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1-22-1979

January 22, 1979 Meeting Minutes

Shawnee State University

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M I N U T E S
SHAWNEE STATE COMMUNITY COLLEGE
Board of Trustees Meeting

January 22, 1979

The meeting was called to order by Chairman Brown.

Members Present: Mr. Horr, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Strafford,
Mr. Brown.

Members Absent: Mr. Baxter, Mrs. Kennedy, Mr. Hyland.

APPROVAL OF MINUTES

Mr. Morgan moved that the minutes of the November 20, 1978 Board meeting be approved.

Ayes: Mr. Horr, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Stafford, Mr. Brown,
Nays: None

NOMINATING COMMITTEE REPORT

Mr. Vetter, Chairman of the Nominating Committee presented the following slate of officers -- Mr. James Strafford, Chairman, Mr. Duncan Baxter, Vice Chairman, and Mr. Walter Brown, Chairman Emeritus for 1979 to assume leadership for the Dedication.

Mr. Horr moved that nominations be closed and a unanimous vote be spread upon the minutes.

Ayes: Mr. Horr, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Strafford, Mr. Brown.
Nays: None

Mr. Brown thanked the board members for their help and cooperation during his tenure as Chairman. He commended the board members for their efforts in working as a unit through some trying times and feels that this Board's working together should be an inspiration for other boards in the Portsmouth area to observe. He then turned the chair over to the new Chairman, Mr. Strafford, who congratulated Mr. Brown on a job well done and extended the Board's appreciation for his efforts.

PRESIDENT'S REPORT

Dr. Flinchbaugh welcomed Mr. Strafford as the new Chairman of the Board and commended Mr. Brown for his cooperation and help during his tenure as Chairman of the Board of Trustees.

Dr. Flinchbaugh welcomed students to the meeting and asked them to introduce themselves. He then asked Mr. Taylor to speak to the problems with the new buildings.

Mr. Taylor reported that there is a serious problem in the boiler room. The design of the coal handling equipment is not working. The College maintenance crew is shoveling coal around the clock to keep the buildings warm. The College administration had a meeting with Engineers and salesman from the coal company,

Keumpel Company representative, and the Architects. All admit that the design is unworkable, but nobody will take the responsibility for repairing the mistake. However, the College is keeping time sheets on the work hours of the men shoveling coal and there is a possibility that another man will have to be hired just to work in the boiler room shoveling coal.

Mr. Hawk discussed the budget for the next fiscal year but indicated that no actual budget could be planned until after the Governor's budget was announced. The Budget Packet will be presented later outlining where we are and where we want to go. There has been some indication from the Ohio Budget Management Office (Mr. Sheridan) that there may be some changes made in funding process. The OTCCA has also been working on a plan to institute some changes in the FTE funding for two year colleges.

NEW BUSINESS

REVISED FACILITIES USE POLICY

Mr. Horr moved that resolution 1-79, Revised Facility Use Policy be adopted. The motion was seconded by Mr. Rittenour.

Ayes: Mr. Brown, Mr. Horr, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Strafford.
Nays: None

REVISED CONTRACT FOR CATHLEEN FLUTY

Mr. Vetter moved and Mr. Brown seconded the motion to approve Resolution 2-79, revising contract for Cathleen Fluty.

Ayes: Mr. Brown, Mr. Horr, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Strafford.
Nays: None

SUPPORT OF OTCCA'S WHITE PAPER

Mr. Horr moved and Mr. Rittenour seconded the motion to support the OTCCA'S White Paper.

Ayes: Mr. Brown, Mr. Horr, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Strafford.
Nays: None

OTHER BUSINESS

Mr. Strafford reported to the Board that he, and other members of the Board who planned to attend the ACCT meeting in Washington, D.C. in February would not be attending. The meeting is not a workshop or seminar type of meeting and therefore it was decided that members would attend a later meeting.

Mr. Morgan made a motion and Mr. Vetter seconded the motion that a letter be sent from the Board congratulating Mr. F. D. Hyland on his honor of being chosen Distinguished Citizen of 1978 by the Junior Chamber of Commerce.

Ayes: Mr. Brown, Mr. Horr, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Strafford.
Nays: None

Mr. Taylor added to his report, stating the need for security people. He has a meeting with representatives from the Pinkerton Agency. The City police have no jurisdiction on private property.

Mr. Strafford welcomed members of the student body that were attending the meeting representing a Sociology of Education class.


ADJOURNMENT

Mr. Brown moved and Mr. Vetter seconded the motion for adjournment.

Ayes: Mr. Brown, Mr. Horr, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Strafford.
Nays: None



Chairman, Board of Trustees



Secretary, Board of Trustees

CHAPTER 10
BUILDINGS AND GROUNDS

10.100 Community Use of College Facilities

Shawnee State Community College, being a state assisted institution of higher education which is community oriented in its service capacity, encourages use of its facilities by community organizations and groups during those times when such use will not interfere with the regular educational program or other bona fide college activities. The College facilities shall not be available to any religious organization which intends to hold religious meetings. College facilities may not be reserved for parties or celebrations such as anniversary or birthday parties that are of a private nature.

The College assumes no responsibility for the views expressed by organizations or groups using the College's facilities, nor do the organizations or groups have any endorsement from the Board of Trustees for their views or opinions.

The College President is authorized to publish procedural guidelines implementing or altering those procedures stated within this policy as originally adopted in order to provide for the safety of participants, protections of the College facilities and equipment, and applicable reimbursement.

There is nothing explicit or implicit in this policy which guarantees any tax exempt or profit making organization the right to use the College facilities or equipment. The College will review each application and make a determination accordingly whether or not an organization will be granted the privilege to use facilities or equipment.

| <u>Personnel</u> | <u>Hourly Rate</u> | x | <u>No. of People</u> | x | <u>Hours</u> | = | <u>Personnel Costs</u> |
|--------------------|--------------------|---|----------------------|---|--------------|---|------------------------|
| Custodian | \$ 7.00 | | _____ | | _____ | | _____ |
| Maintenance | 9.00 | | _____ | | _____ | | _____ |
| Police | 7.50 | | _____ | | _____ | | _____ |
| Control Technician | 15.00 | | _____ | | _____ | | _____ |

Total

Total Pay for Personnel _____

Audio Visual Equipment

College Personnel Time for A-V _____

Time Fee _____
 Damage Fee _____

Total A-V Charges _____

| <u>Hourly Charges</u> | <u>Hourly Rate</u> | x | <u>Hours</u> | = | <u>Hourly Charges</u> |
|-----------------------|--------------------|---|--------------|---|-----------------------|
| Heat | \$ 4.50 | | _____ | | _____ |
| Electric | 2.50 | | _____ | | _____ |
| Lights: | | | | | |
| General | 2.50 | | _____ | | _____ |
| Theatrical | 6.00 | | _____ | | _____ |

Total Hourly Charges _____

GRAND TOTAL FEES _____

Paid by cash _____ Paid by Check _____

If the requesting organization or group intends to bring its own, borrowed, or rented props, sets, or other equipment onto the Shawnee State Campus, so describe:

if requesting organization or group wants to have its advertising materials saved for 72 hours following an event, so indicate:

Save advertising materials for 72 hours _____
 Do not save advertising materials _____

SHAWNEE STATE COMMUNITY COLLEGE

Whereas, it is the policy of Shawnee State Community College that:

"Any organization or group using College facilities shall agree as a part of its application, that it will indemnify and hold harmless Shawnee State Community College, its Trustees, agents, and employees, from any liability, damage, expense, causes of action, suits, claims, or judgements arising from injury to person or personal property or otherwise which arise out of the act, failure to act, or negligence of that organization or group in connection with or arising out of the organization's or group's activities, and to reimburse the College for all damage or loss of College property or equipment. In order to implement such agreement, the College President, or his designee, may, in the exercise of his sole discretion, require an applicant to furnish an appropriate policy of insurance.

Now therefore, it is so agreed by the undersigned organization in making the following space reservation:

SPACE RESERVATION FORM

Organization _____

Address _____

Telephone _____

Responsible Individual _____

Address _____

Telephone _____

Facilities Requested

Lounges

Specify which lounge in which building

Dates: _____

Times: _____

Fee _____

Custodial Fee _____

Damage Fee _____

Sub-Total Fee _____

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Now therefore, it is so agreed by the undersigned organization in making the following space reservation:

SPACE RESERVATION FORM

Organization _____

Address _____ Telephone _____

Responsible Individual _____

Address _____ Telephone _____

Facilities Requested

Campus Grounds

Describe Intended Use and Location: _____

Fee _____

Dates: _____

Custodial Fee _____

Times: _____

Damage Charges _____

GRAND TOTAL FEE _____

Paid By:

Cash _____ Check _____

If the requesting organization or group intends to bring its own, borrowed, or rented props, sets, or other equipment onto the Shawnee State Campus, so describe:

If requesting organization or group want to have its advertising materials saved for 72 hours following an event, so indicate:

Save advertising materials 72 hrs _____
Do not save advertising materials _____

10.103 Fees for Activities Center

The Shawnee State Community College Activities Center normally will be available to an organization for no more than one day or part thereof at one time. Because of the special nature of the Activities Center, floor, stage, seats, lighting and sound equipment, etc., the College may or may not permit an organization to use this facility.

Fees for use of the Activities are as follows:

Hourly Charges - Non Profit Organizations

| | |
|-------------------|---------|
| Heat | \$ 4.50 |
| Electric | 2.50 |
| Lights: | |
| General | 2.50 |
| Theatrical | 6.00 |
| Personnel: | |
| Custodians | 7.00 |
| Maintenance | 9.00 |
| Police | 7.50 |
| Control Technican | 15.00 |

Profit organizations will be charged the same fees as non-profit organizations or ten percent (10%) of the organization's profit -- whichever is greater.

10.300 Alcoholic Beverages and Illegal Drugs on Campus

Consumption or possession of alcoholic beverages or illegal drugs by students on Shawnee State Community College property is prohibited. Any student found to be in violation of this policy shall be subject to disciplinary action which may include the termination of his/her status with the college.

Any student attending another college that is contracted with Shawnee State Community College to offer courses on any Shawnee State Community College Campus, who is found to be in violation of this policy, shall likewise be subject to disciplinary action which may include refusal to permit the person to enter a Shawnee State Community College Campus.

RESOLUTION 2-79

Whereas, Mrs. Cathleen Fluty maintains her faculty status while assuming the responsibility of full time Director of Developmental Education, and

Whereas, Mrs. Fluty was not included in either resolution that awarded two year contracts to administrative staff or full-time faculty,

Now therefore be it resolved that the Board of Trustees of Shawnee State Community College hereby awards Mrs. Fluty a two year contract from September 1978 through July 1980.

RESOLUTION 3-79

Whereas the Ohio Technical and Community College Association has developed a "White Paper" on higher education in Ohio, and

Whereas this paper deals with some important issues facing two year colleges,

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby supports the OTCCA "White Paper", its positions and proposals, and pledges to assist the OTCCA in the implementation of these in appropriate ways.

Any organization or group using College facilities shall agree as a part of its application, that it will indemnify and hold harmless Shawnee State Community College, its Trustees, agents and employees, from any liability, damage, expense, causes of action, suits, claims, or judgements arising from injury to person or personal property or otherwise which arise out of the act, failure to act, or negligence of that organization or group in connection with or arising out of the organization's or group's activities, and to reimburse the College for all damage or loss of College property or equipment. In order to implement such agreement, the College President, or his designee, may, in the exercise of his sole discretion, require an applicant to furnish an appropriate policy of insurance.

Any use of college facilities by college and community groups and organizations shall be automatically cancelled when the President makes an announcement indicating that the college will be closed because of inclement weather or other emergency circumstances.

10.1001 Procedures for Facility Use

- A. All requests for use of college facilities will be made through the Vice-President's office on a "Space Reservation Form". The form is to be completed in triplicate with all copies returned to the Vice-President's office at least two (2) weeks prior to the requested day of use.
- B. A requesting organization will be notified as quickly as possible about approval or denial of its request for space, charges, room numbers, etc., by the college via telephone and a mailed copy of the "Space Reservation Form".
- C. A requesting organization must submit with the "Space Reservation Form" the necessary documents verifying the indemnification of Shawnee State College as per Section 10.100 of the "Community Use of College Facilities" policy. Without such verification, the college will not approve the use of its facilities.
- D. Each organization that requests a "Space Reservation Form" shall be given a complete copy of the "Community Use of College Facilities" policy.
- E. Once an organization's request is approved, the College will make the necessary custodial, maintenance, security, or other staff arrangements necessary to make the organization's time on campus a pleasant one.
- F. Following the use of campus facilities, an organization will be given an invoice of fees or charges for rent, staff time, or damages incurred as a result of the organization's facilities use.

The organization should pay these fees or charges as soon as possible by making the check payable to Shawnee State Community College -- Facilities Use, and sending this to the Vice-President's Office.

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Now therefore, it is so agreed by the undersigned organization in making the following space reservation:

SPACE RESERVATION FORM

Organization _____

Address _____ Telephone _____

Responsible Individual _____

Address _____ Telephone _____

Facilities Requested

Classrooms

Number: 1 2

Size: Number of People _____

Dates: _____

Days: _____

Times: _____

Rooms Assigned _____

Damage Fee _____

Use Fee _____

Custodial Fee _____

Sub-Total Fee _____

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Now therefore, it is so agreed by the undersigned organization in making the following space reservation:

SPACE RESERVATION FORM

Organization _____

Address _____ Telephone _____

Responsible Individual _____

Address _____ Telephone _____

Facilities Requested

Lecture Hall

Date: _____

Times: _____

Damage Fee _____

Use Fee _____

Custodial Fee _____

Sub-Total Fee _____

Audio Visual Equipment

College Personnel Time for A-V

Time Fee _____

Damage Fee _____

Sub-Total Fee _____

GRAND TOTAL FEE _____

Paid by: Cash _____

Check _____

If the requesting organization or group intends to bring its own, borrowed, or rented props, sets, or other equipment onto the Shawnee State Campus, so describe:

If requesting organization or group wants to have its advertising materials saved for 72 hours following an event, so indicate:

Save advertising materials for 72 hours _____
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Now therefore, it is so agreed by the undersigned organization in making the following space reservation:

SPACE RESERVATION FORM

Organization _____

Address _____ Telephone _____

Responsible Individual _____

Address _____ Telephone _____

Facilities Requested

Activities Center

Dates: _____

Times: _____

Stage: Yes No

Fee _____

Damage Charges _____

Sub-Total _____

Floor Seats: Yes No Number of People _____
Bleachers: Yes No Number of People _____