YOUNGSTOWN STATE UNIVERSITY

**Graduate Council Meeting Minutes**

**Wednesday, May 26, 2021**

**TEAMS**

**4:00 p.m.**

**Present**: Valerie O’Dell, Chair, Patrick Bateman, Christopher Bellas, Kendra Fowler, Sherri Lovelace-Cameron, Jake Protivnak, Dolores Sisco, Virgil Solomon, Angie Urmson Jeffries, Linda Hulburt-Blosser

Excused: Ewelina Boczkowska, Lauren Cummins, Christine McCullough, Tomi Ovaska, and Sal Sanders. Student Representatives: Stephanie Profera and Chanda Weigel

The meeting was called to order by Chair, Valarie O’Dell once a quorum had been met.

1. The April 2021 meeting minutes were approved via evote. (7 approved. 1 abstain.)
2. Committee Reports
   1. Admission and Appeals Committee Chair: Dolores Sisco

The Admission and Appeals Committee heard an appeal of academic suspension. The appeal was from a student in the MBA Program. The program director supported the appeal. The Appeals committee granted the appeal. See Attachment #1.

* 1. Graduate Curriculum Chair: Virgil Solomon

Nothing to Report

* 1. Exceptions Chair: Sal Sanders –

One exception regarding an application in Teacher Education and the request for a waiver was granted.

* 1. Grievance Chair: Christopher Bellas – No report
  2. GSAC: Stephanie Profera and Chanda Weigel – No Report

1. Graduate Faculty
   1. STEM
      1. Ian Renne. Chemical and Biological Sciences
      2. Robert Wardle III. Chemical and Biological Sciences

A motion was made to approve the STEM faculty applications for the Category 1 membership. The applications were reviewed and recommended by the College Graduate Studies Committee. The motion was unanimously approved.

* 1. BCHHS
     1. Debbie Donnelly Espy, Grad Studies in Health and Rehab Sciences
     2. Linda Pax Lowes, Grad Studies in Health and Rehab Sciences

A motion was made to approve the BCHHS faculty applications for the Category 1 membership. The applications were reviewed and recommended by the College Graduate Studies Committee. The motion was unanimously approved.

1. Discontinuation of bound thesis/dissertation requirement – Angie Urmson Jeffries

See Teams report –[Thesis Dissertation Binding.pdf](file:///\\vault.ysu.local\Grad_Studies_Dept\Linda\Linda5%20Graduate%20Council\GRADUATE%20COUNCIL%20FILES\Graduate%20Council%202021\Thesis%20Dissertation%20Binding.pdf)

About three years ago Graduate Council voted to change the requirement of thesis and dissertation binding requirement from two to one. The one-bound copy is housed in Maag Library. In addition, a digital copy is uploaded to OhioLINK via the ETD Center, as well as all of our dissertations are uploaded to ProQuest. All thesis and dissertations become part of the digital repository in Maag Library. The departments no longer get a bound copy. Last March ,we stopped the bound copies and paper submissions completely and started doing everything digitally.

About a month ago, Ana Torres from Maag Library asked us to discontinue the binding service, as it is no longer sustainable. Reduced staffing, the time intensive process of preparing for binding, reconciling of invoicing/payments, and distribution to students after a significate time passes for the binding process has become cumbersome and dissatisfying for students.

The advantage to this change is students seem to prefer the new process of paperless submission and if they wish to pursue personal binding the cost from an outside company can be similar and the processing time faster.

A motion was made by Jake Protivnak and seconded by Virgil Solomon to discontinue the requirement of a bound thesis or dissertations. The motion was unanimously approved.

1. **Covid-19 admission exceptions** anyone applying through the end of summer 2021.

Several programs made temporary Covid-19 admission exceptions. The group discussed an end date to these temporary admission exceptions. Originally, it was set through Summer 2021. The Fall 2021 Semester begins on Monday, August 30, 2021. Patrick Bateman made a motion to end any temporary admission standards that were put in place to respond to Covid-19 on August 29, 2021. The motion was seconded by Sherri Lovelace-Cameron and passed without any opposition.

Programs impacted will be contacted and can make these changes permanent if they wish to do so.

Dean Sanders’s Comments – None

There is no meeting scheduled for July 2021. The meeting was adjourned at 4:25 pm

Respectfully submitted by:

Linda Hulburt Blosser

Linda Hulburt-Blosser, Academic Ops Specialist2

The College of Graduate Studies, Coffelt Hall

330-941-3093

lahulburtblosser @ysu.edu

**Attachment #1**

Admission and Appeals Committee Report – Dolores Sisco May 2021

The Admission and Appeals Committee heard an appeal of academic suspension. Th The appeal was from a student in the MBA Program. The program director supported the appeal. The Appeals committee granted the appeal.

**Attachment #2 -** See Teams report –Thesis Dissertation Binding.pdf

**Thesis Binding**

Ana **M.** Torres

Fri 5/7/2021 3:10 PM

Dear Angie and Sal,

Please see below the email notification received from the binding company we contract with.

As discussed at our meeting, it is no longer sustainable to continue the binding of the thesis copies from various perspectives. It is not only more costly for students to get their copies bound, but the library is operating with reduced staffing and we are unable to continue with all the processing that takes place behind the scenes to get the copies bound, processed, cataloged, circulated, and the reconciling of

invoicing/payments.

From a logistics point of view, it would be much more efficient also if the student can submit the request and payment online directly with the binding company of their choice allowing them to receive their copies at their current address. Currently, students have to go through various steps to pay for a bound copy(ies) at YSU, and many times they are no longer in town to pick up the bound copies when they are delivered to Maag Library which is about 4 times a year only. YSU departments wishing a bound copy may also place the requests and payments directly online with the vendor.

In addition, most universities are progressing to mostly online content that allows users to access the material anytime anywhere. YSU patrons have access to all the thesis and dissertations through the statewide consortium OhioLINK at no cost as well as the local digital repository D-Space. Students can also solicit a bound copy via a link available on the same page where they upload their document... . Kind of a one-stop type of convenient service.

Thank you for your support.

**Ana M. Torres**

*Pronouns: She/Her/Hers*

Co-Director & Head of Library Services and Operations Office: 330-941-1717

www.maag,ysu.edu

From: Tammi Keefer [<t](mailto:tkeefer@HFGroup.com)k[eefer@HFGroup..com](mailto:tkeefer@HFGroup.com)>

Sent: Friday, April 30, 2021 8:47 AM

To: Tammi Keefer <tkeefer@HEGroup\_.\_co.m>

Subject: HF Group • Price Increase

Dear Valued Customer,

HF Group is announcing a price increase on all orders received on or after June 1, 2021.

There have been many communications with our customers since mid-March 2020 when COVID-19 had such a detrimental impact on our business. We have taken steps to protect our employees and keep as many as possible employed during the past year. As the pandemic dragged on, in-person learning has slowed to a crawl, causing many of our library customers to reduce or suspend services. We also know that the virus has had a major impact on you, your family, and the financial well-being of your institution.

While you might have read our Online customer communications, we thought it would be helpful to inform you that we have consolidated two of our binding operations and, while no final decision has been made, neither is likely to reopen any time soon. We downsized in other locations to balance the reduced work coming from our customers. We have been helped by two PPP loans that have enabled us to survive the 50% decline in our revenues this past twelve months.

Despite our best efforts to control costs, many of our suppliers have experienced a shortage of raw materials, higher costs to securing those raw materials, and ultimately, higher prices. They are passing those increases along to the service companies like us and therefore, we are seeing significant inflation of paper, board, cover materials, and adhesives.

We have also seen higher than normal cost increases for business insurance, health insurance, utilities, and transportation expenses. Possibly the most impactful cost for us is the upward pressure on labor costs and like many small businesses, even in a pandemic period, we have struggled to hire (or re-hire) adequate staff. The pace and magnitude of these cost increases are without comparison over the **past 25+ years. We are sure that you are seeing this trend with other suppliers.**

**HF Group is currently absorbing these increased costs. As our June 1st price increase approaches, we will communicate details from each of our locations. We understand how difficult inflation is to manage and hope by delaying our price increase affords you more time to plan and prepare for the impact. Thank you.**

# LIBRARY BINDING PRICE LIST FOR LIBRARIES

## Effective June 1, 2021

With 10% Discount

### CUSTOM PERIODICAL $25.50

Bound as received. All NISO approved leaf attachment methods (some extra charges may apply), flat back, Library Summit cover material, and choice of cover and print colors. Removal of scattered ads is an extra charge item.

### STANDARD PERIODICAL $16.30

Bound as received. All NISO approved leaf attachment methods (some extra charges may apply), flat back, Library Summit cover material, and choice of cover and print colors.

### THESIS $18.70

Bound as received. All NISO approved leaf attachment methods (some extra charges may apply), flat back, Library Summit cover material, and choice of cover and print colors.

**CUSTOM BOOK** (Includes Paperbacks) **$14.65**

Bound as received. All NISO approved leaf attachment methods (some extra charges may apply), flat back, Library Summit cover material, and choice of cover and print colors. Paper covers can be bound into the volume by request.

**ECONOMY BOOK** (Includes Paperbacks) **$13.20**

Bound as received. Includes double-fan adhesive or side sew, flat back, random color Library Summit cover material, white print only, and paper cover discarded. Economy books cannot exceed 13 1/2” high x 2” thick.

### DIGICOVER $16.40

Same as Custom Book. The original paperback cover is removed and scanned to produce a graphic reproduction. Can be used for the dust jacket, spiral-bound, and hardbound volumes with graphic covers. Extras such as pockets less than 1/4” thick can be requested.

### PAMPHLET $13.75

**S**ingle signature and thin square spine material. Bound as received and no mending. Covered using gray/white archival board with black poly-cotton cloth on the spine. Front covers can be grey/white archival board or clear acrylic. The front spine covering can be foil stamped. Pamphlets larger than 13” x 18" can be quoted upon request.

### MUSIC BOOK $14.65

Bound as received. All NISO approved leaf attachment methods (some extra charges may apply), flat back, Library Summit cover material, and choice of cover and print colors.

### NEWSPAPERS

Bound as received. Includes Library Summit cover material, choice of cover, and print colors. The maximum thickness is 4”.

|  |  |
| --- | --- |
| Up to 14” High | **$60.80** |
| Tabloid Format (Over 14”-18”) | **$107.30** |
| Standard Format (over 18”) | **$189.00** |

|  |  |  |  |
| --- | --- | --- | --- |
| Call or Shelf Number (per line) | $1.50 | Panel Lines (per volume) | $6.00 |
| Case in Flush Bottom (per volume) | $3.95 | Parts Bound in Paper (per part) | $8.60 |
| Die Stamping | $8.25 | Photocopy – black & white | $2.40 |
| Dis-binding (per quarter hour) | $17.00 | Photocopy – color | $3.00 |
| Extra Height over 14” (per volume) | $6.00 | Pocket - Box | $19.80 |
| Extra Thickness over 3” (per volume) | $6.00 | Pocket – Cloth | $14.50 |
| Front Cover Stamping (per volume) | $6.60 | Pocket – Paper | $8.50 |
| Hand Sewing (per quarter hour) | $17.00 | Re-case - Adhesive | $7.10 |
| Hand Stamped Imprints and/or Characters | $8.25 | Re-case – STF | $9.60 |
| Hand Trim (per volume) | $2.00 | Remove Scattered Ads (per quarter hour) | $17.00 |
| Headbands (per volume) | $3.65 | Round and Back | $2.35 |
| Hourly Charge (per quarter hour) | $17.00 | Rush Charge for 1-week service (per volume) | $30.00 |
| Imitation Leather | $34.25 | Rush Charge for 2-week service (per volume) | $13.80 |
| Tattle Tape | $1.15 | Separation Sheet (each) | $2.00 |
| Label (each) | $11.75 | Shelf Help (per volume) | $1.00 |
| Machine Sew thru Fold (per volume) | $5.70 | Special Print (per volume) | $26.75 |
| Media Case | $15.60 | Stubbing (per volume) | $5.65 |
| Mount Covers (per volume) | $4.00 | Tab (each) | $3.15 |
| Oversew (per volume) | $5.65 | Unbound Handling Charge (per volume) | $2.35 |
| Packing Boxes at Library (per box) | $41.00 | Volumes without Tickets (Box and Bind) | $6.00 |

**Pickup and Delivery**

**HF Group Truck Pick-up within our Distribution Area:** 75 volumes or a $500 minimum order is required for pickup and delivery. To request a pickup or determine if the library is in our distribution area, please contact HF Group’s customer service department at 800-334-3628 or hfgroup.com.

**\*A 3-5% fuel surcharge will be added to each invoice for accounts using our truck service. The percent added is based on the current fuel prices at the time of billing.**

**Mail and Common Carrier Service** should be used for libraries outside our distribution area.

**\*Less than 125 Volumes**: The customer is responsible for all shipping expenses. Return shipping source deemed best by HF Group.

**\*125 Volumes & over:** The customer will be responsible for the shipping expenses to the bindery and HF Group will be responsible for the cost of return shipping. Return shipping source deemed best by HF Group.

**Insurance**

All regular material is insured while in our possession. We are not responsible for the replacement of individual volumes over $300 unless prior arrangements have been made.

**Terms**

Payment terms are net 30, any outstanding amounts not paid after 30 days may be assessed a late fee of 10%.

A 3% convenience fee will be added to all Credit Card Payments. ACH payments or Direct Deposit payments are accepted at no additional fee.

**ALL PRICES** listed are for ordinary library materials received in normal condition. Volumes that do not fit any of the price list categories, such as oversized (over 24” high or 4” thick) or brittle volumes, must be quoted individually. Any volume requiring special preparation, i.e., excessive mending or an operation not listed on our extra charge list, will be subject to the hourly rate.

A **PRODUCT GUIDE** and **CONSERVATION PRICE LIST** are available upon request.

**Minimum Invoice Charge of $125.00**

# LIBRARY BINDING PRICE LIST FOR LIBRARIES

## Effective January 1, 2021

With 10% Discount

### CUSTOM PERIODICAL $23.85

Bound as received. All NISO approved leaf attachment methods (some extra charges may apply), flat back, Library Summit cover material, and choice of cover and print colors. Removal of scattered ads is an extra charge item.

### STANDARD PERIODICAL $15.25

Bound as received. All NISO approved leaf attachment methods (some extra charges may apply), flat back, Library Summit cover material, and choice of cover and print colors.

### THESIS $17.50

Bound as received. All NISO approved leaf attachment methods (some extra charges may apply), flat back, Library Summit cover material, and choice of cover and print colors.

**CUSTOM BOOK** (Includes Paperbacks) **$13.70**

Bound as received. All NISO approved leaf attachment methods (some extra charges may apply), flat back, Library Summit cover material, and choice of cover and print colors. Paper covers can be bound into the volume by request.

**ECONOMY BOOK** (Includes Paperbacks) **$12.35**

Bound as received. Includes double-fan adhesive or side sew, flat back, random color Library Summit cover material, white print only, and paper cover discarded. Economy books cannot exceed 13 1/2” high x 2” thick.

### DIGICOVER $15.35

Same as Custom Book. The original paperback cover is removed and scanned to produce a graphic reproduction. Can be used for the dust jacket, spiral-bound, and hardbound volumes with graphic covers. Extras such as pockets less than 1/4” thick can be requested.

### PAMPHLET $12.85

**S**ingle signature and thin square spine material. Bound as received and no mending. Covered using gray/white archival board with black poly-cotton cloth on the spine. Front covers can be grey/white archival board or clear acrylic. The front spine covering can be foil stamped. Pamphlets larger than 13” x 18" can be quoted upon request.

### MUSIC BOOK $13.70

Bound as received. All NISO approved leaf attachment methods (some extra charges may apply), flat back, Library Summit cover material, and choice of cover and print colors.

### NEWSPAPERS

Bound as received. Includes Library Summit cover material, choice of cover, and print colors. The maximum thickness is 4”.

|  |  |
| --- | --- |
| Up to 14” High | **$56.80** |
| Tabloid Format (Over 14”-18”) | **$100.25** |
| Standard Format (over 18”) | **$176.65** |

|  |  |  |  |
| --- | --- | --- | --- |
| Call or Shelf Number (per line) | $1.40 | Packing Boxes at Library (per box) | $38.00 |
| Case in Flush Bottom (per volume) | $3.70 | Panel Lines (per volume) | $5.60 |
| Die Stamping | $7.75 | Parts Bound in Paper (per part) | $8.00 |
| Dis-binding (per quarter hour) | $15.90 | Photocopy – black & white | $2.20 |
| Extra Height over 14” (per volume) | $5.60 | Photocopy - color | $2.70 |
| Extra Thickness over 3” (per volume) | $5.60 | Pocket – Box | $18.50 |
| Front Cover Stamping (per volume) | $6.20 | Pocket – Cloth | $13.55 |
| Hand Sewing (per quarter hour) | $15.90 | Pocket – Paper | $8.00 |
| Hand Stamped Imprints and/or Characters | $7.75 | Re-case – Adhesive | $6.65 |
| Hand Trim (per volume) | $1.75 | Re-case – STF | $9.00 |
| Headbands (per volume) | $3.45 | Remove Scattered Ads (per quarter hour) | $15.90 |
| Hourly Charge (per quarter hour) | $15.90 | Round and Back | $2.20 |
| Imitation Leather | $32.00 | Rush Charge for 1-week service (per volume) | $25.00 |
| Tattle Tape | $1.10 | Rush Charge for 2-week service (per volume) | $12.90 |
| Label (each) | $11.00 | Separation Sheet (each) | $1.90 |
| Machine Sew thru Fold (per volume) | $5.30 | Special Print (per volume) | $25.00 |
| Media Case | $14.60 | Stubbing (per volume) | $5.30 |
| Mount Covers (per volume) | $3.50 | Tab (each) | $2.95 |
| Oversew (per volume) | $5.30 | Unbound Handling Charge (per volume) | $2.20 |
|  |  | Volumes without Tickets (Box and Bind) | $5.60 |

**Pickup and Delivery**

**HF Group Truck Pick-up within our Distribution Area:** 75 volumes or a $500 minimum order is required for pickup and delivery. To request a pickup or determine if the library is in our distribution area, please contact HF Group’s customer service department at 800-334-3628 or hfgroup.com.

**\*A 3-5% fuel surcharge will be added to each invoice for accounts using our truck service. The percent added is based on the current fuel prices at the time of billing.**

**Mail and Common Carrier Service** should be used for libraries outside our distribution area.

**\*Less than 125 Volumes**: The customer is responsible for all shipping expenses. Return shipping source deemed best by HF Group.

**\*125 Volumes & over:** The customer will be responsible for the shipping expenses to the bindery and HF Group will be responsible for the cost of return shipping. Return shipping source deemed best by HF Group.

**Insurance**

All regular material is insured while in our possession. We are not responsible for the replacement of individual volumes over $300 unless prior arrangements have been made.

**Terms**

Payment terms are net 30, any outstanding amounts not paid after 30 days may be assessed a late fee of 10%. A 3% convenience fee will be added to all Credit Card Payments.

**ALL PRICES** listed are for ordinary library materials received in normal condition. Volumes that do not fit any of the price list categories, such as oversized (over 24” high or 4” thick) or brittle volumes, must be quoted individually. Any volume requiring special preparation, i.e., excessive mending or an operation not listed on our extra charge list, will be subject to the hourly rate.

A **PRODUCT GUIDE** and **CONSERVATION PRICE LIST** are available upon request.

**Minimum Invoice Charge of $125.00**