2-22-1982

February 22, 1982 Meeting Minutes

Shawnee State University

M I N U T E S
SHAWNEE STATE COMMUNITY COLLEGE
Board of Trustees Meeting
Monday, February 22, 1982

The meeting was called to order by Chairman Carson.

ROLL CALL

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

Members Absent: Mr. Baxter, Mr. Hyland

APPROVAL OF MINUTES

Mr. Jenkins moved and Mr. Rittenour seconded the motion to approve the January 18, 1982 minutes.

The minutes were approved by unanimous voice vote.

PRESIDENT'S REPORT

Mr. Taylor asked Mr. Howard, Vice President for Student Services, to speak to a problem concerning social security benefits for high school seniors. According to recent federal legislation, high school students must be enrolled, full time, in college and taking classes by Spring Quarter of this academic year or they will lose their social security benefits. Mr. Howard checked with several colleges in the area (Rio Grand, Hocking Tech, etc.) and found that they are admitting high school seniors prior to graduation. In order to comply with the full-time status Shawnee State had to change its admissions policy for high school seniors. These students will be admitted on a provisional basis with a written recommendation from their high school superintendent in addition to written consent from their parent or guardian. Enrollment will be limited to 12 hours or less and the student and parent/guardian must sign a statement regarding institution liability. These students are not eligible for financial aid until they graduate from high school. The students are being informed that if they go to another college they will be considered transfer students. Students, who enter by Spring Quarter, will be eligible for social security benefits for four years at a compensation rate between $60 and $370 per month. There will be a 25% reduction each year for four years in the benefits. Shawnee State has some 125 students enrolled and receiving social security benefits. Legislation is being presented to change the date that this law governing these benefits goes into effect. All area high school counselors have been notified of the change in Shawnee State's admissions policy.

Concerning Spring Quarter registration Mr. Howard reported that the early spring registration was very near the figures of early registration for Winter Quarter. Usually there is about a 3% drop from Winter to Spring but if late registration figures hold up there will be only about a 1% drop Spring Quarter.

Mr. Taylor spoke to the question of financial disclosure for the Ethics Commission. This question was referred to Mr. McCurdy, the College's attorney, and he stated that if a trustee has not received the notice from the Ethics Commission, he should ignore the filing. Mr. McCurdy suggested a low key confidential survey of sister institutions to see how they handle the disclosure filing.

Continuing his report Mr. Taylor recommended the purchase of two new vans, $8,520 for Dental Hygiene Equipment and $3,400 for calculators, from the reserve funds. All of these purchases would be bid locally, but bids would have to be under or the same as State contract bids before they could be purchased locally. Mr. Taylor explained that none of these items could be purchased from Capital Improvements monies. Mr. Morgan moved and Mr. Jenkins seconded the motion to approve these purchases.

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

Nays: None

TREASURER'S REPORT

Mr. Hawk gave each of the Board members an investment schedule for the month ending January 31, 1982. He stated that one of the investments had been for more than 90 days. There will be no further investments for more than 90 days.

Mr. Hawk informed the Board that beginning in May the College will go from a 26 pay period system to a 24 pay period system. The State of Ohio does not permit payment of salaries prior to services rendered. Under the pay system now in effect the State mandate is being violated. The new 24 pay period system will correct this violation.

COMMITTEE REPORTS - BUILDINGS AND GROUNDS COMMITTEE

Mr. Brown, Chairman of the Building and Grounds Committee had no report.

A question concerning the purchase of land was asked, as to whether any land would be purchased on Second Street. Mr. Taylor indicated that only the land on Front Street, back to the alley, from Waller to Union Street would be purchased. This land is being purchased for future expansion.

EDUCATIONAL POLICIES COMMITTEE

Mr. Hyland was not present and there was no report from this committee.

FINANCE COMMITTEE REPORT

Mr. Vetter, Chairman of the Finance Committee, reported that his committee had met to consider changes in the Administrative Salary System that had been sent back to committee after the last Board of Trustees meeting.

Class V and Class VI have been dropped from the system and salary determination (continuing employees) shall be handled with each Vice President having an established salary pool for continuing administrative employees. The appropriate Vice President shall distribute the allocated salary pool among his employees based on yearly evaluations and/or management tools at his discretion. This new administrative salary system will be somewhat a merit system.

Mr. Vetter moved Resolution 5-82 be adopted accepting this new Administrative Salary System. Mr. Morgan seconded the motion.

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

Nays: None

Abstain: Mr. Brown

Mr. Vetter moved and Mr. Jenkins seconded the motion to adopt Resolution 6-82 to retain the Portsmouth Banking Company for the depository of active funds for the 1982-84 biennium.

Mr. Hawk noted that the College has 4 or 5 months supply of checks that will last beyond the beginning of the new fiscal year. Mr. Hawk recommended that the Portsmouth Bank be retained for the biennium,

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

Nays: None

Mr. Hawk noted that in the past the college has only experienced some 5 or 6 bad check returns. However, winter quarter there were approximately 30 bad checks. The money has all be collected or the students have been dismissed. The College does not have a policy concerning bad checks and Mr. Hawk feels that a policy in writing is a better instrument for dealing with the students. He therefore, recommends the passage of Resolution 7-82, establishing such a policy.

Mr. Morgan moved and Mr. Vetter seconded the motion to adopt Resolution 7-82.

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

Nays: None

It was noted that this policy will be printed in the Blurb, included in the new catalog, and students will be made aware of it during the registration procedure.

ADJOURNMENT

Mr. Jenkins moved and Mr. Rittenour seconded the motion for adjournment. The meeting was adjourned with a unanimous aye vote.

Chairman, Board of Trustees

Secretary, Board of Trustees

2/24/82

Carson

RESOLUTION 5-82

Whereas the Board of Trustess of Shawnee State Community College directed the President and his administrative staff to develop a salary system for all administrators, and

Whereas this group did research, study, and subsequently developed an administrative salary system (attached) that was presented to the Finance Committee of this Board, and

Whereas the Finance Committee accepted and hereby recommends this administrative salary system,

Therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the administrative salary system with all of it's provisions to be implemented July 1, 1982.

ADMINISTRATIVE SALARY SYSTEM

The provisions of the administrative salary system shall apply equally to all administrative employees. An administrator is defined as those employees who (1) are on twelve (12) month Presidential contracts and/or (2) spend more than seventy-five percent (75%) of their time engaged in administrative duties.

Each administrative position has been assigned a class and responsibility factor with a corresponding salary range.

Class	Positions Included	Responsibility Factor
I	Administrative Data Processing Programmer	1.0
II	Directors of Associate Degree Nursing, Licensed Practical Nursing, Medical Technology, Respiratory Technology, Radiology Technology, Emergency Medical Technology, Learning Laboratory, Administrative Data Processing, Continuing Education, Physical Plant, Financial Aids, Assistant Librarian, Director of Athletics, and Counselors/Directors	1.35
III	Director of Library	1.5
IV	Director of Dental Hygiene	1.6

The salary ranges are determined by the following formula:
Current faculty base X 1.35 X responsibility factor
X the index number for the class

Whereas the ranges are based on a factor of the faculty base the ranges will fluxuate in direct proportion to the faculty base.

Class		Salary Ranges Low	High
I	Index Number	.87	1.35
	Salary	13,000	20,200
II	Index Number	.87	1.5
	Salary	17,624	30,385
III	Index Number	1.0	1.5
	Salary	22,507	33,008
IV	Index Number	1.0	1.5
	Salary	24,008	36,008

A. Salary Determination (Initial Employment)

The class is automatically determined by the position title and its inclusion in the classification system and therefore the salary range is predetermined.

The administrator with responsibility over the position in question shall recommend to the President the initial salary by considering the following factors:

(1.) Highest degree held
(2.) Years of work experience in higher education
(3.) Years of work experience directly related to the position description.

However, never shall the salary recommended be at a rate higher than a person currently employed with comparable work experience and education.

B. Salary Determination (Continuing Employees)

Each Vice Presidential area shall have a salary pool established for continuing administrative employees. This salary pool shall be the result of multiplying the average faculty percentage increase (including promotions) by the base salaries (gross salaries) of the employees in the respective groups.

The appropriate Vice President shall distribute the allocated salary pool among his employees based on yearly evaluations and/or other management tools at his discretion.

While salary increases may be greater than the average faculty salary increase they may also be less than the average. Should the salary increase result in an annual salary greater than the highest dollar amount within a salary range then that employee's salary shall revert to the highest dollar amount within the range.

Continuing employees who fill a position vacancy in a class other than their current class will have their salary determined as outlined under the initial employment section of this policy.

C. Administrators on contracts for a period of less than twelve months shall have their salary ranges reduced by one-twelfth for each month of non-assignable time. Example; for a ten-month contract, t the salary range for a position within class II would be:

Class		Low	High
II	Index number	.87	1.5
	Salary	14,687	25,321

D. This system will be subject to review by the Administrative Cabinet at the end of a three-year period commencing with the date of adoption.

RESOLTUION 6-82

Whereas Shawnee State Community College is considering the placement of its active funds for the 1983-85 biennium, and

Whereas a political subdivision is not required at law to make advertisement for a depository of active funds, and

Whereas, Shawnee State Community has more than a four month supply of both payroll and operating checks, and

Whereas, Shawnee State Community College has experienced excellent cooperation from the Portsmouth Banking Company,

Therefore be it resolved that the Board of Trustees of Shawnee State Community College approves the recommendation to award the College's active accounts to Portsmouth Banking for the 1982-84 biennium.

RESOLUTION 7-82

Whereas Shawnee State Community College is experiencing increasing difficulty in regards to receiving and dealing with bad checks, and

Whereas the College has no formal policy concerning this matter, and

Whereas, written policy always provides better basis from which to work when communicating with students,

Now therefore, be it resolved that the Board of Trustees of Shawnee State Community College adopts the attached policy.

Bad Check Policy

According the the College Catalog payment of fees owed is a prerequisite to official enrollment and all students should have sufficient funds (cash and/or financial aid) to cover these expenses.

A check returned for insufficient funds is a federal offense and constitutes non-payment of your obligation to Shawnee State Community College.

Therefore, any student that has a check returned for insufficient funds, and the same is not cleared by the fourteenth day of the quarter, shall be considered in non compliance with institutional policy and will be administratively dismissed.

Any student administratively dismissed has no recourse for re-admission for the current quarter.

SHAWNEE STATE COMMUNITY COLLEGE

DEAN OF STUDENT SERVICES

February 9, 1982

To: Members of the Board of Trustees

From: Richard R. Howard

Subject: Admissions of students on Social Security for Spring Quarter of 1982

Mr. Taylor ask that I inform you of an admissions situation for your consideration. Several potential students may be affected by this decision.

I have attached the memorandum that outlines the present position of the institution. This position is necessary as outlined in the copies of information from the Federal register, the social security office information, and our published admissions standards. (Please find attached).

In the interval between January 28 and this date, I have checked with several other institutions and find that provisions to enroll high school seniors are being made. (Columbus Tech; Owens Tech; Rio Grande; Lorain Community College). The admissions office also received calls from high school counselors concerning our policy and indicating that other colleges plan to enroll high school students early.

Our options seem to be:

1. Continue as we are.
   A. This gives the institution credibility and an image of following the law.
   B. This places the institution in strong position regarding Federal audits of Financial Aid.
   C. This places the institution at a less than even position regarding the recruiting of some students.
   D. This will remove students that must attend here (because of program, etc) from Social Security. Social Security benefits vary according to earnings of family and the number of children in the family, however benefits ususally fall between $320-$65 per month. This could result in the loss of as much as $3,780 per student over a two year period. This figure takes into consideration the 25% cut imposed on benefits each year.

940 second street, portsmouth, ohio 45662, 614/354-3205

2. Change our admissions requirements by adjusting the section dealing with high school students (Section D).

   Example: Admits high school students on a provisional basis with written recommendation from the students high school superintendent and written consent from the student's parent or guardian. Letters of permission and recommendation are required each quarter of enrollment. Enrollment will be limited to 12 hours or less per quarter

   I would further suggest that in addition to the above that students and parent be required to sign a statment regarding institutional liability.

   Example: I understand that I am entering a college curriculum which may be demanding on my time and energy and will not hold the college at fault regarding my grade standing or status regarding high school graduation. I further understand that should I in the future enroll in another institution of higher education, I will be considered as a transfer student. With regard to financial aid, I understand that I am not eligible to receive either Federal or State assistance until such time as I have graduated from high school.

   A. This position may protect the institutions' credibility as an institution of higher education and allow the admissions office to assist a number of students.

Proposals that would delay the scheduled cutoff of Social Security benefits to high school students who enroll in college after May 1 are gaining support in Congress. Two bills are being proposed at this time. HR 5176 to move the cut off date to October 31. HR5357 to postpone the deadline to July 1. Either of these bills could solve our problem.

BANNON, HOWLAND, McCURDY, DEVER & MEARAN
ATTORNEYS AT LAW
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LOUIS D. BANNON
WILLIAM L. HOWLAND
ROBERT K. McCURDY
ROBERT Z. DEVER
MICHAEL H. MEARAN
ROBERT R. DEVER

TELEPHONE
614-353-1157

February 18, 1982

Mr. Neil Hawk, Treasurer
Shawnee State Community College
940 Second Street
Portsmouth, Ohio 45662

In re: Application of Section 102.02 of the Ohio Revised Code to Shawnee State Community College Trustees

Dear Mr. Hawk:

Receipt of your request for the subject opinion is hereby acknowledged.

In accordance with your request, I have reviewed Section 102.02 of the Ohio Revised Code. Section (B) is applicable. In summary, this Section provides that the Ohio Ethics Commission may, using the rule making procedures of Chapter 119 of the Revised Code, require any class of public officials under its jurisdiction and not specifically excluded, whose positions involve a substantial and material exercise of administrative discretion in the formulation of public policy and expenditure of public funds or the execution of other public trusts, to file an annual disclosure statement on or before the 15th of April. In this connection, the Ethics Commission shall send such public officials written notice of the disclosure filing requirement by the 15th day of February of each year the filing is required. Disclosure statements filed under this Section with the Ohio Ethics Commission by public officials who receive no compensation other than reasonable and necessary expenses shall be kept confidential.

This statute has been in force since March 7, 1978, and if the Trustees of Shawnee State Community College have not heretofore received the notice which is mandatory from the Ethics Commission, it may well be assumed that the Ohio Ethics Commission has not exercised its rule making procedures under Chapter 119. Under the circumstances, if there are no overriding considerations, it is my opinion that it is best to let sleeping dogs lie and not precipitate a possibly untoward result by direct inquiry at the Ohio Ethics Commission. I would suggest a low

profile confidential survey of sister institutions established under the same autonomous political subdivision enabling act. In summary, it is my opinion that absent the mandatory Ethics Commission's written notice, no disclosure filing is required.

Respectfully submitted,

Robert K. McCurdy

RKMc/db

February 17, 1982

SHAWNEE STATE COMMUNITY COLLEGE

Schedule of Investments
As of January 31, 1982

Date	Investment	Amount	Annualized Rate %	Due	Interest Earned As of Maturity
10-16-81	CD - Citi Bank	$200,000.00	16.25%	4-14-82	$16,250.00
10-23-81	CD - State Saving	102,889.24	17.25	2-12-82	5,521.72
1-08-82	CD - State Saving	103,305.56	14.28	2-26-82	2,003.70
1-15-82	CD - State Saving	137,145.00	14.25	2-26-82	2,280.04
1-29-82	CD - First Pennsylvania	200,978.36	13.125	2-03-82	366.36
1-29-82	CD - First St. Louis	376,229.09	13.75	2-19-82	3,017.67