

PLEASE NOTE:

THE NEXT MEETING OF THE COUNCIL HAS BEEN CHANGED TO 10:00 a.m. ON
OCTOBER 16, 1967, AT A LOCATION TO BE ANNOUNCED LATER.

WILLIAM H. COFFIELD

Minutes of Meeting of Academic Deans

Thursday, September 28 10:00 a.m. to 12:00 N

Dean Coffield opened the meeting by stating that this Council would officially be part of the organization and that it should hold meetings approximately twice each month.

A. Budget

1. It was stated that the budget constitutes the fiscal instrument under which everyone must operate. There are two kinds of line items in the budget; specifically, categories and names of individuals. Funds may be transferred from one area to another ONLY with prior approval to do so. However, contingency funds in personnel should not and must not be transferred to operational monies. Forms will be issued shortly for the purpose of transferring funds.
2. If something has been omitted from the budget, a request may be made for supplementary budget. These requests should be submitted by department heads through the academic deans and finally to the Dean of the University. Much emphasis is placed on the fact that everyone must exercise considerable prudence and care in expenditures. Simply because the budget allocates \$10,000, for example, to fill a certain position, this does not mean that a prospective employee must immediately be offered the full \$10,000. Be prudent, start low--always fill positions at the lowest salary possible while still filling them with qualified personnel.
3. Concerning the matter of travel expenses, please keep in mind that prior approval must be given before taking the trip. The procedure involves two steps: (1) A request for trip must be filled out at least two weeks prior to the date of departure WITH a dollar figure. (2) Upon the traveler's return, an expense account will be filled out. Please note that there are two documents involved--this will be the general procedure for almost every transaction made.
4. Emphasis was given to the fact that there will be virtually no changes during this 1967-1968 school year in regard to salaries. This includes both faculty and staff. Also, the transfer of a secretary from one position to a better-paying position will not be allowed during this year.

5. Several other points regarding the budget were made:

- a. Next year's budget should be getting underway about January 15.
- b. Sometime in November, a faculty-load report must be filed in Columbus.
- c. Commitments may be made to limited-service faculty at this time. Forms are ordered to fill out for EVERY limited-service faculty member. Limited-service faculty members must be paid on the basis of credit hours--not clock or contact hours.
- d. The function of the budget director is not decision making but to be certain an item is in the budget and to provide a periodic report to each academic dean informing them of what is left in their respective budgets.

B. Concerning the matter of faculty recruitments and appointments, the following items were discussed:

1. It is certain that there will be additional faculty positions open in the future, therefore, recruitment for these positions could begin now. It was emphasized that a copy of a prospective employee's confidential file from his placement office and a telephone call to his references is always wise. Do not invite a prospective employee to the campus until the point has been reached that, excepting only his personal visit, an offer of employment will be made to this person.
2. It is expected that there will be more requests for summer teaching than has been the case previously. Department heads should be teaching 1/2 load during the summer session. It would be advantageous to refrain from appointing anyone for the full summer session. Give consideration to the principle that a promise of work can be made for two out of three or three out of five summers, but do not promise work for every summer. It is best to encourage faculty to leave the campus at least once every three years.
3. It is important that the faculty understand that in certain instances it will be necessary to pay more for new people than is currently being paid for those who are already on the payroll. Salaries will be increased as rapidly as possible while, at the same time, trying to remain competitive with other universities in hiring new faculty.
4. Members of the faculty should be involved in selecting a department chairman although the final decision is an administrative decision. Consideration may be given to personnel already in the department. Please remember that inviting prospective faculty to the campus is a travel line item so use prudence and care in selecting those people you wish to have visit the campus.
5. Avoid the idea that a faculty member is entitled to one or two trips per year. Although encouragement should be given to attendance at professional meetings, please avoid sending, for example, half the faculty of one department to one meeting.
6. A copy of the policy on moving expenses is attached.

Youngstown University

youngstown, ohio

June 27, 1967

Memo on Policy on Moving Expenses:

Youngstown State University will assist new full-service faculty members appointed as Assistant Professor or higher academic rank who come to the University from outside the Youngstown general commuting area reimbursing them for not to exceed one half of the costs by moving household goods by public carrier from the point of previous employment to Youngstown. Not included is the movement of trailers, mobile homes, etc. The University's maximum participation will be \$500 for deans, and full professors, and \$400 for associate and assistant professors. No reimbursement is provided for instructors. Reimbursement will be made to the faculty member upon his presentation of paid bills presented to the business office. Personal transportation of the faculty member and his family is not reimbursed.

- C. After much discussion on the subject of the one-credit orientation course, the following motion was made:

Dean Aurand moved and Dean Dykema seconded that the course and credit for the course in orientation be dropped and that orientation of new students be handled in a manner designated by the administration, with the stipulation that the winter and spring orientation will continue as scheduled.

The motion was carried.

- D. WP-WF, Suspension and Readmission.

1. It will be advantageous to decentralize to the individual academic deans the problems of WP-WF, suspension and readmission. A committee consisting of Dean Swartz as Chairman, Dean Dykema, and Dean Miller was appointed to study the problems and possibilities of these subjects and to bring to the next meeting any recommendations for improvement in handling these situations.
2. It was also brought to attention along with this subject that there are far too many requests for grade changes and that it might be wise for the faculty to give that extra consideration to a given grade at the time grades are issued.

- E. At this time, the meeting was turned over to Dean Edgar for discussion on the graduate program.

1. Drafts of all proposed graduate programs from the people in charge of developing these programs must be turned in to Dean Edgar.
2. The Ohio Board of Regents must approve the proposed graduate programs. They have set up a criteria of nine points which must be the basis on which the proposals are established. Please review the present proposed programs and make certain each conforms to the nine steps of the Board of Regents.
3. Please have the completed proposed programs in Dean Edgar's office in October so that they may be presented to the Board in November and acted upon by the Board in their December session. In order to adequately describe a program, it seems imperative that course descriptions must be included in the reports.
4. A resume of every faculty and staff member will be required as soon as the proper forms are available.
5. It will be necessary to set up the structure and the rules and regulations of the graduate school in order to be ready for next spring.
6. Dean Edgar expressed his appreciation for the cooperation everyone has given him regarding the establishment of the graduate program.

Dean Coffield concluded the meeting by expressing his personal and sincere appreciation for the help he has been given in the past two months. He stated that, although we still have much to do, we have accomplished a considerable amount to this date.

The next meeting was scheduled for Monday, October 9, at 10:00 a.m. at a location to be announced later.

Meeting was adjourned at 12:00 noon.