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April 5, 1976 Meeting Minutes

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M I N U T E S
Special Meeting
SHAWNEE STATE GENERAL AND TECHNICAL COLLEGE
Board of Trustees
April 5, 1976

The meeting was called to order by Chairman Brown.

ROLL CALL

Members Present: Mr. Ferguson, Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Levi,
Mr. Rittenour, Mr. Strafford, Mr. Stevens, Mr. Brown.

Members Absent: None

APPROVAL OF MINUTES

Mr. Levi moved that the minutes of the January 22, 1976, the February 2, 1976, and the March 15, 1976 meetings be approved.

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

Nays: None

PRESIDENT'S REPORT

Dr. Flinchbaugh reported to the Board concerning the progress of the Activities Building. He has met with the Chamber of Commerce representatives and the committee from Bigelow Methodist Church concerning this building. As a result of these meetings and meetings with architects and acoustical engineers, both here and in Chicago, Dr. Flinchbaugh feels that we will be getting a better facility that we thought we could afford. All the details concerning the building, and collection of monies for payment of the facility have to be worked out in sequential order.

NEW BUSINESS

CONSIDERATION OF SHAWNEE FACULTY'S COLLECTIVE BARGAINING REQUEST

Mr. Horr moved that the Board go into executive session for thirty minutes to discuss this issue.

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

Nays: None

The board reconvened its meeting at 8:45 p.m. Mr. Hyland moved that Resolution 8-76, asking the President to draft the appropriate guidelines and procedures necessary to allow the Board of Trustees to act at its next meeting on the question of authorizing a faculty election to decide its position relative to collective bargaining, be approved.

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

Nays: None

Mr. Brown spoke to the record. The Board has shown with this action the intent to have an election. However, it is necessary to have time to get guidelines from the American Arbitration Association for the holding of such an election. At the next Board meeting, April 19, 1976, the Board will entertain a new motion concerning this matter.

ADOPTION OF REVISED TRAVEL POLICY

Dr. Flinchbaugh explained that the Ohio Board of Regents and the Budget Management Office have submitted new guidelines for travel. This resolution is to conform to their guidelines.

Mr. Ferguson moved that Resolution 7-76 concerning revised travel policy be adopted.

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

Nays: None

TIME AND PLACE OF NEXT MEETING

The Board of Trustees will meet at its regular time, Monday April 19, 1976, at 8 p.m. on the South Campus.

ADJOURNMENT

There being no further business Mr. Horr moved that the meeting be adjourned.

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

Nays: None


Robert W. Flinchbaugh
Secretary, Board of Trustees

Chairman, Board of Trustees (Date)

RESOLUTION 7-76

Be it resolved that the Board of Trustees of the Shawnee State General and Technical College hereby approves a Revised Policy for allowable and reimburseable travel expenses for authorized employees of the College. Said travel regulation conforms to the revised travel requirements of the Ohio Board of Regents and the Ohio Office of Budget and Management.

22.020 Allowable Transportation Expenses

Travel by air, rail, bus, or other common carrier must be at the lowest available rate. No reimbursement will be made for sleeping accommodations on common carriers. All expenses must be supported by a ticket stub, receipt, or similar evidence of expense.

Employees may be reimbursed at a rate of 16 cents per mile for the use of privately-owned automobiles for official business or professional travel if such mode of transportation is approved by the appropriate administrator as being advantageous to the institution. Those who use motorcycles on official college business are allowed 8 cents per mile.

Mileage is payable to only one of two or more employees traveling on the same trip in the same vehicle. Reimbursement may be claimed for parking charges, ferry and taxi fares, bridge tolls, highway and tunnel tolls. Receipts are required for reimbursement of parking and ferry tolls.

22.030 Allowable Living Expense

Allowable living expenses consist of those direct expenditures made by a college staff member in meeting his own necessary and responsible expenses while traveling for professional purposes or on college business.

An employee authorized to travel for professional purposes or on college business may be reimbursed at the following rates upon presentation of receipts.

In State Travel

Per diem living allowance is limited to \$32 overall with the following stipulations:

Meal allowances:

| | |
|-------------------------|--------|
| Breakfast not to exceed | \$2.50 |
| Lunch not to exceed | 3.50 |
| Dinner not to exceed | 6.00 |
| Lodging not to exceed | 20.00 |

Out of State Travel

There is no per diem maximum living allowance for meals or lodging out-of-state. However, receipts are required for all expenditures and the traveler is expected to use discretion in his expenditures. A travel expenditure limit may be imposed by an administrative supervisor prior to the traveler's trip.

22.040 Professional Travel

Approval for professional travel will be based on such factors as potential professional benefits, costs, number and type of requests, state of the institution's budget, class time missed, and other related matters.

So that professional travel may be allocated on an equitable basis, the appropriate administrator will meet with faculty or staff early in the fiscal year to discuss the distribution of funds for travel.

Reimbursement for travel expenses shall be made within the budgetary limitations of the college.

The professional travel expense statement should be submitted as soon as practical after each trip.

Use of petty cash to pay travel vouchers is prohibited.

22.050 Miscellaneous

All travel expenses, with the exception of commercial transportation expenses and prepayment of registration fees that exceed \$50.00, must be handled on a reimbursement basis. Under no circumstances can travel money be advanced.

Students are not eligible for reimbursement for travel expenses that are required as a part of their educational program. Field trips and other travel expenses are considered a part of the normal educational expenses of attending college.

Expenses incurred for stenographic fees, storage of baggage, telephone calls on official college business, and rental of equipment or temporary meeting or office facilities necessary for the conduct of official college business may be reimbursed. However, rental of equipment, meeting, or office facilities must be approved by the administrative supervisor prior to agreements being consummated for such rentals. Expenses incurred for entertainment and alcoholic beverages are not reimburseable.

Miscellaneous expenses must be itemized separately on the travel voucher.

RESOLUTION 8-76

The Board of Trustees of Shawnee State General and Technical College hereby asks the President to draft the appropriate guidelines and procedures necessary to allow the Board of Trustees to act at its next meeting on the question of authorizing a faculty election to decide its position relative to collective bargaining.

M I N U T E S
Adjourned Meeting of
SHAWNEE STATE GENERAL AND TECHNICAL COLLEGE
Board of Trustees
March 15, 1976

The meeting was called to order by Chairman Brown.

ROLL CALL

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

CONFERENCE SESSION

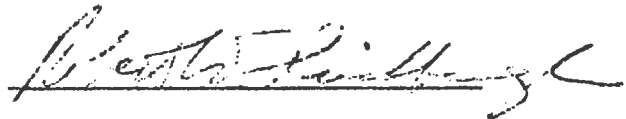
Dr. Sheets moved that the meeting recess to a conference session for the purpose of discussing a salary program that had been developed by the administration and faculty.

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

Nays: None

The Board recessed at 7:40 p.m. into a Conference Session.

At 9:20 p.m. Chairman Brown reconvened the adjourned meeting and announced that an adjourned special meeting will be held on April 5, 1976 on the Shawnee State South Campus beginning at 8:00 p.m.



Robert W. Flinchbaugh, Ph.D.
Secretary, Board of Trustees

Chairman, Board of Trustees (Date)