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6-26-1978

### June 26, 1978 Meeting Minutes

Shawnee State University

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6/30/79  
GAB

M I N U T E S  
Shawnee State Community College  
Board of Trustees Special Meeting  
June 26, 1978

The meeting was called to order by Chairman Brown.

ROLL CALL

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

Members Absent: Mr. Rittenour.

APPROVAL OF MINUTES

Mr. Morgan moved that the minutes of the June 19, 1978 meeting be approved.

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

Nays: None

NEW BUSINESS

Mr. Brown read a memorandum from Mr. Robert McCurdy, Counselor for the College, concerning the status of the college under Amended Senate Bill 229 pertaining to land acquisition, insurance coverage, and civil service status of employees.

Mr. Strafford moved that the board go into executive session to discuss personnel matters.

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

The Board went into executive session at 7:40 p.m.

The Board meeting was reconvened at 9:15 p.m.

RESOLUTION 37-78 STATUS OF SUPPORTING STAFF

Mr. Morgan moved and Mr. Vetter seconded the motion to adopt Resolution 37-78, concerning the removal of supporting staff of the College from the Civil Service System.

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

Nays: None

RESOLUTION 40-78 SUPPORTING STAFF SALARIES

Mr. Strafford moved the adoption of Resolution 40-78 setting salaries for the supporting staff of the College. Mrs. Kennedy seconded the motion.

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

Nays: None

The Chairman, Mr. Brown, asked if there were comments from the audience. Several people voiced concerns and Mr. Brown reminded them that in Resolution 37-78, the Board asked the President to coordinate the development of a personnel program that will be fair and just in its treatment of supporting personnel.

Mr. Horr moved that the Board go into executive session to discuss budget matters and administrative salaries.

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

Nays: None

The Board went into executive session at 9:35 p.m.

The Board meeting was reconvened at 11:24 p.m.

RESOLUTION 39-78 ADMINISTRATOR AND PROGRAM DIRECTOR SALARIES

Mr. Vetter moved that Resolution 39-78 concerning Administrator and Program Director Salaries be adopted. Mr. Horr seconded the motion.

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

Nays: None

RESOLUTION 41-78 TELEPHONE VOTE TO EMPLOY FULL TIME FACULTY

Mr. Strafford moved and Mr. Hyland seconded the motion to adopt Resolution 41-78, concerning the polling of the Board when necessary by telephone to hire full-time faculty.

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

Nays: None

RESOLUTION 38-78 APPROVAL OF 1978-79 BUDGET

Mr. Strafford moved and Mr. Vetter seconded the motion to adopt Resolution 38-78, after amendments have been made to the budget that was presented to the Board. These amendments include a 5 percent increase in salaries for the administrative staff. An additional amount of \$16,000 for the reinstatement of a staff employee, the purchasing of a tractor (\$2,000), and the addition to the dental staff of an Assistant Dental Director (Dr. Scott Oliver), (\$2,000). Also there is an additional amount of \$10,000 to be added to the budget to hire security guards.

ADJOURNMENT

Mr. Hyland moved that the meeting be adjourned.

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

Nays: None

Walter N. Brown  
Chairman of Board of Trustees (date)

Robert D. [Signature]  
Secretary, Board of Trustees (date)

MEMORANDUM OF COLLEGE STATUS UNDER  
AMENDED SENATE BILL 229

TO: Board of Trustees  
Shawnee State Community College

On the 6th day of June, 1978, a conference was held by and between Dr. Robert Flinchbaugh, President of Shawnee State Community College, Mr. Neil Hawk, Treasurer/Controller of Shawnee State Community College, Mr. Frank Taylor, Vice President of Shawnee State Community College, and Mr. Robert K. McCurdy, Counsel, regarding Amended Senate Bill 229, effective November 4, 1977, and, more particularly, Section 3358.08 of the Ohio Revised Code. After discussion, the following recommendation was formulated:

Whereas, the legal status of Shawnee State General and Technical College was changed, and the procedure for acquisition of real property was materially changed by reason of the enactment of the above statute whereby Shawnee State Community College becomes the condemning authority and titleholder, and,

Whereas, various conferences were held between Frank Taylor, Vice President, Robert K. McCurdy, counsel, and Messrs. Robert Petty, and Albert Johnson of the Ohio Department of Administrative Services, and such Department and the office of the Ohio Attorney General were advised of such material changes of O.R.C. 3358.08, and,

Whereas, the statutory changes require Shawnee State Community College to utilize its legal counsel, to the exclusion of the advice and counsel of the Attorney General of the State of Ohio, and, further, excludes the participation of the Ohio Department of Administrative Services in the appraisal and negotiation process, (except such appraisal review as the Board of Regents may require) and,

Whereas, the appraisal documentation prepared by Richard L. Kiser, M.A.I., for the subject 32 tracts of real estate has been delivered heretofore to the Ohio Department of Administrative Services (per instruction of the Board of Regents) and to the Ohio Board of Regents on May 26, 1978, and May 31, 1978, and,

Whereas, repeated requests for written information and advice as to the application and effect of Amended Senate Bill 229, and particularly O.R.C. 3358.08, from Ohio Department of Administrative Services and the Ohio Attorney General on March 24th, April 11th, May 11th, May 26th and May 31st, and Ohio Civil Service Commission on March 9th and May 30th, in addition to telephone conferences, have not received any reply, and

Whereas, time is of the essence, in the acquisition of the real property as appraised, and Frank Taylor, Vice President, and Robert K. McCurdy, Counsel, have received oral advice from Mr. Frank Coffman, Financial Analyst, Board of Regents, and Mr. George Lord, Assistant Attorney General of Ohio, respectively, that Shawnee State Community College should forthwith proceed, without further approval, written or oral, to initiate proceedings to acquire the subject premises, by negotiation or eminent domain, as may be necessary, pursuant to and in accordance with the plenary powers conferred by Amended Senate Bill 229 and Section 3358.08 O.R.C.; and, further, that Mr. Carmen R. Mirto, Chief Technical Adviser of Ohio Department of Administrative Services, has orally advised that, by reason of this statutory change, Shawnee State Community College is not under the civil service laws of the State of Ohio.

Now, therefore, it is recommended that the Board of Trustees determine to now proceed under O.R.C. 3358.08 with the acquisition of the subject real estate; formulate a plan of insurance as referred to in statute; and, otherwise, comply with said statute.

RESOLUTION 37-78

Whereas, communications to Edison State Community College from the Chief Counsel of the Ohio Attorney in which he interpreted amended Senate Bill 229 to mean that the Ohio Attorney General can no longer serve state community colleges because they are no longer agencies of the State of Ohio but are political subdivisions, and

Whereas, the "Memorandum of College Status Under Amended Senate Bill 229" (that was given the Board as part of this board meeting) documents the history of events surrounding the state agency status of Shawnee State Community College, and

Whereas, the College legal counsel has rendered an opinion that Shawnee State is no longer subject to the provisions of the State Civil Service Laws, and

Whereas, information from several state agencies has been provided the College about the fact that two year colleges, being political subdivisions, are not included in the pay raise bill passed by the Legislature;

Now therefore, the Board of Trustees of Shawnee State Community College hereby recognizes that the supporting staff employees of the College are no longer represented by State Civil Service Laws and asks the President to coordinate the development of a personnel program that will be fair and just in its treatment of supporting personnel.

Be it further resolved, that in the event of an opinion from the Attorney General of the State of Ohio, contrary to the above resolution, that the supporting staff employees of this College are represented by State Civil Service Laws, Trustees will rescind this foregoing action with pay and benefits retroactive to July 1, 1978 as set forth in Civil Service laws and rules.

RESOLUTION 38-78

Be it resolved that the Board of Trustees of Shawnee State Community College hereby approves a 1978-79 budget for the College, said budget being attached to this resolution.



SHAWNEE STATE COMMUNITY COLLEGE  
 Financial Information, Current General Fund  
 Years Ending 1975-1978  
 Proposed Budget 1978-1979

	Actual Expenditures 1975-76	1976-77	Estimated Expenditures <u>1977-78</u>	Proposed Budget 1978-79
Income:				
Governmental:				
State:				
Instructional subsidy	\$1,081,144	\$1,407,468	\$1,568,773	\$1,697,273
Other, through regents	16,608	22,108	22,670	23,000
Vocational subsidy	289,508	207,284	257,320	200,000
Grants and Contracts	56,209	47,924	61,605	-
Total State	<u>1,443,469</u>	<u>1,684,784</u>	<u>1,910,368</u>	<u>1,920,273</u>
Federal grants and contracts	88,221	80,077	76,552	71,100
Total Government Income	<u>1,531,690</u>	<u>1,764,861</u>	<u>1,986,920</u>	<u>1,991,373</u>
Private gifts and grants	411	-	-	-
Student:				
Instructional	666,712	740,949	870,000	857,000
General	73,827	80,374	85,000	106,900
Activity	14,741	13,487	22,000	22,800
Out-of-state Surcharge	1,344	3,354	4,000	1,500
Other	7,669	25,506	25,000	15,000
Total Student Income	<u>764,293</u>	<u>863,670</u>	<u>1,006,000</u>	<u>1,003,200</u>
Other:				
Sales and services	4,098	9,409	5,000	3,500
Other sources (interest, rentals, etc.)	35,227	52,460	60,000	37,000
Total Other Income	<u>39,325</u>	<u>61,869</u>	<u>65,000</u>	<u>40,500</u>
Total Instructional & General Income	<u>\$2,335,719</u>	<u>\$2,690,400</u>	<u>\$3,057,920</u>	<u>\$3,035,073</u>

	Actual Expenditures		Estimated Expenditures	Proposed Budget
	1975-76	1976-77	1977-78	1978-79
<b>Expenditures:</b>				
<b>Instruction and general</b>				
Fine arts/education	\$ 151,303	\$ 119,952	\$ 134,947	\$ 133,443
Humanities/Social Sciences	188,252	226,784	264,816	264,362
Math/Sciences	190,933	175,135	189,851	196,969
Business Technology	262,774	193,947	225,414	231,428
Public Service Technology	77,620	68,172	104,290	134,664
Engineering Technology	176,871	113,875	145,638	156,626
Parks and Recreation	37,368	36,407	35,308	40,740
Health Technology	372,136	385,393	424,815	439,335
Chesapeake	-	-	1,300	8,626
Goodyear	-	-	13,429	26,051
<b>Total Instruction and general</b>	<u>1,407,257</u>	<u>1,319,665</u>	<u>1,539,808</u>	<u>1,632,244</u>
<b>Academic Support:</b>				
Libraries	77,860	104,439	113,324	102,979
Academic administration	58,000	65,000	67,000	69,130
<b>Total Academic Support</b>	<u>135,860</u>	<u>169,439</u>	<u>180,324</u>	<u>172,109</u>
<b>Student Services:</b>				
Dean of Student Services	190,009	162,053	175,904	188,857
Financial Aid Administration	-	48,206	48,784	51,111
College funded student Organ.	9,831	7,700	15,700	12,800
Remedial Activities	14,561	52,296	39,740	45,300
	<u>214,401</u>	<u>270,255</u>	<u>280,128</u>	<u>298,068</u>
<b>Institutional Support:</b>				
Governing board	-	214	80	300
President's Office	82,465	47,608	57,690	59,893
Vice President's Office	-	37,859	45,200	35,850
Business Office	67,242	87,562	80,602	87,442
Dean of Academic Programs	42,362	50,555	45,056	58,003
Dean of Technical Programs	43,020	49,538	53,923	56,508
Administrative Data Processing	-	85,306	96,808	102,812
General Expense	96,976	151,827	86,879	109,300
Print Shop	-	10,423	12,135	19,880
Security	10,971	12,329	16,050	4,600
North Central (Self-Study)	-	-	-	4,726
<b>Total Institutional Support</b>	<u>342,976</u>	<u>533,221</u>	<u>494,423</u>	<u>539,314</u>

	Actual Expenditures		Estimated Expenditures	Proposed Budget
	1975-76	1976-77	1977-78	1978-79
Expenditures: (Continued)				
Operation and Maintenance of Plant				
Administration	\$ 14,000	\$ 15,000	\$ 20,000	\$ 21,000
Custodial & Maintenance	96,841	110,850	122,813	163,102
Utilities	77,116	71,986	91,004	185,230
Motor Vehicles	1,430	13,768	2,284	7,500
Insurance	-	10,639	9,481	18,500
Total Operation and Maintenance of Plant	<u>189,387</u>	<u>222,243</u>	<u>245,582</u>	<u>395,332</u>
Scholarships:				
Grants	<u>43,943</u>	<u>38,933</u>	<u>45,265</u>	<u>63,650</u>
Total Scholarships	<u>43,943</u>	<u>38,933</u>	<u>45,265</u>	<u>63,650</u>
Total Current Expenditures				
Educational and general	\$2,333,824	\$2,553,756	\$2,785,530	\$3,100,717
Excess of current income over current expenditures	<u>1,895</u>	<u>136,644</u>	<u>272,390</u>	<u>(65,644)</u>
Transfers among funds - additions/ (deductions):				
Mandatory				
Matching grant funds	(6,686)	(5,401)	(5,800)	(6,000)
Plant Funds		(711)		
Nonmandatory				
Current allocated fund bal. Support to Auxiliary Enterprises	<u>(4,910)</u>	<u>(20,713)</u>	<u>(22,000)</u>	<u>(20,000)</u>
Total Transfers	<u>(11,596)</u>	<u>(76,825)</u>	<u>(27,800)</u>	<u>(26,000)</u>
Net increase/(decrease) for the yr.	(9,701)	59,819	244,590	(91,644)
Appropriations-to/from other funds:				
Curr. Aux. Enterprises Bookstore	50,000	-	-	20,000
Curr. operating fund balance	-	-	-	50,000
Fund bal. beginning of year	250,023	311,052	370,621	632,861
Adj. to previous yr. fund bal.	<u>20,730</u>	<u>(250)</u>	<u>17,650</u>	<u>-</u>
Unallocated Fund Bal. end of Year	311,052	370,621	632,861	611,217
Allocated Fund Bal., end of Year	-	50,000	50,000	-
Total Fund Balance, End of Year	<u>\$ 311,052</u>	<u>\$ 420,621</u>	<u>\$ 682,861</u>	<u>\$ 611,217</u>

RESOLUTION 39-78

Be it resolved that the Board of Trustees of Shawnee State Community College hereby approves 1978-79 salaries for the administrators and program directors as noted below -- said salary increases for administrators are computed at 5 percent and for program directors and Computer Programmer at 7%, and

Further, the Board approves the payment of total hospitalization, major medical, and life insurance for administrators and directors, until such time as there is a premium increase, at which time the administrators and directors will be responsible for paying for such premium increase during fiscal year 1978-79.

<u>Administrators</u>	1977-78	Adjustment	1978-79 Increases	Total Increase	Total Salary
Dr. Robert W. Flinchbaugh, President	\$35,000	\$	\$1,750	\$1,750	\$36,750
Mr. Frank C. Taylor, Vice President	28,420		1,421	1,421	\$29,841
Mr. Neil Hawk, Treasurer/ Controller	22,500	357	1,143	1,500	\$24,000
Dr. Gene S. Come, Academic Dean	24,000		1,200	1,200	\$25,200
Mr. Tom Foti, Technical Dean	24,100		1,205	1,205	\$25,305
Mr. Arnold McCoy, Dean of Student Services	23,100		1,155	1,155	\$24,255
Mr. Fred Chrisman, Counselor	19,500		975	975	\$20,475
Dr. Paul Crabtree, Counselor	17,500	475	899	1,374	\$18,874
Mr. Tom Davidson, Counselor	19,000		950	950	\$19,950
Mr. Richard Howard, Counselor	20,000		1,000	1,000	\$21,000
Mr. Gene Wilson, Counselor	17,100		855	855	\$17,955
Mr. John Williams, Librarian	20,000		1,000	1,000	\$21,000
Ms. Tess Midkiff, Assistant Librarian	13,800		690	690	\$14,490
Ms. Alice Miller, Assistant Librarian	10,900		545	545	\$11,445
Mr. Berry Smith, Director of Computer Services	15,050	200	763	963	\$16,013
<u>Computer Programmer</u>					
Mr. Terry Nichols, Computer Programmer	7,200		504	504	\$ 7,704

<u>Program Directors</u>	1977-78	Adjustment	1978-79 Increases	Total Increase	Total Salary
Ms. Susan Barnes, Director EMT-P Program	\$14,000		\$ 980	\$ 980	\$14,980
Mr. Ali Golji, Dir. of Med Lab. Program	19,328		1,352	1,352	\$20,680
Ms. Pat Doorley, Director of Resp Program	15,000		1,050	1 050	\$16,050
Ms. Janie Moore, Dir. of Radiologic Prog.	12,400		868	868	\$13,268
Ms. Betty Robinson, Dir. of PN Program	16,461		1,152	1,152	\$17,613
Dr. Jack Spratt, Dir. of Dental Hygiene	25,063		1,754	1,754	\$26,817

RESOLUTION 40-78

Whereas, the supporting staff of Shawnee State Community College is no longer represented by State Civil Service Laws and will not receive pay raises under the guidelines of the State Legislature,

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the 1978-79 salary increases and salaries for supporting staff as indicated on the page attached to this resolution, and

Further, the Board approves the payment of total hospitalization, major medical, and life insurance for supporting staff until such time as there is a premium increase, at which time the supporting staff members will be responsible for paying such premium increases during fiscal year 1978-79.

## 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 professional personnel on twelve month contracts with the prior approval of the appropriate individuals listed below: President, Vice President, Treasurer, or 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. Itemized and total expenses by items purchased. Alcoholic beverages are not reimbursable. The total amount claimed each day should be entered 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.

<u>Supporting Staff</u>	<u>1977-78</u>	<u>Proposed 1978-79</u>	<u>Increase</u>
Violet Bays	\$ 7,779	\$ 8,320	\$ 541
Ann Coriell	9,632	10,263	631
Glenn Craycraft	7,098	7,850	752
Jim Dunham	10,026	10,586	560
Louise Elliott	9,256	9,809	553
Naomi Hartstein	9,009	9,674	665
Harold Jones	8,798	9,601	803
Helen Leasure	10,170	10,995	825
Cathy Morgan	8,819	9,346	527
Alma Nelson	10,171	10,998	827
Sue O'Leary	9,277	10,185	908
Amy Peck	8,403	9,193	790
Kenny Powell	8,611	9,414	803
Jane Rice	12,007	12,687	680
Barb Ross	8,819	9,346	527
Cathy Scott	8,291	9,081	790
Kin Seiling	8,403	9,173	770
Ruth Skaggs	9,734	10,278	544
Pat Smith	13,042	13,344	302
John Sparks	7,238	8,002	764
Phyllis Sparks	10,504	11,024	520
Roberta Stallard	10,171	10,699	528
Marcia Tackett	8,403	9,152	749
Mary Tomlin	8,403	9,193	790
Goldie Weddington	8,445	9,250	805
Carl Wolfe	16,806	17,096	290
Ray Flack	6,906	7,170	264
Norman Hutchinson	8,611	8,875	264
Charles Martin	6,906	7,170	264

Effective  
after 6  
Months



RESOLUTION 41-78

Whereas it is sometimes necessary that the President and his instructional deans make employment commitments to individuals to whom the College administration wants to grant a new full time teaching contract, and

Whereas it is sometimes difficult to coordinate the employment of new full time faculty members with meetings of the Board of Trustees;

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby determines -- that in those few instances in which it is necessary to employ new full time faculty members when a Board of Trustee's meeting is not pending within a week from the date of commitment to a new faculty member -- that the President may conduct a telephone poll of the board members for the purpose of obtaining a majority favorable vote to employ a person, and

Further, that such a vote will constitute official action by the Board of Trustees, said action being duly noted in the Minutes for the succeeding board meeting.