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Board of Trustees

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1-24-1977

### January 24, 1977 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  
Meeting  
January 24, 1977

The meeting was called to order by Chairman Brown.

ROLL CALL

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

Members Absent: Mrs. Kennedy

APPROVAL OF MINUTES

Mr. Stevens moved that the minutes of the December 20, 1976 Board of Trustees meeting be approved.

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

Nays: None

ELECTION OF OFFICERS

Mr. Ferguson nominated Mr. Walter Brown for Chairman Mr. Hyland seconded the nomination. Mr. Stevens moved that nominations be closed. Chairman Brown called for a voice vote.

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

Nays: None

Mr. Hyland nominated Mr. William Horr for Vice-Chairman, Mr. Horr declined the nomination and in turn nominated Mr. James Strafford for Vice-Chairman. Mr. Levi seconded the nomination. Mr. Ferguson moved that the nominations be closed. Chairman Brown called for a voice vote.

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

Nays: None

Mr. Stevens nominated Dr. Robert W. Flinchbaugh to serve as Secretary to the Board of Trustees. Mr. Ferguson seconded the nomination. Mr. Strafford moved that the nominations be closed. Chairman Brown called for a voice vote.

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

Nays: None

Mr. Stevens made a motion setting the time and place for the 1977 regular Board meetings. The Board will meet in regular session on the third Monday of each month at 7:30 p.m. on one of the campuses of the College. Mr. Strafford seconded the motion.

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

Nays: None

#### PRESIDENT'S REPORT

Dr. Flinchbaugh congratulated the newly elected officers and wished them well in the coming year.

Dr. Flinchbaugh introduced Mr. James Wittenmyer and Mr. Joe Barany, architects for the new buildings to speak about the bids on the new campus buildings.

Mr. Wittenmyer gave each of the board members a copy of the bid tabulations. The architects are reviewing the bids at this time and will make recommendations soon.

The alternate plans for a new Lecture Hall has been abandoned at this time. Alternates G2, G5, G6, G7, P2, E2, E4, are felt to be essential. The total cost of the project is \$6,960,000 with money being appropriated as follows:

State of Ohio	\$5,750,000
Vocational Education	750,000
EDA	250,000
Community	<u>210,000</u>
	\$6,690,000

Groundbreaking for the new campus buildings is tentatively set for Monday, March 7, 1977.

Dr. Flinchbaugh continued his report to the Board by informing them of a change in the pay system for part-time faculty members. They will be paid on a once a quarter basis, at the end of the quarter when grades have been submitted. All part-time faculty have been made aware of this change in pay policy.

A proposal for offering three new programs at Shawnee State College is being submitted to the Ohio Board of Regents at the February meeting for their approval. The new programs being proposed are Associate Degree programs in Automotive, Diesel, and Gas Turbine Engine Technician; Plant Engineering Maintenance; and Welding Technology. The question that must now be discussed and decided is where to offer these new programs when they are approved. A new facility will have to be built to accomodate these programs and location will have to be decided soon.

Another program that has been submitted for approval to the Ohio Board of Regents is an Emergency Medical Technician Program-Paramedic. This is a one year certificate program. Shawnee State College has an agreement with Hocking Technical College for a 1 + 1 plan for students who wish to transfer for the second year and earn an Associate Degree of Applied Science in Emergency Medical Technology-Paramedic.

Also included in this program students who complete four course requirements can be certified Emergency Medical Technician-Ambulance.



Mr. Horr moved that Resolution 1-77, concerning the Revised Policies and Procedures Manual be approved. Mr. Strafford seconded the motion.

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

Nays: None

Mr. Strafford moved that Resolution 2-77, concerning Summer Teaching Contracts be approved. Mr. Stevens seconded the motion.

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

Nays: None

Mr. Ferguson moved that Resolution 3-77, Administrative Personnel Policy, be approved. Mr. Levi seconded the motion.

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

Nays: None

Mr. Hyland moved that Resolution 4-77, Travel and Entertainment Policy be approved. Mr. Horr seconded the motion.

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

Nays: None

Mr. Ferguson moved that Resolution 5-77, concerning Part-Time Faculty travel pay be approved. Mr. Hyland seconded the motion.

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

Nays: None

Concerning Resolution 6-77, there were some questions concerning liability insurance, and it was decided to table this resolution until answers could be obtained.

Mr. Horr moved that Resolution 7-77, Board Operational Policy, be adopted, Mr. Stevens seconded the motion.

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

Nays: None

Mr. Stevens moved that Resolution 8-77, approving a contract for Barry L. Smith, as Director for Computer Services be approved. Mr. Strafford seconded the motion.

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

Nays: None

#### OTHER BUSINESS

Mr. Foti announced the cooperation of the hospital in Ironton with regard to the nursing, respiratory, and X-ray technology programs, stating that their cooperation has allowed Shawnee State to admit more students into these programs.

#### ADJOURNMENT

Mr. Hyland moved and Mr. Horr seconded the motion that the meeting be adjourned.

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

Nays: None

Walter N. Brown 5-16-77  
Chairman, Board of Trustees (Date)

Robert W. Amburgey 5/16/77  
Secretary, Board of Trustees (Date)

# RESOLUTION 1-77

Whereas, the Board of Trustees approved the present Policy and Procedures Manual so that personnel of Shawnee State College would have established operational policies and procedures from which to make decisions, and

Whereas, the original Manual is difficult to revise as new or revised policies are developed,

Therefore, be it resolved that the Shawnee State General and Technical College Board of Trustees hereby approves a Revised Policy and Procedures Manual, which upon this adoption, will be the official policy manual for operation of Shawnee State College.

RESOLUTION 2-77

Be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby approves the attached policy on summer teaching contracts; Section 5.301 of the Policy and Procedures Manual.



### 5.301 Summer Contracts

Reimbursement for Summer Term teaching responsibilities will be based upon Section 5.303 of this Policy and Procedures Manual unless a full-time faculty member is under a twelve month teaching contract.

Should full-time faculty express the desire, they will receive preference in staffing summer courses. There is no obligation on the part of any faculty member to accept summer teaching assignments if offered, unless such duties and responsibilities are stipulated within the terms of his/her contract.

Interested faculty should notify their respective dean in writing by May 15 that they desire summer term teaching responsibilities.

Summer term teaching assignments shall be contingent upon a minimum starting enrollment of 15 students per class. Classes with fewer students may be offered at the discretion of the appropriate dean.



RESOLUTION 3-77

Be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby approves the attached policy for administrative personnel, Sections 4.100 through 4.160 of the Policy and Procedures Manual.

#### 4.100 Definition of Administrator

The term "administrator", as used herein, shall include those employees who (1) are on 12 month contracts and (2) spend more than 75 percent of their time engaged in administrative duties. The President, civil service personnel, or faculty are not included in this policy section as administrative personnel.

#### 4.110 Contract System

##### 4.111 Full Fiscal Year Contracts

A. Initial Contract - The initial contract for a newly appointed administrative staff member shall be for one year. The contract period shall be from July 1 through June 30. Salary for the initial contract shall be determined by use of the administrative salary base category that is appropriate for the administrative position.

B. Second Contract - An administrator who had an initial fiscal year contract will be considered for an additional fiscal one year contract upon the recommendation of his supervisor and upon approval of the President and the Board of Trustees. The contract period shall be from July 1 through June 30 and shall indicate the vacation days granted for that year. Salary for this second one year contract will be based on the system for salary determination that is in use at the time.

C. Succeeding Contracts - An administrator, who had two fiscal one year contracts, will be granted a two year contract (for each subsequent contract) upon the recommendation of his supervisor and upon approval of the President and the Board of Trustees. The contract period shall be from July 1 through June 30. Salary for each fiscal year of a contract period will be based on the system for salary determination that is in use at the time.

#### 4.112 Partial Fiscal Year Contract

A. Initial Contract - In the event and administrator is employed to begin work with the College after September 1 of a fiscal year, his initial contract shall not count as one of the two, one year contracts for which a new administrator may be eligible. Thus, an administrator employed for a portion of a contract year, shall be considered for two additional one year contracts. An administrator employed during the fiscal year will be granted a contract from the beginning date of employment through the following June 30. Salary granted for the partial year contract shall reflect the salary of the appropriate administrative base category for that administrative position, but shall be prorated to include only the number of months employed and the number of vacation days granted will be noted on the contract.

B. Second Contract - An administrator who had an initial partial fiscal year contract will next be considered for a full fiscal one year contract. The contract period shall be from July 1 through June 30 and shall indicate the vacation days granted for that year. Salary for this first full fiscal year contract will be based on the system for salary determination that is in use at the time.

C. Third Contract - An administrator who had an initial partial fiscal year contract, followed by a full fiscal year contract, will be considered for a second full fiscal one year contract. The contract period shall be from July 1 through June 30 and shall indicate the vacation days granted for that year. Salary for the second full fiscal year contract will be based on the system for salary determination that is in use at the time.

D. Succeeding Contracts - An administrator, who had a partial year contract and two fiscal one year contracts will be granted a two year contract (for each subsequent contract) upon the recommendation of his supervisor and upon approval of the President and the Board of Trustees. The contract period shall be from July 1 through June 30. Salary for each fiscal year of a contract period will be based on the system for salary determination that is in use at the time.

Should revisions of administrative policies be made that would effect administrative contracts during a contract period (e.g., salary adjustments), administrative staff shall be issued revised contracts that reflect those changes.



#### 4.120 Contract Status

Prior to February 1 each year, if an administrator has been with the College two or more years or by April 1 if the administrator has been with the College less than two years, each administrative supervisor shall receive the performance records of each administrative officer under his supervision and shall hold an appraisal interview with each person. By February 1 or April 1, whichever is appropriate, and following the appraisal interview, the supervisor shall submit a written recommendation to his superior regarding contract status for the administrators under his supervision, and shall forward a copy of the recommendation to the employee. If an administrative supervisor recommends that an administrator's contract not be renewed, he shall notify the President in writing of his recommendation, and shall notify the affected administrator via a personal conference and a letter to that effect by the above appropriate dates.

Contracts for the ensuing fiscal year, specifying both position and salary for administrators whose contracts are to be renewed, shall be sent to such person by April 15 of the current contract fiscal year or within 15 days following final action by the Board of Trustees on the College's budget for the ensuing fiscal year, whichever is later.

#### 4.130 Causes for Termination

Any of the following shall be deemed sufficient cause for contract termination, though contract termination may be for causes other than those enumerated:

- A. The administrator is incompetent or inefficient in the performance of his duties.
- B. The administrator has been careless or negligent in the performance of his duties.
- C. The administrator has been offensive in his treatment of students, fellow employees, or other persons.
- D. The administrator has some permanent or chronic physical or mental ailment or defect that incapacitates him from the proper performance of his duties.
- E. The administrator has violated an official regulation or has failed to obey reasonable directions given by his supervisor when such violation or failure to obey amounts to insubordination or serious breach of discipline.
- F. The administrator has engaged in the illegal use of narcotics, has reported to work under the influence of alcohol, or has imbibed after reporting to work.
- G. The administrator has been convicted of a felony or of an offense involving moral turpitude.
- H. The administrator is a member of a subversive group as defined by law.

#### 4.140 Vacation Policy

The purpose of this section is to provide a standard for full-time administrative contract appointees holding fiscal year contracts at Shawnee State College. This section does not apply to any contract appointee holding faculty or civil service status.

The College regards a vacation as a period of rest and relaxation earned for past service and in preparation for future service. Since the annual vacation is important to the well-being of the employee and his or her family, each employee should use all earned vacation. The vacation year is July 1 through June 30 which coincides with the usual contract period.

All vacation requests must be approved by the appropriate supervisor prior to actually taking time off. Paid vacation is earned by employees holding fiscal year contracts at the rate of .7693 days per pay period. During a fiscal year an employee may accumulate up to 60 days vacation. However, only a maximum of forty (40) working days of earned vacation may be carried from one fiscal year to the next. Any deviation from the accumulated number of vacation days must be cleared with the President.

It is recommended that all vacation be taken during the year in which the employee qualified or becomes entitled to the vacation.

When an official College holiday falls within an employee's vacation period, vacation is not charged for that day.

All accrued vacation must be exhausted before a leave of absence commences.

Employees who are scheduled for retirement or who resign can be paid for earned accrued vacation, up to a maximum of forty (40) vacation days, at the time of his/her departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to a maximum of forty (40) vacation days will be paid to the estate of the employee.

Employees that do not have their contracts renewed or who are terminated shall be scheduled for all accrued vacation days prior to the ending of the contract period or the termination date, whichever is applicable.

It is the employee's responsibility to see that vacation request forms are signed and submitted to the Business Office. The Business Office will prepare and maintain an up-to-date vacation record for each contract employee.

Any questions concerning vacation record-keeping should be directed to the Business Office.



#### 4.150 Sick Leave

Administrative staff will be granted 15 days sick leave per year accrued at a rate of .577 days per day period. There will be no maximum applied to the amount of sick leave that may be accumulated during active employment. An administrative employee, at the time of retirement from active service, and with ten or more years of service with the institution, may be paid in cash for one-fourth of the value of his accrued but unused sick leave credit up to a maximum of one-fourth of one hundred twenty days. Such payment shall be based on the employee's rate of pay at the time of retirement.

The administrative staff member is required to submit a certificate of absence to the Business Office prior to the issuance of payroll checks affected by the absence.

#### 4.160 Resignation

An administrator, who does not return his contract within 30 calendar days after it is received, shall be considered as having resigned his position and he will no longer be employed by the College. The College may proceed to replace him.

An administrative staff member resigning a position during a contract period must submit a written resignation to the President of the institution. Notification of the disposition of accumulated vacation leave must accompany the resignation.

RESOLUTION 4-77

Be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby approves the attached revised policy on travel and entertainment, Sections 9.200 through 9.205 of the Policy and Procedures Manual.

#### 9.200 Travel and Entertainment

Am. Sub. H.B. No. 155 mandated that the Ohio Board of Regents develop standardized travel reimbursement policies for all state-supported and state-assisted institutions of higher education for both in-state and out-of-state travel which shall be applied uniformly. This procedure outlines those policies and regulations contained in Rule No. OBM-5-01 effective February 1, 1977, for reimbursement of travel and entertainment expenses incurred by Shawnee State personnel.

#### 9.201 Authority for Travel

All travel, in-state or out-of-state, must be authorized and approved by the appropriate administrative supervisor responsible for the expenditure. A supervisor's signature on the Travel Expense Report indicates his approval and the propriety of all expenses and allowances listed as necessary to the performance of travel on official college business. The officials authorized to approve requests are listed below:

President  
Vice President  
Deans  
Treasurer/Controller

#### 9.202 Headquarters

For reimbursement purposes, headquarters is the building location at which the employee has his primary work assignment.

## 9.203 Basis for Reimbursement for In-State Travel

### A. Allowable Transportation Expenses: Personal Automobile/Motorcycle

Personnel will be reimbursed at a rate of sixteen cents per mile for use of privately owned automobiles or eight cents per mile for privately owned motorcycles when traveling on official business. Mileage is payable to only one of two or more individuals traveling on the same trip and in the same vehicle. The name of all persons traveling together on the same trip and in the same vehicle must be listed on the travel report.

The mileage rate includes all expenses incurred by use of the privately owned automobile or motorcycle when traveling on official college business.

Liability insurance must be paid for by the individual to protect himself against suits and claims for personal injury and property damage while he is operating a private vehicle in the course of college employment.

Allowable mileage will be actual miles driven from either the employee's headquarters or home whichever is less. Attached to this policy, Section 9.2031, is a listing of frequently traveled to cities and/or places with mileage to be used as a guideline. Additional miles claimed should be explained on the travel expense report (i.e., Columbus-north, Columbus-airport, etc.)

### B. Other Transportation Expenses

Reimbursement may be claimed for parking charges; ferry and taxi fares; and bridge, highway and tunnel tolls. Receipts are required for reimbursement of parking and ferry tolls.

Any other out-of-pocket expenses, such as road services and towing will not be reimbursed.



9.2031

MILEAGE GUIDELINE CHART

<u>TO</u>	<u>From North Campus</u>	<u>From South Campus</u>
Athens, Ohio	75	85
Charleston, W. Va.	105	95
Chesapeake, Ohio	54	<del>44</del>
Chillicothe, Ohio	35	45
Cincinnati, Ohio	97	107
Columbus, Ohio	81	91
Columbus Airport	100	110
Huntington, W. Va.	56	46
Huntington Airport	65	55
Ironton, Ohio	38	28

C. Meals and Lodging Expenses Requiring Overnight Lodging

Personnel will be reimbursed a maximum of thirty-two dollars (\$32.00) for any calendar day during which they are on official in-state travel status involving overnight lodging. The calendar day is defined as any twenty-four hour period(s) from time of departure from headquarters to time of return.

Travel for less than a calendar day that requires overnight lodging will be reimbursed up to twenty dollars (\$20.00) for lodging and only for the meals as noted in part D below.

The aforementioned allowances provide for reimbursement for lodging, meals, and incidentals, such as gratuities which must be included on a receipt under the limitations set forth in part D below.

Expenses claimed for lodging, meals, and incidentals must be itemized on the Travel Expense Report. Claims for reimbursement for lodging and meals must be accompanied by original receipts. Credit card receipts are not acceptable.

D. Meal Allowances for Travel Not Requiring Overnight Lodging Plus Travel Time Outside of a Calendar Day

Personnel authorized to travel on official college business may claim reimbursement for meals not requiring overnight lodging for travel periods less than a calendar day (travel requiring overnight lodging refer to part C, paragraph 1). Basis for reimbursement is as follows:

1. Breakfast \$2.50.
2. Lunch \$3.50.
3. Dinner \$6.00.

The above allowances include gratuities. Expenses claimed for meals must be itemized on the Travel Expense Report. Claims for reimbursement must be accompanied by original receipt. Credit card receipts are not acceptable.

#### 9.204 Basis for Reimbursement for Out-Of-State Travel

The basis for reimbursement for out-of-state shall be the same as that for in-state except for the following:

##### A. Lodging

Reimbursement for lodging shall not exceed actual and reasonable expenses for the individual. Original receipts must support the reimbursement. Credit card receipts are not acceptable.

##### B. Meals

Provided the traveler can demonstrate that undue hardship will ensue because of the nature of the conference or meeting, or because of the locale, reasonable expenses may be reimbursed. Original receipts must support all meals. Credit card receipts are not accepted. Alcoholic beverages are not reimbursable.

##### C. Common Carrier

When available, air travel is to be at coach rate. Other common carrier transportation must be at the lowest available rate.

Unused travel reservations must be released within the time limits specified by the carriers or the individuals may be personally liable for any charges assessed.

When charging transportation to the college, persons traveling should instruct the carrier or agency to forward invoices to the Business Office for payment. When transportation is charged, it should be so indicated on the travel report for information purposes only.

##### D. Rental of Automobile

Personnel will be reimbursed for rental of automobiles when traveling on official business provided such mode of transportation is advantageous to the College over other means of transportation. Rental must have prior approval of the official college official listed in section 9.201.

#### E. Miscellaneous Expenses

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 conducting 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 reimbursable.

Miscellaneous expenses must be itemized on the Travel Expense Report. Original receipts shall be submitted for all individual miscellaneous expenditures. Credit card receipts are not acceptable.

#### F. Limitations on Reimbursement of Allowable Living Expenses

No allowances for lodging, meals, or miscellaneous expenses, may be claimed (1) within the individual's headquarters county, (2) within the county of residence from which the individual commutes to his/her headquarters, or, (3) within thirty miles of the individual's residence.

#### G. Conferences

Registration fees exceeding (\$50.00) fifty dollars may be paid directly by the college if verification of the fee is provided by the employee.



#### 9.205 Travel Expense Report Form

Request for reimbursement of travel expenses and official entertainment while on travel status shall be made on the travel expense report form. Travel expense report forms may be obtained from the Business Office. Each travel report must be completed correctly and in full; including travel points, times, meals and lodging, transportation expenses, miscellaneous expenses and properly signed with purpose of travel explained in full. Travel reports that are completed incorrectly will be returned to the traveler.

RESOLUTION 5-77

Be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby approves the attached part-time faculty travel policy, Sections 9.210 and 9.211 of the Policy and Procedures Manual.

#### 9.210 Part-Time Faculty Travel Policy

In order to encourage qualified individuals to teach at Shawnee State College, the College provides the benefit of reimbursing those individuals that must commute more than twenty-five (25) miles one way or more than fifty (50) miles round trip to perform their teaching assignments. The basis for measuring the fifty mile limitation will be the calculation of mileage to and from the designated teaching location from either the individual's house (using the town or city included in the individual's Post Office address) or Shawnee's South campus, whichever is less. Thus, if a part-time faculty member travels sixty (60) miles round trip, as measured by the method described above, to perform his teaching responsibility, he will be reimbursed for sixty (60) miles for this particular trip. However, if a part-time faculty member travels forty-five (45) miles round trip to perform his teaching responsibilities and as measured by the method described above, he will not be reimbursed.

#### 9.211 Procedure

Eligible part-time faculty will be reimbursed at a rate of .16 per mile. Mileage must be reported on travel forms obtained from the appropriate Dean. These reports must be turned in to the appropriate Dean at the end of each quarter. The Dean will check each travel voucher for accuracy, and will sign and forward the first three copies to the Business Office authorizing reimbursement.

RESOLUTION 7-77

Be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby approves the attached policy on Board of Trustees Operational Procedures, Sections 3.100 through 3.107 of the Policy and Procedures Manual.



### 3.100 Board of Trustees Operational Procedures

The Shawnee State General and Technical College Board of Trustees operates by authority of Chapters 3358 and 3345 of the Revised Code of Ohio. As constituted by law, the government of a state general and technical college is vested in a board of nine (9) trustees appointed by the Governor of Ohio, with the advice and consent of the Ohio Senate. Vacancies that occur on the Board are filled by the Governor.

### 3.101 Officers of the Board

The Board elects its own officers each year at its first annual meeting. Elected officers are the Chairman, Vice-Chairman, and Secretary who may be the College President.

### 3.102 Length of Office

Since the State Legislature provided that a board of nine citizens be vested with control over a public College's affairs, and since part of the reason for this decision was to create a constant supply of leadership for the State's Colleges, it is important that the Board of Trustees of Shawnee State College make an attempt to infuse its own operations and decisions with fresh leadership from its membership. In addition, each board member has his own unique ideas, thoughts, talents, and style, and he should be given the opportunity to serve the people of the State with these strengths. It is within this spirit and for these reasons that the Board has established this policy on length of office.

A Board member who is elected Chairman or Vice-Chairman of the Board may succeed himself one time in that office unless he has filled the unexpired term of another Chairman or Vice-Chairman, in which case he may succeed himself two times, i.e., be elected to the office two times in addition to the unexpired term.

### 3.100 Board of Trustees Operational Procedures

The Shawnee State General and Technical College Board of Trustees operates by authority of Chapters 3358 and 3345 of the Revised Code of Ohio. As constituted by law, the government of a state general and technical college is vested in a board of nine (9) trustees appointed by the Governor of Ohio, with the advice and consent of the Ohio Senate. Vacancies that occur on the Board are filled by the Governor.

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The Board elects its own officers each year at its first annual meeting. Elected officers are the Chairman, Vice-Chairman, and Secretary who may be the College President.

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A board member who is elected Chairman or Vice-Chairman of the Board may succeed himself one time in that office unless he has filled the unexpired term of another Chairman or Vice-Chairman, in which case he may succeed himself two times, i.e., be elected to the office two times in addition to the unexpired term.

The Secretary of the Board, because of the record-keeping nature of his duties, has no restrictions placed upon him as to the number of terms he may serve as Secretary so long as he maintains a position on the Board or is the President of the College.

### 3.103 Nomination of Officers

At the last scheduled Board meeting of a calendar year, the Chairman of the Board shall appoint two members of the Board to a Nominating Committee which shall nominate, at the Board's first meeting of the new calendar year, members of the Board for positions as officers of the Board. The Chairman may include himself/herself as one of the two members of the Nominating Committee.

### 3.104 Election of Officers

At the first meeting of a new calendar year, the Board elects its officers for that year from the nominations of the Nominating Committee.

### 3.105 Duties of Officers

#### A. Chairman

The Board Chairman presides at all meetings of the Board, signs authorized or approved contracts and other documents on behalf of the Board as required by law.

#### B. Vice Chairman

In the absence of the Chairman, the Vice Chairman presides at Board meetings; and where necessary because of prevailing circumstances, signs authorized or approved contracts and other documents.

#### C. Secretary

The Secretary, who may be a member of the Board or the President, maintains a record of the proceedings of each meeting of the Board, and performs other duties as may be assigned.

### 3.106 Meetings

The annual organizational meeting of the Board is held at its first meeting of the calendar year.

#### A. Place of meeting

Regular and special meetings of the Board are normally held on the South Campus in the room designated as the Board Room, but other locations may be utilized when it is necessary to do so.

#### B. Meeting Times

The time and day of the regular meetings of the Board are determined each year at the organizational meeting. Special meetings are called as needed and notices are posted in the College and appropriate news media contacted as noted in Section 3.120. Both regular and special meetings follow a structured agenda and are open to the public.

#### C. Conference Sessions

Conference sessions may be called by the Board Chairman at the request of any member of the Board or the President of the College. The purpose of a conference session is to discuss, with a limited number people, background information of interest to the Board. No official action is taken by the Board during these sessions.

#### D. Executive Sessions

Executive sessions may be called by the Board Chairman at the request of any member of the Board or the President of the College. The purpose of an executive session is to discuss confidential matters as permitted under Section 121.22 of the Revised Code. Executive sessions are closed to the public. No collective decision is made nor official action taken during an executive session.

#### E. Attendance at Meetings

All regular and special meetings and conference sessions are open to the public. Minutes of these meetings are officially recorded and made available to the public as described in Section 3.120 of this Manual.

### 3.107 Rules and Regulations

Motions or resolutions of the Board are adopted only upon the majority vote of those members in attendance, provided that at least a quorum of the Board (5 members) is in attendance.



RESOLUTION 8-77

Be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby approves an administrative contract for Barry L. Smith for services as Director of Computer Services from February 14, 1977 through June 30, 1977 at a prorated salary of \$5,384.60. This proration is based on a twelve month salary of \$14,000.