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Board of Trustees

2-20-1978

February 20, 1978 Meeting Minutes

Shawnee State University

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M I N U T E S
Shawnee State Community College
Board of Trustees Meeting
February 20, 1978

The meeting was called to order by Chairman Brown.

ROLL CALL:

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

Members Absent: Mr. Morgan

APPROVAL OF MINUTES

Mr. Levi moved that the minutes of the January 9, 1978 minutes be approved.

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

Nays: None

PRESIDENT'S REPORT

Dr. Flinchbaugh introduced Dr. Jack Spratt, Director of the Dental Hygiene Program. Dr. Spratt gave the board members a handout outlining accreditation definitions. The program had its beginning in 1971 and received full accreditation in 1977. There will be a site visit of the accreditation team in 1980. Dr. Spratt stated that the students that are taken into this program are screened thoroughly and because of the demand for entrance into this program he feels that the students that are accepted are the cream of the crop. When the new facilities are completed 30 students will be accepted into the program. The program has three full time instructors and 1 part time instructor besides Dr. Spratt. Also Dr. Oliver, who is a dentist, teaches some of the classes that are required for this particular program. This program has been a very successful program at Shawnee State, with a high percentage of students completing the course and passing national and state test requirements.

Continuing his report, Dr. Flinchbaugh, told the board about a project that is being worked out with the city of Portsmouth concerning the Riverside Park Project. At least ten students per quarter would be involved in this project. These students would come from the Parks and Recreation program. Mr. Bill Beattie, instructor in Parks and Recreation, and Dr. Come are working out the details with the city planning committee.

Dr. Flinchbaugh stated that the College will continue the scholarship program for valedictorian and salutorian of the high schools in our service area. There are 12 students in this scholarship program at this time and their grade average is 3.2 and above.

Dr. Flinchbaugh reported that there is a need for additional faculty; three business education instructors, a respiratory therapy instructor, instructor in dental hygiene, Director of Radiology, and a Director of the ADN program.

Dr. Come told the board that Shawnee State is increasing its teaching efforts at the SOCF. He has been working with the Prison officials and an Ohio Penal Consortium for 2 year institutions for education of prisoners.

NEW BUSINESS

RESOLUTION 13-78 APPROVAL OF PART-TIME FACULTY

Mr. Hyland moved and Mr. Vetter seconded the motion to approve Resolution 13-78, Part-Time Faculty for Winter Quarter 1978.

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

Nays: None

RESOLUTION 14-78 ENTERTAINMENT POLICY

Mr. Strafford moved the adoption of Resolution 14-78 Entertainment Policy, Section 9.206 of the Policy and Procedures Manual. Mr. Horr seconded the motion.

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

Nays: None

RESOLUTION 15-78 CASH CONTRIBUTION POLICY

Mr. Vetter moved the adoption of Resolution 15-78 Cash Contribution Policy, Section 9.301 of the Policy and Procedures Manual. Mr. Levi seconded the motion.

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

Nays: None

RESOLUTION 16-78 ELECTION OF SECRETARY OF THE BOARD

Mr. Hyland nominated Dr. Flinchbaugh to be Secretary to Board of Trustees. Mr. Horr moved that the nominations be closed and a unanimous vote be cast.

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

Nays: None

OTHER BUSINESS

Mr. Horr asked that Chairman Brown call the board into executive session. The Board went into Executive Session at 8:31 p.m.

The Board meeting was reconvened at 9:52 p.m.

ADJOURNMENT

Mr. Hyland moved that the meeting be adjourned.

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

Nays: None

Walter N. Brown 3/23/78
Chairman, Board of Trustees Date

Robert A. Strickland 3/23/78
Secretary, Board of Trustees Date

RESOLUTION 13-78

Be it resolved that the Board of Trustees of Shawnee State Community College hereby affirms the employment of the following part time faculty for Winter Quarter 1978.

Part-Time Technical Faculty

Winter Quarter, 1978

<u>BUSINESS</u>	<u>COURSE</u>	<u>COMPENSATION</u>
Don Brammer	Real Estate Principles & Practices (Fairland)	\$ 600 + travel
Jim Branham	Accounting II (Goodyear)	750
Earl Braun	Marketing	600
Herb Cummins	Principles of Management	600
Dave Dautel	Personnel Management	450
Bill Essman	Accounting I	600
	Accounting II	600
Larry Essman	Accounting II (Goodyear)	750
Marvin Fraley	Real Estate Brokerage	500
Neal Hatcher	Real Estate Seminar (one session)	50
Gary Kitchen	Cost Accounting	750
	Intermediate Accounting I	750
Dave Kuhn	Real Estate Law	800
	Real Estate Seminar (two sessions)	100
Frank McCown	Real Estate Law (Fairland)	800 + travel
Rosemary Newton	Shorthand II	625
Cathy Ratliff	Typing II	750
George Richter	Real Estate Appraisal	500
	Real Estate Seminar (two sessions)	100
Scott Roberts	Real Estate Seminar (two sessions)	100 + travel
Marcia Simpson	Shorthand I	625
	Typing I	625
Bob Sommers	Real Estate Principles and Practices	600
	Real Estate Seminar (one session)	50
Frank Vecellio	Tax Accounting	750
<u>DEVELOPMENTAL</u>		
Rick Delaney	Study Techniques	600
Dave Patrick	Fundamentals of Physics	600
Jim Vergne	Fundamentals of Math	600
Orlando Vita	Fundamentals of Chemistry	600

<u>ENGINEERING</u>	<u>COURSE</u>	<u>COMPENSATION</u>
Jeff Burke	Electrical Fundamentals I	\$ 750
Don Cooley	Concrete	600
✓ Hagerty	First Aid and Safety	250
Ray Irwin	Intro. to Electro-Mech. Systems Electronics II	600 750
Tim Ohrstrom	Automatic Control Systems Electrical Fundamentals II	625 625
Kelly O'Leary	Route Surveying II Surveying I	750 250
Bill Penn	Engineering Drawing I Hydraulics and Pneumatics	750 750
Charlie Staggs	Strength of Materials	750
Gene Wilson	First Aid and Safety	300
Frank Woltz	Unit Operations I	1,000
<u>HEALTH</u>		
Jack Davis	Extrication, Moving & Handling (EMT)	450
Ray Easterling	Intro. to Respiratory Therapy Equipment	750
Lawrence Fried	Head and Neck Anatomy II	840
Terry Hall	Cardiopulmonary Physiology (EMT)	600
John Shaffer	Defensive Driving (EMT)	300
Medical Center Hosp. Chillicothe, Ohio	Clinical Instruction for Respiratory Therapy Class at the Hospital	700
Mercy Hospital	Clinical Instruction for Respiratory Therapy Class at the Hospital	700
Scioto Memorial Hosp. Terry Hall	Clinical Instruction for Respiratory Terry Hall	700
Paul Crabtree	Personal Development Workshop	1,000

PART-TIME ACADEMIC FACULTY

Winter Quarter, 1978

<u>FINE ARTS/EDUCATION</u>	<u>COURSE</u>	<u>COMPENSATION</u>
Jenkins, Jerry	Introduction to Education	\$600.00
<u>HUMANITIES/SOCIAL SCIENCE</u>		
Beard, Greg, J.D.	Business Law I	\$800.00
	Business Law II	\$800.00
Beaumont, Betty	Intro. to Family Sociology	\$600.00
Beckett, Grant	Mass Communications	\$750.00
Born, Janet	Contemporary Writing Skills I	\$750.00
Crowther, Jeanne	Principles of Psychology	\$600 + travel
Cummins, Herb	Principles of Economics II	\$750.00
Distel, Norma	Contemporary Writing Skills II	\$750.00
Gabel, Alan	Principles of Economics II	\$750.00
Gillenwater, Mack, Ph.D.	Environment and Man	\$800.00
Harner, Robert, Ph.D.	Principles of Sociology	\$800.00
Howard, Richard	Principles of Sociology	\$600.00
Luther, Robbie	Principles of Economics	\$750.00
Lykins, Dewey	Contemporary Writing Skills I	\$750.00
Maroudis, Xenophon	Principles of Economics	\$750.00
Marsh, Eleanor	Principles of Sociology	\$600.00
Meredith, Larry, Ph.D.	Abnormal Psychology	\$1,000.00
Montgomery, Grant	Moral Philosophy	\$600.00
Orlett, Margaret	Mass Communication	\$750.00
Russell, William	Geography of Ohio	\$450.00
Scherer, Malissa	Mass Communication	\$750.00
Simon, John	Principles of Psychology	\$600.00
Coomer, Gerald	Contemporary Writing Skills II	\$750.00 + travel

HUMANITIES/SOCIAL SCIENCE

Stevenson, John Elementary Spanish II \$600.00

York, Alice Masculine & Feminine Images
in Literature \$600.00

MATH/SCIENCE

Bostick, Trudy Data Math II \$750.00
College Algebra II \$750.00

Chamberlin, Dwight Basic Algebra \$750.00

Frowine, Jacob College Algebra I \$750.00

Kalmon, Ben Physics (Mechanics) \$900.00

Law, Fred Prin. of Anatomy & Physiology
(Lab) \$450.00

Light, Dan Physics (Mechanics) Lab \$450.00

Manakkil, Thomas, Ph.D. Physics (Mechanics) 2 labs \$1200 + travel

Oliver, Scott, D.D.S. Principles of Biology \$1,200.00

Smith, Brent Physics (Mechanics) 2 labs \$900.00

Vita, Orlando Physics (Electricity) \$900.00

Vergne, James Trigonometry & Analytic Geometry \$750.00

Welton, Michael Business Math I \$750.00

Wisniewski, Ralph Plant Biology \$900.00

CORRECTIONS

Alexander, George Principles of Leadership \$600.00

Brown, Rick, J.D. Criminal Law \$600.00

Fowler, Paul, J.D. Criminal Law \$1,400.00
Observation Techniques

James, Elsie Group Interaction \$750.00

Lemaster, Jack Correctional Case Evaluation \$600.00

McGraw, Terry Correctional Programs \$750.00

PARKS AND RECREATION

	<u>COURSE</u>	<u>COMPENSATION</u>
Wilson, Gene	Park Protection	\$900.00

SOCIAL SERVICES

Beaumont, Betty	Marriage and the Family	\$600.00
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James, Jack	Medical Sociology Sociology of Education	\$1,200.00
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Rupp, Larry	Penology and Corrections	\$750.00
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SOUTHERN OHIO CORRECTIONAL FACILITY

Casbolt, Diane	Speech II	\$450 + travel
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Gillenwater, Mack, Ph.D.	Cultural Geography	\$800 + travel
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Horvath, Gerald	Counselor	\$600.00
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Hunt, Ron, Ph.D.	National Government	\$800 + travel
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Johnson, Ralph	America in Transition	\$600.00
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Jones, Edward	Tradition of Great Books	\$600 + travel
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Kowieski, Richard	Speech II	\$450 + travel
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Newton, Robert	Intro. to American Literature	\$600 + travel
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Oney, Roger	Elementary Topics in Math II	\$750.00 + travel
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Pavone, John	Principles of Psychology	\$600.00
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Pulsifer, Robert	Contemporary Writing Skills II	\$750.00
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Shoun, Linda	Abnormal Psychology	\$600 + travel
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Simon, John	Counselor	\$600.00
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RESOLUTION 14-78

Be it resolved that the Board of Trustees of Shawnee State Community College hereby approves an "Entertainment Policy" -- Section 9.206 of the Policy and Procedures Manual, said policy being attached to this resolution.

9.206 Entertainment Policy

As a means of establishing a uniform procedure concerning entertainment costs, this policy will establish that entertainment expenses may be incurred by only the following: President, Vice President, Treasurer, and Deans.

A. Reimbursement for Official Entertainment while on Travel Status.

Reimbursement will be made for expenses incurred in connection with entertainment while on travel status outside the College's district provided such expenses are in conjunction with the conduct of official college business. Expenditure guidelines will be the same as those for instate travel.

A complete detail of the entertainment expenses and the nature of the entertainment should be reflected on an attached sheet (Exhibit A) accompanied by original receipts. Credit card receipts are not acceptable. The detail shall consist of the following:

1. Purpose of the entertainment and the benefit to be derived by the college.
2. Names of persons entertained. Shawnee State employees should exclude themselves since their expenses will be itemized on the travel expense report.
3. Itemize and total the expenses by items purchased. Alcoholic beverages are not reimburseable. Enter the total amount claimed for each day in the appropriate miscellaneous column of the travel expense report.

B. Reimbursement for Official Entertainment not on Travel Status

Reimbursement will be made for expenses incurred while entertaining campus visitors on official college business. Expenditure limitations will be the same as those for instate travel.

Entertainment expenses on campus report form number E-1 (See Exhibit B) must be completed per the instructions and forwarded, along with a payment requisition, to the appropriate college official for approval. After being approved, the expense report and payment requisition will be sent to the business office for payment within 30 days after expenses are incurred.

1. Preparation of form

- a. Description of Cost - Itemize expenditures by type, i.e., hotel, meals, travel, etc.
 - b. Place of Entertainment - check appropriate block.
 - c. Description of Group and Names of Persons Entertained - where applicable the requestor should include himself in the number of persons entertained.
 - d. Purpose of Entertainment - Specify the purpose, such as recruiting, etc.
 - e. Signed by - the requestor incurring the entertainment expense.
 - f. Approved by - The appropriate college official.
2. Attach original receipts. Credit card receipts are not acceptable.
3. Attach the entertainment expense record form to the requisition and forward to the designated college official for approval.
4. Any exceptions to the foregoing must be approved by the appropriate administrator prior to incurring any expenses.

Form Supply

Form number E-1 may be obtain from the Business Office.

EXHIBIT A

Statement of Entertainment Expenses

While on Travel Status

Lunch for James Smith	\$3.50
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Purpose of the lunch was to recruit Dr. Smith for a faculty position in English.

ENTERTAINMENT EXPENSE - ON-CAMPUS

<u>Description of costs</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

Place of Entertainment

	Home
	Restaurant
	Other

Description of Group and Names of Persons Entertained

Purpose of Entertainment

Signed by _____

Approved by _____

RESOLUTION 15-78

Be it resolved that the Board of Trustees of Shawnee State Community College hereby approves a "Cash Contribution" policy -- Section 9.301 of the Policy and Procedures Manual, said policy attached to this resolution.

25% coupon

Gilbert bond

superase

9.301 Cash Contribution

It is inappropriate for any employee of the college to establish bank accounts or to hold funds from any source that are accepted for any aspect of Shawnee State Community College's operation. Therefore, when any person associated with the College receives money from any source (gifts, grants, contracts, etc.), the recipient must channel these monies through the business office under the guidelines listed below:

- A. All monies shall be taken to the business office where they will be deposited into the proper fund.
- B. The business office should be provided with the name of the donor(s) and a statement of restrictions placed on the contribution.
- C. The business office should be notified in writing of the person responsible for authorizing expenditures.
- D. Expenditures of restricted monies noted above will be processed as follows:
 1. A requisition must be prepared and signed by the appropriate person, see (C) above, and delivered to the business office.
 2. The business office will process and issue a purchase order or a check as directed. Normal processing time is two-three days.

Any questions concerning restricted contributions should be directed to the Treasurer/Controller.

RESOLUTION 16-78

Be it resolved that the Board of Trustees of Shawnee State Community College elects DR. ROBERT W. FLINCHBAUGH as secretary of the Board for the calendar year 1978.