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March 17, 1980 Meeting Minutes

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M I N U T E S

SHAWNEE STATE COMMUNITY COLLEGE
Board of Trustees Meeting
March 17, 1980

The meeting was called to order by Chairman Baxter.

ROLL CALL

Members Present: Mr. Brown, Mr. Jenkins, Mr. Morgan, Mr. Rittenour, Mr. Vetter,
Mr. Baxter.

Members Absent: Dr. Carson, Mrs. Kennedy, Mr. Hyland

APPROVAL OF MINUTES

Mr. Brown moved the approval of the February 18, 1980 minutes.

Ayes: Mr. Brown, Mr. Jenkins, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter.

Nays: None

Mr. Baxter introduced Dr. Crabtree, Acting Dean of Student Services, who took this opportunity to introduce the Student Services Staff to the Board of Trustees members. Dr. Crabtree gave each member of the Board a copy of a brochure entitled Transfer Guide. Dr. Crabtree told the Board that the Student Service Staff work with the students on transfer. They work with other colleges and universities to keep themselves informed about the transferability of Shawnee State courses into specific degree programs. Also transfer agreements have been arranged with some of the institutions for the "2 +2" programs, such as Criminal Law, Criminal Justice, etc. Dr. Crabtree stated that accreditation is very important to the College. Mr. Jerry Reese, Registrar for Ohio University, has just informed him that Ohio University will no longer accept transfer of credits from colleges on candidate status accreditation.

Dr. Crabtree introduced Mr. Howard, Counselor and Registrar, to give the Board information on enrollment. Mr. Howard gave the Board members some written information on enrollment from 1976-1980. He informed the Board that there was an increase in enrollment of 223 Fall Quarter, an increase of 134 Winter Quarter and that to date the enrollment for Spring Quarter is 1294, with late registration to be held on March 31. The projected enrollment for that day is 200 to 300 students. Mr. Howard included with his information to the Board a report from the Ohio Board of Regents showing that two of the three counties in our service area are in the top ten for student participation in the higher education opportunity. The question was asked concerning students attending from Kentucky. Mr. Howard stated that at this time he can see no real increase, but he feels this will come in Fall Quarter, 1981. Final enrollment figures will be given the Board as soon as possible.

APPOINTMENT OF BOARD COMMITTEES

Mr. Baxter, Chairman of the Board appointed the following committees for 1980:

Educational Policies Committee

Mrs. Phyllis Kennedy, Chairman
Mr. F. D. Hyland
Mr. Duncan M. Baxter

Finance Committee

Mr. David Vetter, Chairman
Mr. Victor Morgan
Mr. John Rittenour

Buildings and Grounds Committee

Mr. Walter N. Brown, Chairman
Dr. Raymond Carson
Mr. Gerald Jenkins

ELECTION OF SECRETARY TO THE BOARD

On the recommendation of Mr. Taylor, Mr. Vetter nominated Mr. Neil Hawk, Controller/Treasurer of the College to be Secretary to the Board. Mr. Morgan seconded the motion.

Ayes: Mr. Brown, Mr. Jenkins, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter.

Nays: None

PRESIDENT'S REPORT

Dr. Flinchbaugh's report dealt mainly with the development of a Master Plan. He has completed some preliminary work and has given a 51 question questionnaire to Senior Administrators for their suggestions. He hopes to give this questionnaire to faculty, administrators, and staff sometime in April. This will not be a statistical questionnaire, rather an informational, idea gathering document. He feels the Master Plan is developing on schedule and progress is being made. Dr. Flinchbaugh stated he would talk with Dr. Reibling from North Central Accreditation Association when he visits the campus in May and relate to him the progress of the Master Plan.

Mr. Taylor reported Dr. Reibling is coming to the campus to review some of the concerns of the North Central team. Concerns of interest to the Board are -- there is no evaluation system or form for the evaluation of the executive officer and the Board is not up-to-date on the ingredients of a community college. Mr. Taylor feels that the College is as active in the community as recommended a college should be in the book entitled Community Dimensions of the Community College by Ervin Harlacher. Mr. Taylor indicated that if the Board desires, he would inquire of other colleges about the evaluation form used in their institutions.

NEW BUSINESS

RESOLUTION 5-80 DEPOSIT OF ACTIVE FUNDS

Mr. Brown moved and Mr. Vetter seconded the motion to approve Resolution 5-80, concerning the placement of active funds with the Portsmouth Banking Company, for the 1980 and 1981 fiscal years.

Ayes: Mr. Brown, Mr. Jenkins, Mr Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter.

Nays: None

RESOLUTION 6-80 NEW ORGANIZATION OF THE COLLEGE

Mr. Morgan moved and Mr. Jenkins seconded the motion to adopt Resolution 6-80 concerning Organization of the College.

Ayes: Mr. Brown, Mr. Jenkins, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter.

Nays: None

RESOLUTION 7-80 APPOINTMENT OF MR. RICHARD HOWARD

Mr. Brown moved and Mr. Rittenour seconded the motion to approve Resolution 7-80, appointing Mr. Howard to the position of Dean of Student Services effective July 1, 1980.

Ayes: Mr. Brown, Mr. Jenkins, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter.

Nays: None

RESOLUTION 8-80 AUTHORIZATION OF TRAVEL EXPENSE CHANGE

Mr. Vetter moved and Mr. Jenkins seconded the motion to approve Resolution 8-80, authorizing the increase in lodging expense allowance.

Ayes: Mr. Brown, Mr. Jenkins, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter.

Nays: None

OTHER BUSINESS

Mr. Taylor announced that the Board members would have their ID's made at the end of the meeting. And that the faculty would honor the Trustees at a reception immediately following the meeting.

Mr. Baxter, Chairman of the Board, extended the Boards compliments and congratulations to the women's basketball team, their coaches, and the athletic director, for their fine performance at the Regional Tournament held recently in Michigan. The team placed second in Regional play.

ADJOURNMENT

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

Ayes: Mr. Brown, Mr. Jenkins, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter.

Nays: None

Duncan M. Baxter
Chairman, Board of Trustees

L. Hill Hawk
Secretary, Board of Trustees

RESOLUTION 5-80

Whereas Shawnee State Community College is contemplating the placement of its active funds for the 1981 and 1982 fiscal years, and

Whereas, a political subdivision is not required by law to make advertisement for the deposit of active funds, and

Whereas, it has been Board policy to rotate the active funds among local banking establishments, and

Whereas, both Banc Ohio and Bank One have participated,

Be it resolved that the Board of Trustees of Shawnee State Community College approves the recommendation to assign the College active accounts to the Portsmouth Banking Company for the 1981 and 1982 fiscal years.

RESOLUTION 6-80

Be it resolved that the Board of Trustees of Shawnee State Community College approves a new organization for the College as indicated on the attached organizational chart, the Executive Vice President as well as the President will report to the Board of Trustees.

ORGANIZATION DIAGRAM

Board of Trustees

President

Executive Vice President

Dean of Academic Programs

Humanities/
Fine Arts

Social Sciences/
Public Service

Math/Sciences

Director of
Library Service

SOCF Coordinator
(one half-time)

Dean of Technical Programs

Business
Technologies

Health
Technologies

Engineering &
Industrial
Technologies

Dean of Student Services

Director of
Admissions

Director of
Transfer Placement

Director of
Financial Aids &
Veterans Coordinator

Director of Student
Activities

Director of Adminis-
trative Data Processing

Director of Develop-
mental Education

Director of Job
Placement

Controller/
Treasurer

Secretary to
Board

Business
Office

Hourly
Personnel

Bookstore

Affirmative
Action Officer

Budgeting

Director of
Public
Relations
(one half-time)

Plant Mainten-
ance Engineer

RESOLUTION 7-80

Be it resolved that the Board of Trustees of Shawnee State Community College hereby appoints Mr. Richard Howard to the position of Dean of Student Services effective July 1, 1980.

RESOLUTION 8-80

Whereas, the Director of the Ohio Office of Budget and Management has authorized the increase of lodging expenses from twenty-five (25) dollars per day to thirty (30) dollars per day, and

Whereas, the increase is to be effective on April 6, 1980 and it has been made for the purpose of helping to offset the inflationary costs of lodging since June 10, 1979,

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby amends Section 9.203 (C) of the Policy and Procedures Manual to reflect the increase as stated above.

9.203 Basis for Reimbursement for In-State Travel

A. Allowable Transportation Expenses: Personal Automobile/Motorcycle

Personnel will be reimbursed at a rate of eighteen cents per mile for use of privately-owned automobiles or eight cents per mile for privately-owned motorcycles when traveling on official business. Mileage is payable to only one of two or more individuals traveling on the same trip and in the same vehicle. The names of all persons traveling together on the same trip and in the same vehicle must be listed on the travel report.

The mileage rate includes all expenses incurred by use of the privately-owned automobile or motorcycle when traveling on official college business.

Liability insurance must be paid for by the individual to protect himself against suits and claims for personal injury and property damage while he is operating a private vehicle in the course of college employment.

Allowable mileage will be actual miles driven from either the employee's headquarters or home, whichever is less. Attached to this policy, Section 9.2031, is a listing of frequently traveled to cities and/or places with mileage to be used as a guideline. Additional miles claimed should be explained on the travel expense report (i.e., Columbus-north, Columbus-airport, etc.)

B. Other Transportation Expenses

Reimbursement may be claimed for parking charges, ferry fares, taxi fares, bridge tolls, highway tolls, and tunnel tolls. Any such expenditures over one dollar must be supported by receipts.

Any other out-of-pocket expenses, such as road services and towing will not be reimbursed.

C. Meals and Lodging Expenses Requiring Overnight Lodging

Personnel will be reimbursed a maximum of forty-three dollars (\$43.00) for any calendar day during which they are on official in-state travel status involving overnight lodging. The calendar day is defined as any twenty-four hour period(s) from time of departure from headquarters to time of return.

Meals for each calendar day of authorized travel will be reimbursed in an amount not to exceed thirteen dollars, regardless of the price of any meal. For example, costs including a breakfast of \$2.00, lunch of \$2.00, and dinner of \$9.00, would entitle a reimbursement of \$13.00

Travel for less than a calendar day that required overnight lodging will be reimbursed up to thirty dollars (\$30.00) for lodging.