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Board of Trustees

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11-14-1977

### November 14, 1977 Meeting Minutes

Shawnee State University

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## MINUTES

### SHAWNEE STATE COMMUNITY COLLEGE Board of Trustees Meeting Monday, November 14, 1977

The meeting was called to order by Vice Chairman James Strafford.

#### Roll Call

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

Members Absent: Mr. Brown, Mr. Hyland, Mr. Vetter

#### APPROVAL OF MINUTES

Mr. Morgan moved and Mr. Levi seconded the motion to approve the minutes for the Board of Trustees meeting of September 19, 1977, Resolution 48, and October 17, 1977.

Ayes: Mr. Horr, Mrs. Kennedy, Mr. Levi, Mr. Morgan, Mr. Rittenour, Mr. Strafford

Nays: None

#### PRESIDENT'S REPORT

Dr. Flinchbaugh asked Mr. Taylor to inform the Board about the progress of the construction program for the new campus.

Mr. Taylor gave the Board a written report about the construction and a fact sheet (copies of which are attached to these minutes). Mr. Taylor told the Board that these figures did not include furniture and equipment. A report on these items and costs will be given at a later meeting.

Dr. Flinchbaugh reported to the Board about the nursing program. Since the last Board meeting he and Mr. Foti have met with the nursing faculty and director twice for a total of 5 1/2 to 6 hours. Dr. Flinchbaugh stated that he thinks the new faculty members are excellent additions to the nursing faculty, and that the problems the program has had are being resolved.

Mr. McCoy reported to the Board that the results of the nursing state exams, with regard to the Shawnee State students, were on a level with other nursing schools in the State. Mr. McCoy further stated that the screening of the nursing students will be revised.

#### RESOLUTION 50-77 AUTUMN QUARTER PART-TIME FACULTY

Mr. Levi moved that Resolution 50-77, approving autumn quarter part-time faculty, be adopted. Mr. Horr seconded the motion.

Ayes: Mr. Horr, Mrs. Kennedy, Mr. Levi, Mr. Morgan, Mr. Rittenour, Mr. Strafford.

Nays: None

#### RESOLUTION 51-77 CORRECTION TO CONTRACT

Mr. Morgan moved that Resolution 51-77, correcting Ann Gampp's part-time contract, be approved. Mrs. Kennedy seconded the motion.

Ayes: Mr. Horr, Mrs. Kennedy, Mr. Levi, Mr. Morgan, Mr. Rittenour, Mr. Strafford

Nays: None

#### RESOLUTION 52-77 APPROVAL OF COORDINATORS' CONTRACTS

Mr. Morgan moved that Resolution 52-77, approving coordinators' contracts, be approved. Mrs. Kennedy seconded the motion.

Ayes: Mr. Horr, Mrs. Kennedy, Mr. Levi, Mr. Morgan, Mr. Rittenour, Mr. Strafford

Nays: None

#### RESOLUTION 53-77 APPROVAL OF CONTRACT FOR FRANK LITTLE

Mr. Levi moved that Resolution 53-77, approving a contract for Frank Little as director of the respiratory program, be adopted. Mr. Rittenour seconded the motion.

Ayes: Mr. Horr, Mrs. Kennedy, Mr. Levi, Mr. Morgan, Mr. Rittenour, Mr. Strafford

Nays: None

#### RESOLUTION 54-77 REVISION OF TRAVEL POLICY

Mr. Kennedy moved that Resolution 54-77, revisions to the travel policy, be adopted. Mr. Morgan seconded the motion.

Ayes: Mr. Horr, Mrs. Kennedy, Mr. Levi, Mr. Morgan, Mr. Rittenour, Mr. Strafford.

Nays: None

#### OTHER BUSINESS

#### APPOINTMENT OF NOMINATING COMMITTEE

Mr. Strafford, Vice Chairman, read a recommendation from Mr. Brown, Chairman of the Board, appointing Mr. Horr and Mr. Morgan to the Nominating Committee for Board of Trustees Officers. Nominations are to be made at the January meeting of the Board.

No meeting of the Board of Trustees of Shawnee State Community College is presently planned for December.

Dr. Flinchbaugh presented to the Board petitions from the Civil Service Staff and faculty requesting that the Board adopt a fee remission plan for employees. After

some discussion the Board requested that Dr. Flinchbaugh investigate the possibility of a Fee Remission plan and write a policy concerning this plan.

ADJOURNMENT

Mr. Morgan moved that the meeting be adjourned.

Ayes: Mr. Horr, Mrs. Kennedy, Mr. Levi, Mr. Morgan, Mr. Rittenour, Mr. Strafford.

Nays: None.

Walter H. Brown 1/9/78  
Chairman, Board of Trustees (date)

Robert Flinchbaugh 1/9/78  
Secretary, Board of Trustees (date)



RESOLUTION 48-77

Be it resolved that the Board of Trustees of Shawnee State Community College hereby approves a nine month contract for Susan L. Philabaum as an Instructor in the Dental Hygiene Program, at a salary of \$10,200. Salary will be pro-rated to begin October 3, 1977.

Approved by phone

David Vetter

John Rittenour

Phyllis Kennedy

Walter Brown

James Stafford

Edward Leiri

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James C. Stafford 11/14/77  
Chairman, Board of Trustees Date

Secretary, Board of Trustees Date

RESOLUTION 50-77

Be it resolved that the Board of Trustees of Shawnee State College hereby affirms the employment of the Autumn Quarter part time faculty as noted on the pages attached to this resolution.

Academic Faculty - Fall Quarter, 1977  
Humanities/Social Science (cont.)

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<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Lykins, Dewey	Contemporary Writing Skills II	\$750.00
	Contemporary Writing Skills II	\$750.00
Lyon, Carl	Principles of Economics	\$750.00
Maroudis, Xenophon	Principles of Economics	\$750.00
Meredith, Larry, Ph.D.	Abnormal Psychology	\$1,000.00
Midkiff, Steve	Principles of Psychology	\$600.00
Montgomery, Grant	Fundamentals of Philosophy	\$600.00
Russell, William	Cultural Geography	\$600.00
	World Geography	\$600.00
Scherer, Malissa	Mass Communications	\$750.00
Schwartz, Mary Elizabeth	Shakespearian Tragedies	\$300.00
Simon, John	Human Growth and Development	\$600.00
Stephens, Charles	Urban Geography	\$600.00 + travel
Stevenson, John	Spanish I	\$600.00
Swanson, Richard	Human Adjustment	\$450.00
Walke, Verna	Intro. to Social Welfare and Social Work	\$600.00 + travel
Wolfe, James	Principles of Sociology	\$600.00
York, Alice	Literature of Imagination	\$600.00

MATH/SCIENCE DIVISION

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Bostick, Trudy	College Algebra I	\$750.00
Brown, Bill	College Algebra II	\$750.00
Burke, John	Principles of Biology (Lec., Lab)	\$900.00
Chamberlin, Dwight	Basic Algebra	\$750.00
	Basic Algebra	\$750.00

Academic Faculty - Fall Quarter, 1977  
Math/Science Division (cont.)

Page 3

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Frowine, Jacob	College Algebra I	\$750.00
Hickman, Brian	Physical World	\$900.00
Kalmon, Ben	Physics - Heat, Light, Sound (Lec.,Lab)	\$900.00
Lyon, Carl	Data Math	\$750.00
Oliver, Scott, D.D.S.	Principles of Biology	\$1,200.00
Smith, Brent	Physics - Heat, Light, Sound - Civil Lab	\$450.00
	Lab	\$450.00
Todt, David	Ecology	\$750.00
Vergne, Jim	Trigonometry & Analytic Geometry	\$750.00
Welton, Michael	Business Math	\$750.00
Wisniewski, Ralph	Principles of Biology (Lec.,Lab)	\$900.00
Vita, Orlando	Physics (Mechanics) Lec., Lab	\$900.00

SOUTHERN OHIO CORRECTIONAL FACILITY

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Brumfield, James	Physical World	\$900.00 + travel
Gillenwater, Mack, Ph.D.	World Geography	\$800.00 + travel
Horvath, Gerald	Introduction to Fiction	\$600.00
	Tradition of Great Books	\$600.00
Johnson, Ralph	Counselor	\$600.00
Oney, Roger	Elementary Topics in Math	\$750.00 + travel
Pulsifer, Robert	Contemporary Writing Skills I	\$750.00
Shoun, Linda	Introduction to Social Psychology	\$600.00 + travel
Simon, John	Principles of Sociology	\$600.00



ACADEMIC FACULTY - Fall Quarter, 1977

FINE ARTS/EDUCATION

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Jenkins, Jerry	Introduction to Education	\$600.00
Gulker, Emily	Principles of Acting	\$450.00

HUMANITIES/SOCIAL SCIENCE

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Barnett, Nancy	Technical Writing I	\$450.00
	Technical Writing II	\$600.00
Beard, Greg, J.D.	Business Law I	\$800.00
	Business Law I	\$800.00
Born, Janet	Contemporary Writing Skills I	\$750.00
Chrisman, Fred	Learning Skills Orientation	\$600.00
	Learning Skills Orientation	\$600.00
Coomer, Gerald	Contemporary Writing Skills I	\$750.00
	Contemporary Writing Skills I	\$750.00 + travel
	Contemporary Writing Skills I	\$750.00
Crowther, Jeanne	Principles of Psychology	\$600.00 + travel
Distel, Norma	Nature of Language	\$750.00
Ferguson, Elizabeth	Contemporary Writing Skills I	\$750.00
Gillenwater, Mack, Ph.D.	Cultural Geography	\$800.00 + travel
Gulker, Emily	Speech I	\$450.00
Howard, Richard	Principles of Sociology	\$600.00
James, Jack	Principles of Sociology	\$600.00
Lock, Corey, Ph.D.	Introduction to Fiction	\$800.00 + travel
Lucas, Patricia	Contemporary Writing Skills I	\$750.00
	Contemporary Writing Skills I	\$750.00
Luther, Robbie	Principles of Economics	\$750.00

# Part-Time Technical Faculty

Fall Quarter, 1977

<u>BUSINESS</u>	<u>Course</u>	<u>Compensation</u>
Jim Branham	Accounting I	\$750
Lois Cox	Business Machines I	750
Dave Dautel	Principles of Management	600
	Industrial Supervision	450
Bob Decker	Accounting III	900
Bill Essman	Principles of Finance	450
	Accounting I	600
Larry Essman	Accounting I (Goodyear)	750
	Accounting I (Goodyear)	750
	Accounting I (Goodyear)	750
Marvin Fraley	Real Estate Brokerage	500
Brenda Kallner	Business Communications	750
Marjorie Keatley	Typing I	750 + travel
	Shorthand I	750
Mitchell Kiser	Personnel Management	450
Gary Kitchen	Tax Accounting	750
	Cost Accounting I	750
Dave Kuhn	Real Estate Law	800
	Real Estate Law	800
David McCown	Real Estate Law (Chesapeake)	800
Russ Meyers	Real Estate Principles and Practices	500
Kathy Ratliff	Typing I	750
	Business Machines	750
George Richter	Real Estate Appraisal	500
Scott Roberts	Real Estate Principles and Practices (Chesapeake)	500
Berry Smith	Computer Concepts	625
Bob Smith	Real Estate Finance	600
Bob Sommers	Real Estate Principles and Practices	600
Jo Anne Steiff	Typing II and III	500
	Shorthand II and III	500
	Dictation and Transcription I	625

BUSINESS (continued)CourseCompensation[REDACTED]  
Frank Vecellio[REDACTED]  
Accounting III[REDACTED]  
600CORRECTIONS/SOCIAL SERVICES

John Baker	Drug Abuse	500
	Drug Abuse	500
Paul Fowler	Correctional Law	1,000
Loren Hardin	Medical Sociology (team taught)	187.50
Jack James	Public and Child Welfare	750
	Gerontology	600
Virginia Lipker	Medical Sociology (team taught)	187.50
Terry McGraw	Criminology	500
	Community Programs	750
Terry Morris	Juvenile Delinquency	750
	Correctional Interviewing and Counseling Techniques	750
Jan Oliver	Introduction to Social Services	750
	Public and Child Welfare	750
Larry Rupp	Introduction to Corrections	450
	Correctional Psychology	750

DEVELOPMENTAL

Juanita Elam	Fundamentals of Biology	500
Jim Vergne	Fundamentals of Math	600
Orlando Vita	Fundamentals of Chemistry	600

ENGINEERING

Lamont Beaver	Introduction to Chemical Technology	750
Richard Craycraft	Electro-Mechanical Concepts (Goodyear)	600
Lamar Emory	Machine Tools	625
Ray Irwin	Electronics I	750
	Electronic Logic Circuits II	750
Ken McCall	Physical World II (Goodyear)	600

ENGINEERING (continued)CourseCompensation

Tim Ohmstrom	Electrical Fundamentals I (Goodyear)	625
	Mechanical Analysis	625
	Electro-Mechanical Concepts (Goodyear)	500
Kelly O'Leary	Introduction to Surveying	375
	Route Surveying	750
Bill Penn	Engineering Drawing I	750
Brent Smith	Fundamentals of Processing Equipment and Maintenance (Goodyear)	300
Charles Staggs	Construction Supervision	450
Frank Woltz	Introduction to Chemical Engineering	1,000

HEALTH

Cheri Bently	Pharmacology (Ironton)	800
Mary Crabtree	Pharmacology Clinic (Scioto Memorial, Mercy)	910
Beulah Davis	Pharmacology Clinic (Scioto Memorial, Mercy)	910
Jack Davis	EMT Orientation	750
Lawrence Fried	Head and Neck Anatomy I	840
Fayette Greer	Nutrition	450
Terry Hall	Introduction to Respiratory Therapy	250
Mary Herrmann	Dental Hygiene Clinic	1,100
Bernadette Kinney	Pharmacology Clinic (Ironton)	182
Michael McNulty	Pharmacology (Scioto Memorial, Mercy)	800
Mary Medinger	Pharmacology Clinic (Ironton)	182
Ionia Schoenian	Basic Patient Care	750
Linda Wooddell	Pharmacology (Scioto Memorial, Mercy)	800

MATHEMATICS

Ralph Greer	Basic Algebra (Goodyear)	600
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<u>PARKS AND RECREATION</u>	<u>Course</u>	<u>Compensation</u>
✓ Dennis Hegarty	Maintenance of Recreational Areas	750
Gene Wilson	Fiscal Operations	900

PERSONAL DEVELOPMENT WORKSHOP

*Lacy Curtis	Group Interaction	500
	Group Interaction	500
	Business Communications (Goodyear)	625
Jerry Walke	Group Interaction	800
	Group Interaction	800
Larry Meredith	Group Interaction	800
	Group Interaction	800
Paul Crabtree	Develop and Coordinate Program	1,000
Jean Franke	Group Interaction	600
	Group Interaction	600

Money for Personal Development workshop is taken from \$18,500 grant awarded to Shawnee State College through the Department of Labor for a workshop to prepare displaced Williams workers to better cope with life situations. There are approximately 28-32 full time students.

\*NOTE: Pay rank No. 3 -- to be paid the last pay date of each month in which a quarter falls.

Dan Light has a quarterly contract, he will also be paid for travel.

RESOLUTION 51-77

Whereas an error was made in the calculation of Ann Gampp's part time faculty salary for Autumn Quarter,

Now, therefore, be it resolved that the Board of Trustees of Shawnee State College hereby corrects the original salary of \$1,125 calculated at the instructor rank, and changes the salary to \$1,350, calculated at the senior instructor's rank (the rank Ms. Gampp held when she was a full time faculty member).

RESOLUTION 52-77

Be it resolved that the Board of Trustees of Shawnee State College hereby approves the following contracts for coordinators of the indicated academic and technical divisions:

Sibylle Herrmann	Math/Science Division	\$750.00
Harry Weinbrecht	Fine Arts/Education	\$750.00
Shannon Kiser	Humanities/Social Sciences	\$750.00
William Beattie	Public Service Technology/ Natural Sciences	\$750.00
Ray Irwin	Engineering Division	\$750.00

RESOLUTION 53-77

Be it resolved by the Board of Trustees of Shawnee State Community College that the Board approves a contract for Frank Little as Director of the Respiratory Therapy Program at an annual salary of \$12,500 prorated to \$7,452 from November 15, 1977 through the June 30, 1978 closing date of the contract.



**RESOLUTION 54-77**

Be it resolved by the Board of Trustees of Shawnee State Community College that the Board approves a revision of Sections 9.200 and 9.203 (travel policies), said revised policies conforming with new State guidelines and being attached to this resolution.

#### 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, 1976, and revised via OBM-126-1-02 effective October 31, 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 eights 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 employees 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 fares, taxi fares; bridge tolls; highway tolls, and tunnel tolls. Any such expenditures over one dollar must be supported by receipts.

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

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) plus taxes for lodging and only for 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, if the employee departs from his residence before 6:00 A.M. or returns to his headquarters after 9:00 A.M. from travel involving overnight lodging.
2. Lunch \$3.50, if the employee departs from his headquarters before 11:00 A.M. or returns to his headquarters after 1:00 P.M.
3. Dinner \$6.00, if the employee departs from his headquarters before 5:00 P.M. or returns to his residence after 8:00 P.M.

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.



#### 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 in excess of one dollar. 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.

9.2031

MILEAGE GUIDELINE CHART

<u>TO</u>	<u>From North Campus</u>			<u>From South Campus</u>		
Athens, Ohio	76/152 round trip			86/172 round trip		
Charleston, W. Va.	105/210	"	"	95/190	"	"
Chesapeake, Ohio	55/110	"	"	45/90	"	"
Chillicothe, Ohio	34/68	"	"	44/88	"	"
Cincinnati, Ohio	125/250	"	"	115/230	"	"
Columbus, Ohio	81/162	"	"	91/182	"	"
Columbus Airport	100/200	"	"	110/220	"	"
Huntington, W. Va.	54/108	"	"	44/88	"	"
Huntington Airport	65/130	"	"	55/110	"	"
Ironton, Ohio	38/76	"	"	28/56	"	"
North Campus/South Campus	10/20	"	"	10/20	"	"
Waverly	19/38	"	"	29/58	"	"