual cash value up to a stated amount.

B. Collision Coverage

Collision coverage is maintained on most units subject to a \$100.00 deductible.

V. CRIME FIDELITY COVERAGEA. Employee Dishonesty Coverage

Blanket Employee Dishonesty coverage in the amount of \$300,000.00 is carried which provides protection from loss of money, securities and other property through fraudulent or dishonest act or acts committed by any of the employees acting alone or in collusion with others. Loss caused by an unidentifiable employee is covered.

B. Loss of Money and Securities Inside the Premises

Coverage for loss of money and securities by the actual destruction, disappearance or wrongful abstraction thereof within the premises or within any banking premises or similar recognized places or safe deposit is maintained in the amount of \$10,000.00. This coverage is increased automatically to \$120,000.00 during months of registration.

C. Loss of Money and Securities Outside the Premises

Coverage for the loss of money and securities by the actual destruction, disappearance or wrongful abstraction, thereof outside the premises is in the amount of \$10,000.00. Coverage is included for a messenger, living quarters of a messenger and an armored motor vehicle company. This coverage is increased automatically to \$120,000.00 during the months of registration.

D. Coverage Against Forgery

Coverage against forgery, or alteration of on or in any check, draft, promissory note, bill of exchange or similar written promise, order or direction to pay a sum certain in money is carried in the amount of \$10,000.00

E. Coverage for Property Other Than Money

In addition to the above there is coverage for loss of property other than money and securities by safe burglary or robbery within the premises or attempt

thereat. Damage to the premises by safe burglary or robbery is also covered.

F. Loss of Other Property

Loss of other property by robbery or attempt thereat outside the premises while being conveyed by a messenger or any armed motor vehicle company, or by theft while within the living quarters in the home of any messenger.

G. Increases in Coverage During Registration

Coverage for loss inside the premises and loss outside the premises have been endorsed to automatically increase to \$120,000.00 during the four registration periods during the year.

H. Damage to Premises

Damage to the premises by safe burglary, robbery or felonious abstraction, or following burglorious entry into the premises is covered.

VI. MUSICAL INSTRUMENTS

A. Coverage on Musical Instruments

Specific coverage on an all risk of loss basis is carried on musical instruments. The current schedule totals \$120,804.00. Each instrument is scheduled showing the valuation and identifying numbers of the instrument. Periodically the schedule is updated to keep it current. The coverage is subject to standard exclusions.

There is a provision in the policy providing for newly acquired instruments. Automatic coverage extends for a period of 30 days of up to 25% of the policy limit or \$10,000.00 whichever is lesser.

VII. VALUABLE PAPERS AND RECORDS

A. Coverage on Valuable Papers and Records

Coverage is written on an all risk of loss basis subject to standard exclusions. Total coverage is in the amount of \$475,000.00. Books and periodicals inside the library building are covered to a limit of \$450,000.00.

B. Books and Periodicals in Other Buildings

Blanket coverage for books and periodicals in other buildings is \$20,000.00.

C. Jones Hall

Coverage for Books and periodicals in Jones Hall is \$5,000.00.

VIII. FINE ARTS

A. Fine Arts Insurance

Fine Arts Insurance is maintained in the amount of \$3,185.00 on five paintings

located throughout the University. This coverage is "all risk" of loss covering the property while on exhibition or otherwise.

Schedule for Fine Arts and Amounts

The current schedule for Fine Arts and amounts follows:

	<u>Amount of Insurance</u>	<u>Title of Article and Location</u>	<u>Artist or Maker and Registration Number</u>
1.	\$ 135.00	"Plant Entrance" Purnell Road	Robert Bidner 953-0-103
2.	200.00	"Progress" Purnell Road	Edmund Brucker 950-0-101
3.	250.00	"Tapping a Furnace" Purnell Road	George P. Ennis 953-0-105
4.	100.00	"Mill Creek Scene" Executive Offices 444 Wick Avenue	James Wick
5.	2,500.00	"Phenomenon Lower Left" Executive Offices 444 Wick Avenue	Paul Jenkins

IX. SPECIFIC MISCELLANEOUS EQUIPMENT

A. Coverage

Coverage is written on a scheduled property floater policy on an all risk of loss or damage basis. While this coverage is all risk it is subject to standard exclusions and \$500.00 deductible is applicable to each claim for loss or damage.

B. Schedule

Equipment such as typewriters, adding machines, business and office equipment, microscopes, dictaphones, amplifiers, projectors, cameras, recorders, etc. are scheduled in the policy. Notice of new additions to the schedule is sent periodically by the manager of inventory control and the new items are added to the schedule.

C. Insurance Value of Equipment

Total insurance value of equipment at all locations as of October 1, 1973 was \$471,642.00.

X. MARINE COVERAGE OUTBOARD MOTOR AND BOAT POLICY

Youngstown State University has acquired a boat, motor and trailer. Coverages on this equipment are listed below.

A. Physical Damage

1. 1970 Ouchita Model OH7809-LC, Boat
Serial Number 166739 Amount: \$340.00
2. 1971 Evenrude Motor Model 18103, 18 H. P.
Serial Number 02313 Amount: \$445.00
3. 1970 Tee Nee Trailer Model 900 R. C.
Serial Number 900824 Amount: \$192.00

Physical damage coverage is written on the above equipment at \$50.00 deductible.

B. Watercraft Liability

Liability protection in the amount of \$500,000.00 is provided.

In addition to watercraft liability there is medical payments coverage. The Company agrees to pay to or for each person who sustains bodily injury caused by accident while in or upon boarding or leaving the Youngstown State University boat. The coverage will pay for the reasonable medical or funeral expenses up to \$1,000.00 within one year of the date of accident.

C. Pager Communication Equipment

Youngstown State University has acquired 25 "pagers" for instant communication with key personnel. The pagers are insured at \$286.00 each on an all risk of loss basis for a total amount of insurance of \$7,150.00. There is a \$25.00 deductible applicable to each loss.

XI. BOILER AND MACHINERYA. Coverage

Repair or replacement coverage up to \$500,000.00 is written on a blanket basis. Necessary state inspection and certification is done as required by regulatory authorities.

B. Schedule

Blanket coverage is provided on the below listed codes classifications and descriptions.

1. Code B-3 includes Steel Boilers, cast iron boilers, fired storage water heaters, fired coil water heaters, fired track locomotive boilers and electric steam generators.
2. Code UV-4 includes electric steam cookers and steam jacketed kettles.
3. Code AP-2 includes metal steam piping and metal condensation return piping on University premises and supplied by boilers not on the premises and not owned, operated or controlled by the University.
4. Item number 4 includes refrigerating systems of the absorption

type excluding any such system having a refrigerating capacity of 15 tons or less.

5. Code EM 4A, 250 KVA includes power and distribution transformers having a capacity of 250 KVA or more, excluding arc furnace transformers, constant current transformers and auto transformers used exclusively for starting electric motors. (The symbol KVA means volts, amps and thousands)
6. Code MEA-1a Coverage under this code is written at an object limit or 25% of replacement value and a coinsurance percentage of 25%. This coverage includes nonrotating electrical apparatus used for the transmission, distribution, or control of electric current for power purposes.

C. Boiler and Machinery Coverage

Boiler and Machinery Coverage is automatically extended during the policy term to new or newly acquired buildings containing boiler and machinery apparatus. This extension applies whether or not the schedule is actually amended.

XII. ATHLETIC ACCIDENT AND MEDICAL EXPENSE

A. Football Team

The football team is provided during the season and during spring and fall practice Blanket Medical Expense in the amount of \$10,000.00. Accidental death and dismemberment benefit is \$5,000.00. The medical expense coverage carries a \$100.00 deductible.

B. Other Sports

Coverage is provided for the sports of swimming, rifle, basketball, golf, tennis and baseball. Cheerleaders are also covered. Blanket Medical Expense in the amount of \$10,000.00 is provided. Accidental death benefit is \$2,500.00 and accidental dismemberment benefit is \$5,000.00. This coverage is non-deductible.

C. Athletic Department Aircraft Travel

Youngstown State University Athletic Department has been added as additional insured to worldwide aircraft liability policies of Eastern Airlines and United Airlines.

XIII. SPECIAL POLICEMEN'S BONDS

A. Special Policemen-Faithful Discharge of Duty

Special policemen are bonded to the State of Ohio in the amount of \$10,000.00 for the faithful discharge of duty.

B. Special Policemen-Concealed Weapons

Special policemen are bonded to the State of Ohio for the carrying of concealed weapons in the amount of \$1,000.00

C. Listed Below are the People Covered for Faithful Discharge of Duty and Concealed Weapons

- | | |
|------------------------------|--------------------------------|
| 1. Jerome Vincent Bernat | 14. Nick Joseph Leonelli |
| 2. Robert Lee Brown | 15. Merle Vincent Linsenbigler |
| 3. Anthony Joseph Bond | 16. James D. McTigue |
| 4. William Clifford Comm | 17. Gale W. Mills |
| 5. Paul H. Cress | 18. James Walter Morrison |
| 6. Harald David Damph, Jr. | 19. Robert Lee Moschella |
| 7. Jerome W. DeGarmo | 20. Raymond D. Orlando |
| 8. John Dubyak, Jr. | 21. Bernard Patrick Philibin |
| 9. James George Farmakis | 22. Edward Pritchard |
| 10. Robert Frederick Gartner | 23. Joseph Samuel Rook |
| 11. James Gray | 24. Richard George Weber |
| 12. Norman Phillip Hines | 25. Randall A. Willington |
| 13. Angelo Kissos | 26. Charles Edward Young, Sr. |

D. Special Bond

Paul H. Cress is also bonded to the City of Youngstown, Ohio for the faithful discharge of duty.

NEW ATHLETIC COVERAGE

A. Female Athletic Program

Effective September 20, 1973 coverage went into effect for Youngstown State University female athletes. Coverage went into effect for basketball, field hockey, gymnastics, volley ball, swimming and soft ball.

Coverage is written at \$5,000.00 blanket medical expense at full coverage, \$25.00 deductible is applicable to field hockey.

XIV. WORKMEN'S COMPENSATION INSURANCE

Workingmen's Compensation Insurance

Workmen's Compensation Insurance is maintained on all University employees. Benefits are paid to employees who sustain injury or lose time from their employment from accidents which occur in the course of and arising out of their employment. Benefits are scheduled and enumerated by the Industrial Commission of Ohio as required by the Ohio Workmen's Compensation Act.

B. Underwriting Company

The Underwriting Company is the Ohio Bureau of Workmen's Compensation. The local office is in the Realty Building, Central Square, Youngstown, Ohio. Premium is paid quarterly at the rate of .16 per \$100.00 of payroll.

XV. EMPLOYEES GROUP INSURANCE

A. Eligibility

All full time employees are eligible to participate in the plan. Spouse and unmarried children to age 19 are eligible and to age 23 if unmarried and a full time student are eligible.

Life Insurance

Life Insurance in the amount of 2 times the annual earnings adjusted to the next higher \$1,000.00 subject to a maximum of \$75,000.00 is provided. The life insurance policy contains an accidental death and dismemberment clause of an equal amount.

The amount of life insurance at age 65 or upon earlier retirement shall be reduced according to the following schedule.

- 25 years or more service - reduced to 50%
- 20 years but less than 25 years of service - reduced to 40%
- 15 years but less than 20 years of service - reduced to 30%
- 10 years but less than 15 years of service - reduced to 20%
- 5 years but less than 10 years of service - reduced to 10%

(The Minimum policy shall be \$2,000.00 for eligible retirees.)

C. Major Medical Expense

Major medical protection is designed to pay a substantial amount toward the heavy expenses of a catastrophic or serious illness or injury not connected with employment. Benefits are 80% of all covered expenses in excess of the \$500.00 integrated deductible to a maximum of \$25,000.00.

Major medical expenses begin when, during any one period of three months or less, the covered person or dependents, incur covered expenses in excess of the deductible. Benefits continue for a two year period beginning on the date the deductible is satisfied.

D. Hospitalization and Surgical Coverage

Hospitalization and surgical coverages are provided as follows:

1. 365 days of in-hospital semi-private coverage per admission for members and their eligible dependents.
2. Diagnosis and treatment as an out-patient in a hospital for members and eligible dependents covering the following:
 - a. Illness that has been certified by a licensed physician.
 - b. Accident that does not require hospitalization within 48 hours.
 - c. Fees for diagnostic laboratory and X-rays including electro-cardiogram, electro-encephelogram, basic metabolism tests. This benefit is limited to \$100.00 per person per calendar year.
3. Usual, customary and reasonable charges to include surgical benefit, in hospital medical, anesthesia performed by an anesthesiologist in or out of the hospital, and consultation for members and their eligible dependents.

Usual, reasonable and customary charges for maternity benefits including hospital and surgical for spouses and female employees.

E. Medicare Coverages

The program of group coverages provided for members whether actively employed or retired, is integrated in a carve out basis with available coverage under Federal or State Laws.

F. Group Insurance Enrollment

In September of 1973, there were 970 lives insured and a total of \$21,253,800.00 life insurance in force. Cost of life insurance is .44 per month per \$1,000.00 of life insurance. Accidental death and dismemberment cost is .05 per month per \$1,000.00 of life insurance.

XVI. TRAVEL ACCIDENT INSURANCE

- A. Insurance up to \$100,000.00 against loss of life or limb for members who travel in accordance with University travel policy is provided.
- B. Coverage begins at the actual start of an anticipated trip whether it be from the insured's place of employment, his home, or other location and terminates on his return to his home or place of employment whichever shall first occur. All those who travel on the business of the policyholder are covered.
- C. Persons Insured

All full time employees of Youngstown State University under the age of 70 who work a minimum of 35 hours a week.

Limits of Coverage

\$100,000.00 is principal sum and the aggregate limit of liability is \$500,000.00. No more than 5 people should be in any conveyance at any one time.

XVII. STUDENT HEALTH AND ACCIDENT INSURANCE

Health and Accident Insurance is available at YOUNGSTOWN STATE UNIVERSITY for the benefit of students.

All undergraduate students carrying nine or more credit hours per quarter and graduate students carrying six or more credit hours per quarter enrolled at YOUNGSTOWN STATE UNIVERSITY are eligible to participate in the plan. Participation in the plan is required of foreign students.

The plan protects eligible students of YOUNGSTOWN STATE UNIVERSITY at home, at school or while traveling; 24 hours a day throughout the year, on or off the campus and inside or outside the United States.

A. Benefits

Listed below is a summary of the benefits for each accident or sickness:

1. Hospital Room and Board, semi-private room rate in full to a maximum of 30 days.
2. Miscellaneous Hospital Expense, X-ray examinations, laboratory tests, operating room, etc. covered up to \$300.00.

3. Physicians Fees, \$5.00 per visit per day beginning with first visit when hospitalized up to 31 days.
4. Surgical Operations, benefits are in accordance with the third visit, up to \$7.00 per visit and not to exceed an aggregate of \$50.00.
6. Ambulance, \$25.00.
7. After initial \$10.00 deductible, up to \$50.00 for out-patient accident or sickness.
8. Dental, injury to sound natural teeth, up to a maximum of \$100.00.

B. Accidental Death and Dismemberment

If, within 180 days from the date of covered accident, such injuries result in loss of life, dismemberment or loss of sight, payment will be made per the following schedule:

1. Loss of Life

Loss of Life.....	\$1,000.00
Loss of Both Hands.....	\$1,000.00
Loss of the Entire Sight of Both Eyes.....	\$1,000.00
Loss of One Hand and One Foot.....	\$1,000.00
Loss of One Hand and the Entire Sight of One Eye..	\$1,000.00
Loss of One Foot and the Entire Sight of One Eye..	\$1,000.00
Loss of Arm or Leg.....	\$ 750.00
Loss of One Hand.....	\$ 500.00
Loss of One Foot.....	\$ 500.00
Loss of Entire Sight of One Eye.....	\$ 300.00
Loss of Thumb and Index Finger of Either Hand.....	\$ 250.00

C. Major Medical

When, as a result of injury or sickness, an insured student requires treatment the plan will pay 80% of the expenses which exceed by more than \$100.00 the expenses paid or payable under all other basic provisions. The maximum amount payable is \$5,000.00.

D. Maternity Benefits

Optional maternity benefits are now available for married students and dependent spouse.

E. Other Available Coverage

The Blue Cross and Blue Shield plans are also available for students.

XVIII. BUILDER'S RISK COVERAGE

As the physical plant of Youngstown State University grows and expands, coverage is necessary to protect buildings during the course of construction, and while partially completed. The specifications governing the erection of the new buildings provide that builder's risk and installation coverages, etc. are to be provided by the contractors.

XIX. SPECIAL COVERAGEA. Radioactive Element Californium

On November 23, 1971 Youngstown State University acquired from the United States Atomic Energy Commission some fissionable material. A small amount of the element Californium was shipped from Aiken, South Carolina to Youngstown State University. The shipment of the material, its handling and storage presented some particular insurance requirements. Exposures were blocked off by the coverages listed below.

B. Transit Coverage

Coverage is written on a scheduled property floater on an all risk of loss or damage basis. Coverage on the Radioisotope Californium -252 is in the amount of \$105,000.00 and coverage for the container of the isotope is in the amount of \$28,000.00. The coverage is subject to standard exclusions. Protection is provided for loss or damage to the material and its container during the shipment from Aiken, South Carolina to Youngstown State University and return.

C. Physical Damage to the Isotope while on Premises of Youngstown State University

Coverage is written on a scheduled property floater on an all risk of loss or damage basis. Coverage on the Radioisotope Californium -252 is in the amount of \$105,000.00. Protection is thus afforded for loss or damage to the material while being used by Youngstown State University.

D. Radioactive Contamination to Property of Youngstown State University

Coverage in the amount of \$1,500,000.00 is provided for the peril of radioactive contamination to the "science building" and to its contents located at the corner of Lincoln and Bryson Streets.

E. Contractual Liability

Liability assumed by the University through written contract with the Atomic Energy Commission of the United States is provided in the amount of \$500,000.00 each occurrence and \$500,000.00 aggregate on an occurrence basis. Coverage is for bodily injury and property damage.

F. Public Liability

Public Liability protection in the amount of \$500,000.00 each occurrence and \$500,000.00 aggregate on an occurrence basis is provided. Liability protection is thus provided for claims that might result from the element while at Youngstown State University and under its control. Coverage is for bodily injury and property damage.

XX. METHOD OF SECURING INSURANCE

To secure the best coverage available at the best price available the following procedure has been followed.

A. Physical Plant, Etc.

Youngstown State University in its entirety is studied to determine its insurance requirements. The requirements are then listed and studied to see that correct coverage and only needed coverage is provided. When the requirements are agreed upon, specifications are then prepared. At this time a brochure is also prepared with photographs, general information and current rating information. The specifications together with the brochure are then hand delivered to companies for bidding. Only those companies with a solid financial condition, excellent reputation, with adequate personnel and know how are selected for bidding. For the current master policy presentations were made to ten insurance companies. Proposals were received from five of these companies. The proposals received were studied to see which would best fit the needs of the University and provide the best price. A recommendation was then prepared and presented with the five proposals to Youngstown State University and a selection made.

B. Student Accident and Health

Specifications for the current student accident and health coverage were prepared by Youngstown State University. In selecting companies for bidding the procedures outlined above were followed. Specifications were mailed to thirteen insurance companies who are active in this field and three proposals were received. These proposals were studied and a recommendation was made to the University and a selection made.

C. Group Insurance Coverage

Specifications for group insurance coverages, including life, hospitalization, surgical, major medical expense and travel accident were prepared by Youngstown State University. The specifications were forwarded to 17 Insurance Companies and bids were received. Bids were opened on June 18, 1973 and contracts were awarded to the lowest bidders. The coverage commenced on July 1, 1973.

D. The Insurance Market

The cost of insurance reflects the times and conditions prevailing. The insurance market is watched at all times to take advantage of any changes or improvements that may result when more favorable times and conditions prevail. Whenever indicated the insurance companies are recontacted for the possible allowance of credits.

Because of Improvements in the casualty and property insurance market relative to Universities it is pleasant to report a premium reduction for these coverages during the present term. In addition to premium reductions the deductibles applying to major buildings have been reduced by 50%.

XXI. COST OF INSURANCE

	<u>PREMIUM</u>
<u>Buildings and Contents Category number one</u>	
\$28,975,000.00 coverage for one year	\$ 33,342.00
<u>Buildings and Contents Category number two</u>	
\$1,251,000.00 coverage for one year	\$ 7,218.00
<u>Specific Coverage</u>	
1010 Colonial Drive, Liberty Township for one year	\$ 426.00
<u>Public Liability</u>	
All coverages for one year	\$ 5,446.00
<u>Automobile Liability and Physical Damage</u>	
Bodily injury and property damage coverage including hired and non-owned auto coverage, uninsured motorist, medical payments and physical damage.	\$ 8,124.00
<u>Crime and Fidelity</u>	
All coverage for one year	\$ 2,515.00
<u>Musical Instruments</u>	
For one year	\$ 546.00
<u>Valuable Papers and Records</u>	
For one year	\$ 1,092.00
<u>Equipment Schedule</u>	
\$471,642.00 for one year	\$ 1,338.00

24.

PREMIUMFine Arts

\$3,185.00 for one year	\$	10.00
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Marine Coverage

Boat \$340.00, Motor \$445.00, Trailer \$192.00, Liability \$500,000.00, 25 communications "pagers"	\$	145.00
--	----	--------

Boiler and Machinery

For one year	Included
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Radioisotope

Premises Contamination \$1,500,000.00	
Contractual Liability 500/500	
Public Liability 500/500	
Physical Damage to Material \$105,000.00	
Container for Material \$28,000.00	\$ 497.00

Athletic Teams

Accident and Medical Expense	\$ 3,110.94
------------------------------	-------------

Policemen's Bonds

Faithful Performance of Duty	\$ 35.00
Concealed Weapons	\$ 10.00

Workmen's Compensation

.16 per \$100.00 of Payroll Payable quarterly to
Workmen's Compensation Bureau

Group Insurance

Life Insurance .44 per \$1,000.00 per month	
Accidental Death and Dismemberment is .05 per \$1,000.00 of insurance per month	
Hospitalization cost per individual per month	\$ 12.64
Hospitalization cost per family per month	\$ 28.24
Surgical Cost per individual per month	\$ 3.06
Surgical cost per family per month	\$ 9.34
Major Medical per individual	\$ 1.39
Major Medical per family	\$ 3.44
Medicare including hospitalization and surgical	\$ 6.05

PREMIUMAircraft Liability

United Airlines and Eastern Airlines

No Charge

Travel Accident Insurance

\$ 825.00

XXII. UNDERWRITING COMPANIES
POLICY NUMBERS, AGENCIES AND INSURANCE COSTS

A. Physical Plant and Operations of Youngstown State University

Policy number CBP00-09-00. The Underwriting Company is the Aetna Insurance Company. Effective dates are August 1, 1971 to August 1, 1974. The servicing agency is the Benjamin L. Agler and Company, 416 Mahoning Bank Building, Youngstown, Ohio.

Third Year Premium \$53,055.00

Policy number OFP501-484. The Underwriting Company is the Celina Mutual Insurance Company. Effective dates are August 1, 1973 to August 1, 1974. The servicing agency is the Benjamin L. Agler and Company, 416 Mahoning Bank Building, Youngstown, Ohio.

Annual Premium \$ 7,218.00

Athletic Accident and Medical Expense

Policy number SR59844722, Athletic Accident and Medical Expense Policy. The Underwriting Company is the Continental Casualty Company. Effective dates are August 9, 1973 to August 9, 1974. The servicing agency is the Charles Rudibaugh Agency, Union National Bank Building, Youngstown, Ohio.

Annual Premium \$ 3,678.70

C. Aircraft Liability, United Air Lines

Policy numbers SIHLI-2326 and AV429-273. The Underwriting Companies are United States Aircraft Insurance Group and Lloyd's of London. Effective dates are July 1, 1973 to July 1, 1976. The servicing agency is the Rollins Burdick Hunter Company of 231 South LaSalle Street, Chicago, Illinois.

No Charge

D. Aircraft Liability, Eastern Airlines

Policy numbers 112-127282, SP90-1012AL and SIHLI-1941. The Underwriting Companies are Lloyd's of London, Associated Aviation Underwriters and United States Aircraft Insurance Group. Effective dates are January 1, 1971 to January 1, 1974. The servicing agency is the Marsh and McLinnan Agency, 70 Pine St., New York, New York 10005

No Charge

E. Travel Accident Coverage

The Underwriting Insurance Company is the Life Insurance Company of North America. The Servicing Agency is the Charter Insurance Agency of the Realty Building, Youngstown, Ohio 44503.

Annual Premium \$ 825.00

F. Student Accident and Health Insurance

Policy number PL63812-A34, Student Accident and Health Insurance. The Underwriting Company is the Continental Casualty Company of Chicago, Illinois. Effective dates are September 22, 1973 to September 22, 1974. The servicing agent is the McElroy-Minster Company of 250 East Broad Street, Columbus, Ohio.

Annual Premium
per Student \$ 42.00

G. Policemen's Bonds

Individual policy numbers are assigned to each bond. Bonds are for Faithful Performance of Duty and Concealed Weapons. The Underwriting Company is the Hartford Accident and Indemnity Company, Hartford, Connecticut. The servicing agency is the Benjamin L. Agler and Company, 416 Mahoning Bank Building, Youngstown, Ohio.

Annual Premium
Both Bonds \$ 45.00

H. Life Insurance and Major Medical and Surgical

The Underwriting Company is the Equitable Life Assurance Society of the United States. The servicing agency is the William L. Spencer Agency, 908 Union National Bank Building, Youngstown, Ohio.

Annual Premium
Life Premium .44 per \$1,000.00
per month.

I. Hospitalization

Hospitalization coverage is in Blue Cross. The Underwriting Company the Ohio Medical Indemnity Company of 2400 Market Street, Youngstown, Ohio, and servicing is handled from that address.

XXIII. ADDITIONS, DELETIONS, CHANGES AND
IMPROVEMENTS IN INSURANCE SINCE 1972-1973 PERIOD

November 17, 1972 added the McKelvey Building located at 230-234 W. Wood St. was added to the schedule at \$600,000.00.

December 12, 1972 added all risk coverage on 25 communications "pagers" at \$286.00 each for a total of \$7,150.00.

December 12, 1972 added \$200,000.00 of contents coverage to the Beeghly Building.

January 8, 1973 added Central Services Building to the schedule at \$100,500.00. The building, located at 39 Spring Street, is used for mail room, zerox, paint shop, office supplies and various.

January 10, 1973 Dodge Snow Plow was added to the schedule of vehicles.

January 20, 1973, coverage on WYSU radio station was increased from \$76,000.00 to \$100,000.00, tower had been improved.

January 22, 1973 added 639 Wick Avenue to the Fair Plan schedule at \$100,000.00.

February 15, 1973 began preparation of specifications for the group insurance coverages at Youngstown State University.

March 13, 1973 Certificate of Insurance obtained from insurance representative of Harlem Globe Trotters for their visit to Youngstown State University.

March 19, 1973 Certificate of Insurance and bonding secured for Omega Psi Phi, Psi Amicorn Chapter to hold a folk concert at Beeghly Physical Education Building.

March 23, 1973 1969 Dodge 14 ft. Van added to the vehicle schedule.

March 28, 1973 1973 Dodge Polara Sedan added to the vehicle schedule for the period 3/28/73 to 6/1/73 and 7/23/73 to 8/24/73. Certificate of Insurance sent to Strausbaugh Motor Company for the use of the car.

April 1, 1973, Certificate of Insurance obtained for YMCA Swim Meet at Beeghly Physical Education Building.

May 1, 1973, lease for 120 W. Wood Street expired and the premises vacated.

May 7, 1973, all risk floater coverage obtained for the rental of costumes for the presentation of an Opera by the Dana School of Music. Coverage from 5/7/73 to 6/8/73 in the amount of \$5,000.00.

May 22, 1973, all risk floater coverage obtained in the amount of \$2,150.00 for a Celeste and Conductors stand borrowed from the Youngstown Symphony Society.

June 12, 1973 Student accident and health policy renewed. Optional maternity benefits now available for married students and dependant spouse. Premium increased from \$39.00 to \$42.00 annually.

May 15, 1973, Specifications let for rebidding of Group Coverages at Youngstown State University. New coverage to implement agreement between Youngstown State University and faculty representatives.

June 15, 1973, group bid proposals received for new group coverage.

July 1, 1973 new group coverage placed in effect.

August 1, 1973 the third year of Aetna policy CBP000900 went into effect. The deductible had been decreased from \$10,000.00 to \$5,000.00. The third year of coverage was also written at considerable savings. Without a reduction in premium the third year premium would have been \$56,513.00 plus auto estimated at \$11,500.00 for a total of \$68,013.00. Coverage for the third year was written at \$44,931.00 plus auto of \$8,124.00 for a total of \$53,055.00. The savings this year to Youngstown State University is \$14,958.00.

August 28, 1973 Permission obtained for Youngstown State University to occupy new student building while it is still under construction and insured under builder's risk.

August 28, 1973 \$500,000.00 of contents items, (books) transferred from 570 Fifth Avenue to new student building.

September 1, 1973 binder obtained for Dr. Pugsley to cover his personal belongings during trip to Florida. No charge.

There are now 35 vehicles scheduled on the policy. Formerly there were 32 vehicles scheduled.

October 1973, there are now 26 people bonded for Faithful Performance of Duty and to carry concealed weapons. In October, 1972 there were 31 people bonded.

The President's home, coverage on 1010 Colonial Drive, Liberty Township, has been increased from \$90,000.00 to \$95,000.00. The coverage contained an "inflation guard" which will allow the coverage to increase at the same rate as rising real estate values.

Insurance coverage on buildings in category number one is now \$24,914,500.00. In October, 1972 the amount was \$24,190,000.00. Contents coverage has increased for the same period from \$4,785,500.00 to \$4,985,500.00.

Insurance coverage on buildings in category number two is now \$1,390,500.00. In October, 1972 the amount was \$1,015,500.00. Contents coverage has increased for the same period from \$236,000.00 to \$256,000.00.



YOUNGSTOWN STATE UNIVERSITY
YOUNGSTOWN, OHIO 44503

INVENTORY OF REAL PROPERTY

The Report of Inventory of Real Property is submitted by the Office of the Vice President for Financial Affairs in compliance with the By-Laws and Regulations of Youngstown State University.

"Inventory of Real Property: At the close of each fiscal year the Vice President for Financial Affairs shall prepare an inventory of all real property managed, owned, leased, rented, or under option to the University. This report shall include acreage held, an estimate of land and building values, general statement on the condition of the physical plant, property and liability insurance policies in force, and such other details as may be directed by the Board of Trustees or the President of the University."

Because of the close relationship that the report of real property bears to the report on insurance it is submitted in conjunction with the insurance report.

This report is submitted with actual and estimated figures as at close of fiscal year 1973.

INVENTORY OF REAL PROPERTY
Buildings Report
June 30, 1973

<u>Building Name & Address</u>	<u>Gross Sq. Ft.</u>	<u>Year</u>	<u>Book Value</u>
Animal Laboratory 605 Bryson Street	2,445	1892	\$ 7,000
Arts & Sciences 525 Wick Avenue	30,100	1955	281,000
Beeghly Physical Education Center 224 Spring Street	197,600	1972	5,340,000
Bliss Property Fifth Avenue			30,000
Central Services 39 Spring Street	8,784	1962	90,000
Clingan-Waddell Hall 21 E. Rayen Avenue	16,119	1927	288,000
Counseling & Testing Center 615 Bryson Street	3,500	1902	10,000
Dana Annex 67 Wick Oval	2,800	1920	18,000
Dana Recital Hall 104 Spring Street	7,452	1908	154,000
Dana School of Music 616 Wick Avenue	12,421	1923	116,000
Dana Studio 616 Wick Avenue	3,380	1923	76,000
Engineering Science Building 113 Arlington Street	171,385	1967	4,454,000
Executive Offices 444 Wick Avenue	6,550	1914	85,000
Jones Hall 410 Wick Avenue	40,427	1931	1,094,000
Kilcawley Center 117 W. Spring Street	34,508	1965	646,000
Kilcawley Men's Residence Hall Spring & Bryson	49,280	1965	952,000
Library 509 Bryson Street	54,974	1953	996,000

-2- Inventory of Real Property
Buildings Report

3960

<u>Building Name & Address</u>	<u>Gross Sq. Ft.</u>	<u>Year</u>	<u>Book Value</u>
Linder House 634 Bryson Street	2,500	1892	\$ 65,000
Lombard Property 625 Wick Avenue			25,000
Parking Garage Decks 224 Lincoln Avenue	378,710	1971	2,281,000
Pollock Annex 603-1/2 Wick Avenue	3,087	1900	45,000
Pollock House 603 Wick Avenue	15,700	1900	175,000
President's Residence 1010 Colonial Drive	3,200	1953	135,000
School of Education 644 Elm Street	54,552	1949	1,027,000
Student Publications (Jambar) 629 Bryson Street	5,800	1892	25,000
Tod Hall 515 Bryson Street	14,280		221,000
Ward Beecher Science Hall 423-511 Bryson Street	137,243	1958/66	2,885,000
Warehouse 230 W. Wood Street	45,000		121,000
		TOTAL	<u>\$21,640,000</u>

* To the nearest thousandth.

Note: A number of old buildings have been torn down to make room for new construction parking, landscaping and general improvement of the Campus. Generally, we can state that the condition of the physical plant is improving and the cost of custodial services is declining per square foot as the newer buildings are made available for University use.

The downtown Campus includes approximately sixty-five acres and will increase as properties are acquired in the Urban Renewal III area and in other areas adjacent to the campus.

Other acreage include the Trumbull Arboretum property of approximately 118 acres and the Stambaugh property used for athletics of 17 acres.

-3- Inventory of Real Property
Buildings Report

3961

<u>Building Name & Address</u>	<u>Gross Sq. Ft.</u>	<u>Year</u>	<u>Book Value</u>
LEASED PROPERTIES:			
Lincoln Project - Rental \$228,000/year 31 Lincoln Avenue	59,432	1971	\$1,615,000
Rayen Hall 222 Wick Avenue			
Loblaw Building - Rental \$12,000/year 570 Fifth Avenue			
Administrative Annex - Rental \$7,000/year 19 Lincoln Avenue			
King Lot Wick Avenue			
CONSTRUCTION IN PROGRESS:			
Bliss Property, Music & Fine Arts 547 Wick Avenue	122,750	1974	\$6,300,000
Central Utility Plant & Distribution System 641 Elm Street	14,014	1974	4,800,000
Kilcawley Center Addition 117 W. Spring Street	68,140	1973	3,450,000
New Library 422 Wick Avenue	150,500	1974	6,060,000
Technical & Community College 210 Lincoln Avenue	191,118	1974	7,500,000
BUILDINGS RAZED DURING LAST YEAR:			
Central Hall	9,306	1945	\$ 86,529
East Hall	15,479	1895	189,224
Ford Hall	9,576	1890	161,058
West Hall	10,710	1895	98,459

YOUNGSTOWN STATE UNIVERSITY
Statement of Income and Expenditures
Current General Fund
For the period July 1, 1973 to September 30, 1973

3962

CURRENT INCOME

Instruction and general:		
State appropriation		\$ 2,665,187
Student fees		3,555,137
Recovery of indirect expense		8,650
Departmental sales		7,896
Other		102,640
Total instruction and general		<u>\$ 6,339,510</u>
Public services		50,353
Total current income		<u>\$ 6,389,863</u>

CURRENT EXPENDITURES

Instruction and general:			
Departmental instruction			\$ 1,636,084
General:			
Instructional services	\$ 45,142		
Library	177,841		
Plant operation and maintenance	514,092		
Student services	202,946		
General expenses	279,837		
General administration	252,312		
Undistributed fringe benefits	(2)		
Total general			1,472,168
Organized research			4,317
Public services			56,877
Total current expenditures			<u>3,169,446</u>
Excess of current income over current expenditures			<u>\$ 3,220,417</u>

BUDGET SUMMARY

Estimated income for the fiscal year 1973-74		\$19,858,012
Less: Actual income to September 30, 1973		6,389,863
Uncollected portion of estimated income		<u>\$13,468,149</u>
Estimated income		\$19,858,012
Less: Appropriation expenditures	\$ 3,169,446	
Encumbered appropriations	672,629	
Fund balance-appropriated	<u>16,015,937</u>	<u>19,858,012</u>
Fund balance-unappropriated for the fiscal year 1973-74		<u>\$ -0-</u>

YOUNGSTOWN STATE UNIVERSITY

Gifts and Grants Report

Year Ended June 30, 1973

STUDENT AID:

Pennsylvania Higher Education Assistance Agency Scholarships	153,359.00
National Direct Student Loans	273,517.00
Youngstown Educational Foundation Scholarships and Grants	272,893.00
General Scholarships	214,432.00
Educational Opportunity Grants	115,521.00
Law Enforcement Educational Program	75,280.00
Nursing Scholarships & Loans	29,268.00
Ohio Instructional Grants	449,373.00
Ohio War Orphans Scholarships	3,374.00
Vocational Rehabilitation Awards	309,973.00
College Work-Study Program	5,632.00

GIFTS:

Watson Foundation Awards	2,000.00
Youngstown Vindicator Awards	500.00
Youngstown Welding & Engineering Foundation Awards	200.00
Eastman Kodak Company	2,500.00
Sybron Corporation	600.00
Koppers Foundation	2,500.00
GCO Medical Group, Inc.	500.00
Vestibule Club	100.00
Youngstown Educational Foundation for Boals Record Collection	358.40
Monday Musical Club, Inc.	1,500.00
Skeggs Foundation	6,000.00
Alumni Development Fund	1,936.78
Gifts - Library	457.40
Rocks, minerals, fossils and sea shells (appraised value) given by Mr. & Mrs. Benjamin Norris	1,057.85
Minerals (appraised value) given by Dr. Oscar Turner	2,172.50
Minerals (appraised value) given by Adamas Gem & Lapidary Shop	428.50
Minerals (appraised value) given by John Bostrom	2,000.00

\$1,927,433.43

YOUNGSTOWN STATE UNIVERSITY

REDESIGNATION AND REESTABLISHMENT
OF
DEVELOPMENT RESERVE FUNDS

June 30, 1973*

*Including year-end adjustments

On July 13, 1973 the Board of Trustees approved resolution YR 1974-2, "Resolution on the Redesignation of Reserve Funds." However, this resolution was approved subject to year-end adjustments, since the University books were in the process of being closed. This closing has now been completed, and this document will replace the one tentatively approved.

It should be noted the schedules that were previously in Part I have been eliminated, and as a result, the schedule referred to in the resolution as Schedule 7 is now Schedule 3 in this document.

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PART 1

DEVELOPMENT RESERVE FUNDS

Operating Contingency Reserve and Development Funds. - Reserve and special development projects contained in Schedule 1 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 shows the amount that is authorized for each project. Column 2 shows redistribution of funds available from existing reserves; and Column 3 shows the needed additional funds. Following Schedule 1 are supporting statements explaining the purpose for the operating reserve and each project.

Schedule 1

	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
	Authorized	Fund Balance	Addl. Funds Required
Operating Contingency Reserve	\$1,898,000	\$1,898,000	\$ -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	600,000	1,400,000
Campus Landscaping Improvement	2,000,000	1,100,000	900,000
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	224,000	276,000
Minor Campus Renovations	98,000	98,000	-0-
Departmental Relocation Funds	19,000	19,000	-0-
TOTALS	\$10,218,000	\$6,648,000	\$3,570,000

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 I
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 \$1,898,000 (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 I
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 I
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 I
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 I
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 II

AUXILIARY ENTERPRISE RESERVE FUNDS

Schedule 2

Project Name	Authorized	Fund Balance to Date	Additional Funds Required
Auxiliary Contingency Reserves:			
Bookstore	\$ 97,000	\$ 97,000	-0-
Kilcawley Dormitory	20,000	20,000	-0-
Intercollegiate Athletics	51,000	51,000	-0-
Parking Lots and Decks	34,000	34,000	-0-
Kilcawley Center	31,000	31,000	-0-
Replacement, Remodeling and Construction Reserves:			
Kilcawley Center-Dormitory	400,000	190,000	210,000
Parking Decks and Lots	5,000,000	1,300,000	3,700,000
Student Center-Phase III	<u>2,500,000</u>	<u>-0-</u>	<u>2,500,000</u>
TOTAL	\$8,133,000	\$1,723,000	\$6,410,000

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 \$1,723,000 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

SUMMARY OF ALL EXISTING AND PROPOSED PROJECTS

Summary of All Existing and Proposed Projects. - Schedule 3 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 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 3

Project Name	Authorized	Fund Balance to Date	Additional Funds Required	Expended/ Encumbered
Operating Contingency Reserve	\$1,898,000	\$1,898,000	-0-	-0-
<u>Development Projects:</u>				
Lincoln Project Bldg.	1,009,000	1,009,000	-0-	-0-
Music and Fine Arts Equipment	400,000	400,000	-0-	-0-
School of Education Bldg. Renovation	400,000	400,000	-0-	-0-
Library Acquisitions- Equipment	2,000,000	600,000	1,400,000	-0-
Campus Landscaping Improvements	2,000,000	1,100,000	900,000	-0-
Wick Avenue Pedestrian Bridge	400,000	300,000	100,000	-0-
Land and Property Acquisition	1,494,000	600,000	894,000	-0-
Major Equipment Purchase and Replacement	500,000	224,000	276,000	-0-
Educational Television*	800,000	800,000	-0-	-0-
Campus Renovations	98,000	98,000	-0-	-0-
Relocation Reserve	19,000	19,000	-0-	-0-
<u>Auxiliary Enterprises:</u>				
Operating Contingencies:				
Bookstore	97,000	97,000	-0-	-0-
Kilcawley Dormitory	20,000	20,000	-0-	-0-
Intercollegiate Athletics	51,000	51,000	-0-	-0-
Parking Lots and Decks	34,000	34,000	-0-	-0-
Kilcawley Center	31,000	31,000	-0-	-0-
Construction Reserve:				
Kilcawley Center- Dormitory (old)	400,000	162,000	238,000	-0-
Kilcawley Center- Phase II**	3,637,000	187,000	-0-	3,450,000
Kilcawley Center- Phase III	2,500,000	-0-	2,500,000	-0-
Parking Decks & Lots	5,000,000	1,300,000	3,700,000	-0-
TOTALS	\$22,788,000	\$9,330,000	\$10,008,000	\$3,450,000

* Board Resolution - YR 1969-29

** Board Resolution - YR 1971-4

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

December 12, 1973

Trustees of
Youngstown State University

Gentlemen:

Enclosed is draft of minutes of the Meeting
of Trustees held November 10, 1973.

Yours very truly,



Secretary to the Board of Trustees
of Youngstown State University

HWM MM
Enclosure

These minutes mailed to the following on December 12, 1973.

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

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

(TRUSTEES)



OFFICE OF THE PRESIDENT

December 17, 1973

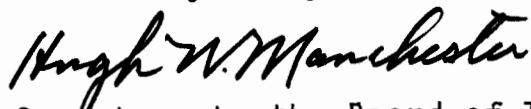
Trustees of
Youngstown State University

Gentlemen:

It has been discovered that on page 9 of the draft of minutes of the meeting of Trustees held on November 10, one parcel, being Lot 11797 on North Walnut Street, was omitted in copying Resolution YR 1974-13.

This sheet has been retyped to make the correction required and it will be appreciated if you will substitute the enclosed copy of page 9 in your copy of the draft of minutes which was mailed to you on December 12.

Yours very truly,



Secretary to the Board of Trustees
of Youngstown State University

HWM MM
Enclosure

This letter, with enclosure, mailed to the following on Dec. 17, 1973

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

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

(TRUSTEES)



MEETING OF BUILDING COMMITTEE OF THE
BOARD OF TRUSTEES
of
YOUNGSTOWN STATE UNIVERSITY

Pursuant to notice dated December 20, 1973, a meeting of the Building Committee of the Board of Trustees of Youngstown State University was held on Friday, January 4, 1974 at 12:15 p.m. in the Buckeye Room of Kilcawley Center.

Members present included Carl Dennison, Chairman, Albert J. Shipka, Fred Shutrump and John M. Newman (ex officio). Mrs. Isroff was absent.

Others present included John J. Coffelt, President, Earl E. Edgar, Vice President for Academic Affairs, Karl E. Krill, Vice President for Administrative Affairs, Joseph S. Rook, Vice President for Financial Affairs, Nick J. Leonelli, Director, Campus Planning, William Haines, Assistant to the Director, Campus Planning, Hugh W. Manchester, Secretary to the Board of Trustees, and James S. Olavsky, Architect.

ELM STREET SCHOOL REMODELLING

Mr. Dennison presided and following luncheon Mr. Olavsky explained, with slides and plans, his Basic Plans for the proposed remodelling of the Elm Street School Building for use by the School of Education. Attached is a copy of his Construction Cost Estimate, in the total amount of \$757,778. Only \$400,000, through state funds, has been made available at this time, but state approval for use of an additional \$400,000 (now in the University's Building Development Renovation Reserve) is being sought.

After full discussion, and upon motion by Mr. Shutrump, seconded by Mr. Shipka, and carried by unanimous vote, the Committee approved such Basic Plans for Remodelling Elm Street School, and authorized the use of \$400,000 now in such Development Renovation Reserve, contingent upon the availability of complimentary funds from the State.

Mr. Olavsky and the campus planning representatives were then excused from the meeting.

NAMING OF BUILDINGS AND OTHER SPACES

The matter of developing guide lines for a policy concerning the naming of buildings was next taken under consideration.

The administrative staff had made a study of policies and guide lines in force in twelve different universities. Dr. Krill discussed

such policies and submitted a proposed policy which had been developed by the staff for consideration and adoption for Youngstown State University. After some discussion, which disclosed different views among those present, and because of the absence of Mrs. Isroff, a motion to table the matter until all members of the Committee could be present was adopted.

The meeting was duly adjourned at 3:00 p.m.



Secretary to the Board of Trustees

YOUNGSTOWN STATE UNIVERSITY
 JAMES S. OLSAVSKY, ARCHITECT

ELM STREET SCHOOL REMODELING
 JANUARY 3, 1974

CONSTRUCTION COST ESTIMATE

BASEMENT

\$ 65,710.00 G,E,P
14,520.00 HVAC

TOTAL \$ 80,230.00

FIRST FLOOR

\$200,886.00 G,E,P
 25,200.00 Elevator
 40,956.00 Mezzanine (2nd level unfinished)
\$267,042.00
91,060.00 HVAC

TOTAL \$358,102.00

SECOND FLOOR

\$177,554.00 G,E,P (includes 2nd level finishes)
70,600.00 HVAC

TOTAL \$248,154.00

TOTAL ESTIMATED CONSTRUCTION COST

\$686,486.00

State Architect & Associate Architect's Architectural
 and Engineering Fees (10.385%)

71,292.00

TOTAL CONSTRUCTION & FEES

\$757,778.00

PHASE I BUDGET \$400,000.00

PHASE II BUDGET 400,000.00

TOTAL PROJECT BUDGET
 CONSTRUCTION & FEES

\$800,000.00
757,778.00

BALANCE LEFT FOR CONTINGENCY

* \$ 42,222.00

*This is approximately 6% of estimated construction cost.

NAMING OF BUILDINGS AND OTHER SPACES

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

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

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

A building also may be named for an individual who has made an outstanding contribution to the University or to education within Ohio, provided that the individual has been deceased at least 10 years. A building given to the University may be named for the donor or in memory of a person of his choice. Similarly, a building for which a donor's contribution has been crucial may be so named. The functional name should be included along with the name of the individual, when appropriate; e.g., Beeghly Physical Education Center.

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

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

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