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Board of Trustees

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2-21-1977

### February 21, 1977 Meeting Minutes

Shawnee State University

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M I N U T E S

Shawnee State College

Board of Trustees Meeting  
February 21, 1977

The Meeting was called to order by Chairman Brown.

ROLL CALL

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

Members Absent: Mr. Hyland, Mr. Ferguson

APPROVAL OF MINUTES

Mr. Horr moved that the minutes of January 24, 1977 Board of Trustees Meeting be approved.

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

Nays: None

PRESIDENT'S REPORT

Dr. Flinchbaugh reported on the plans for the groundbreaking ceremony, to be held on March 7, 1977 at 10 a.m., on the Second Street side, just West of Massie Hall. Hard hats with names inscribed on them will be given the members of the Board of Trustees. Several Federal and State officials have been invited to the groundbreaking. Mr. Harsha, Mr. Riffe, Mr. Brown, Dr. Norton, have been asked to speak.

Dr. Flinchbaugh also indicated to the Board that Front Street will be closed on March 11, 1977.

NEW BUSINESS

USE OF COLLEGE OWNED VEHICLES

Mr. Stevens moved that Resolution 6-77, Policy on Use of College Owned Vehicles be adopted.

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

Nays: None

APPROVAL OF WINTER QUARTER PART-TIME FACULTY

Mr. Strafford moved and Mr. Stevens seconded the motion to approve Resolution 9-77, approving the employment of Part-Time Faculty for Winter Quarter 1977.

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

Nays: None

APPROVAL OF CONTRACTS FOR CONSTRUCTION

Mrs. Kennedy moved that Resolution 10-77, approving the recommendation of the Ohio Department of Administrative Services regarding awarding of contracts for construction be adopted. Mr. Stevens seconded the motion.

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

Nays: None.

COLLEGE COUNCIL

Mr. Strafford moved and Mr. Horr seconded the motion that Resolution 11-77, concerning the creation of a College Council, be tabled.

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

Nays: None

OTHER BUSINESS

Mr. Horr asked that the Board of Trustees go into Executive Session to discuss a personnel matter. The Board went into executive session at 8:02 p.m. The meeting was reconvened at 8:28 p.m.

ADJOURNMENT

Mr. Strafford moved that the meeting be adjourned.

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

Nays: None

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

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

RESOLUTION 6-77

Be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby approves the attached policy on the use of College owned vehicles, Sections 9.250 through 9.255 of the Policy and Procedures Manual.

#### 9.250 Use of College Owned Vehicles

College owned vehicles are maintained and made available for use by employees of the Shawnee State College departments and registered organizations who require transportation to and from specified destinations for the purpose of conducting official College business.

The assignment of College vehicles is limited to full-time and part-time employees of the College. The employee to whom the vehicle is assigned has the responsibility for determining that the vehicle is used only for official College business, and that all drivers possess a valid operator's license or a valid chauffeur's license (if driving the bus) that must be on file in the Business Office. Other basic requirements for operating the bus include:

- A. A physical examination - a physical examination shall be taken prior to September 1 of the year in which a person wishes to drive the bus. The person's physician shall complete the "Physical Examination Form - 9.251A" certifying the person is physically fit to drive the bus. Form 9.251A shall be filed in the College Business Office prior to a decision being rendered approving or disapproving the person's application to drive the bus. The decision concerning a person's fitness to drive rests solely and exclusively with the administrators of the College.
- B. Completion of an In-Service course on bus operations - contact the Vice President to schedule this training.

#### 9.251 Passengers

Passengers in College-owned vehicles are limited to employees, students, or guests of the College who are traveling on official College business. The use of a College vehicle for other than official business may subject the responsible individual to disciplinary action by the College and/or to prosecution under appropriate sections of the Ohio Revised Code.

#### 9.252 Violations

The College will not be responsible for traffic or parking violations incurred by persons using the vehicles, and the responsibility for all penalties for said violations must be assumed by the driver.

SHAWNEE STATE COLLEGE  
Physical Examination Form

9.251A

MEDICAL EXAMINATION REPORT (For Bus Drivers)

SECTION I: To be completed by: APPLICANT

Applicant's Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Home Address \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Birth Date \_\_\_\_\_ Sex \_\_\_\_\_ Height \_\_\_\_\_ Yrs. Bus Driving \_\_\_\_\_

SECTION II: To be completed by: APPLICANT

APPLICANT: Do you now or have you ever had:

Diabetes	Yes/ <input type="checkbox"/> /	No/ <input type="checkbox"/> /	Any Chronic Disease	Yes/ <input type="checkbox"/> /	No/ <input type="checkbox"/> /
Tuberculosis	Yes/ <input type="checkbox"/> /	No/ <input type="checkbox"/> /	Any Nervious Disorder (Epilepsy, blackout, etc.)	Yes/ <input type="checkbox"/> /	No/ <input type="checkbox"/> /
High Blood Pressure	Yes/ <input type="checkbox"/> /	No/ <input type="checkbox"/> /	Brain Surgery	Yes/ <input type="checkbox"/> /	No/ <input type="checkbox"/> /
Alcoholism or Drug Addiction	Yes/ <input type="checkbox"/> /	No/ <input type="checkbox"/> /	Heart Surgery	Yes/ <input type="checkbox"/> /	No/ <input type="checkbox"/> /
Venereal Disease	Yes/ <input type="checkbox"/> /	No/ <input type="checkbox"/> /	Heart Disease	Yes/ <input type="checkbox"/> /	No/ <input type="checkbox"/> /

Do You Take Any Medication (or Drugs)? Yes/  / No/  / List Type and Amount \_\_\_\_\_

I hereby declare that the above information is truthful and that the information on this form may be released to the Constituted authorities for evaluation purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SECTION III: To be completed by Examining Physician and returned to Shawnee State College

Blood pressure readings--Systolic and Diastolic	_____	_____
Diabetes - (Urinalysis) Sugar	_____	Albumin _____
Heart and/or circulatory system.....	Standard/ <input type="checkbox"/> /	Sub-Standard/ <input type="checkbox"/> /
Evidence of communicable disease.....	No/ <input type="checkbox"/> /	Yes/ <input type="checkbox"/> /
Extremities.....	Normal/ <input type="checkbox"/> /	Abnormal/ <input type="checkbox"/> /
Hearing.....	Standard/ <input type="checkbox"/> /	Sub-Standard/ <input type="checkbox"/> /
Hearing aid required when driving.....	No/ <input type="checkbox"/> /	Yes/ <input type="checkbox"/> /
Vision		
Uncorrected OD 20/ _____ OS 20/ _____	Corrected OD 20/ _____	OS 20/ _____
Peripheral vision.....	Standard/ <input type="checkbox"/> /	Sub-Standard/ <input type="checkbox"/> /
Color perception .....	Standard/ <input type="checkbox"/> /	Sub-Standard/ <input type="checkbox"/> /
Depth perception .....	Standard/ <input type="checkbox"/> /	Sub-Standard/ <input type="checkbox"/> /
Corrective lenses required when driving.....	No/ <input type="checkbox"/> /	Yes/ <input type="checkbox"/> /
Lungs.....	Normal/ <input type="checkbox"/> /	Abnormal/ <input type="checkbox"/> /
Intradermal or chest X-ray taken (Date) _____	Yes/ <input type="checkbox"/> /	No/ <input type="checkbox"/> /
Chronic Bronchitis.....	No/ <input type="checkbox"/> /	Yes/ <input type="checkbox"/> /
Bronchiectasis.....	No/ <input type="checkbox"/> /	Yes/ <input type="checkbox"/> /
Comments _____		

SECTION IV: Physician's Certificate

I Hereby certify that the above named applicant has been examined by me and:

- Meets the School Bus Drive Physical Qualifications Standard.
- Fails to meet the School Bus Driver Physical Qualifications Standards.

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Date	Physicians Signature	State Board Number
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Address

9.253 Accidents

The driver of a College vehicle is responsible for the proper care of the vehicle while it is in his custody. Damages to the vehicle resulting from accidents may be assessed to the using department and/or the driver if it is determined that the driver is at fault. Anytime damages are sustained by a vehicle, the circumstances shall be reported to the Physical Plant Engineer at the time the vehicle is returned.

9.254 Charges

The following charges for vehicle use will be assessed to the appropriate department.

	<u>Van</u>	<u>Bus</u>
A. Rate per mile	.16	.30
B. Driver <sup>(1)</sup>	--	25.00 and up
C. Minimum daily charge	5.00	25.00

(1) The \$25.00 per trip for driver is for a trip within 125 miles of Portsmouth. For trips exceeding 250 miles round trip, the drivers cost will be figured on an individual basis.

## 9.255 Procedures for Reserving and Returning Vehicles

- A. Check with the appropriate Dean for approval of the trip.
- B. If reserving a Van call 354-3205, ext. 20.  
If reserving the bus call 354-3205, ext. 25.
- C. When reserving the bus the request form must be completed two weeks before the date of the trip and forwarded to the Vice President. (Forms are available in the Dean's office).
- D. When reserving the van give the following information:
  1. Department name.
  2. Driver's name.
  3. Date and time of departure.
  4. Date and time of return.
- E. At the time of departure, pick up the vehicle keys and trip ticket at the Physical Plant Engineer's Office (South Campus) or at the Technical Dean's Office (North Campus).
- F. Enter the trip date on the trip ticket. The trip ticket is self-explanatory and should be fully completed by the driver.
- G. Return the vehicle keys and one copy of the trip ticket to the office from which they were picked up.
- H. Return a copy of the trip ticket to the department head or appropriate Dean being charged with the vehicle usage.
- I. The Physical Plant Engineer's office is open from 7:30 a.m. to 3:30 p.m. Monday thru Friday. Vehicles not being used for out-of-town trips must be returned to the home base each night; however, vans returning from out-of-town after 4:00 p.m. may be parked at the driver's residence and returned before 8:00 a.m. the next morning. The bus must always be returned to the assigned location. Vans to be used for out-of-town travel for which departure is scheduled before 8:00 a.m. may be picked up before 3:00 p.m. the previous day.

RESOLUTION 9-77

Be it resolved that the Board of Trustees of Shawnee State General and Technical College approves the employment of part time faculty for Winter Quarter 1977 as indicated for the academic and technical programs.

Part-Time Faculty

Winter Quarter  
1976-77

BUSINESS COURSES

	<u>Course</u>	<u>Pay</u>
John Bishop	Saturday morning Data Lab	\$200
	Introduction to Data Processing	500
	Computer Fundamentals & Process	500
Gayle Mossbarger	Typing II	750
	Shorthand II	750
Kathy Ratliff	Secretarial Practice I (Goodyear)	600
	Secretarial Practice I (Goodyear)	600
Mitchell Kiser	Personnel Management	600
Dave Kuhn	Real Estate Law	800
Russell Meyers	Real Estate Principles & Practice II	500
Bill Essman	Accounting I	600
	Industrial Economics	600
George Richter	Real Estate Appraisal	500
Jim Branham	Marketing	600
Frank Vecellio	Intermediate Accounting II	600
	Accounting II (Chesapeake)	600
Larry Essman	Accounting II	750
	Cost Accounting	750
Carl Lyon	Industrial Economics	750
	Accounting (for Corrections)	600
Walter Hammond	Real Estate Appraisal (Chesapeake)	500 & travel
Ken Suiter	Typing I (Chesapeake)	600
Don Brammer	Real Estate Principles & Practice II (Chesapeake)	600
Gary Rager	Principles of Management (Chesapeake)	600

CORRECTIONS/SOCIAL SERVICE COURSES

Jan Oliver	Contemporary Social Problems	600
	U.S. Minority Groups	400
	Personal Growth & Development	300

CORRECTIONS/SOCIAL SERVICE COURSES (continued)

Wayne Fowler	Marriage and the Family	\$600
	Medical Sociology	450
	Juvenile Delinquency	750
Richard Schisler	Criminal Law	600
Richard Howard	Group Interaction	750
Jack James	Sociology of Education	600
Allen Smith	Juvenile Delinquency	750
	Criminal Law	450
	Probation & Parole	750
Jack LeMaster	Correctional Case Evaluation	600
Larry Rupp	Penology & Corrections	600
	Principles of Leadership	600
Kathy Beattie	Community & Community Resources	600

DEVELOPMENTAL COURSES

Nancy Barnett	Study Techniques	600
Jim Vergne	Fundamentals of Mathematics	600
Orlando Vita	Fundamentals of Chemistry	600
Dave Patrick	Fundamentals of Physics	600

ENGINEERING COURSES

Richard Lauder	Engineering Drawing I	900
	Statics	600
Don Boring	Engineering Drawing I	600
	Engineering Drawing II	600
Richard Craycraft	Electrical Fundamentals II	750
Charles Staggs	Surveying I & Lab	900
	Surveying IV	300
Don Cooley	Construction Supervision	450
	Hydraulics for Civil Engr.	300
John Hoffman	Concrete	600
Bill Beattie	Soil Management	600
Dr. Frank Woltz	Unit Operations I	1,000 & travel

ENGINEERING COURSES (continued)

Eugene Wilson	First Aid & Safety (night)	\$150
	Park Protection	600
	First Aid & Safety	300
Ray Irwin	Electronics II	750
	Electro-Mechanical Design	750
Tim Ohrstrom	Electro-Mechanical Systems	625
	Electrical Fundamentals I	625

HEALTH COURSES

Dr. Lawrence Fried	Head & Neck Anatomy II	840
Charles Rheinheimer	Clinical Instruction for Respiratory Therapy Class at the Hospital	700
Scioto Memorial Hospital	Clinical Instruction for Respiratory Therapy Class at the Hospital	700
Medical Center Hospital Chillicothe, Ohio	Clinical Instruction for Respiratory Therapy Class at the Hospital	700
Mary Herrmann	Dental Hygiene Clinics	1,100

ACADEMIC PART TIME FACULTY - Winter Quarter '77

FINE ARTS/EDUCATION DIVISION

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Chrisman, Fredrick	Introduction to Education	\$600.00
Doerr, James	Graphic Design-Illustration	\$500.00
Goeldner, Joseph	Painting I, II, III Drawing	\$500.00 + Travel \$500.00
Hegarty, Dennis	Adm. of Intramural Athletics	\$600.00

HUMANITIES/SOCIAL SCIENCE DIVISION

Barnett, Nancy	Technical Writing Contemporary Writing Skills II	\$450.00 \$750.00
Beard, Gregory, J.D.	Business Law II	\$800.00
Born, Janet	Contemporary Writing Skills I	\$750.00
Combs, Charles	Principles of Sociology	\$600.00
Coomer, Gerald	Literature of Imagination	\$600.00 + Travel
Crabtree, Paul, Ph.D.	Abnormal Psychology	\$1,000.00
Crowther, Jeanne	Principles of Psychology	\$600.00+ travel
Distel, Norma	Mass Communication	\$750.00
Gillenwater, Mack, Ph.D.	Economic Geography	\$800.00 + Travel
Gulker, Emily	Speech I	\$450.00
Harner, Robert, Ph.D.	Mass Communication	\$1,000.00
Hoke, Donald	Principles of Economics II	\$750.00
Howard, Richard	Principles of Sociology	\$600.00
James, Jack	Principles of Sociology	\$600.00
Kiser, Mitchell	Principles of Economics I	\$750.00
Kuhn, David, J.D.	Business Law I	\$800.00

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Lykins, Dewey	Contemporary Writing Skills I Technical Writing Retail	\$750.00 \$600.00
Lyon, Carl	Principles of Economics II	\$750.00
Maroudis, Xenophon	Principles of Economics II	\$750.00
Meredith, Lawrence, Ph.D.	Principles of Psychology	\$800.00
Midkiff, Stephen	Principles of Psychology	\$600.00
Montgomery, Grant	Moral Philosophy	\$600.00
Ross, James P.	Contemporary Writing Skills II Contemporary Writing Skills II	\$750.00 \$750.00
Russell, William	Cultural Geography Environment and Man	\$600.00 \$600.00
Simon, John	Principles of Sociology Human Growth and Development	\$600.00 \$600.00
Stevenson, John	Elementary French II	\$600.00
Wolfe, James	Principles of Sociology	\$600.00
<u>MATH/SCIENCE DIVISION</u>		
Chamberlin, Dwight	Basic Algebra	\$750.00
Frowine, Jacob	College Algebra I	\$750.00
Hickman, Brian	Physical World I	\$900.00
Kalmon, Benjamin	Physics (Mechanics) Lec-Lab	\$900.00
Manakkil, Thomas, Ph.D.	Physics (Mechanics) Lecture Physics (Mechanics) Lecture	\$600.00 + Travel \$600.00
Russell, William	Physical Geology	\$900.00
Smith, Lyle B.	Physics (Mechanics) Lab Physics (Mechanics) Lab	\$375.00 \$375.00

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Spears, Billy	Data Math II	\$750.00
Todt, David	Principles of Biology Lecture-Lab	\$900.00
Vergne, James	College Algebra II	\$750.00
Vita, Orlando	Physics (Mechanics) Lab	\$450.00
	Physics (Mechanics) Lec-Lab	\$900.00
Welton, Michael	Business Math	\$750.00
Wisniewski, Ralph	Plant Biology (Lecture-Lab)	\$900.00
Woltz, Frank, Ph.D.	Organic Chemistry (Lab)	\$600.00 + travel

SOUTHERN OHIO CORRECTIONAL FACILITY

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Horvath, Gerald	Contemporary Writing Skills II	\$750.00
Johnson, Ralph	American History Since 1900	\$600.00
	Intro. to the American System	\$600.00
Pulskamp, Richard	Elementary Topics in Math I	\$750.00

CHESAPEAKE CAMPUS

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Norman, Rosanne	Contemporary Writing Skills I	\$750.00
Raymond, Edward	Principles of Economics I	\$600.00
Waggoner, Rick D.	Business Math	\$600.00

RESOLUTION 10-77

Be it resolved by the Board of Trustees of the Shawnee State General and Technical College that the Board approves the recommendations of the Ohio Department of Administrative Services regarding the awarding of contracts to contractors whose bids were the lowest and best received as these were indicated in a letter of February 8, 1977 to the President from the Ohio Department of Administrative Services, said letter of recommendation being attached to this resolution.



# Ohio Department of Administrative Services

30 EAST BROAD STREET  
COLUMBUS, OHIO 43215

JAMES A. RHODES, Governor  
February 8, 1977

~~RICHARD L. KRAVACH, Director~~  
RICHARD D. JACKSON, DIRECTOR

Dr. Robert W. Flinchbaugh, President  
Shawnee State General and Technical College  
940 Second Street  
P. O. Box 278  
Portsmouth, Ohio 45662

Re: 77-015  
Shawnee State General and Technical College  
Portsmouth, Ohio  
(Item No. 324-001 - H.B. 687 and ARC, EDA and Local Funds)

Dear Dr. Flinchbaugh:

On January 19, 1977, bids were received by this office on the above captioned project. After careful consideration of all bids received, we wish to recommend the award of contracts to the following contractors who bids were the lowest and best received:

<u>CONTRACTOR</u>	<u>BID</u>	<u>ESTIMATE</u>
Vesta Construction Company 1133 West Columbus Avenue Bellefontaine, Ohio 43311		
ITEM NO. 1 - GENERAL CONTRACT	\$2,987,000.00	\$3,040,000.00
Alt. G-2 (Omit 8" Slag Parking Areas and Substitute Asphaltic Base and Asphaltic Topping)	+ 70,000.00	+ 145,000.00
Alt. G-4 (Construction and Installation of Catwalks, Acoustical Reflectors in the Activities Building)	+ 29,000.00	+ 25,000.00
Alt. G-6 (Remove Existing Exterior Double-Hung Wood Windows in Massie Hall and Provide New Double-Hung Metal Replacement Windows)	+ 38,000.00	+ 50,000.00
Alt. G-7 (Remove Existing Roofing on Massie Hall and Provide New Metal Roofing on All Sloping Roofing and Dormer and New Built-Up Roofing on Built-Up Areas)	+ 115,000.00	+ 125,000.00
TOTAL GENERAL CONTRACT	\$3,239,000.00	\$3,385,000.00

Dr. Robert W. Flinchbaugh, President  
 Page 2  
 February 8, 1977

<u>CONTRACTOR</u>	<u>BID</u>	<u>ESTIMATE</u>
A. J. Stockmeister, Incorporated 227 Main Street Jackson, Ohio 45640 <u>ITEM NO. 2 - PLUMBING CONTRACT</u>	\$ 404,098.00	\$ 391,357.00
Kuempel Company 5240 Lester Road Cincinnati, Ohio 45213 <u>ITEM NO. 3 - HEATING, VENTILATING            AND AIR CONDITIONING            CONTRACT</u>	\$1,100,000.00	\$1,104,329.00
West End Electric Company, Incorporated 714 - 10th Street Portsmouth, Ohio 45660 <u>ITEM NO. 4 - ELECTRICAL CONTRACT</u>	\$ 655,000.00	\$ 543,656.00
Alt. E-2 (Furnish and Install All Work Required for the Theatrical Portion of the Activities Build- ing)	+ 35,200.00	+ 21,000.00
Alt. E-4 (Furnish and Install Underground Telephone Transmiss- ion Conduit Across Property)	+ 35,200.00	+ 25,620.00
<u>TOTAL ELECTRICAL CONTRACT</u>	\$ <u>725,400.00</u>	\$ <u>590,276.00</u>
Otis Elevator Company 2422 Central Parkway Cincinnati, Ohio 45214 <u>ITEM NO. 5 - ELEVATOR CONTRACT</u>	\$ 42,466.00	\$ 54,000.00
General Hotel Supply Company 560 South High Street Columbus, Ohio 43215 <u>ITEM NO. 6 - KITCHEN EQUIPMENT            CONTRACT</u>	\$ 58,807.00	\$ 55,000.00

Dr. Robert W. Flinchbaugh, President  
 Page 3  
 February 8, 1977

<u>CONTRACTOR</u>	<u>BID</u>	<u>ESTIMATE</u>
Farnham Equipment Company 610 West Third Street Greenville, Ohio 45331		
ITEM NO. 7 - FOLDING BLEACHERS CONTRACT	\$ 33,800.00	\$ 25,000.00
Alt. FB-1 (Furnish and Install Folding Platform Chairs with Arms in Lieu of Folding Bleachers in Activities Building)	+ 51,200.00	+ 55,000.00
TOTAL FOLDING BLEACHERS CONTRACT	\$ <u>85,000.00</u>	\$ <u>80,000.00</u>
Capital School Equipment, Incorporated 6455 Havens Road P. O. Box 75 Blacklick, Ohio 43004		
ITEM NO. 8 - LABORATORY CABINET CONTRACT	\$ 29,985.00	\$ 40,000.00
Beck Studios, Incorporated 2001 - 2009 Highlands Avenue Cincinnati, Ohio 45219		
ITEM NO. 9 - RIGGING SYSTEM CONTRACT	\$ 10,209.00	\$ 20,000.00
Industrial Communications and Sound Company, Incorporated 3716 Montgomery Road Cincinnati, Ohio 45207		
ITEM NO. 10 - SOUND SYSTEM CONTRACT	\$ 43,830.00	\$ 78,000.00
Wilson Floor's Company 3950 Indianola Avenue Columbus, Ohio 43214		
ITEM NO. 11 - CARPET CONTRACT	\$ 38,960.00	\$ 60,000.00

Dr. Robert W. Flinchbaugh, President  
 Page 4  
 February 8, 1977

<u>CONTRACTOR</u>	<u>BID</u>	<u>ESTIMATE</u>
Strand Century, Incorporated 20 Bushes Lane Elmwood Park, New Jersey 07407 ITEM NO. 12 - THEATRICAL LIGHTING CONTRACT	\$ <u>78,895.00</u>	\$ <u>70,000.00</u>
TOTAL CONTRACTS RECOMMENDED	\$5,856.650.00	\$5,927,962.00
Associate Architect's Fee: \$5,856,650.00 x 6.82% = \$399,423.53 Additional Fee for Energy Study <u>2,175.00</u> Total Associate Architect's Fee \$401,598.53	401,598.53	
Less Amount Previously Encumbered - <u>240,317.39</u> Additional Amount Re- quired \$161,281.14		
State Architect's Fee: \$ 100,000.00 x 2% = \$ 2,000.00 \$ 900,000.00 x .75% = 6,750.00 \$4,856,650.00 x .5% = <u>24,283.25</u> Total State Architect's Fee \$ 33,033.25	33,033.25	
Less Blue Print Costs - <u>8,194.86</u> Additional Amount Re- quired \$ 24,838.39		
Land Acquisition	285,000.00	
Owner's Site Cost: Bury Electric Transmission Line \$140,000.00 Bury Electric to Pump Station <u>25,000.00</u> Total \$165,000.00	165,000.00	
Miscellaneous Costs: Site Survey, Test Borings, Plan Approval, Demolition of Houses, Rerouting of Telephone Lines, Acoustical Consultant, Etc.		70,000.00
Construction Contingencies	<u>148,718.22</u>	
TOTAL RECOMMENDED	\$6,960,000.00	

Dr. Robert W. Flinchbaugh, President  
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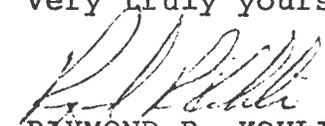
Please note that Item No. 2 - Plumbing Contract, Item No. 4 - Electrical Contract, Item No. 6 - Kitchen Equipment Contract, Item No. 7 - Folding Bleachers Contract, and Item No. 12 - Theatrical Lighting Contract are in excess of the filed Estimate of Cost; however, the total of all contracts is within the total estimate and are recommended for award in accordance with Section 153.12 of the Ohio Revised Code.

It is also for note that Item No. 7 - Folding Bleachers Contract is recommended to the third lowest bidder, since the low bidder failed to bid on a desirable alternate and the second lowest bidder's equipment does not meet the standards required by the specifications.

The contractors noted above have complied with the requirements of Section 13 of Amended Substitute House Bill No. 687 pertaining to Equal Employment Opportunity.

If you concur in the above recommendation, please furnish the necessary Contract Encumbrances so that we may prepare and process the construction contracts.

Very truly yours,

  
RAYMOND R. KOHLI, P.E.  
Deputy Director  
Division of Public Works

RRK:jr  
M/13

cc: Hayes, Donaldson, Wittenmyer and Partners - Architects  
Heapy and Associates  
Mr. Frank Taylor, Vice President ✓  
Mr. Frank Coffman  
Mr. Henry Whitcomb  
Mr. Richard Harris  
Mrs. Margaret Omohundro  
Mr. Donald Welsch  
Mr. George Showalter  
Mrs. Ida Castle (Contract Clerk)  
(C.D. - 540 Consecutive Calendar Days)

RESOLUTION 11-77

Be it resolved that the Board of Trustees of the Shawnee State General and Technical College hereby approves a policy on a College Council, Sections. 3.300-3.307.

Tabled

superose

Gilbert bond

25% cotton

### 3.300 COLLEGE COUNCIL

The College Council of Shawnee State College is a body of administrators and full-time faculty representatives that meet regularly to discuss topics of interest and concern to the Council members and to give advice to the President, the administrative staff, and the faculty about College matters.

#### 3.301 Membership

The Council members shall be the President, Dean of Academic Programs, Dean of Technical Programs, Dean of Student Services, technical program directors and coordinators, academic division coordinators, and three full-time faculty members elected at large.

- A. All members of the Council are voting members except the President, who shall be non-voting.
- B. Full-time faculty members elected at-large shall serve one year terms on the Council, but a faculty member may serve more than one year if re-elected. If an elected member resigns, the replacement shall be selected by the entire full-time faculty in an election conducted as soon after the notice of resignation as possible.

### 3.302 Council Officers

- A. Election - There shall be two officers of the Council -- a Chairman and a Vice-Chairman. Election of officers shall be held during a May meeting of the Council and only Council members shall vote in the election. The officers' terms will run for one year beginning with the first meeting in September. An officer cannot serve more than two consecutive years in the same office.
- B. Duties of Council Chairman :
1. The chairman of the Council shall prepare an agenda for each meeting. Items to be placed on the agenda must be submitted to the Chairman at least four school days prior to a meeting.
  2. The Chairman shall preside at Council meetings and expedite the business of the Council.
  3. The Chairman may request reports from committees established by the Council.
- C. The Vice-Chairman shall fulfill the duties of the Chairman in his absence and shall hold the position of Council Secretary.
- D. Council Secretary (Vice Chairman) - The duties of the Council Secretary shall be as follows:
1. Distribute copies of the agenda to the Council members.
  2. Record minutes of the Council meetings and distribute them to Council members.
  3. Maintain official records of the Council.
  4. Post copies of the agenda and minutes in faculty lounges.
  5. Take roll each meeting and keep a record of attendance.
- The Council Secretary will be assisted by the College secretarial staff in the the typing and duplication of material.

### 3.303 Meetings

The Chairman of the Council will call the first meeting of the academic year no later than September 30. At this meeting, the Council will establish a regular schedule of meetings. The regular meeting schedule may be changed by Council action. Special meetings may be called by the President of the College, the Chairman of the Council, or upon the written request of three Council members.

### 3.304 Quorum

A quorum shall consist of the presence of two-thirds of the Council membership. A member may ask the Chairman to establish that a quorum is present. In the absence of a quorum, the Council members may continue the meeting if a majority of those present so elects. In the absence of a quorum, however, no decisions may be made by the Council.

### 3.305 Voting

Since the purpose of the Council is to act as an advisory body, it is essential that concensus be reached as often as possible on an item of discussion. In the event that every member of the Council cannot agree on a recommendation, the Council may conduct a vote of the Council members if three members request it.

If a vote is conducted on a matter before the Council, a two-thirds (2/3) majority affirmative vote of those members present is required for passage of a recommendation. All votes shall be by a show of hands, and votes in the minutes shall describe the number of affirmative and negative votes.

### 3.306 Presentation of a Council Recommendation

When the Council identifies its position regarding a topic, it shall put its recommendation into written form and shall submit it to the President, administrative staff, or faculty for their use.

When the Council arrives at a consensus on a policy recommendation that it forwards to the President, he reviews the recommendation and recommends action to the Board of Trustees or withholds his recommendations to the Board pending further study. If further study is necessary, the President meets with appropriate persons concerning the Council's recommendations, and discusses with the Council his concerns. The President may ask the Council to review its recommendations in light of his concerns. If, after his discussions with the Council, the President decides he can accept the original recommendation or revisions which he and Council worked out, he, then, recommends action to the Board of Trustees.

If the President, after his deliberations with the Council, decides that an impasse has developed between the Council and him in that neither can find a solution to the problem that is satisfactory to the other, the President shall discuss the problem with a committee of the Board of Trustees or with the full Board, whichever is appropriate. The purpose of such discussion is to review the problem with the Board and to consider the proposed and additional solutions that may be available in the resolution of the problems.

### 3.307 Committees

Since much of the preliminary work of the Council can be consummated through a small group format, the Council will employ a committee system for preliminary study and discussion of topics. A committee normally is comprised of at least three members who are appointed by the Council Chairman with the approval of the Council. Committees can be either ad hoc or standing committees. In either case, committee members are selected by the procedure described.

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