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### November 16, 1981 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 16, 1981

The meeting was called to order by Chairman Brown.

ROLL CALL

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

Members Absent: Mr. Hyland, Dr. Carson

APPROVAL OF MINUTES

Mr. Jenkins moved and Mr. Rittenour seconded the motion to approve the September 21, 1981 Board of Trustees minutes.

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

Nays: None

PRESIDENT'S REPORT

Mr. Taylor ask Mr. Foti, Dean of Technical Programs, to report on the results of national tests taken by students from the Medical Lab Program. There were five students that took and passed the national board test. Four of the five students ranked in the top 5% in the country. Four of the five are locally employed.

TREASURER'S REPORT

Mr. Hawk, Treasurer, provided the Board members with an investment schedule for information purposes.

Mr. Hawk continued his report by informing the Board members that the State Legislature has passed a budget bill for the 1981-82 biennium. Line item for the current 81-82 budget is \$2,271,000. The administration has not seen a copy of the budget, and will inform the Board members of the language of the bill as soon as it is available.

A Fact-File, analysis of State funds for higher education, was provided the Board members to make them aware of Ohio's position in regards to support for higher education.

A Quarterly report for the period ending September 31, 1981 was presented to the Board. Even though this report reflected a deficit of \$2,027, Mr. Hawk indicated that there was no reason for alarm at this time. The deficit was due mainly to the States' interim budget which was funded for 1981-82 at a level that was 3% less than the funding for 1980-81. This situation will correct itself with the permanent budget.

## FINANCE COMMITTEE

Mr. Vetter, chairman of the Finance Committee, reported that their committee had met and are making the recommendation to pass an interim 81-82 budget. He made a motion to adopt Resolution 30-81, interim budget, the motion was seconded by Mr. Morgan.

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

Nays: None

## EDUCATIONAL POLICIES COMMITTEE

The Educational Policies met and are recommending Resolution 28-81 be adopted. This resolution will change the language in the policy concerning Faculty/Staff Development to read, classes may be taken at any accredited four college or university for administration staff and full time teaching faculty. Mrs. Kennedy made the motion and Mr. Baxter seconded this motion to adopt Resolution 28-81.

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

Nays: None

There was no report from the Buildings and Grounds Committee.

## NEW BUSINESS

Mr. Morgan moved and Mrs. Kennedy seconded the motion to adopt Resolution 29-81, concerning mandatory retirement.

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

Nays: None

Mr. Morgan moved and Mr. Rittenour seconded the motion to approve Resolution 31-81, to hire Dr. John Galyean as Director of the Ohio Technology Transfer Organization.

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

Nays: None

Mr. Vetter made a motion to moved into Executive Session. The Board went into Executive Session at 8:10 p.m.

The Board reconvened its meeting at 8:45 p.m.

Mr. Morgan moved for adjournment.

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

Nays: None

Walter N. Brown  
Chairman, Board of Trustees

R. Neil Hawk  
Secretary, Board of Trustees

RESOLUTION 27-81

Whereas the position for Director of Continuing Education/Evening Supervisor has been approved, and

Whereas the position was advertised and applicants were screened and interviewed, and

Whereas Mr. Taylor recommends the position be filled by Mr. Danny L. Evans, pending released from present contract from Lawrence Joint Vocation School,

Now, there be it resolved that the Board of Trustees of Shawnee State Community College approves a ten (10) month contract for Mr. Evans, at a salary of \$18,000, with such contract to begin on September 1, 1981 and run through June 30, 1982.

RESOLUTION 28-81

Whereas the Administration was directed by the Board to review the College policy concerning Faculty/Staff Development (5.080) after a period of one year, which has now elapsed, and

Whereas a survey was conducted to obtain input concerning pros and cons applicable to the current policy, and

Whereas the Administrative Staff has completed a review of both the policy and the survey in regards to usage, and benefit to the College, and

Whereas the only change deemed necessary is on the second page (attached) under the heading "Off-Campus Educational Growth" and is to expand the type of institution from which credit courses may be taken, and still obtain reimbursement

Therefore be it resolved that the Board of Trustees of Shawnee State Community College approves the recommended change to expand the policy from Ohio University Resident Credit Center at Portsmouth, to any accredited four year college or university as it reads per the attached.

## OFF CAMPUS EDUCATIONAL GROWTH

The opportunity exists for professional growth for employees interested in pursuing further educational opportunities at ~~XXXXXXXXXXXXXXXXXXXX~~  
~~XX~~ ANY ACCREDITED FOUR YEAR COLLEGE OR UNIVERSITY FOR ADMINISTRATIVE STAFF AND FULL TIME TEACHING FACULTY. In order to qualify for this program, interested individuals must first pursue all relevant educational opportunities as noted under "In-House Educational Growth".

Adherence to the following regulations and guidelines qualifies individuals for approval to pursue courses for "Off Campus Educational Growth";

- A. Individuals must first secure written permission for their educational pursuits from the appropriate administrative supervisor (Dean, Treasurer/Controller, or President).
- B. Individuals must enroll in a course directly related to their employment responsibilities.
- C. Individuals must be full time employees and must have been employed by Shawnee State Community College for a minimum of one full year.
- D. Individuals must arrange course work so as not to interfere with regularly scheduled job responsibilities.
- E. Expectation Level - All courses must be taken on a credit basis and a letter grade of "C" or better must be obtained for undergraduate work, and a letter grade of "B" for graduate course work.
- F. Reimbursement will be at the rate of \$100/quarter or \$150/semester, or course cost if less than this amount per course. Reimbursement rate is applicable to institutional tuition and fees only. Eligibility is based upon one course per academic quarter/semester.
- G. Reimbursement will be made upon submission of appropriate institutional fee statement and final grade report to the appropriate administrative supervisor.

Note: This program is to be evaluated after one full year of operation to determine utilization level and institutional benefits.

## OTHER FACULTY/STAFF DEVELOPMENT OPPORTUNITIES

Shawnee State Community College provides significant financial support for the involvement of faculty and staff members in:

- A. Workshops, seminars, and other professional meetings.

RESOLUTION 29-81

Whereas both the Federal and State laws mandate retirement at the end of the fiscal year in which age seventy (70) is attained, and;

Whereas neither the Policy and Procedures Manual nor the Shawnee Educational Association's contract speaks to the subject of retirement for faculty or administrators, and;

Whereas hourly employees of Shawnee State Community College are required to retire at age seventy per the Hourly Employees Personnel Manual;

Now, therefore be it resolved that the Board of Trustees of Shawnee State Community College adopts the position that all employees shall retire at the end of the fiscal year in which age seventy (70) is attained and the same is to be incorporated into the appropriate sections of the College Policy and Procedures Manual.



RESOLUTION 30-81

Whereas the State of Ohio was late developing an interim budget and  
Whereas subsequently Shawnee was late in developing a 1981-82 budget  
plan, and

Whereas for many reasons the 1981-82 budget in its entirety has not been  
adopted by the Board,

Now therefore, be it resolved that the Board of Trustees now approves  
the 1981-82 budget plan as presented.

## SHAWNEE STATE COMMUNITY COLLEGE

Budgeting 1981-82  
 Schedule of Current Revenues and Expenditures  
 Educational and General

	<u>1979-80</u>	<u>Budget 1980-81</u>	<u>1981-82</u>	<u>% Inc '82 ov</u>
<b>Income:</b>				
<b>Tuition, fees, and other student charges:</b>				
Instructional	\$1,017,174	\$1,210,927	\$1,463,000	
General	82,851	104,055	152,000	
Activity	25,881	27,633	30,000	
Lab	-	51,306	55,000	
Nonresident surcharge	3,000	3,000	5,000	
Application and matriculation	15,191	15,200	15,200	
Fines and penalties	8,350	9,000	9,000	
Diploma fee	5,123	5,200	7,000	
Transcripts	360	360	500	
Other	23,365	15,894	2,000	
Total tuition, fees, and other student charges	<u>1,181,295</u>	<u>1,442,575</u>	<u>1,738,700</u>	20.
<b>State appropriations:</b>				
Instructional subsidy	1,891,598	1,926,381	2,200,000	
Other, through Regents	27,000	26,769	-	
Vocational subsidy	250,000	275,000	206,250	
Total state appropriations	<u>2,168,598</u>	<u>2,228,150</u>	<u>2,406,250</u>	8.
<b>Federal grants and contracts</b>				
Federal grants and contracts	8,147	17,200	10,775	
<b>Local grants and contracts</b>				
Local grants and contracts	-	-	22,000	
Total grants and contracts	<u>8,147</u>	<u>17,200</u>	<u>32,775</u>	16.
<b>Sales and services of educational activities:</b>				
Computing service	2,500	3,000	3,000	
Departmental sales	5,500	5,500	5,500	
Copying services	2,000	4,000	4,000	
Total sales and services of educational activities	<u>10,000</u>	<u>12,500</u>	<u>12,500</u>	
<b>Other sources:</b>				
Temporary investment income	82,000	80,000	110,000	
Rental income	11,000	11,000	18,000	
Vending machine income	2,000	2,000	3,500	
Other	25,000	5,000	18,500	
Total other sources	<u>120,000</u>	<u>98,000</u>	<u>150,000</u>	53.
Total current revenues - unrestricted & restricted	<u>\$3,488,040</u>	<u>\$3,798,425</u>	<u>\$4,340,225</u>	14.

Expenditures:	-----Budget-----			% Increa '82 over'
	1979-80	1980-81	1981-82	
<b>Instruction &amp; Dept. Research:</b>				
Social Sciences	\$ 219,884	\$ 193,673	\$ 236,806	
Humanities/Fine Arts	220,412	253,861	278,885	
Math/Science	231,921	247,484	285,949	
Accounting	76,222	80,598	84,888	
Banking/Finance	13,069	13,069	13,080	
Data Processing	50,443	53,693	57,363	
Executive Secretarial	66,861	71,740	81,633	
Retailing	53,767	56,360	59,785	
Social Services	40,818	40,386	45,015	
Corrections	43,114	38,432	36,453	
Plastics/Chemical Eng.	45,381	47,654	51,823	
Electro Mech. Eng.	78,977	88,216	87,939	
Civil Eng.	59,693	62,909	66,045	
Automotive Eng.	38,383	37,511	54,721	
Diesel Eng.	18,034	37,904	36,702	
Welding Eng.	34,002	63,113	90,723	
Plant Maint. Eng.	19,551	35,303	33,579	
Parks/Recreation	31,130	31,516	35,228	
Radiology	44,959	47,918	52,431	
Respiratory	64,055	66,795	73,823	
Medical Lab	62,324	65,908	77,798	
Practical Nursing	84,309	96,058	109,036	
Registered Nursing	149,807	170,004	183,703	
Dental	130,564	138,492	148,886	
Emergency Medical Tech.	30,768	31,660	30,821	
Goodyear	4,520	4,520	5,005	
Southern Ohio Corr. Fac.	38,660	47,332	62,321	
Chesapeake	10,176	10,176	5,707	
Pike-ton	-	-	40,320	
	<u>1,961,804</u>	<u>2,132,285</u>	<u>2,427,468</u>	<u>13.8%</u>
<b>Academic Support:</b>				
Library	117,074	110,610	132,439	
Audio Visuals	10,675	10,675	12,480	
Developmental	57,439	58,557	62,220	
	<u>185,188</u>	<u>179,842</u>	<u>207,139</u>	<u>15.2%</u>
<b>Student Services:</b>				
Dean	208,893	216,150	230,664	
Veteran's Services	15,162	12,708	-	
Financial Aid	58,725	62,431	65,147	
Student Activities	23,000	23,000	28,140	
	<u>305,780</u>	<u>314,289</u>	<u>323,951</u>	<u>3.1%</u>

	-----Budget----- 1979-80	1980-81	1981-82	% Incre 82 over
<b>Institutional Support:</b>				
Academic Dean	\$ 62,671	\$ 67,226	\$ 72,977	
Technical Dean	65,055	68,422	74,644	
General Expense	130,500	150,224	149,800	
Administrative Data Proc.	134,486	110,279	143,674	
Print Shop	16,734	17,727	20,273	
President	64,612	64,776	68,589	
Business Office	99,054	104,296	113,689	
Vice President	40,529	44,002	-	
Public Relations	-	-	5,000	
Board of Trustees	3,000	3,000	3,500	
Security	10,000	10,000	10,000	
Self Study	1,000	-	-	
Director Evening Prog./C.E.	-	-	23,986	
Faculty/Staff Development	-	-	3,030	
	<u>627,641</u>	<u>639,952</u>	<u>689,162</u>	<u>7.7%</u>
<b>Plant Operations &amp; Maintenance</b>				
Plant Maintenance	274,071	312,790	353,744	
Heating & Utilities	183,727	216,000	293,700	
Motor Vehicles	5,000	6,400	10,300	
	<u>462,798</u>	<u>535,190</u>	<u>657,744</u>	<u>22.9%</u>
<b>Scholarships</b>	<u>23,450</u>	<u>23,450</u>	<u>28,000</u>	<u>19.4%</u>
Faculty Promotions	-	7,945	-	100.0%
Contingency	-	-	6,761	100.0%
<b>Total Current Expenditures</b>	<u>\$3,566,661</u>	<u>\$3,832,953</u>	<u>\$4,340,225</u>	<u>13.2%</u>
<b>Excess Current Income over Current Expenditures</b>	<u>\$ (78,621)</u>	<u>\$ (34,528)</u>	<u>\$ -0-</u>	

## SHAWNEE STATE COMMUNITY COLLEGE

Budgeting 1981-82  
Expenditure Detail, by Category

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<b>Operating Expenditures:</b>			
<b>Salaries and Wages:</b>			
Full Time			
Faculty	\$ 906,322	\$1,036,079	\$1,168,859
Administrators	415,331	421,509	437,001
Program Directors	146,100	154,971	161,835
Hourly	346,405	376,797	433,618
Part Time			
Faculty	429,776	432,351	514,936
Administrators	23,368	22,323	7,581
Hourly	8,000	23,622	23,480
Students	36,050	31,250	32,650
Consultants	25,175	25,175	33,300
<b>Benefits:</b>			
Full Time			
Faculty	167,712	196,043	211,933
Administrators	70,200	71,012	78,857
Program Directors	26,472	29,743	29,284
Hourly	78,930	89,941	93,696
Part Time			
Faculty	40,483	43,158	54,198
Administrators	2,825	2,874	1,040
Supplies (300's)	138,825	139,615	174,420
Travel (400's)	68,716	67,916	84,426
Information & Communications (500's)	78,149	77,749	88,409
Maintenance & Repairs (600's)	337,712	365,219	471,161
Miscellaneous (700's)	112,840	129,014	130,306
Equipment (900's)	<u>107,270</u>	<u>96,770</u>	<u>109,235</u>
<b>Total Expenditures</b>	<u><u>\$3,566,661</u></u>	<u><u>\$3,832,953</u></u>	<u><u>\$4,340,225</u></u>

RESOLUTION 31-81

Whereas Shawnee State Community College has been approved by the Ohio Board of Regents to work in cooperation with the Ohio State University in an attempt to transfer technology to small business and industry, and

Whereas funds for the employment of a director for this program will be provided by the Ohio Board of Regents, now

Therefore, be it resolved that the Board of Trustees of Shawnee State Community College approves the hiring of Dr. John Galyean as Director of the Ohio Technology Transfer Organization (OTTO) beginning December 1, 1981 and ending June 30, 1982 at a prorated salary of \$10,500. (Annual salary from June 1, 1981 to June 30, 1982 would be \$18,000).