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12-18-1975

December 18, 1975 Meeting Minutes

Shawnee State University

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M I N U T E S
SHAWNEE STATE GENERAL AND TECHNICAL COLLEGE
Board of Trustees
Regular Meeting
December 18, 1975

The meeting was called to order by the chairman, Mr. Brown.

ROLL CALL

Members Present: Mr. Brown, Dr. Sheets, Mr. Levi, Mrs. Kennedy, Mr. Stevens,
Mr. Strafford, Mr. Horr, Mr. Ferguson

Members Absent: Mr. Hyland

APPROVAL OF MINUTES

Mr. Levi moved that the minutes of the previous October meeting be approved.

Ayes: Mr. Brown, Dr. Sheets, Mr. Levi, Mrs. Kennedy, Mr. Stevens, Mr. Strafford,
Mr. Horr, Mr. Ferguson

Nays: None

FACULTY REPORT:

Mr. Gary Gemmer, President of Shawnee Education Association, spoke to the board asking that they recognize the SEA as collective bargaining agent for the faculty of Shawnee State College.

PRESIDENT'S REPORT

President Flinchbaugh reported to the board that Blue-Cross/Blue Shield Hospitalization plan for Shawnee State is being increased in February, 1976. Single plan is to be increased from \$17.62 per month to \$26.64 per month. A family plan will be increased from \$43.54 per month to \$65.81 per month. Dr. Flinchbaugh indicated that he is directing the new college controller to develop a report and look into the possibility of other insurance coverage. Any input from the board will be appreciated.

President Flinchbaugh reported to the board that a new computer program has been designed to bill students by mail.

The Deans have been instructed by Dr. Flinchbaugh to meet with the Coordinators/Directors to talk about a Salary Program for faculty. Also the Policies and Procedures Manual indicates a program for promotion of faculty; the Deans have been asked to bring this to the attention of the Coordinators/Directors. The Deans and Coordinators/Directors have been asked to report to the President by February 27, concerning the Salary Program.

NOTICE OF PUBLIC HEARING

Mr. Ferguson moved that Resolution 9-75, concerning notice of public hearing be approved. This resolution will become a part of the Policies and Procedures Manual.

Ayes: Mr. Brown, Dr. Sheets, Mr. Levi, Mrs. Kennedy, Mr. Stevens, Mr. Strafford, Mr. Horr, Mr. Ferguson

Nays: None

RECLASSIFICATION AND PAY INCREASES FOR CIVIL SERVICE EMPLOYEES

Mr. Ferguson moved and Mr. Stevens seconded that Resolution 10-75, the reclassification and pay increases for civil service employees mandated by the State, be approved.

Ayes: Mr. Brown, Dr. Sheets, Mr. Levi, Mrs. Kennedy, Mr. Stevens, Mr. Strafford, Mr. Ferguson

Abstain: Mr. Horr

REVISION OF POLICY ON COMMUNITY USE OF COLLEGE FACILITIES

Mr. Strafford asked that paragraph four of Section 22.000 Community Use of College Facilities be amended to include the word "Trustees". After the amendment Mr. Stevens made the motion that Resolution 11-75 be approved.

Ayes: Mr. Brown, Dr. Sheets, Mr. Levi, Mrs. Kennedy, Mr. Stevens, Mr. Strafford, Mr. Ferguson, Mr. Horr.

Nays: None

REVISION OF POLICY SECTION 12.040 (J)

Mr. Levi moved that Resolution 12-75, concerning Revision of Policy Section 12.040 (J) be approved. The board asked the President to develop a policy statement concerning possession or use of drugs and alcohol on campus.

Ayes: Mr. Brown, Dr. Sheets, Mr. Levi, Mrs. Kennedy, Mr. Stevens, Mr. Strafford, Mr. Ferguson, Mr. Horr.

Nays: None

APPROVAL OF CONTRACT FOR BILLY SPEARS

Mr. Strafford moved and Mr. Stevens seconded Resolution 13-75 approving a contract for Billy Spears for computer programming of a student fee billing program.

Ayes: Mr. Brown, Dr. Sheets, Mr. Levi, Mrs. Kennedy, Mr. Stevens, Mr. Strafford, Mr. Ferguson, Mr. Horr.

Nays: None

AUTUMN QUARTER PART-TIME FACULTY

Mrs. Kennedy moved and Mr. Levi seconded that Resolution 14-75, regarding salary adjustments be adopted.

Ayes: Mr. Brown, Dr. Sheets, Mr. Ferguson, Mr. Levi, Mr. Strafford, Mr. Stevens, Mr. Horr, Mrs. Kennedy.

Nays: None

APPROVAL OF CONTRACT FOR DR. GERALD PENN

Mr. Strafford moved and Mr. Horr seconded Resolution 15-75 regarding contract for Dr. Penn, be adopted.

Ayes: Mr. Brown, Dr. Sheets, Mr. Ferguson, Mr. Levi, Mr. Strafford, Mr. Stevens, Mr. Horr, Mrs. Kennedy.

Nays: None

APPROVAL OF CONTRACTS

Mr. Ferguson moved and Mr. Strafford seconded Resolution 16-75 regarding contracts for supplementary services be adopted.

Ayes: Mr. Brown, Dr. Sheets, Mr. Ferguson, Mr. Levi, Mr. Strafford, Mr. Stevens, Mr. Horr, Mrs. Kennedy

Nays: None

APPROVAL OF CONTRACT FOR COMPUTER PROGRAMMER

Mr. Stevens moved and Mr. Levi seconded Resolution 17-75, regarding a contract for Linda Brickey, be adopted.

Ayes: Mr. Brown, Dr. Sheets, Mr. Ferguson, Mr. Levi, Mr. Strafford, Mrs. Kennedy, Mr. Stevens, Mr. Horr

Nays: None

REVISION OF SECTION 11.030

Mr. Levi moved and Mr. Horr seconded Resolution 18-75, regarding revision of Section 11.030 of the Policies and Procedures Manual be adopted.

Ayes: Mr. Brown, Dr. Sheets, Mr. Ferguson, Mr. Levi, Mr. Strafford, Mrs. Kennedy, Mr. Stevens, Mr. Horr

Nays: None

CONTRACT FOR CONTROLLER

The Board of Trustees of Shawnee State College went into executive session at 10:05 p.m. and reconvened the meeting at 10:20 p.m. The purpose of the executive session was to discuss the employment of a College Controller.

Mr. Strafford moved and Mr. Stevens seconded Resolution 19-75 regarding the issuing of a contract to Mr. Michael Curnutte as Controller of Shawnee State General and Technical College be adopted.

Ayes: Mr. Brown, Mr. Levi, Mrs. Kennedy, Mr. Stevens, Mr. Strafford, Mr. Horr, Mr. Ferguson.

Nays: Dr. Sheets

1976 ORGANIZATION MEETING OF BOARD

Mr. Stevens moved and Mr. Strafford seconded a motion that the Board of Trustees of Shawnee State College meet in executive session at 6 o'clock p.m. and in regular meeting at 8:00 p.m. on January 22, 1976.

Ayes: Mr. Brown, Mr. Levi, Mrs. Kennedy, Mr. Stevens, Mr. Strafford, Mr. Horr, Mr. Ferguson, Dr. Sheets.

Nays: None

OLD BUSINESS

None

ADJOURNMENT

Mr. Levi moved and Mr. Stevens seconded a motion for adjournment of the December 18, 1975 meeting of the Board of Trustees of Shawnee State College.

Ayes: Mr. Brown, Mr. Levi, Dr. Sheets, Mrs. Kennedy, Mr. Stevens, Mr. Strafford, Mr. Horr, Mr. Ferguson.

Nays: None

Chairman of the Board of Trustees (Date)

Secretary of the Board of Trustees (Date)

RESOLUTION 9-75

22.160 Information Concerning Public Meetings

Whereas, Section 121.22 (F) of the Revised Code of Ohio requires that each public body adopt a policy which establishes a method whereby "... any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings ..."; and the method whereby "... any person may, upon request and payment of reasonable fee, obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed";

Be it therefore resolved that the Board of Trustees of the Shawnee State General and Technical College herein establishes the following policy.

1. Any person may determine the time and place of all regularly scheduled Shawnee State Board meetings and the time, place, and purpose of all Shawnee State Board of Trustee special meetings by:
 - a. Consulting the Agenda of such meetings which shall be posted on the bulletin board in the main hallway by the President's office.
 - b. Telephoning 354-3205 during normal business hours.
 - c. Obtaining a copy of an Agenda from the Shawnee State College Business Office and paying a fee of \$1.00 per Agenda copy.
2. Any representative of the news media may obtain notice of all special meetings by requesting in writing that such notice be provided. Such notice will only be given, however, to one representative of any particular publication, radio or television station. A request for such notification should be addressed to Board Secretary, Shawnee State General and Technical College, 940 Second Street, Portsmouth, Ohio, 45662.

The request shall provide the name of the individual media representative to be contacted, his mailing address, and telephone number. The Board Secretary shall maintain a list of all representatives of the news media who have requested notice of special meetings.

In the event of a special meeting, the Board Secretary shall notify media representatives on the aforementioned list of such meeting by doing at least one of the following:

- a. Sending written notice, which must be mailed no later than four calendar days prior to the day of the meeting, unless the meeting is of an emergency nature, in which case a mailed notice is not required.
 - b. Notifying media representatives by telephone no later than twenty-four hours prior to the special meeting unless the meeting is an emergency meeting in which case a telephone message shall be given as soon as possible. Any telephone message to media representatives shall be considered complete if a message has been left for the representative, or if, after reasonable effort the Board Secretary has been unable to provide such telephone notice.
 - c. Informing such representative personally no later than twenty-four hours prior to the special meeting unless the meeting is an emergency meeting, in which case notification as soon as possible prior to the meeting will be sufficient notification.
3. Any person representing himself, an organization or group, or the news media may obtain a copy of the Minutes of Board of Trustees action by picking up a copy at the Business Office for a fee of \$1.50 per copy.
 4. This policy, with its provisions and fees, is effective for persons employed by Shawnee State College and students except that the following persons shall receive free copies of Board Agendas and Minutes should they so request them:

Resolution 9-75
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Administrators
Faculty Coordinators/Directors
Plant Maintenance Engineer

RESOLUTION 10-75

Whereas Am. Sub. H.B. No. 687 mandated reclassification any pay raises for Civil Service employees beginning January 1, 1976, and

Whereas the Civil Service employees of Shawnee State College have been reclassified and their hourly pay adjusted accordingly under the guidelines of the Ohio Civil Service Commission,

Be it therefore resolved that the following Civil Service employees be reclassified, and their rates of pay be changed to conform to these classifications, beginning January 1, 1976 as follows:

Name	New Class & Step	Per Hour	Salary
Helen Leasure	Steno II, Step X	\$4.72	\$9,817.60
Sue O'Leary	Steno II, Step 1	\$3.94	\$8,195.20
Barbara Ross	Typist II, Step 1	\$3.84	\$7,987.20
Alma Nelson	Steno II, Step 3	\$4.47	\$9,297.60
Louise Elliott	Typist II, Step 3	\$4.41	\$9,172.80
Jane Rice	Admin. Asst., Step 1	\$5.19	\$10,795.00
Ann Grimm	Steno II, Step 1	\$3.94	\$8,195.20
Naomi Hartstein	Tel. Oper. I, Step 3	\$4.07	\$8,465.60
Mary Keaton	Lib. Asst., Step 2	\$4.14	\$8,611.20
Ruth Skaggs	Lib. Asst., Step X	\$4.64	\$9,651.20
Phyllis Sparks	Acct. C. I, Step 2	\$4.04	\$8,403.20
Pat Smith	Acct. C. Sup., Step 1	\$5.55	\$11,544.00
Roberta Stallard	Steno II, Step 2	\$4.26	\$8,860.80
Viki Ferguson	Steno I, Step 1	\$3.84	\$7,987.20
Carl Wolfe	P. Main Eng. I, Step 4	\$7.01	\$14,580.80
Violet Bays	Cust. Work. I, Step 1	\$3.32	\$6,905.60
Jim Dunham	Main. Rep. Work II Step X	\$4.80	\$9,984.00
Harold Jones	Cust. Work, Step X	\$3.93	\$8,174.40
Charles Sizemore	Cust. Work Supr. Step 2	\$4.21	\$8,756.80
Howard Stewart	Main. Rep. Work II Step 1	\$4.14	\$8,611.20
Catherine Russell	Steno I, Step 1	\$3.84	\$7,987.20
Mark Keeney	Cus. Work, Step 1	\$3.32	\$6,905.60
Kim Sieling	Typist I, Step 1	\$3.32	\$6,905.60
Goldie Weddington	Cust. Work II	\$3.48	\$7,238.48

RESOLUTION 11-75

Be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby adopts a revised policy for community use of College Facilities -- Section 22.000 of the Policies and Procedures Manual. By adopting this revised policy, the previous policy titled "Section 22.010 Use of Facility" is hereby rescinded.

(Policy Section 22.00 Community Use of College Facilities is attached to this resolution.

22.000 Community Use of College Facilities

Shawnee State College, being a state assisted institution of higher education which is community oriented in its service capacity, encourages use of its facilities by community organizations and groups during those times when such use will not interfere with the regular educational program or other bona fide college activities. The College facilities shall not be available to any religious organization which intends to hold religious meetings. College facilities may not be reserved for parties or celebrations such as anniversary or birthday parties that are of a private nature.

The College assumes no responsibility for the views expressed by organizations or groups using the College's facilities, nor do the organizations or groups have any endorsement from the Board of Trustees for their views or opinions.

The College President is authorized to publish procedural guidelines implementing or altering those procedures stated within this policy as originally adopted in order to provide for the safety of participants, protection of the College facilities and equipment, and applicable reimbursement.

There is nothing explicit or implicit in this policy which guarantees any tax exempt or profit-making organization the right to use the College facilities or equipment. The College will review each application and make a determination accordingly whether or not an organization shall be granted the privilege to use facilities or equipment.

Any organization or group using College facilities agrees that it will indemnify and hold harmless Shawnee State General and Technical College, its Trustees,

agents and employees, from any liability, damage, expense, causes of action, suits, claims, or judgements arising from injury to person or personal property or otherwise which arise out of the act, failure to act, or negligence of that organization or group in connection with or arising out of the organization's or group's activities.

All use of college facilities by college and community groups and organizations shall be automatically cancelled when the President makes an announcement indicating that the college will be closed because of inclement weather or other emergency circumstances.

22.100 Fees for Classroom Use

1. Tax Exempt Groups

When possible, college facilities shall be available to non-profit, tax exempt organizations or groups for meetings. The facilities will not be available for use by the organizations or groups for money-making schemes except in the use of charitable activities which benefit the community.

Charges for use of facilities by tax-exempt organizations or groups using the facilities during the normal college day of 8:00 a.m. - 11:00 p.m.

Monday - Friday, shall be at the following rates:

- a. One classroom, any size, one day or part thereof -- no charge.
- b. One classroom, any size, two or more days (maximum of 10 days) in succession -- \$10.00 per day after the first day.
- c. Two classrooms, any size, one day or a part thereof through a maximum of 10 days -- \$15.00 per day.

The College cannot make more than two classrooms available to an organization or group.

Organizations wanting to use facilities at times other than the normal college day will be assessed the above noted rates plus custodial fees.

2. Profit-Making Groups

When possible, the college facilities shall be made available to profit-making organizations for meetings, seminars, training sessions, lectures, and public meetings. The facilities will not be available to profit-making organizations for the purpose of earning money for that organization.

Charges for use of facilities by profit-making organizations shall be at the following rates:

- a. One classroom, any size, -- \$25.00 per day
- b. Two classrooms, any size, -- \$50.00 per day

The College cannot make more than two classrooms available to profit-making organizations. Organizations wanting to use facilities at times other than the normal college day will be assessed the above noted rates plus custodial fees.

22.200 Fees for Lecture Hall Use

The use of College lecture halls, gymnasium, lounge areas, or grounds are of special concern whether these be used by tax-exempt or profit-making organizations or groups. A lecture hall shall be available to an organization for no more than two days in succession. Tax-exempt organizations or groups shall pay \$25.00 per day or part thereof, profit-making organizations shall pay \$50.00 per day or part thereof for use of a lecture hall.

22.300 Fees for Activity Hall/Gymnasium Use

The college activity hall/gymnasium shall be available to an organization for no more than one day or part thereof at a time. Tax exempt organizations or groups shall pay \$50.00 per day or part thereof if the stage is not used; \$125.00 per day or part thereof if the stage is used. Profit-making organizations shall pay \$100.00 per day or part thereof if the stage is not used; \$200.00 per day or part thereof if the stage is used. Because of the special nature of the gym floor, stage, seats, lighting and sound equipment, etc., the college may or may not permit certain organizations to use the activity/gymnasium building. Custodial and security fees shall be charged all organizations for activity hall/gymnasium use.

22.400 Lounge Area and Campus Ground Use

Lounge areas have been designed for use by the college personnel and students and will not be made available to community organizations or groups.

The campus grounds will not be made available for use by community organizations or groups.

22.500 Audio-Visual Equipment Use

1. On Campus

The College may make its audio-visual equipment available to organizations or groups using the College's facilities, but such a determination shall be made at the time of each facility-use request. If such equipment is needed and the College approves, a college staff person will be required to operate the equipment and the organization will be billed for the personnel time involve.

2. Off Campus

The College will not make any of its instructional or audio-visual equipment, or its non-instructional equipment available to any individual, organization, or group if the equipment is to be used off the Shawnee State Campus.

22.600 Damage to Facilities

1. Responsibility for Damages

The person representing an organization or group making application for use of college facilities or equipment shall be responsible for any damages or loss of the college property or equipment which was damaged or lost. The College may take whatever legal action it deems necessary to rectify the situation and will refuse all future applications from that organization or group to use College facilities.

2. Reimbursement for Damages

In the event there is property damage or loss incurred by the College as a result of the use of the facility or equipment by any organization or group, the amount of reimbursement to be requested from the user shall be decided by the President or his designated representative.

3. Maintaining Order and Cleanliness

Any organization or group using college facilities is expected to assure reasonable cleanliness or orderliness of those facilities after such use. Failure by the organization or group to care for Shawnee State property will result in a future refusal to that organization or group to use the facilities in the future.

22.700 Rules Governing Use of Facilities

1. Orderly Meetings

Sponsoring organizations or groups shall conduct orderly meetings. Such gatherings when convened are not to be of a nature as to incite others to violence or destruction. All College, City, County, State, and Federal laws are to be observed by an organization or group using the College's facilities.

2. Non-Discrimination

Sponsoring organizations and groups are to conduct activities that are not discriminating or abusive to others by reason of race, color, sex, religion, or national origin.

3. Gambling, Alcohol, Smoking

Gambling or alcoholic beverages are prohibited on campus and smoking must be confined to areas designated for that purpose.

4. Advertising Materials

Signs, placards, posters, and other publicity materials advertising a particular event of a sponsoring organization may be displayed in designated areas of the College, but must be placed in these areas by the Vice-President or his designee. Advertising materials will be removed by Shawnee State personnel immediately following an event, and will be disposed of unless the sponsoring organization requests on the "Space Reservation Form" that they be preserved for the organization. The College will not store advertising materials for longer than 72 hours following an event, however.

5. Equipment Brought Onto Campus

If an organization brings its own, borrowed, or rented props, sets, or other equipment onto Shawnee State's facilities said equipment must be

removed from the College premises immediately after the event is concluded. The College assumes no responsibility for protection against damage or loss of an organization's own, borrowed, or rented equipment or materials.

22.800 Activities Generating Income or Expenses

1. Money Exchange -- Student

For student events involving the sale of tickets or the exchange of money, including the payment of royalty or other special fees by any student or student group or organization, prior written approval must be obtained from the Dean of Student Services for approval and proper dispensation.

2. Money Exchange -- Faculty, Staff

For faculty and staff events involving the sale of tickets or the exchange of money, including the payment of royalty or other special fees, or when a contract is to be entered into by the group or organization which in any way obligates or could obligate the college, prior written approval must be obtained from the Vice President in consultation with the Director of Business Affairs.

3. Faculty/Student -- Faculty Requests

All faculty and student facility use requests, other than as noted above, must be submitted to the Vice President for approval prior to the use of the facilities.

Procedures Approved

Robert W. Flinchbaugh, Ph.D.

22.101 Procedures for Facility Use

1. All requests for use of college facilities will be made through the Vice-President's office on a "Space Reservation Form". The form is to be completed in triplicate with all copies returned to the Vice-President's office at least two (2) weeks prior to the requested day of use.
2. A requesting organization will be notified as quickly as possible about approval or denial of its request for space, charges, room numbers, etc., by the college via telephone and a mailed copy of the "Space Reservation Form".
3. A requesting organization must submit with the "Space Reservation Form" the necessary documents verifying the indemnification of Shawnee State College as per Section 22.000 of the "Community Use of College Facilities" policy. Without such verification, the college will not approve the use of its facilities.
4. Each organization that requests a "Space Reservation Form" shall be given a complete copy of the "Community Use of College Facilities" policy.
5. Once an organization's request is approved, the College will make the necessary custodial, maintenance, security, or other staff arrangements necessary to make the organization's time on campus a pleasant experience.
6. Following the use of campus facilities, an organization will be given an invoice of fees or charges for rent, staff time, or damages incurred as a result of the organization's facilities use.

The organization should pay these fees or charges as soon as possible by making the check payable to Shawnee State General and Technical College -- Facilities Use, and sending this to the Vice-President's office.

SPACE RESERVATION FORM

SHAWNEE STATE GENERAL AND TECHNICAL COLLEGE

Organization _____

Address _____

Responsible Individual _____

Address _____

Facilities Requested

Classrooms

Number: 1 2

Size: Number of People _____

Dates: _____

Days: _____

Times: _____

Rooms Assigned _____

Damage Fee _____

Use Fee _____

Custodial Fee _____

Sub-Total Fee _____

Audio Visual Equipment

College Personnel Time for A-V

Time Fee _____

Damage Fee _____

Sub-Total Fee _____

GRAND TOTAL FEE _____

Paid by: Cash _____ Check _____

If the requesting organization or group intends to bring its own, borrowed, or rented props, sets, or other equipment onto the Shawnee State Campus, so describe:

If requesting organization or group wants to have its advertising materials saved for 72 hours following an event, so indicate:

Save advertising materials for 72 hours _____
Do not save advertising materials _____

SPACE RESERVATION FORM
SHAWNEE STATE GENERAL AND TECHNICAL COLLEGE

Organization _____

Address _____

Responsible Individual _____

Address _____

Facilities Requested

Lecture Hall

Dates: _____

Times: _____

Damage Fee _____

Use Fee _____

Custodial Fee _____

Sub-Total Fee _____

Audio Visual Equipment

College Personnel Time for A-V _____

Time Fee _____

Damage Fee _____

Sub-Total Fee _____

GRAND TOTAL FEE _____

Paid by: Cash _____ Check _____

If the requesting organization or group intends to bring its own, borrowed, or rented props, sets, or other equipment onto the Shawnee State Campus, so describe:

If requesting organization or group wants to have its advertising materials saved for 72 hours following an event, so indicate:

Save advertising materials for 72 hrs. _____

Do not save advertising materials _____

SPACE RESERVATION FORM

SHAWNEE STATE GENERAL AND TECHNICAL COLLEGE

Organization _____

Address _____

Responsible Individual _____

Address _____

Facilities Requested

Activities Center

Dates: _____

Times: _____

Stage: Yes No

Fee _____

Damage Charges _____

Sub-Total _____

Floor Seats: Yes No Number of People _____
Bleachers: Yes No Number of People _____

<u>Custodial Services:</u>	Regular Hours	Reg. Hr. Pay	Overtime Hours	Overtime Pay
----------------------------	------------------	-----------------	-------------------	-----------------

Custodian 1
Custodian 2
Custodian 3
Custodian 4
Custodian 5

Total

Total Pay for Custodial
Services

Audio Visual Equipment

College Personnel Time for A-V

Time Fee _____

Damage Fee _____

Sub-Total Fee _____

Paid by:

Cash _____ Check _____

GRAND TOTAL FEE

RESOLUTION 12-75

Be it resolved that the Board of Trustees of the Shawnee State General and Technical College hereby revises the policy "Section 12.040 (J) Instruction and Related Matters", such revision being the addition of a paragraph to Section 12.040 (J) to read as follows:

"Consumption or possession of alcoholic beverages or illegal drugs while on field trips is prohibited. Any person found to be in violation of this policy will be subject to disciplinary action which may include the termination of his/her status with the College."

RESOLUTION 13-75

Be it resolved that the Board of Trustees of the Shawnee State General and Technical College hereby approves a supplementary contract for Billy Spears in the amount of \$3,200 (\$10 per hour for 320 hours) for the purpose of developing a computer program that would enable the College to bill students and receive payment of fees by mail for Winter Quarter. Such contract is to guarantee to the College that Mr. Spears will complete the computer program for the amount of payment specified above.

RESOLUTION 14-75

Be it resolved by the Board of Trustees of the Shawnee State General and Technical College that the following salaries and salary adjustments are approved for Autumn Quarter part time faculty as noted:

Shannon Barilley - Activities Coordinator Autumn Workshop	\$600.00
Sue Kirsch - Part Time Nursing Instructor	812.80
Elizabeth Graham - Part Time Nursing Instructor	912.00
Gerrie Flinchbaugh - overload part time -- Medical Technology instructor	327.27
Nancy Barnett - Pre-school Planning for Developmental Laboratory	469.38
Cathleen Fluty - Pre-school Planning for Developmental Laboratory	498.46

RESOLUTION 15-75

Be it resolved by the Board of Trustees of the Shawnee State General and Technical College that a contract for Dr. Gerald Penn in the amount of \$1,000 for services provided in 1974-75 as Consultant-Medical Director to the medical laboratory technology program is hereby approved.

RESOLUTION 16-75

Be it resolved by the Board of Trustess of the Shawnee State General and Technical College that contracts for services to be provided during 1975-76 year as noted are hereby approved for each of the following people and positions:

Dr. Gerald Penn	Consultant-Medical Director for the medical laboratory technology program	\$1,000
Harry Weinbrecht	Athletic Director and Coach	\$1,500
Richard Howard	Acting Dean of Student Services	\$1,000
Betty Robinson	Salary adjustment as Director of PN Program	\$1,040

RESOLUTION 17-25

Be it resolved that the Board of Trustees of the Shawnee State General and Technical College hereby approves a contract for Linda Brickey in the amount of \$3,720, effective from December 12, 1975 to June 30, 1976, for services as a computer programmer.

RESOLUTION 18-75

Be it resolved that the Board of Trustees of the Shawnee State General and Technical College hereby approves the revision to Section 11.030 Quarterly Part-Time Faculty Salary Schedule of the Shawnee State College Policy and Procedures Manual, said revision to be effective January 5, 1976. By adopting this revised policy, the previous policy titled "Section 11.30 Quarterly Part-Time Faculty" is hereby recinded.

(Policy Section 11.030 Quarterly Part-Time Faculty Salary Schedule is attached to this resolution.)

Section 11.030 Quarterly Part Time Faculty Salary Schedule

Pay for quarterly part-time faculty will be based on a course contact hour basis. Each quarterly part time faculty member is expected to schedule time before and after class to assist students desiring instructional help.

The following pay schedule will be used to determine salaries for part-time employees:

<u>Course Contact Hours</u>	<u>Degree Held By Instructor</u>		
	<u>Bachelor's</u>	<u>Master's</u>	<u>Doctorate</u>
5	\$625	\$750	\$1,000
4	500	600	800
3	375	450	600
2	250	300	400
1	125	150	200

Exceptions: Instructors holding a Bachelor's Degree with a minimum of five years related work experience shall be placed on the Master's scale.

In unusual circumstances, the President may modify the above provisions to meet the needs of the institution.

Upper level courses taught by Ohio University faculty will be handled through Ohio University.

RESOLUTION 19-75

Be it resolved that the Board of Trustees of the Shawnee State General and Technical College do hereby approve a contract for Harold Michael Curnutte in the amount of \$7,250, as a prorated salary of a yearly salary of \$14,500, for services as the College Controller from January 5, 1976 through June 30, 1976.

Minutes through October 23, 1975 meeting were the responsibility of Michael Gampp, Board Secretary and Business Manager.

Minutes beginning December 18, 1975 are responsibility of Dr. Robert W. Flinchbaugh, new Board Secretary effective January 22, 1976.