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11-19-1979

### November 19, 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  
November 19, 1979

The meeting was called to order by Chairman Strafford.

ROLL CALL

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

Members Absent: None

Mr. Strafford welcomed Mr. Jack James and his students, who were attending the board meeting as a part of their class assignment.

APPROVAL OF MINUTES

Mr. Brown moved and Mr. Horr seconded the motion to approve the minutes of the October 15, 1979 meeting.

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

Nays: None

PRESIDENT'S REPORT

Dr. Flinchbaugh welcomed and introduced Ms. Jeannie Matheny, President of Student Senate of Shawnee State College. Ms. Matheny introduced Molly Crabtree, Vice President of the Student Senate. Ms. Matheny told Board Members that she and the Student Senate wanted to make themselves known to the Board and are willing to help in any way they can for the good of the College.

Dr. Flinchbaugh asked Mr. Foti, Dean of Technical Programs to speak to the Board concerning some of the programs under his administration. Mr. Foti informed the Board that the four new programs (Automotive, Diesel, Plant Maintenance, Welding), that have just been started are doing well and he feels with the completion of the new Industrial Building that the programs will grow even more.

Mr. Foti stated that Shawnee State has been working with Chillicothe Ohio University Campus concerning offering classes on the Chillicothe Campus toward a degree in Nursing. This is being worked out and the students will take classes both at Ohio University Chillicothe and at Shawnee State with the degree being granted from Shawnee. This arrangement must be approved by the State Board of Nursing, hopefully by March 18, 1980.

Continuing his report Mr. Foti indicated that there was interest in Shawnee State offering the Practical Nursing program in Lawrence County. Shawnee State will hold a career day in Lawrence County to further explore the possibility of having 10-12 students in the PN program in Lawrence County.

Shawnee State has asked Board of Regents approval to begin the Respiratory Therapy Program on a 1 + 1 basis. Affiliation with Cabell Huntington Hospital, in Huntington, West Virginia, and with King's Daughters Hospital in Ashland, Kentucky will help in the expansion of this program. Mr. Foti stated the program could be costly but feels it should be offered to the students who have completed their first year. Mr. Foti told the Board that a Mr. William Haley is coming to be interviewed for the position that was left vacant in the Respiratory Therapy Program with the resignation of Ms. Pat Doorley.

Also there is a vacancy in the Dental Hygiene Program and the Board will be asked to consider Liz Gowdy for this position, after her credentials and an interview are completed.

Mr. Foti informed the Board members that Mr. Larry Essman, Coordinator of the Business Technologies Program has announced that three of the graduates of the accounting program successfully completed the requirements for accreditation in the field of accountancy from the Accreditation Council for Accountancy. Also, two students successfully passed the Equivalency Examination in Accounting administered by the Accountancy Board of Ohio. This permits these individuals to take the Uniform Certified Public Accountants Examination, usually limited to only baccalaureate degree holders.

Dr. Flinchbaugh continued his report, commenting on the excellent cooperation with the Ohio University Regional Office and with Ohio University Chillicothe concerning the creation of an ADN program on the Chillicothe Campus. He also congratulated Mr. Essman and his colleagues involved in the accounting program at Shawnee State on their tremendous success with this program.

#### NEW BUSINESS

##### PERMANENT BUDGET 1979-80

Mr. Morgan moved and Mr. Hyland seconded the motion to adopt Resolution 33-79 approving the budget for 1979-80.

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

Nays: None

##### COLLEGE RESERVE PLAN AND PROCEDURES

Mr. Vetter moved and Mr. Horr seconded the motion to approve Resolution 34-79, College Reserve Plan and Procedures.

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

Nays: None

APPROVAL OF MEDICAL DIRECTOR FOR RESPIRATORY THERAPY

Mr. Hyland moved and Mr. Brown seconded the motion to approve Resolution 35-79 appointing Dr. Harry J. Dreiger medical director of the Respiratory Therapy program.

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

Nays: None

ADJOURNMENT

Mr. Brown moved that the meeting be adjourned. Mrs. Kennedy seconded the motion.

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

Nays: None

J. C. Strafford 1/27/81  
Chairman, Board of Trustees Date

Robert C. Strickland 1/22/80  
Secretary, Board of Trustees Date

RESOLUTION 33-79

Whereas, an interim 1979-80 fiscal year budget was approved at the June 25, 1979 meeting of the Board of Trustees,

Whereas, a revised budget has been finalized that includes salary increases and other adjustments;

Now, therefore be it resolved that the Board of Trustees of Shawnee State College hereby approves the revised, permanent version of the 1979-80 budget as attached to this resolution.

SHAWNEE STATE COMMUNITY COLLEGE

Schedule of Current Revenues - Educational and General

	<u>Actual</u> <u>1978-79</u>	<u>Budget</u> <u>1979-80</u>	<u>Variance</u> <u>79-80 minus 78-79</u>
<b>Tuition, fees, and other student charges:</b>			
Instructional	\$ 896,703	\$1,017,174	\$120,471
General	84,848	82,851	(1,997)
Activity	23,252	25,881	2,629
Nonresident surcharge	2,847	3,000	153
Application and matriculation	13,810	15,191	1,381
Fines and penalties	7,590	8,350	760
Diploma fee	4,879	5,123	244
Transcripts	354	360	6
Other	<u>21,241</u>	<u>23,365</u>	<u>2,124</u>
Total tuition, fees, and other student charges	<u>1,055,524</u>	<u>1,181,295</u>	<u>125,771</u>
<b>State appropriations:</b>			
Instructional subsidy	1,667,364	1,891,598	224,234
Other, through Regents	26,826	27,000	174
Vocational subsidy	<u>235,027</u>	<u>250,000</u>	<u>14,973</u>
Total state appropriations	<u>1,929,217</u>	<u>2,168,598</u>	<u>239,381</u>
Veterans services	<u>10,663</u>	<u>8,147</u>	<u>(2,516)</u>
<b>Sales and services of educational activities:</b>			
Computing service	1,683	2,500	817
Departmental sales	4,668	5,500	832
Copying services	<u>1,812</u>	<u>2,000</u>	<u>188</u>
Total sales and services of educational activities	<u>8,163</u>	<u>10,000</u>	<u>1,837</u>
<b>Other sources:</b>			
Temporary investment income	79,636	82,000	2,364
Rental income	9,935	11,000	1,065
Vending machine income	1,839	2,000	161
Other	<u>30,688</u>	<u>25,000</u>	<u>(5,688) (A)</u>
Total other sources	<u>122,098</u>	<u>120,000</u>	<u>(2,098)</u>
<b>Total current revenues-unrestricted &amp; restricted</b>	<u>\$3,125,665</u>	<u>\$3,488,040</u>	<u>\$362,375</u>

Note: (A) The 1978-79 figure (\$30,688) included a rebate amounting to \$27,327.00 for the Civil Service pay bill. The 1979-80 figure (\$25,000) includes a rebate amounting to \$20,000 for our contribution to State Teachers Retirement System for part-time faculty.

SHAWNEE STATE COMMUNITY COLLEGE

Schedule of Current Expenditures - Educational and General

	-----FTE-----		Actual	Budget	Variance
	1978-79	1979-80	Expenditures 1978-79	1979-80	79-80 minus 78-79
<b>Instruction &amp; Dept. Research:</b>					
Social Sciences	224.1	231.3	\$126,112	\$219,884	\$ 93,772 (B)
Humanities/Fine Arts	39.6	60.2	279,133	220,412	(58,721) (B)
Math/Science	76.7	77.9	199,854	231,921	32,067 (B)
Accounting	92.4	100.7	73,008	76,222	3,214
Banking/Finance	47.4	47.3	9,275	13,069	3,794
Data Processing	62.2	72.2	46,681	50,443	3,762
Executive Secretarial	78.5	91.3	67,501	66,861	(640)
Retailing	49.5	36.2	64,143	53,767	(10,376)
Social Services	52.9	68.1	36,088	40,818	4,730
Corrections	38.1	25.0	40,686	43,114	2,428
Plastics/Chemical	40.0	42.2	36,366	45,381	9,015
Electro Mech. Engineering	108.8	116.7	73,982	78,977	4,995
Civil Engineering	35.2	38.0	50,361	59,693	9,332
Parks/Recreation	25.9	21.6	37,999	31,130	(6,869)
Radiology	32.2	31.0	39,326	44,959	5,633
Respiratory	25.4	24.6	43,524	64,055	20,531
Medical Lab	33.6	15.6	52,228	62,324	10,096
Practical Nursing	53.2	53.3	71,018	84,309	13,291
Registered Nursing	108.6	107.5	137,330	149,807	12,477
Dental	61.4	54.3	109,903	130,564	20,661
Emergency Medical Tech.	13.3	11.0	27,461	30,768	3,307
Goodyear	-	-	3,927	4,520	593
Southern Ohio Corr. Fac.	83.0	56.0	25,958	38,660	12,702
Chesapeake	-	-	4,634	10,176	5,542
Plant Maintenance	1.6	10.0	-	19,551	19,551
Welding	3.0	26.4	-	34,002	34,002
Automotive	-	2.8	-	38,383	38,383
Diesel	2.0	8.4	-	18,034	18,034
			<u>1,656,498</u>	<u>1,961,804</u>	<u>305,306</u>
<b>Academic Support:</b>					
Library			103,302	117,074	13,772
Developmental			45,157	57,439	12,282
Audio Visuals			-	10,675	10,675
			<u>148,459</u>	<u>185,188</u>	<u>36,729</u>
<b>Public Services</b>			<u>1,374</u>	<u>-</u>	<u>(1,374)</u>
<b>Student Services:</b>					
Dean			187,024	208,893	21,869
Veterans Services			9,335	15,162	5,827
Financial Aid			56,136	58,725	2,589
Student Activities			20,000	23,000	3,000
			<u>272,495</u>	<u>305,780</u>	<u>33,285</u>



	Actual Expenditures 1978-79	Budget 1979-80	Variance 79-80 minus 78-79
<b>Institutional Support:</b>			
Dean, Academic Prog.	\$56,518	\$62,671	\$6,153
Dean, Technical Prog.	56,034	65,055	9,021
General Expense	198,768	130,500	(68,268)
Administrative Data Proc.	93,489	134,486	40,997
Print Shop	11,591	16,734	5,143
President	60,253	64,612	4,389
Business Office	83,613	99,054	15,441
Vice President	34,863	40,529	5,666
Board of Trustees	363	3,000	2,637
Security	6,589	10,000	3,411
Self Study	5,113	1,000	(4,113)
	<u>607,194</u>	<u>627,641</u>	<u>20,447</u>
<b>Plant Operations &amp; Maint:</b>			
Plant Maint.	205,169	274,071	68,902
Heating/Utilities	134,546	183,727	49,181
Motor Vehicles	2,164	5,000	2,836
	<u>341,879</u>	<u>462,798</u>	<u>120,919</u>
Scholarships	<u>19,145</u>	<u>23,450</u>	<u>4,305</u>
Total Current Expenditures	<u>3,047,044</u>	<u>3,566,661</u>	<u>519,617</u>
Excess Current Income over Current Expenditures	<u>78,621</u>	<u>(78,621)</u>	<u>(157,242)</u>
Appropriated Surplus	<u>-0-</u>	<u>78,621</u>	<u>78,621</u>
Net Income over Expenditures	<u>\$ 78,621</u>	<u>\$ -0-</u>	<u>\$(78,621)</u>

Note: (B) In 1979-80 the three general studies areas were changes organizationaly thus the comparison figures are not meaningful.



RESERVE PLAN AND PROCEDURE  
Shawnee State Community College

The Board of Trustees of Shawnee State Community College recognized that fund accounting makes no provisions for depreciation expense. Therefore, it must pledge a percentage of its assets for the repair and replacement of the buildings and equipment necessary for the operation of the College and its programs. Furthermore, it is also necessary to have funds available to establish new programs, provide for faculty and staff development and implement a sound risk management program. To this end, the following reserves are established, but not limited to:

- (A.) Building Alteration Reserve - This fund is to provide for the repair, replacement, and modernization of buildings and attached equipment including, but not limited to the following:  
Air conditioning, communications, controls, electrical, heating, plumbing, ventilating, carpeting, etc.

This reserve shall equal 10% of the total investment in buildings - at cost.<sup>1</sup>

- (B.) Faculty and Staff Development Reserve - This fund has been established at the request of the President to encourage professional development of faculty and staff.
- (C.) Furniture and Moveable Equipment Reserve - These funds are to provide for the replacement of moveable furniture and equipment necessary for the operation of the College and its programs.

This reserve shall equal 10% of the total investment in furniture and moveable equipment - at cost.<sup>1</sup>

- (D.) Program Development Reserve - This fund is to provide seed money for the development of new educational programming.
- (E.) Unemployment Compensation Reserve - This fund is to meet the College's obligations as a reimbursable employer under the Ohio Revised Code Section 4141.241. Claims are paid by the Ohio Bureau of Employment Services. The College is billed at the end of each quarter. Full payment must be received by the agency within 30 days of the billing date.

This reserve shall equal 3% of the total salary and wages paid.<sup>2</sup>

- (F.) Sick Leave Reserve - This fund is to provide for hiring additional faculty or staff to temporarily fill a position while the regular employee is on sick leave.

This reserve shall equal 3% of the total salary and wages paid.<sup>2</sup>

- (G.) Site Improvement Reserve - This fund is to provide for the repair, replacement and/or modernization of parking lots, sidewalks, roads, outdoor lighting, care of grounds, etc.
- (H.) Working Capital Reserve - This reserve is to assure our current assets will be sufficient to meet our monthly cash flow requirements.

This reserve shall equal 25% of the Educational and General revenues<sup>3</sup> as of June 30th each year.

- (1.) This information should be based on the current published financial report, Exhibit A.
- (2.) This information shall be obtained from total W-2 statements issued each January.
- (3.) This information shall be obtained from the current published financial report, Exhibit C.

SHAWNEE STATE COMMUNITY COLLEGE

Recommended Reserves  
1979-80 Fiscal Year

	<u>Reserve</u>	<u>6-30-79 Pledge</u>
A.) Building Alterations \$9,097,606 x 10%	\$909,761	\$227,440
B.) Faculty and Staff Development	50,000	25,000
C.) Furniture and Moveable Equipment \$2,447,001 x 10%	244,700	61,175
D.) Program Development	50,000	25,000
E.) Unemployment Compensation \$1,941,512 x 3%	58,245	19,415
F.) Sick Leave \$1,941,512 x 3%	58,245	19,415
G.) Site Improvements \$260,645 sq. ft. x \$1.00 x .25%	260,645	65,161
H.) Working Capital Reserve \$2,853,149 x 25%	<u>713,287</u>	<u>313,081</u>
	\$2,084,238	\$755,687

SITE IMPROVEMENT RESERVE

PARKING LOTS:

A. Student, East of Massie	33,700 sq. ft.
B. Student, behind Massie	53,925 sq. ft.
C. Faculty/Staff, East	21,020 sq. ft.
D. Visitors	7,200 sq. ft.
E. Behind Activity Bldg.	9,155 sq. ft.
F. Fac/Staff, West	37,475 sq. ft.
G. Student, West	<u>45,650</u> sq. ft.

208,125 sq. ft. x \$1.00 = \$208,125

ROADS:

Bond	8,960 sq. ft.
Sinton	8,418 sq. ft.
Behind the T & I Bldg.	16,340 sq. ft.
Behind C, D, and Heating Plant	15,612 sq. ft.
Bridge to Parking Lot F	<u>3,190</u> sq. ft.

52,520 sq. ft. x \$1.00 = \$52,520

TOTAL 260,645

To Reserve 25°

\$65,161

RESOLUTION 34-79

Whereas, Shawnee State Community College needs a reserve to fund emergencies and special program or curriculum activities,

Now therefore be it resolved that the Shawnee State Community College Board of Trustees hereby approves a reserve plan as indicated in the attached "Reserve Plan and Procedure".

RESOLUTION 35-79

Be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the appointment of Dr. Harry J. Dreiger as medical director of the College respiratory therapy technician's program at an annual salary of \$2,000 from July 1, 1979 through June 30, 1980.