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Board of Trustees

7-18-1977

July 18, 1977 Meeting Minutes

Shawnee State University

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M I N U T E S
Shawnee State College
Board of Trustees Meeting
July 18, 1977

The meeting was called to order by Chairman Brown.

ROLL CALL

Members Present: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Levi, Mr. Strafford,
Mr. Vetter, Mr. Brown.

Members Absent: Mr. Morgan, Mr. Rittenour.

APPROVAL OF MINUTES

Mr. Levi moved and Mr. Vetter seconded the motion to approve the minutes of the June 20, 1977 Board of Trustees meeting.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Levi, Mr. Strafford, Mr. Vetter,
Mr. Brown.

Nays: None

PRESIDENT'S REPORT

Dr. Flinchbaugh announced that Shawnee State has signed an agreement with Southern Hills Hospital for the use of the hospital's facilities for training in the nursing programs.

Mr. Foti, Technical Dean, explained that the agreement must be approved by the State Board of Nursing and the hospital will be used for clinical instruction.

Mr. McCoy spoke about the federal regulations that must be observed by colleges and universities concerning the handicapped. Mr. McCoy is the coordinator for the handicapped programs. He stated that the college must comply with the 1973 Act for Rehabilitation, Section 504, concerning the handicapped.

Mr. McCoy reported to the Board that summer enrollment for 1977 is 791, compared to 576 in summer 1976.

Chairman Brown called the Board into executive session at 8:05 p.m. to discuss administrative salaries.

The meeting was reconvened at 9:30 p.m.

NEW BUSINESS

RESOLUTION 29-77 APPROVAL OF ADMINISTRATIVE SALARIES

Mr. Levi moved that Resolution 29-77 approving salaries for administrative personnel be approved. Mr. Vetter seconded the motion.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Levi, Mr. Strafford, Mr. Vetter, Mr. Brown.

Nays: None

RESOLUTION 30-77 APPROVAL OF SALARIES FOR DIRECTORS OF PROGRAMS

Mr. Hyland moved that Resolution 30-77, approving salaries for directors be approved. Mrs. Kennedy seconded the motion.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Levi, Mr. Strafford, Mr. Vetter, Mr. Brown.

Nays: None

RESOLUTION 31-77 - FACULTY SALARIES

Mr. Levi moved that Resolution 31-77, approving a salary pool for calculating faculty salaries according to the formula approved in the collective bargaining agreement between the College and the Shawnee Education Association be approved.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Levi, Mr. Strafford, Mr. Vetter, Mr. Brown.

Nays: None

RESOLUTION 32-77 APPROVAL OF COLLEGE BUDGET

Mr. Levi moved that Resolution 32-77, approving a college budget be approved. Mr. Vetter seconded the motion.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Levi, Mr. Strafford, Mr. Vetter, Mr. Brown.

Nays: None

RESOLUTION 33-77 APPROVAL OF PART-TIME FACULTY FOR SUMMER QUARTER

Mr. Strafford moved and Mr. Hyland seconded the motion to approve Resolution 33-77, part time faculty salaries for summer quarter 1977.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Levi, Mr. Strafford, Mr. Vetter, Mr. Brown.

Nays: None

RESOLUTION 34-77 - NON-RETURNING EMPLOYEE CHECKOUT

Mr. Vetter moved and Mr. Horr seconded the motion to approve Resolution 34-77, concerning a policy on Non-Returning Employees, Section 9.120 of the Policies and Procedures Manual.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Levi, Mr. Strafford, Mr. Vetter, Mr. Brown.

Nays: None

RESOLUTION 35-77 CODE OF REGULATIONS

Mr. Hyland moved and Mr. Horr seconded the motion to adopt the Code of Regulations for the Shawnee State College Development Fund, Inc., Resolution 35-77.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Levi, Mr. Strafford, Mr. Vetter, Mr. Brown.

Nays: None.

RESOLUTION 36-77 ELECTION OF MEMBERS OF BOARD OF TRUSTEES TO DEVELOPMENT FUND

Mr. Levi moved that Mr. Vetter, Mr. Strafford, and Mr. Horr be elected to serve from the Board of Trustees as members of the Shawnee State College Development Fund, Inc. Mr. Hyland seconded the motion.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Levi, Mr. Strafford, Mr. Vetter, Mr. Brown.

Nays: None.

RESOLUTION 37-77 CORRECTION OF CONTRACT

Mr. Vetter moved that Resolution 37-77, correcting the contract for Kevin Moore, be adopted. Mrs. Kennedy seconded the motion.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Levi, Mr. Strafford, Mr. Vetter, Mr. Brown.

Nays: None

RESOLUTION 38-77 RECOMMENDATION FOR TWO-YEAR CONTRACTS

Mr. Hyland moved that Resolution 38-77, concerning the awarding of two year contracts for some full time faculty be adopted. Mr. Levi seconded the motion.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Levi, Mr. Strafford, Mr. Vetter, Mr. Brown.

Nays: None

RESOLUTION 39-77 DISPOSITION OF ACCOUNTS RECEIVABLE

Mr. Strafford moved and Mr. Vetter seconded the motion that Resolution 39-77, concerning disposition of accounts receivable be approved.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Levi, Mr. Strafford, Mr. Vetter, Mr. Brown.

Nays: None.

OTHER BUSINESS

After a short discussion it was decided that there will be no Board of Trustees meeting in August unless there is some emergency.

Mr. Brown opened the meeting to anyone who had business with the Board. Mr. Kelley, President of SEA spoke to the fact that he had sent a letter to the Board requesting that salaries be renegotiated after fall registration, when the actual FTE for the college will be known. Mr. Brown replied that this was a contractual arrangement and would not be negotiated until the contract now in effect with SEA under collective bargaining is terminated.

ADJOURNMENT

Mr. Hyland moved that the meeting be adjourned.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Levi, Mr. Strafford, Mr. Vetter
Mr. Brown.

Nays: None.

Walter N. Brown 9-19-77
Walter N. Brown, Chairman
Board of Trustees (date)

Robert W. Flinchbaugh 9/19/77
Robert W. Flinchbaugh, Secretary
Board of Trustees (date)

RESOLUTION 29-77

Be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby approves the following revised salaries for administrative personnel for the 1977-78 year, said salaries to be retroactive to July 1, 1977.

Dr. Robert W. Flinchbaugh, President	\$35,000
Mr. Frank C. Taylor, Vice President	\$28,420
Mr. Neil Hawk, Treasurer	\$22,500
Dr. Gene S. Come, Academic Dean	\$24,000
Mr. Tom Foti, Technical Dean	\$24,100
Mr. Arnold McCoy, Student Services Dean	\$23,100
Mr. Richard Howard, Counselor	\$20,000
Mr. Tom Davidson, Counselor	\$19,000
Mr. Fred Chrisman, Counselor	\$19,500
Dr. Paul Crabtree, Counselor	\$17,500
Mr. Gene Wilson, Counselor	\$17,100
Mr. John Williams, Librarian	\$20,000
Mrs. Teresa Midkiff, Assistant Librarian	\$13,800
Mrs. Alice Miller, Library Associate	\$10,900
Mr. Barry Smith, Director of Computer Services	\$15,050

RESOLUTION 30-77

Be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby approves 1977-78 salaries for the directors of programs, said salaries to be for 12 months of contract service, July 1, 1977 through June 30, 1978.

Signe Froberg, Associate Nursing	\$19,647
Ali Golji, Medical Technology	\$19,328
Phil Hoberty, Radiologic	\$14,868
Betty Robinson, Practical Nursing	\$16,461
Dr. Jack Spratt, Dental Hygiene	\$25,063

RESOLUTION 31-77

Be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby approves a 1977-78 salary pool of \$43,341.00 at a percentage rate for the pool of 6.2 percent for full time faculty as based on the calculation procedure described in the collective bargaining agreement with the Shawnee Education association, and

Be it further resolved that specific salaries for each full time faculty member shall be calculated on the basis of the formula which the Board of Trustees approved in the collective bargaining agreement between the College and the Shawnee Education Association, and

Be it further resolved that said salaries shall be made a part of the Shawnee State College Budget for 1977-78.

RESOLUTION 32-77

Whereas, the Ohio General Assembly and the Governor have approved a state budget for the 1977-79 biennium, and

Whereas, the College faculty and staff have developed a College budget for 1977-78, which was constructed on the basis of the operational needs of College departments as well as subsidy support levels from the State of Ohio's Budget,

Now, therefore be it resolved that the Shawnee State General and Technical College Board of Trustees hereby approves a 1977-78 budget for Shawnee State College, said budget document being attached to this resolution, and

Be it further resolved that the Board authorizes the Trustees to include in the Budget the 1977-78 salaries of administrators, program directors, and full time faculty as previously authorized by the Board.

SHAWNEE STATE COLLEGE

Proposed 1977-78 Operating Expenditure Budget

	<u>Salaries and Benefits</u>	<u>Other Expenditures</u>	<u>Total 1977-78 Budget</u>
Dean of Technical Programs	\$ 53,054	\$ 2,675	\$ 55,729
Parks and Recreation	37,045	3,600	40,645
Eng. Tech. - Civil	53,670	2,830	56,500
- Electro	47,785	3,550	51,335
- Plastics	25,725	4,950	30,675
Bus. Tech. - Data Processing	44,593	4,240	48,833
- Accounting	54,718	7,530	62,248
- Retail	39,125	2,795	41,920
- Exec. Sec.	44,489	10,539	55,028
- Banking/Finance	14,275	-	14,275
Emergency Medical	20,988	26,250	47,238
Social Services	25,337	1,933	27,270
Corrections	37,581	2,050	39,631
Health Tech. - Reg. Nursing	115,023	27,900	142,923
- Pract. Nursing	67,050	6,150	73,200
- Medical	50,779	12,640	63,419
- Respiratory	34,818	6,609	41,427
- Radiology	37,629	3,289	40,918
- Dental	84,365	15,100	99,465
Total Technical Programs	<u>888,049</u>	<u>144,630</u>	<u>1,032,679</u>
Dean of Academic Programs	52,137	2,625	54,762
Fine Arts/Education	105,904	7,750	113,654
Humanities/Social Science	207,462	6,475	213,937
Math/Science	178,622	13,050	191,672
Total Academic Programs	<u>544,125</u>	<u>29,900</u>	<u>574,025</u>
President	54,135	3,900	58,035
Vice President	43,688	1,940	45,628
Board of Trustees	-	2,500	2,500
Business Office	75,320	5,450	80,770
General Expense	6,000	97,200	103,200
Print Shop	10,153	8,800	18,953
Plant Maintenance	124,681	36,400	161,081
Motor Vehicles	-	4,000	4,000
Utilities	-	96,300	96,300
Security	14,500	-	14,500
Dean of Student Services	148,383	32,100	180,483
Financial Aids	45,159	10,200	55,359
ADP	40,439	68,465	108,904
Developmental	37,122	400	37,522
Library	63,527	47,833	111,360
Total	<u>663,107</u>	<u>415,488</u>	<u>1,078,595</u>
Chesapeake (Academic)	5,000	-	5,000
Chesapeake (Technical)	6,400	-	6,400
SOCF	18,800	600	19,400
GAC (Technical)	7,200	-	7,200
Scholarships	-	13,000	13,000
TOTAL	<u>\$2,132,681</u>	<u>\$603,618</u>	<u>\$2,736,299</u>

SHAWNEE STATE COLLEGE

Comparison of Budget Income/Expenditures by Major Categories for 1976-77 and 1977-78

	<u>INCOME</u>			
	<u>1976-77</u>		<u>1977-78</u>	
Governmental:				
State				
Instructional subsidy	\$1,407,468		\$1,500,000	
Other, through Regents	51,308		20,000	
State grants and contracts	203,440		200,000	
Total State	<u>1,662,216</u>		-	
Local	-		3,500	
Federal grants and contracts	46,135		59,200	
Total Governmental Income	<u>1,708,351</u>	67.3%	<u>1,782,700</u>	63.2%
Student:				
Instructional Fee	680,000		847,268	
General Fee	80,000		106,940	
Activity Fee	15,000		22,774	
Nonresident surcharge	1,900		1,500	
Other	20,000		15,000	
Total Student Revenue	<u>796,900</u>	31.4%	<u>993,482</u>	35.2%
Other:				
Sales and services	5,000		3,500	
Other sources	30,000		40,000	
Total Other	<u>35,000</u>	1.3%	<u>43,500</u>	1.5%
 TOTAL INSTRUCTIONAL AND GENERAL INCOME	 <u>\$2,540,251</u>	 100.0%	 <u>\$2,819,682</u>	 100.0%

	<u>EXPENDITURES</u>			
	<u>1976-77</u>		<u>1977-78</u>	
Salaries	\$1,651,253	65.9%	\$1,828,447	67.2%
Benefits	253,273	10.1	294,234	10.8
Supplies	87,116	3.5	82,044	3.0
Travel & Entertainment	64,855	2.6	55,311	2.0
Information and Communications	53,704	2.1	68,289	2.5
Repairs, Maintenance, & Utilities	199,576	7.9	208,750	7.6
Miscellaneous	15,603	.6	61,775	2.2
Equipment	182,344	7.3	127,449	4.7
	<u>\$2,507,724</u>	100.0%	<u>\$2,736,299</u>	100.0%

SHAWNEE STATE COLLEGE

Proposed 1977-78 Operating Income Budget

Governmental:

State

Instructional subsidy	\$1,500,000
Other, through Regents	20,000
State grants and contracts	200,000
Local	3,500
Federal grants and contracts	<u>59,200</u>

Total Governmental Income	1,782,700
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Student:

Instructional Fee	847,000
General Fee	106,900
Activity Fee	22,800
Nonresident surcharge	1,500
Other	<u>15,000</u>

Total Student Revenue	993,200
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Other:

Sales and services	3,500
Other sources	<u>40,000</u>

Total Other	43,500
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Total Instructional and General Income	<u>\$2,819,400</u>
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RESOLUTION 33-77

Be it resolved that the Baord of Trustees of the Shawnee State General and Technical College hereby approves the employment and salaries of part time faculty for Summer Quarter 1977 as noted on the pages attached to this resolution and following the guidelines in Section 5.303 of the Policy and Procedures Manual.

ACADEMIC FACULTY - Summer Quarter 1977

FINE ARTS/EDUCATION DIVISION

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Chrisman, Fred	Learning Skills Orientation	\$600.00
Crothers, Shirley	Music for the Classroom Teacher	\$450.00
Griffiths, Dennis	Topics in Art (summer workshop)	\$375.00
Gulker, Emily	Speech I	\$450.00
	Speech I	\$450.00
Stead, Tom	Art for Elementary School	\$600.00
Weinbrecht, Harry	Beginning Tennis	\$300.00
	Personal & Community Health	\$600.00

HUMANITIES/SOCIAL SCIENCE DIVISION

Barnett, Nancy	Contemporary Writing Skills II	\$750.00
	Contemporary Writing Skills I	\$750.00
	Technical Writing	\$450.00
	Technical Writing	\$450.00
	Learning Skills Orientation	\$300.00
Beard, Greg, LLD	Business Law	\$800.00
	Business Law	\$800.00
Coomer, Gerald	Contemporary Writing Skills I	\$750.00 + travel
Hodgden, Betty	Contemporary Writing Skills I	\$750.00
	Introduction to Poetry	\$600.00
Howard, Richard	Principles of Sociology	\$600.00
James, Jack	Principles of Sociology	\$750.00
	Principles of Sociology	\$750.00
Kiser, Mitchell	Economics II	\$750.00
	Economics I	\$750.00
Kiser, Shannon	Speech I	\$450.00
Midkiff, Steve	Principles of Psychology	\$600.00
	Principles of Psychology	\$600.00
Montgomery, Grant	Fundamentals of Philosophy	\$600.00
Lucas, Patricia	Contemporary Writing Skills I	\$750.00

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Lykins, Dewey (Goodyear)	Contemporary Writing Skills I	\$750.00
Lyon, Carl	Principles of Economics II	\$750.00
Russell, William	Cultural Geography	\$600.00
Simon, John	Human Growth and Development	\$600.00
Simon, Kathy	Contemporary Writing Skills II	\$750.00
	Contemporary Writing Skills II	\$750.00
	Mass Communications	\$750.00
Walke, Jerry, Ph.D.	Principles of Psychology	\$800.00 + travel
	Abnormal Psychology	\$1,000.00
	Principles of Psychology	\$800.00

MATH/SCIENCE DIVISION

Brown, William	Business Math	\$750.00
Chamberlin, Dwight	College Algebra I	\$750.00
	College Algebra II	\$750.00
	Basic Algebra	\$750.00
Colegrove, Forrest	Elementary Topics in Math	\$750.00
	Elementary Topics in Math	\$750.00
	Calculus I	\$750.00
Frazee, Tom	Inorganic Chemistry	\$900.00 + travel
Frowine, Jake	Trigonometry & Analytic Geometry	\$750.00
Oliver, Scott, D.D.S.	Principles of Biology	\$1,200.00
	Microbiology	\$1,400.00
	Physical World	\$300.00 (prorated low enrollment)
Vita, Orlando	Heat, Light, Sound	\$900.00
Wright, Lucy	Business Math	\$750.00

SOUTHERN OHIO CORRECTIONAL FACILITY

Arnold, Roger, Ph.D.	Introduction to Philosophy	\$800.00 + travel
Collins, Edsel	Intro. to American Pol. System	\$600.00
Gillenwater, Mack, Ph.D.	Cultural Geography	\$800.00 + travel
Horvath, Gerald	Tradition of Great Books	\$600.00

Southern Ohio Correction Facility (Cont.)
Page 3

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Johnson, Ralph	Counselor	\$600.00
Pulsifer, Robert	Contemporary Writing Skills II	\$750.00
Simon, John	Human Growth & Development	\$600.00

SUMMER QUARTER, 1977
Technical Faculty

BUSINESS COURSES

Dave Dautel	Personnel Management	\$ 450
Robert Decker	Introduction to Data Processing	1,050
	Computer Fundamentals I	1,050
Bill Essman	Accounting II	600
Larry Essman	Accounting I	900
	Tax Accounting	900
Dave Kuhn	Real Estate Law	800
Robbie Luther	Retail Mid-Management Internship	900
	Special Problems in Retailing	300
	Marketing	750
Carl Lyon	Accounting I	600
Russell Meyers	Real Estate Principles & Practices I	500
	Real Estate Principles & Practices II	500
Rosemary Newton	Typing I	625
	Typing II and III	625
	Shorthand I	625
	Shorthand II	625
Jo Anne Steiff	Business Machines	625
	Typing I	625

CORRECTIONS AND SOCIAL SERVICES COURSES

Paul Fowler	Probation and Parole	800
	Corrections Internship	1,200
	Special Problems in Corrections	400
Jack James	Social Services Internships I - V	600
	Juvenile Delinquency	750
	Gerontology	600
Jan Oliver	Medical Sociology	450
Larry Rupp	Principles of Leadership	600
Richard Schisler	Criminal Law	600

DEVELOPMENTAL COURSES

Ken McCall	Fundamentals of Chemistry	600
	Fundamentals of Chemistry (night)	600
Scott Oliver	Fundamentals of Biology	800
	Fundamentals of Biology (night)	800
Dave Patrick	Fundamentals of Physics	600
	Fundamentals of Physics (night)	600
Jim Vergne	Fundamentals of Math	600
	Fundamentals of Math (night)	600

ENGINEERING COURSES

Brent Smith	Industrial Supervision	375
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HEALTH COURSES

*Mary Herrmann	Clinical Dental Hygiene IV	3,000
Brenda Horr	Practical Nursing III	3,125
Fred Law	Medical Microbiology	1,350
	Hematology	1,350
Michele Mora	Clinical Dental Hygiene IV	3,000
	Dental Health Education	250
Sonya Scarff	Practical Nursing IV	3,750
Linda Wooddell	Practical Nursing III	3,125
Scioto Memorial Hospital	Respiratory Therapy Clinical	700
Mercy Hospital	Respiratory Therapy Clinical	700
Chillicothe Medical Center	Respiratory Therapy Clinical	700

PARKS AND RECREATION COURSES

Bill Beattie	Parks and Recreation Internship Seminar	900 300
Gene Wilson	Outdoor Recreation	900

*NOTE: Mary Herrmann's maximum amount of earnings for the Summer Quarter will be \$3,000. However, if the college hires a full-time hygienist who is willing to assume teaching responsibilities, her summer quarter hours will be reduced.

RESOLUTION 34-77

Whereas, a reliable procedure is needed to help individuals, who leave the employ of the College, to properly terminate their affairs with the College,

Therefore, be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby approves a policy on Non-Returning Employees, Section 9.120 of the Policy and Procedures Manual.

9.120 Non-Returning Employee Check-Out

When an employee knows that he is leaving the employ of the College, both he and his dean or other supervisor, where appropriate, are responsible for making certain he leaves the College with all institutional obligations satisfied. Each employee is responsible for notifying the President and his dean/supervisor in writing of his intention to terminate his employment with the College. The dean/supervisor is responsible for notifying the President and Treasurer in writing that a supervisee is planning to leave, and for collecting the College items as described later in this policy. Prior to leaving, an employee, also, must return all keys and other institutional equipment, materials, and supplies to the appropriate office.

The employee should obtain a copy of the "Checkout for Non-Returning Employees" (Section 9.1201 of the Policies and Procedures Manual) from his supervisor and should use this form to obtain the signature of the responsible person in each office as noted on the checkout form. Listed below are the offices to which various items are to be returned:

College Owned Items

Office

Keys - Building, classroom, office, elevator, storeroom, desk, file cabinet, storage cabinet, equipment and etc.-----	President
Policy & Procedures Manual-----	President
Requisitioned Books or Supplies-----	Treasurer/Controller
Office Supplies or Equipment-----	Treasurer/Controller
Library Books-----	Librarian
Instructional or Laboratory Equipment-----	Appropriate Dean
Media Equipment-----	Media Center
Bookstore Charges-----	Bookstore Manager

9.120 (Continued)

All catagories on the "Checkout For Non-Returning Employees" must be signed by the appropriate person, and the completed form returned to the College Treasurer prior to the Treasurer/Controller releasing the employee's final paycheck. This policy authorizes the Treasurer/Controller to withhold an employee's final paycheck if the "Checkout" is not completed and signed by the appropriate individuals.

9.1201 Checklist for Non-Returning Employees

Date _____

Employee's Name

Last Date of Employment

Employee's Present Address

Employee's New Address

All categories described below shall be completed by the appropriate persons in the College and this completed form returned to the College Treasurer/Controller. If all items on the checklist are not signed, which signifies that all College-owned items have been returned to the appropriate College office, the Treasurer/Controller shall withhold the employee's final paycheck until all items have been returned and this checklist is satisfactorily completed.

College-Owned Items

Office

Keys - Building, classroom, office, elevator,
storeroom, desk, file cabinet, storage
cabinet, equipment and etc.

President

Policy & Procedures Manual

President

Requisitioned Books or Supplies

Treasurer/Controller

Office Supplies or Equipment

Treasurer/Controller

Library Books

Librarian

Instructional or Laboratory Equipment

Appropriate Dean

Checklist Continued

Media Equipment

Media Center

Bookstore charges

Bookstore Manager

All obligations to Shawnee State College
have been satisfied and payment of the
employee's final paycheck is authorized.

Treasurer

RESOLUTION 35-77

Whereas, Shawnee State College is in need of a process for obtaining, supervising, and dispersing funds that accrue to the College from estates, gifts, or donations, and

Whereas, the Shawnee State College Development Fund, Inc. has served as a fund-raising non-profit corporation for a number of years, first as the Ohio University Portsmouth Development Fund, Inc. then as the Shawnee State College Development Fund, Inc., and

Whereas, on May 16, 1977 the Shawnee State College Board of Trustees approved in principle a Code of Regulations for the Shawnee State Development Fund, Inc.,

Now, therefore be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby approves for implementation, as a policy of the College, a Code of Regulations that was approved by the Shawnee State College Development Fund Trustees on June 21, 1977, and that will be included as Chapter 14 in the College Policy and Procedures Manual.

CHAPTER 14

SHAWNEE STATE COLLEGE DEVELOPMENT FUND, INC. CODE OF REGULATIONS

14.100 Purpose

The Shawnee State College Development Fund, Inc. is organized and shall be operated exclusively in support of the educational purposes of Shawnee State College. In furtherance of such purposes it may contribute, solicit, receive, and hold in trust funds and other property, real, personal and mixed, and interests therein, by gift, transfer, devise or bequest; and invest, re-invest, hold, improve, manage, administer, expend, and apply such funds and properties, subject to such conditions and limitations, if any, as may be expressed in any instrument evidencing such gift, transfer, devise, or bequest; it may acquire by purchase or lease, improve, hold, and manage for said purpose real estate and other property necessary or proper to carry out said objects and may sell and dispose of the same to this end; and it may do any and all things necessary or incident to the accomplishment of such purposes.

14.200 Organization

14.201 Members

The persons who on this date constitute the Board of Trustees (hereafter referred to as Fund Board of Trustees) of this corporation shall from this date be the sole members of this corporation; and they shall meet as members of this corporation and exercise all the rights and powers of such members.

14.202 Trustees

A. Number

The number of Fund Trustees shall be fifteen (15).

B. Representation

Three (3) Fund Trustees shall be members of the Shawnee State College Board of Trustees (hereafter referred to as College Board of Trustees); three Fund Trustees shall be from the Shawnee State College administrative staff, consisting of the President of the College, the Treasurer of the College, and the Director of Development of the College; and nine (9) Fund Trustees shall be elected by the Fund Trustees from the community at large.

The President, Treasurer, and Director of Development of Shawnee State College shall be members of the Fund Board of Trustees so long as they occupy their offices.

The members of the Fund Trustees who represent the College Board of Trustees shall serve three years after which they may be re-elected to a second term of three years. A College Trustee shall cease to be a member of the Development Fund when he is no longer a member of the Shawnee State College Board of Trustees.

The Fund Trustees who serve from the community-at large shall serve for three years, except for those members elected at the initial meeting following adoption of these Code of Regulations, in which case three members shall be elected for one year terms, three members elected for two year terms, and three members for three year terms. Thereafter, members from the community at-large shall serve three year terms. At-large Trustees elected for a full term of three years may be re-elected to only one additional successive three year term.

At-large vacancies on the Fund Board of Trustees shall be filled by the remaining members of the Board at any regular meeting following the occurrence of a vacancy, and the new trustee shall serve for the balance of the unexpired term to which he is elected. Replacement of other Trustees shall be elected from the constituencies of the Trustees they replace.

C. Indemnification

Subject to the conditions set out below, each person now or heretofore or hereafter a Trustee or officer of the Fund, whether or not such person continues to serve in any such capacity at the time of incurring the costs or expenses hereinafter indicated, shall be indemnified by the corporation against all financial loss, damage, costs, and expenses (including counsel fees) reasonably incurred by or imposed upon him in connection with or resulting from any civil or criminal action, suit, proceeding, claim or investigation, in which he may be involved by reason of any action taken or omitted to be taken by him in good faith as such Trustee or officer of the Fund. Such indemnification is subject to the condition that a majority of a quorum of the Fund Board of Trustees comprised of those Trustees who are not parties to such action, suit, proceeding, claim or investigation or, if there be no such quorum, independent counsel

selected by a quorum of the entire Fund Board of Trustees, shall be of the opinion that the person involved exercised and used the same degree of care and judgement as a prudent man would have exercised or used under the circumstances, or that such person took or omitted to take such action in reliance upon advice of counsel for The Fund or upon information furnished by an officer of The Fund and accepted in good faith by such person. The indemnification provided herein shall inure to the benefit of the heirs, executors or administrators of any Trustee or officer and shall not be exclusive of any other rights to which such party may be entitled by law or under any resolutions adopted by The Fund Board.

14.203 Officers

A. Election

At the regular annual meeting, the Fund Board of Trustees shall elect a President, Vice President, and Secretary, from among the fifteen Fund Trustees. The Fund Treasurer shall be the College Treasurer. Elected officers shall serve one year terms, but may be re-elected to two one year terms making a maximum of three years elected officers may serve in succession.

B. Authority

The Fund President shall preside at all meetings and perform generally all duties usually incident to such office and such other and further duties as may be required of him from time to time by the Fund Trustees.

When the Fund Trustees at any regular or special meeting have taken appropriate action to sell or otherwise dispose of any real or personal property owned by the corporation, the President and Secretary shall execute the appropriate deeds, bill of sale, or other documents necessary to make such sale or disposition effective. The authority to sell, assign, and endorse

for transfer, certificates representing stocks, bond, and other securities now registered in the name of the corporation shall be exercised by the Fund President or Vice President, and Treasurer.

C. Director of Development

The Director of Development shall be the chief administrative officer of the Development Fund under the Fund President. He shall direct all business of the corporation as mandated by the President and Fund Board of Trustees. He shall provide those services required by the officers and the Fund Board of Trustee Committees not specifically assigned to others in these Code of Regulations.

D. Secretary

The Secretary shall keep an accurate record of all transactions of the Fund Board of Trustees. He shall give all notices required by law or by this Code of Regulations. He shall properly record and maintain records of Fund business and the minutes of the Trustees' actions. He shall perform such other duties as may be required.

E. Treasurer

The Treasurer shall receive and safely keep all monies, rights, and choses in action belonging to the corporation, and the same shall be disbursed under the direction of the Fund Board of Trustees. It shall be the Treasurer's duty to keep an accurate account of the finances of the corporation, and all books shall be open for inspection and examination by the Fund Board of Trustees or any committee appointed for that purpose. He shall render an account of the finances of the corporation at the annual meeting and at such other times as the Fund Board of Trustees may require, and shall perform such other duties as may be required of him by the Fund Trustees.

14.204 Committees

Standing committees of the Development Fund Trustees may be created by a majority vote of the Fund Trustees. Ad hoc committees may be appointed by the Fund President for specific purposes or identifiable periods of time.

14.205 Amendments

This Code of Regulations may be amended by a two-thirds vote of the Fund Trustees at any regular meeting or at a special meeting called for that purpose.

14.206 Meetings

A. Schedule

The Shawnee State College Development Fund, Inc. Board of Trustees shall meet regularly at least three times a year, in the spring, fall, and winter. The time and place of each regular meeting shall be fixed by the President of the Fund at the conclusion of the preceding meeting. Written notice of meetings shall be sent to the Fund Trustees ten days prior to the meeting date. The spring meeting shall be the annual meeting of the corporation.

B. Special Meetings

Special Meetings may be called by the Fund President (or Vice President in the absence of the President) on his own motion or upon the request of three Fund Trustees. Ten days written notice shall be given before all special meetings specifying the purpose of such meetings.

C. Quorum

At all meetings a majority of the qualified and acting members shall constitute a quorum for the transaction of business.

14.207 Statement of Operation

A. Solicitations

Since a central nerve center of all matters relating to College contributions is desirable for the purpose of eliminating multiple solicitations of prospects, all members of the College staff (i.e., administrators, faculty, supporting personnel) shall have all prospective solicitations approved prior to the actual solicitations being made.

Funds may be solicited only for purposes previously approved by the College President or the Board of Trustees of Shawnee State College Development Fund, Inc. Funds collected following such approval shall be deposited with the Fund Treasurer immediately upon receipt. All organizations or individuals soliciting funds shall use the appropriate procedures and forms adopted by the Fund Board of Trustees.

B. Use of Contributions

All contributions received by the Shawnee State College Development Fund, Inc. shall be used for the designated purposes, as such designation is made by the contributor, except for such deductions as may be necessary to provide funds for the operating expenses of the Development Office, subject to the following recommendations.

In solicitations for College organizations, departments, or for other College purposes, ten percent (10%) of the total funds designated for such projects in any calendar year may be retained by the Treasurer, for the purpose of supporting the Development Office, until the costs of the campaign have been met. The balance shall be allocated to that area for which the campaign was designed. Deductions from restricted contributions to the Development Office shall in no case exceed ten percent (10%) of such contributions, but there shall be no deduction if the contributor specifically demands that the full amount of the contribution is to be used only for the purpose designated.

C. Fundable Projects

Prior to May 1 of each year the Director of Development shall prepare a list of College needs together with an indication of anticipated expenditures that will be required to meet each of these needs. The expenditure model shall be submitted to the College President on or about May 1 of each year. When the list of needs and expenditures is finalized by the College President, he shall submit the list of the College's needs to the Development Fund Trustees for action on fundable projects for the following year.

When the list of needs and expenditures are approved by the Fund Trustees, the Director of Development, with the approval of the Treasurer and College President, may expend from the appropriated funds as authorized by the Fund Trustees.

Revisions and additions to the list of needs and expenditures may be made by the Fund Trustees at any meeting or by a majority vote of an Executive Committee of the Trustees, should such a Committee be so authorized.

RESOLUTION 36-77

Whereas, the Code of Regulations of Shawnee State College Development Fund, Inc. specifies that three of the Development Fund trustees shall be elected from the Shawnee State General and Technical College Board of Trustees,

Now, therefore be it resolved that, under the Code of Regulations in Chapter 14 of the Policies and Procedures Manual, the following three Shawnee State College Board of Trustees members are elected to serve as trustees of the Development Fund, each serving a term that is concurrent with his term on the College Board of Trustees:

Mr. James Strafford

Mr. David Vetter

Mr. William Horr

RESOLUTION 37-77

Whereas a salary calculation error was made on Kevin Moore's part time salary for teaching 14 contact hours during Summer Quarter in the radiologic program, and

Whereas the Board of Trustees approved the incorrect salary of \$1,850 at the June 20, 1977 Board meeting,

Now, therefore, be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby approves a correct part time salary for Kevin Moore in the amount of \$1,750 for services as radiologic instructor teaching 14 contact hours during Summer Quarter.

RESOLUTION 38-77

Be it resolved by the Board of Trustees of Shawnee State General and Technical College, that the Board approves two year contracts for the following full time faculty members, said contracts to be effective for the 1977-78 and 1978-79 academic years:

Mr. Thomas Stead
Ms. Betty Waller
Ms. Brenda Horr
Ms. Linda Wooddell
Mr. Larry Essman
Mr. Phillip Hoberty

Education/Fine Arts Division
Education/Fine Arts Division
Practical Nursing
Practical Nursing
Accounting
Respiratory Therapy

RESOLUTION 39-77

Whereas, the Business Office has been following up on old outstanding accounts, and

Whereas, the Business Office has found that many outstanding accounts, amounting to \$20,453.00 have resulted in the students neglect to follow College withdrawal policies, and

Whereas, many of the above students actually never attended class and thus received all F's on their grade report, and

Whereas, Neil Hawk has discussed these receivables with the State Auditor's Resident Examiner, Harold Graham, and found that he feels that these are not collectable receivables,

Now, therefore, be it resolved that the Board of Trustees of Shawnee State General and Technical College grants the Treasurer/Controller the authority to write off these accounts receivable.