

Shawnee State University

## Digital Commons @ Shawnee State University

---

Minutes of the Board of Trustees Meetings

Board of Trustees

---

11-20-1978

### November 20, 1978 Meeting Minutes

Shawnee State University

Follow this and additional works at: <https://digitalcommons.shawnee.edu/botmeetings>

---

#### Recommended Citation

Shawnee State University, "November 20, 1978 Meeting Minutes" (1978). *Minutes of the Board of Trustees Meetings*. 185.

<https://digitalcommons.shawnee.edu/botmeetings/185>

This Board of Trustee Minutes is brought to you for free and open access by the Board of Trustees at Digital Commons @ Shawnee State University. It has been accepted for inclusion in Minutes of the Board of Trustees Meetings by an authorized administrator of Digital Commons @ Shawnee State University. For more information, please contact [svarney@shawnee.edu](mailto:svarney@shawnee.edu).

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

The meeting was called to order by Chairman Brown.

ROLL CALL

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

Members Absent: Mrs. Kennedy, Mr. Rittenour.

APPROVAL OF MINUTES

Mr. Morgan moved that the minutes of the October 16, 1978 Board of Trustees Meeting be approved.

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

Nays: None

PRESIDENT'S REPORT

Dr. Flinchbaugh introduced Mr. Taylor who gave a report on the progress of the buildings. The Activities Building is now scheduled for occupancy by January 15, 1979. Mr. Taylor cited some instances of delay in the construction progress, stating that while labor caused some of the delay, that deliveries of materials, the proper people being available for installation after delivery of materials, and other problems have caused delays in the completion of the campus.

Dr. Flinchbaugh reminded the Board members that reservations for the Christmas Party being planned for December 1, must be made by November 22.

Dr. Flinchbaugh announced that there will be a meeting Association of Community College Trustees (ACCT) to be held in Washington, D.C. February 25, 26, 27, 1979. Reservations must be in by December 10. He suggested that members who could should plan to attend. Expenses will be paid by the College.

A committee of Administrators and the Finance Committee of the Board of Trustees have had meetings concerning a new salary system. Dr. Flinchbaugh told the Board members that this idea has also been discussed with some faculty members. The Board members are invited to a College Forum meeting in the near future to hear a discussion of this plan by members of the College community.

Dr. Paul Hayes, President of Rio Grande College has invited Dr. Flinchbaugh and members of the Board of Trustees to a dinner meeting on December 16 at 6 p.m. to hear Vice Chancellor for Health Affairs, Dr. Jack Luckemeyer, explain where two-year colleges are in health services. The President and Board of Trustee members from Hocking Technical College will also be attending this meeting. Mr. Brown, Mr. Hyland, and Mr. Baxter indicated that they could attend this meeting.

Dr. Flinchbaugh discussed the Self-Study Inventories that were made this summer as a part of the Self Study Accreditation process. He then introduced Dr. Crabtree who further discussed the inventories. Dr. Flinchbaugh and Dr. Crabtree stated that these inventories should help the college to improve itself in the eyes of the faculty, students, and the community.

#### NEW BUSINESS

##### RESOLUTION 64-78 INSTRUCTION FEE INCREASE

Mr. Horr moved and Mr. Baxter seconded the motion to approve Resoution 64-78 increasing the instruction fees of the College.

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

Nays: None

##### RESOLUTION 65-78 POLICY 4.113

Mr. Vetter moved and Mr. Strafford seconded the motion to adopt Resolution 65-78, Policy 4.113 concerning the computing of partial month's salary for 12 month contract employees.

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

Nays: None

##### RESOLUTION 66-78 POLICY 5.304

Mr. Hyland moved and Mr. Morgan seconded the motion to adopt Resolution 66-78 Policy 5.304 concerning the computing of partial quarter's salary for nine month contract employees.

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

Nays: None

RESOLUTION 67-78 POLICY 9.101

Mr. Hyland moved and Mr. Vetter seconded the motion to adopt Resolution 67-78 establishing blanket order release authorization.

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

Nays: None

RESOLUTION 68-78 APPROVAL OF NEW FULL-TIME FACULTY CONTRACTS

Mr. Strafford moved and Mr. Horr seconded the motion to approve Resolution 68-78, to employ two new full-time faculty members (Sharon M. Scott, ADN Program and Ken Wergin, Respiratory Therapy Program) beginning January 2, 1979.

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

Nays: None

OTHER BUSINESS

Mr. Hyland complimented Mr. Tom Stead, Art Instructor at Shawnee State Community College for the work he and his students are doing for students at Vernon School.

ADJOURNMENT

Mr. Hyland moved that the meeting be adjourned.

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

  
Chairman, Board of Trustees

  
Secretary, Board of Trustees

RESOLUTION 64-78

Whereas, operational costs are steadily increasing, and

Whereas, Shawnee State Community College has a somewhat fixed income for each year of a biennium;

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby approves an increase in instructional fees for full time students by \$20.00 from \$200.00 to \$220.00 beginning Summer Quarter 1979, said increase to apply to both in-state and out-of-state students, and

Be it further resolved that the Board, also, approves an increase in instructional fees for part time students by \$2.00 per credit hour from \$17.00 per credit hour to \$19.00 per credit hour beginning Summer Quarter 1979, said increase to apply to both in-state and out-of-state students.

RESOLUTION 65-78

Whereas, it is necessary to clarify an operating procedure concerning computation of a partial month's salary for 12 month contract employee's by establishing a policy for this procedure;

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the addition of Section 4.113 "Computing Partial Month's Salary for 12 Month Contract Employees" to the Policy and Procedures Manual, said policy being attached to this resolution and becoming effective immediately following approval by the Board.



#### 4.113 Computing Partial Month's Salary for 12 Month Contract Employees

It is the policy of the College to compute a partial month's salary for contract personnel going on or coming off the payroll during the month by factoring their monthly salary, i.e. going on the payroll other than the first working day of the month or coming off the payroll other than the last working day of the month.

Working days will be considered as Monday through Friday (5 days per week) unless otherwise specified by the department head. Holidays falling on Monday through Friday will also be considered as working days.

A partial month's salary would be calculated based upon the number of working days that the employee is on the payroll compared with the total number of working days in that particular month. The following examples are calculated on the basis of a monthly salary of \$1,000.00.

1. Employee going on the payroll

Salary for an employee going on the payroll November 10, 1978, would be \$681.82 for the month of November. He would be paid for 15 out of 22 working days (i.e.  $15/22 \times \$1000$ ). Salary for an employee going on the payroll December 11, 1979, would be \$714.28 for the month of December. He would be paid for 15 out of 21 working days (i.e.  $15/21 \times \$1,000$ ).

2. Employee going off the payroll

Salary for an employee whose last day of pay on the payroll was November 10, 1978, would be \$363.64 for the month of November (i.e.  $8/22 \times \$1,000$ ). Salary for an employee whose last day on the payroll was December 11, 1978, would be \$333.33 for the month of December (i.e.  $7/21 \times \$1,000$ ).

RESOLUTION 66-78

Whereas, it is necessary to clarify an operating procedure concerning computation of salary for nine month faculty by establishing a policy for this procedure;

Now therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby approves a policy as the addition of Section 5.304 "Computing Partial Quarter's Salary for Nine Month Faculty" to the Policy and Procedure's Manual, said policy being attached to this resolution and becoming effective immediately following approval by the Board.



5.304 Computing Partial Quarter's Salary for Nine Month Faculty

It is the policy of the college to compute a partial quarter's salary for faculty going on or coming off the payroll during a quarter by factoring their base salary for days worked. This policy is intended solely for the computation of pay.

Working days shall be considered as Monday through Friday (5 days per week) unless otherwise specified by the department. Holidays falling on Monday through Friday shall be considered working days.

Payroll days in a quarter will begin two working days prior to the beginning of classes and end on the days grades are due in the Registrar's Office.

A partial quarter's salary shall be calculated based upon the number of working days that an employee is on the payroll compared with the total number of working days in that particular quarter. Examples of this calculation follow which utilizes a base salary of \$12,600 for nine months.

1. Employee going on the payroll

Salary for an employee going on the payroll October 1, 1978, would be \$3,384.78 for the Fall Quarter. He would be paid for 54 out of 67 working days (i.e.  $54/67 \times \frac{\$12,600}{3}$ )

3

The 67 working days are computed by adding the total days in the period September 13 to December 14.

September	13
October	22
November	22
December	<u>10</u>
Total Working days	67

2. Employee going off the payroll

Salary for a faculty member going off the payroll February 8, 1979, would be \$2,064.43 for the Winter Quarter. He would be paid for 29 out of 59 working days (i.e.  $29/59 \times \frac{\$12,600.}{3}$ )

The 59 working days are computed by adding the total days in the period January 1, 1979, to March 22, 1979.

January	23
February	20
March	<u>16</u>
Total Working days	59

RESOLUTION 67-78

Whereas, it is necessary to establish a policy and procedure concerning blanket order release authorization for purchase and pick-up of items from local vendors;

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the addition of Section 9.101 "Blanket Order Release Authorization" to the Policy and Procedures Manual, said policy being attached to this resolution and becoming effective immediately following approval by the Board.

### 9.101 Blanket Order Release Authorization

Departments may, when necessary and with proper authorization, prepare a three (3) part Blanket Order Release Authorization for supply items, totaling \$50.00 or less, to be picked up at a local vendor holding a Shawnee State Community College Purchase Order.

Note: Any purchase which exceeds the above amount (\$50.00) must be processed through the Business Office for a purchase order.

The authority to approve a Blanket Order Release Authorization shall be with the Treasurer/Controller, except for maintenance items for which the Plant Maintenance Engineer may approve.

After approval has been received the last copy (pink) of the Blanket Order Release Authorization will be retained by the Business Office. The order may then be taken to any vendor holding a Purchase Order.

The local vendor shall fill the order and price all copies of the Blanket Order Release Authorization. The vendor should include the yellow copy with the supplies picked up and that copy (yellow) should be returned to the Business Office to act as a receiving copy.

The vendor will retain the original (white) for his files. The original must be forwarded with the vendor's invoice to the Business Office.

The vendor shall, at lease once each month, submit an itemized invoice with the attached white copy to the Shawnee State Community College Business Office.

The Business Office will check the invoice and white copies with their receiving copy (yellow) for accuracy and if satisfied that all is correct will arrange to pay the vendor for goods or services received. The Business Office will arrange to make charges against the appropriate accounts as specified on the order.