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June 14, 1981 Meeting Minutes

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MINUTES
SHAWNEE STATE COMMUNITY COLLEGE
Board of Trustees Meeting
June 14, 1981

The meeting was called to order by chairman Brown.

ROLL CALL

Members Present: Mr. Vetter, Mr. Hyland, Mr. Jenkins, Mrs. Kennedy,
Mr. Morgan, Mr. Rittenour, Mr. Brown

Members Absent: Mr. Baxter, Dr. Carson

APPROVAL OF MINUTES

Mr. Hyland moved that the minutes of the May 18, 1981 meeting be approved.

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

Nays: None

PRESIDENT'S REPORT

Mr. Taylor's report centered around the appointment of an architect for the monies to be allocated in the proposed capital improvements bill. Mr. Taylor reported that per Mr. Riffe, the Ohio Department of Administrative Services, and the Ohio Technical and Community College Association, that those institutions not ready to proceed once the capital bill is passed, may not be funded.

Mr. Taylor had requested that the State Architect appoint three state approved architectural firms from which the college could select one to be used on the new projects. However, the State Architect chose not to honor Mr. Taylor's request until after the capital bill was approved. Because of the above, Mr. Taylor ask the Board of Trustees to act on the selection of Hayes, Donaldson, Wittenmyer and Partners as architects for all construction projects funded under the proposed capital bill. Mr. Jenkins moved the motion and Mr. Vetter seconded.

Ayes: Mr. Vetter, Mr. Hyland, Mr. Jenkins, Mrs. Kennedy, Mr. Brown

Nays: Mr. Rittenour

Abstentions: Mr. Morgan

COMMITTEE REPORTS

No Reports

NEW BUSINESS

RESOLUTION 15-81 ADMINISTRATIVE DATA PROCESSING, COMPUTER PROGRAMMER
(BARBARA J. MORRISON)

Mr. Rittenour moved and Mr. Morgan seconded the motion to approve Resolution 15-81 regarding the Administrative Data Processing, Computer Programmer, Ms. Barbara J. Morrison. This resolution was recommended by Mr. Howard and Mr. Dawson.

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

Nays: None

RESOLUTION 16-81 SHAWNEE EDUCATION ASSOCIATION 1981-83 CONTRACT

Mr. Hyland moved and Mr. Morgan seconded the motion to approve the Shawnee Education Association Contract beginning September 1, 1981 thru August 31, 1983.

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

Nays: None

RESOLUTION 17-81 FACULTY SALARIES 1981-82

Mr. Vetter moved and Mr. Jenkins seconded the motion to approve the Faculty Salaries for 1981-82.

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

Nays: None

RESOLUTION 18-81 NEW POSITIONS

A motion was made by Mr. Vetter and seconded by Mrs. Kennedy for the President to establish the new positions, advertise, screen, and interview applicants for the positions.

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

Nays: None

RESOLUTION 19-81 ADMINISTRATIVE AND HOURLY EMPLOYEE FEE WAIVER

Mr. Hyland moved and Mr. Vetter seconded the motion to approve the Administrative and Hourly Employee Fee Waiver.

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

Nays: None

ADJOURNMENT

Mr. Hyland moved and Mr. Morgan seconded the motion to adjourn.

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

Nays: None

Walter N. Brown
Chairman, Board of Trustees

P. Hill Hawk
Secretary, Board of Trustees

RESOLUTION 15-81

Whereas the Board of Trustees of Shawnee State Community College approved the formation of the position of Administrative Data Processing Computer Programmer, and

Whereas, Mr. Dawson and Mr. Howard have advertised and interviewed candidates for the position, and

Whereas, Mr. Howard and Mr. Dawson recommend the employment of Barbara J. Morrison,

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community College appoints Barbara J. Morrison to an initial contract of twelve months at the annual salary of \$13,000, said contract to begin July 1, 1981 and run through June 30, 1982.

RESOLUTION 16-81

Whereas, Shawnee State Community College and Shawnee Education Association have completed negotiations on a new collective bargaining agreement that will be in effect for two years, September 1, 1981 thru August 31, 1983, with a re-opener only for 1982-83 salaries, and

Whereas, the College and Shawnee Education Association negotiating teams have approved the agreement and the full time faculty have ratified the agreement on June 5, 1981;

Now therefore be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the negotiated agreement with its conditions, terms, and re-opener clause for salaries.

RESOLUTION 17-81

Be it resolved by the Board of Trustees of Shawnee State Community College that the Board approves the 1981-82 salaries as listed for the following Faculty:

SHAWNEE STATE COMMUNITY COLLEGE
1981-82 Salary Information

<u>Name</u>	<u>Salary 1980-81</u>	<u>Rank</u>	<u>Step</u>	<u>Index</u>	<u>Salary 1981-82</u>	<u>---Increase---</u>	
						<u>Amount</u>	<u>Percent</u>
Herrmann	\$20,882	Assoc. Prof.	13	202	\$22,452	1,570	7.5%
Hodgden	22,472	Assoc. Prof.	15	212	23,564	1,092	4.9
James	20,882	Assoc. Prof.	13	202	22,452	1,570	7.5
Kegley	18,020	Asst. Prof.	11	174	19,340	1,320	7.3
S. Kiser	18,868	Assoc. Prof.	13	202	22,452	3,584	19.0
Colegrove	22,472	Assoc. Prof.	15	212	23,564	1,092	4.9
Kelley	18,444	Asst. Prof.	12	178	19,785	1,341	7.3
Stead	18,868	Asst. Prof.	13	182	20,229	1,361	7.2
Waller	21,942	Assoc. Prof.	15	212	23,564	1,622	7.4
Wilson	18,020	Assoc. Prof.	11	192	21,341	3,321	18.4
Marsh	16,536	Sr. Inst.	10	160	17,784	1,248	7.5
Shupert	22,472	Assoc. Prof.	15	212	23,564	1,092	4.9
Simon	18,020	Asst. Prof.	11	174	19,340	1,320	7.3
Todt	15,688	Asst. Prof.	8	162	18,006	2,318	14.8
Walke	20,352	Assoc. Prof.	12	197	21,897	1,545	7.6
Barnett	19,292	Assoc. Prof.	14	207	23,008	3,716	19.3
Crothers	22,472	Assoc. Prof.	15	212	23,564	1,092	4.9

<u>Name</u>	<u>Salary 1980-81</u>	<u>Rank</u>	<u>Step</u>	<u>Index</u>	<u>Salary 1981-82</u>	<u>---Increase---</u> <u>Amount</u>	<u>Percent</u>
Frazeo	\$22,472	Assoc. Prof.	15	212	\$23,564	1,092	4.9
Gulker	19,716	Asst. Prof.	14	186	20,674	958	4.9
Horr	13,780	Instructor	7	135	15,005	1,225	8.9
Irwin	19,292	Asst. Prof.	14	186	20,674	1,382	7.2
J. Kiser	18,868	Assoc. Prof.	13	202	22,452	3,584	19.0
Law	15,582	Asst. Prof.	6	152	16,895	1,313	8.4
Essman	18,020	Asst. Prof.	11	174	19,340	1,320	7.3
Decker	19,716	Asst. Prof.	14	186	20,674	958	4.9
Wooddell	15,688	Sr. Instr.	8	152	16,895	1,207	7.7
Riffe	12,190	Sr. Instr.	4	132	14,672	2,482	20.4
Ratliff	14,628	Asst. Prof.	6	152	16,895	2,267	15.5
Trampe	17,172	Asst. Prof.	9	166	18,451	1,279	7.4
Potts	18,868	Asst. Prof.	13	182	20,229	1,361	7.2
Burke	18,444	Asst. Prof.	12	178	19,785	1,341	7.3
Penn	15,688	Sr. Instr.	8	152	16,895	1,207	7.7
Shumway	22,472	Assoc. Prof.	15	212	23,564	1,092	4.9
Smith	15,688	Sr. Instr.	8	152	16,895	1,207	7.7
Staggs	18,656	Sr. Instr.	14	176	19,562	906	4.9
Ward	17,596	Asst. Prof.	10	170	18,896	1,300	7.4
Estopp	17,596	Asst. Prof.	10	170	18,896	1,300	7.4

Name	Salary 1980-81	Rank	Step	Index	Salary 1981-82	---Increase---	
						Amount	Percent
Courson	\$12,190	Sr. Instr.	4	132	14,672	2,482	20.4
Blume	12,720	Instr.	5	125	13,894	1,174	9.2
King	14,628	Sr. Instr.	6	143	15,894	1,266	8.7
Barry	13,992	Sr. Instr.	5	138	15,339	1,347	9.6
Chaffin	15,158	Sr. Instr.	7	148	16,450	1,292	8.5
Huang	14,310	Asst. Prof.	4	141	15,672	1,362	9.5
S. Scott	12,720	Sr. Instr.	5	138	15,339	2,619	20.6
Wergin	14,628	Sr. Instr.	6	143	15,894	1,266	8.6
Gampp	15,688	Asst. Prof.	8	162	18,006	2,318	14.8
Lockard	14,628	Sr. Instr.	6	143	15,894	1,266	8.6
Charles	14,628	Sr. Instr.	6	143	15,894	1,266	8.6
Kennedy	11,660	Instr.	3	115	12,782	1,122	9.6
Gowdy	11,660	Asst. Instr.	5	115	12,782	1,122	9.6
Jividen	16,536	Sr. Instr.	10	160	17,784	1,248	7.5
Mullens	11,130	Asst. Instr.	4	110	12,226	1,096	9.8
Roth	14,946	Asst. Prof.	5	147	16,339	1,393	9.3
E. Scott	13,356	Sr. Instr.	4	132	14,672	1,316	9.8
Humble	<u>16,112</u>	Sr. Instr.	9	156	<u>17,339</u>	<u>1,227</u>	<u>7.6</u>
TOTAL	<u>\$938,524</u>				<u>\$1,023,691</u>	<u>\$85,167</u>	<u>9.0%</u>

RESOLUTION 18-81

Whereas the College has identified the following faculty/staff needs:

1. Auto/Diesel Instructor
2. Secretary I, T & I building
3. Bookstore Cashier
4. Director, Evening Programs/Continuing Education, and

Whereas these positions are related to enrollment increases and/or recommendations of accrediting agencies, and

Whereas the estimated cost of these positions is \$58,580 of which \$47,580 would be funded via operating revenues and \$11,000 from Auxiliary (Bookstore) revenues, and

Whereas the President recommends the positions identified above.

Now, therefore, be it resolved that the Board of Trustees directs the President to establish the above positions, advertise, screen and interview applicants for the positions.

RESOLUTION 19-81

The Board of Trustees of Shawnee State Community College hereby amends section 5.080, In-House Educational Growth, of the Policy and Procedure Manual, to read as per the attached.

In-House Educational Growth

The waiver of instructional fees and general fees is an economic and educational benefit to Shawnee State Community College full-time Administrative and Hourly employees (staff). Each full time staff member may have tuition and general fees waived for himself and his dependents (spouse and children) under the guidelines noted below:

1. Institutional and general fees will be waived for employees and their dependents to attend Shawnee State Community College only.
2. A staff member must have been employed for one year before he is eligible to receive fee waiver benefits for his/her dependents.
3. Staff who resign or are terminated prior to completion of the quarter in which they or their dependents have enrolled for course work, shall remit to the College the total cost of tuition for that quarter. If these fees are not remitted, their academic records shall be placed on financial hold and the employee shall have any salary due them withheld until his financial obligation is satisfactorily corrected.
4. Full time employees may take a maximum of six (6) credit hours per quarter and all classes are to be taken on an employee's own time. No special provisions in the employee's work schedule will be made to permit him to take a course.
5. Dependents of employees may enroll in as many hours per quarter as they are permitted to do under the college academic policies.
6. Employees and their dependents will enroll in classes during the regular registration processes and no special provisions will be made for them to enroll in a course. Employees will not be counted in determining minimum class size requirements, nor will additional sections be added to accommodate employees.
7. Programs or classes which have special admission requirements or class size limitations will be available to employees and their dependents in the same way they are available to the general student body; and employees and their dependents will be required to compete for admission into these programs or courses with other student applicants.
8. Fee waivers for employees and their dependents shall be applicable only to credit courses.

9. The maximum yearly tuition and general fee waivers allowed an employee and his dependents will be the amount of tuition and general fees charged full time students for three (3) quarters per year. This maximum allowance applied equally to each employee and each of his dependents.
10. The maximum lifetime allowance for benefits covered under this section will be 120 credit hours per dependent.
11. If an employee or his dependents are eligible for federal and state grants, such as OIG, BEOG, and VA benefits, they shall utilize these grants in lieu of the college fee waivers, but the college will pay any difference between grants and maximum fee waiver allowance.
12. Fee waivers are not accumulative from year to year if the maximum allowance is not used during a fiscal year, the remainder of the allowance will not be carried over into the following fiscal year.
13. Dependent is defined as the employee's spouse or any unmarried children twenty-five years of age or younger.
14. Courses taken by an employee must be directly related to the employee's job responsibilities.
15. Each employee and each of his dependents desiring to attend Shawnee State Community College under this fee waiver policy shall obtain a copy of the "Employee/Dependent Fee Waiver Form" from student service office.
16. This form shall be completed each quarter by the fee waiver applicant and shall be submitted to the Senior Administrator for which the employee works at least two (2) weeks prior to early registration for each quarter. When the college Administrator approves the application, he shall forward it to the President. Upon his approval, the President will send the original to the College Treasurer, with copies to the appropriate Administrator and the Dean of Student Services. This process must be completed at least two days prior to early registration.
17. The fee waiver applicant shall carry his approved fee waiver with him to registration and shall proceed through the registration process. The fee waiver form will act as the applicants cash payment in the amount noted on the form. The student's copy will be matched with the Business Office copy, and any difference must be paid according to the pay schedule.