

Shawnee State University

## Digital Commons @ Shawnee State University

---

Minutes of the Board of Trustees Meetings

Board of Trustees

---

1-19-1981

### January 19, 1981 Meeting Minutes

Shawnee State University

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

---

#### Recommended Citation

Shawnee State University, "January 19, 1981 Meeting Minutes" (1981). *Minutes of the Board of Trustees Meetings*. 210.

<https://digitalcommons.shawnee.edu/botmeetings/210>

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  
January 19, 1981

The meeting was called to order by Chairman Baxter.

ROLL CALL

Members Present: Mrs. Kennedy, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Brown, Mr. Hyland, Mr. Jenkins, Mr. Baxter. Dr. Carson joined the meeting at

Mr. Baxter welcomed the students from Jack James' Sociology of Education class to the meeting.

APPROVAL OF MINUTES

Mr. Brown moved and Mrs. Kennedy seconded the motion to approve the minutes of the December 15, 1981 meeting.

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

Nays: None

ELECTION OF OFFICERS 1981

Mr. Hyland moved that the recommendation of the nominating committee for officers for 1981 be accepted and Mr. Jenkins seconded the motion. Mr. Jenkins moved that the nominations be closed and Mr. Rittenour seconded the motion. A unanimous voice vote closed nominations.

The slate of officers presented was: Mr. Walter N. Brown, Chairman, Mr. Victor W. Morgan, Vice Chairman, and Mr. R. Neil Hawk, Secretary.

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

Nays: None

Mr. Baxter congratulated the new officers and turned the meeting over to Mr. Brown. Mr. Brown thanked Mr. Baxter for serving as Chairman this past year.

PRESIDENT'S REPORT

Mr. Taylor reported that the self-study report has been completed. Corrections can still be made. The North Central Focus team will be on campus on March 12 and 13. The chairman of the team has indicated that the team would like to meet with Board members at a dinner meeting at 6:30 p.m. on March 12 at the Ramada Inn. Mr. Taylor introduced Dr. Come to speak to the Board about the Master Plan.

Dr. Come indicated that the Master Plan was at the printers, but changes could be made as late as Thursday at 4 p.m. Dr. Come commented that two years ago the North Central team was concerned that Shawnee State did not have a Master Plan.

The team recommended that a Master Plan be developed. Dr. Flinchbaugh had originally began the development of this plan. The development of this Plan was turned over to a committee made up of faculty and administrators and now has been completed. Dr. Come indicated that there has been input from all phases of the college community and that the completed document was the effort of many people.

Mr. Taylor commented that he felt the Master Plan was an excellent document and he hoped that the Focus Team found it to be the same. Mr. Taylor also indicated that the Ohio Board of Regents have asked for in-put from the colleges on the development of a state five year master plan and that only one other two-year college in Ohio has a Master Plan completed. Continuing his report Mr. Taylor introduced Betty Robinson, Director of the LPN program to speak to the Board about the LPN program.

Miss Robinson introduced the PN faculty and they in turn gave the Board some personal information about themselves. The staff includes Linda Wooddell, Ann Bennett, Brenda Horr, and Karolyn King. Miss Robinson continued her report by indicating that the PN program began in Portsmouth in 1963 and was sponsored by the Portsmouth City Schools. However in 1972 their support was withdrawn and the program became a part of Scioto Technical College. The present class has 32 students ranging in age 18-47 from the surrounding counties and one student from Kentucky. Miss Robinson told the Board members that the students have a very heavy schedule and spend 30-34 hours each week in class. The program uses the facilities of Scioto Memorial Hospital, Mercy Hospital in Portsmouth and the Lawrence County Hospital in Ironton for their instruction. Since 1963 the program has had 550 students and all but 5 passed their Boards the first time they took them. The recent class that completed their work all passed the Boards the first time with scores above national average. There are 44 similar programs in Ohio and Shawnee State ranks 9th in the State. Miss Robinson indicated that she felt with the scores the students made on the last Boards that Shawnee State will remain around 9th in the State.

Mr. Baxter and Mr. Brown commended the instructors and Miss Robinson on such a fine record.

Mr. Taylor introduced Dr. Crabtree to speak to the Institutional Function Inventory results. This inventory was done two years ago for the North Central report and was repeated at this time for comparison for the North Central Focus Visit in March. The two problem areas that were pinpointed by the North Central Team were democratic governance and institutional esprit. In both areas all communities of the college compared favorably. Dr. Crabtree indicated that this type of survey will done every three years by the college.

Mr. Howard, Dean of Student Services, reported on the winter quarter enrollment. Students are still adjusting their schedules and a complete analysis of enrollment will be brought to the Board next meeting. However, the projected enrollment for winter quarter, after adjustments, is 1885. Since 1980 this is a 19.5% increase in enrollment. This is a 10.7% decrease over fall enrollment. Mr. Howard stated that the college continues to grow.

Mr. Foti, Dean of Technical Programs reported to the Board that the students in Medical Lab program all passed their state boards. He continued to speak about this program indicating that there are 20 students in the freshman class this quarter and that the facilities of all three local hospitals are used for student training in this program. Mr. Foti commented that Mr. Baxter was instrumental in getting the cooperation of the three local hospitals for this program. Ohio University and Shawnee State are looking into a 2 + 2 program to offer a Bachelor of Arts and Science Degree in Medical Technology.

Mr. Foti also reported to the Board that the students in the Radiology Technology Program had taken their boards and 11 of 12 students passed all parts of the test, and one student failed one part of the seven part test.

#### TREASURER'S REPORT

Mr. Hawk, Treasurer, reported to the Board that there was a increase in fund balance of \$20,391 as of December 31, 1980. He feels the large enrollment is one reason for this increase. Mr. Hawk also gave the Board members a schedule of investments as of December, 1980 for their information.

#### COMMITTEE REPORTS

##### BUILDINGS AND GROUNDS

Mr. Brown, Chairman of the Buildings and Grounds Committee, indicated that he had no report.

##### EDUCATIONAL POLICIES COMMITTEE

Mrs. Kennedy, Chairman of the Educational Policies Committee, indicated that she had met with Mr. Taylor concerning the evaluation of the President as mandated in the College Policy and Procedures Manual. Mrs. Kennedy recommended to the Board members that this evaluation be postponed until May, since Mr. Taylor has only been in the position of President for three months. It was the concensus of the Board that this recommendation be approved.

##### FINANCE COMMITTEE

Mr. Vetter, Chairman of the Finance Committee, indicated that the committee had met and had two recommendations to make to the Board. The first recommendation was that Mr. Taylor and Mr. Hawk be appointed to represent the College in salary negotiations with the faculty.

Mr. Vetter made a motion that Resolution 3-81 appointing Mr. Taylor and Mr. Hawk as the college negotiating team be adopted, with the same provisions as had been formerly agreed upon. Mr. Morgan seconded the motion.

Ayes: Mrs. Kennedy, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter, Mr. Hyland, Mr. Jenkins, Dr. Carson, Mr. Brown.

Nays: None

Mr. Vetter continued his report indicating that it was the recommendation of the Finance Committee to recommend the increase in student fees as proposed in Resolution 2-81. Mr. Vetter moved that this resolution be adopted, Dr. Carson seconded the motion.

Ayes: Mrs. Kennedy, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Dr. Carson, Mr. Baxter, Mr. Hyland, Mr. Jenkins, Mr. Brown.

Nays: None

NEW BUSINESS

Mr. Baxter moved the approval of Resolution 1-81, approving application of grant for Deaf and other Handicapped Persons. Mr. Morgan seconded the motion.

Ayes: Mrs. Kennedy, Mr. Morgan, Mr. Rittenour, Mr. Vetter, Dr. Carson, Mr. Baxter, Mr. Hyland, Mr. Jenkins, Mr. Brown.

Nays: None

Mr. Taylor stated that the college will make sure that quality of the programs at Shawnee State does not suffer due to the financial bind that the college is feeling due to state subsidy cuts. The College will never reduce the quality of the programs offered.

ADJOURNMENT

Mr. Hyland moved that the meeting be adjourned. A voice vote indicated that the meeting was adjourned.

\_\_\_\_\_  
Chairman, Board of Trustees

*R. Heil Hawk*  
\_\_\_\_\_  
Secretary, Board of Trustees

RESOLUTION 1-81

Whereas the Administration of Shawnee State Community College are considering applying for a federal grant for the Deaf and Other Handicapped Persons, and

Whereas it possesses legal authority to apply for such a grant,

Therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby authorizes and directs that Mr. Richard Howard be the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

RESOLUTION 2-81

Per the rationale provided in the attached proposal the Board of Trustees of Shawnee State Community College adopts the schedule of fees as proposed, with such fees to be effective Summer Quarter 1981.

FINANCE COMMITTEE

Proposal - Student Fee  
Increase 1981-82 Fiscal Year

The administrative cabinet feels that now is the time to consider any fee changes for the 1981-82 fiscal year. This decision evolves from several concerns:

- (1) Individuals planning to attend Shawnee State Community College in 1981-82 should be aware of our fees for their personal planning.
- (2) Financial aid budgets must be developed for the 1981-82 year.
- (3) College catalogs are being prepared and fee information must be included.
- (4) College budgeting for the 1981-82 fiscal year will begin soon and fees must be established in order to project student fee income.

Because of the above the administrative cabinet has made several rational assumptions in anticipating at what level student fees should be charged for the 1981-82 fiscal year. These assumptions are:

- (1) We anticipate no increase in state subsidies for fiscal 1981-82. This assumption is based on the information that the state financial crisis will not change during the 1981-82 fiscal year. This information has been brought to us via memo (Exhibit A), by Mr. Taylor, by the Ohio Board of Regents, and everyday through newspaper articles and television broadcasts.
- (2) Even though current and projected inflations trends are double digit, fifteen to seventeen percent, we were realistic and rationalized an inflation factor of nine percent. This factor and amounts are detailed below.
- (3) The third assumption centers around maintaining existing programs and services. With full time equivalent enrollment increasing ten to twelve percent and headcount increasing approximately ten percent per year it is the belief of the administrative cabinet that the additional items detailed below are essential.<sup>(1)</sup>
- (4) The fourth and final assumption made is that our current adjusted budget is an accurate prediction for the 1980-81 fiscal year and may be used as a realistic base for projecting the 1981-82 fiscal year expense budget. In making this statement we are forecasting a year end balance for 1980-81 within the range of zero to a thirty thousand dollar deficit.

The assumptions made above result in a projected expenditure of model for 1981-82 as outlined below:

|  |                    |
|--|--------------------|
| Adjusted 1980-81 Base                        | \$3,789,184        |
| 1981-82 Inflation factor                     |                    |
| (\$3,789,184 x .09)                          | 341,027            |
| Additions to the 1980-81 base <sup>(1)</sup> | 267,900            |
| 1980-81 year end balance                     | -0-                |
| Projected 1981-82 expenditures               | <u>\$4,398,111</u> |



The projected 1981-82 expenditure amount of \$4,398,111 is an increase of \$608,927 over the 1980-81 adjusted base.

How do you fund an expenditure increase of \$608,927 when you assume that State subsidy (sixty percent of your total income budget) will not increase? One alternative is to examine your other major source of income, student fees.

Knowing that the student could not absorb all of the projected increased cost of operations we concluded that we should only look at a fee increase that would cover the inflationary cost increases (\$341,027).

In our examination of student fees we looked at the mix of students, part-time versus full-time, for the current year and applied a seven percent growth factor. Based upon this growth it was determined that the fees outlined below would generate the necessary increased income to offset the projected increased inflationary costs.

|                              | <u>1980-81</u> | <u>1981-82</u> | <u>---Increase---</u> |                |
|------------------------------|----------------|----------------|-----------------------|----------------|
|                              |                |                | <u>Amount</u>         | <u>Percent</u> |
| <b>Fees:</b>                 |                |                |                       |                |
| Instructional (full-time)    | \$220          | \$260          | \$40                  | 18.2%          |
| General                      | 25             | 35             | 10                    | 40.0           |
| Activity                     | 5              | 5              | -                     | -              |
| Out-of-State                 | 25             | 30             | 5                     | 20.0           |
| Application                  | 10             | 15             | 5                     | 50.0           |
| <b>Part-time:</b>            |                |                |                       |                |
| In state                     | 19             | 22             | 3                     | 15.8           |
| Out-of-State                 | 21             | 24             | 3                     | 14.3           |
| Course Credit by arrangement | 30             | 40             | 10                    | 33.3           |
| Course Credit by examination | 20             | 30             | 10                    | 50.0           |
| Graduation                   | 20             | 30             | 10                    | 50.0           |
| Transcript                   | 1              | 2              | 1                     | 100.0          |

Even though we realize that this change in student fees will not solve the total anticipated increase in expenditures we are recommending that the above fee increases be adopted by our Board of Trustees in January, 1981 to be implemented Summer Quarter 1981 to offset the inflationary trend projected.

The items listed as additions to the 1980-81 base are realistic needs of the College and we shall continue during the next few months to find other alternatives to fund the situation as presented.

The alternatives could be via a change in the State's position on taxes and therefore funding of higher education, they may be via changes in College priorities which could result in cuts for some programs or services, or they could be in developing other funding sources.

Whatever the solution the administrative cabinet will be looking into all avenues and shall leave no alternative without examination.

Note: (1)

Staff:

|                    |                  |
|--------------------|------------------|
| Faculty (6)        | \$117,858        |
| Hourly (4)         | 35,520           |
| Administrative (2) | 32,000           |
| Benefits           | 35,222           |
| Total Staff        | <u>\$220,600</u> |

Other:

|                                |               |
|--------------------------------|---------------|
| Radiology/Respiratory          | 13,000        |
| Dental                         | 6,300         |
| Data Processing                | 9,000         |
| Administrative Data Processing | 13,000        |
| Business Office                | 6,000         |
| Total Other                    | <u>47,300</u> |

Total

\$267,900

## SHAWNEE STATE COMMUNITY COLLEGE

Schedule of Investments  
As of December 31, 1980

| <u>Date</u> | <u>Investment</u>                | <u>Amount</u> | <u>Annualized<br/>Rate %</u> | <u>Due</u> | <u>Interest Earned<br/>As of Maturity</u> |
|-------------|----------------------------------|---------------|------------------------------|------------|---|
| 11-12-80    | BA - Industrial<br>National Bank | \$97,443.89   | 15.28%                       | 1-13-81    | \$2,566.11                                |
| 11-24-80    | CD - Merchantile<br>Trust        | 100,000.00    | 17.125                       | 1-2-81     | 1,855.21                                  |
| 12-3-80     | CD - Merchantile<br>Trust        | 150,000.00    | 17.875                       | 1-2-81     | 2,234.38                                  |
| 12-11-80    | CD - Industrial<br>National Bank | 100,391.82    | 20.375                       | 1-30-81    | 2,840.95                                  |
| 12-18-80    | CD - Merchantile<br>Trust        | 205,000.00    | 21.375                       | 2-13-81    | 6,937.97                                  |
| 10-30-80    | CD - Portsmouth<br>Banking Co.   | 100,000.00    | 14.0                         | 12-31-80   | 2,239.73                                  |

## SHAWNEE STATE COMMUNITY COLLEGE

Statement of Current Funds Revenues, Expenditures, and Other Charges  
Quarter ended December 31, 1980

|   | Educational and General |                | Total<br>Current Funds | Budget<br>1979-80  | Percent<br>Earned/<br>Expended |
|---|-------------------------|----------------|------------------------|--------------------|--------------------------------|
|   | Unrestricted            | Restricted     |                        |                    |                                |
| <b>Revenues:</b>                                  |                         |                |                        |                    |                                |
| Tuition, fees, and other student charges          | \$601,377               | \$ -           | \$601,377              | \$1,442,575        | 41.7%                          |
| State appropriations                              | 963,190                 | 147,998        | 1,111,188              | 2,228,150          | 49.9                           |
| Federal grants and contracts                      | -                       | 45,439         | 45,439                 | 146,998            | 30.9                           |
| Sales and services                                | 3,240                   | -              | 3,240                  | 12,500             | 25.9                           |
| Other sources                                     | 45,391                  | -              | 45,391                 | 98,000             | 46.3                           |
| <b>Total Revenues</b>                             | <b>1,613,198</b>        | <b>193,437</b> | <b>1,806,635</b>       | <b>3,928,223</b>   | <b>46.0</b>                    |
| <b>Expenditures and mandatory transfers:</b>      |                         |                |                        |                    |                                |
| <b>Educational and General:</b>                   |                         |                |                        |                    |                                |
| Instruction and departmental research             | 732,531                 | 126,196        | 858,727                | 2,056,193          | 41.8                           |
| Public service                                    | 2,475                   | -              | 2,475                  | -                  | -                              |
| Academic support                                  | 120,181                 | 21,830         | 142,011                | 291,975            | 48.6                           |
| Student services                                  | 135,369                 | 36,166         | 171,535                | 343,261            | 50.0                           |
| Institutional services                            | 269,329                 | -              | 269,329                | 602,732            | 44.7                           |
| Operation and maintenance of plant                | 270,424                 | -              | 270,424                | 535,190            | 50.5                           |
| Scholarships and grants                           | 29,652                  | 9,245          | 38,897                 | 73,276             | 53.1                           |
| <b>Total Educational and General Expenditures</b> | <b>1,559,961</b>        | <b>193,437</b> | <b>1,753,398</b>       | <b>3,902,627</b>   | <b>44.9</b>                    |
| <b>Mandatory transfers for:</b>                   |                         |                |                        |                    |                                |
| College workstudy                                 | 13,434                  | -              | 13,434                 | 7,000              | 192.2                          |
| <b>Total expenditures and mandatory transfers</b> | <b>1,573,395</b>        | <b>193,437</b> | <b>1,766,832</b>       | <b>3,909,627</b>   |                                |
| <b>Nonmandatory transfers</b>                     |                         |                |                        |                    |                                |
| <b>Nonmandatory transfers for:</b>                |                         |                |                        |                    |                                |
| Agency fund                                       | 8,150                   | -              | 8,150                  | 24,400             | 33.4                           |
| Athletics   | 11,262                  | -              | 11,262                 | 28,724             | 39.2                           |
| <b>Net increase in fund balance</b>               | <b>\$ 20,391</b>        | <b>\$ -0-</b>  | <b>\$ 20,391</b>       | <b>\$ (34,528)</b> |                                |

## SHAWNEE STATE COMMUNITY COLLEGE

Comparison of Current Funds for the  
Quarter ended December 31, 1979 and 1980

|  | Total Current Funds |                  | Increase/<br>(Decrease) |
|--|---------------------|------------------|-------------------------|
|  | 1979                | 1980             |                         |
| <b>Revenues:</b>                             |                     |                  |                         |
| Tuition, fees, and other student charges     | \$421,096           | \$601,377        | \$180,281               |
| State appropriations                         | 990,285             | 1,111,188        | 120,903                 |
| Federal grants and contracts                 | 42,570              | 45,439           | 2,869                   |
| Sales and services                           | 1,690               | 3,240            | 1,550                   |
| Other sources                                | 91,563              | 45,391           | (46,172)                |
| Total Revenues                               | <u>1,547,204</u>    | <u>1,806,635</u> | <u>259,431</u>          |
| <b>Expenditures and mandatory transfers:</b> |                     |                  |                         |
| Educational and General:                     |                     |                  |                         |
| Instruction and departmental research        | 755,955             | 858,727          | 102,772                 |
| Public service                               | 9,963               | 2,475            | (7,488)                 |
| Academic support                             | 122,963             | 142,011          | 19,048                  |
| Student services                             | 153,361             | 171,535          | 18,174                  |
| Institutional services                       | 259,059             | 269,329          | 10,270                  |
| Operation and maintenance of plant           | 209,580             | 270,424          | 60,844                  |
| Scholarships and grants                      | 25,568              | 38,897           | 13,329                  |
| Total Educational and General Expenditures   | <u>1,536,449</u>    | <u>1,753,398</u> | <u>216,949</u>          |
| <b>Mandatory transfers for:</b>              |                     |                  |                         |
| Loan fund matching                           | -                   | -                | -                       |
| College workstudy                            | 4,646               | 13,434           | 8,788                   |
| Total expenditures and mandatory transfers   | <u>1,541,095</u>    | <u>1,766,832</u> | <u>225,737</u>          |
| <b>Nonmandatory transfers:</b>               |                     |                  |                         |
| Nonmandatory transfers for:                  |                     |                  |                         |
| Agency fund                                  | 7,750               | 8,150            | 400                     |
| Athletics                                    | 3,350               | 11,262           | 7,912                   |
| Net increase in fund balance                 | <u>\$ (4,991)</u>   | <u>\$ 20,391</u> | <u>\$ 25,382</u>        |

RESOLUTION 3-81

Be it resolved that the Board of Trustees of Shawnee State Community College hereby appoints Mr. Frank C. Taylor and Mr. R. Neil Hawk to represent the College in negotiations with the Shawnee Education Association.