

Shawnee State University

Digital Commons @ Shawnee State University

Minutes of the Board of Trustees Meetings

Board of Trustees

11-15-1982

November 15, 1982 Meeting Minutes

Shawnee State University

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

Recommended Citation

Shawnee State University, "November 15, 1982 Meeting Minutes" (1982). *Minutes of the Board of Trustees Meetings*. 223.

<https://digitalcommons.shawnee.edu/botmeetings/223>

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.

M I N U T E S

Shawnee State Community College Board of Trustees Meeting November 15, 1982

Prior to the Board of Trustees meeting, Mr. Tom Tilsley, Architect with PDT Corporation, presented the plans for the proposed Natatorium to be constructed at Shawnee State Community College, to the members of the Board.

The meeting was called to order by Chairman Carson.

ROLL CALL

Members Present: Mr. Brown, Mr. Jenkins, Mr. Morgan, Dr. White, Dr. Carson.

Members Absent: Mr. Hyland, Mrs. Kennedy, Mr. Rittenour, Mr. Baxter

APPROVAL OF MINUTES

Mr. Jenkins moved and Mr. Morgan seconded the motion to approve the minutes of the October 18, 1982 meeting of the Board of Trustees.

A unanimous Aye vote was cast for approval.

PRESIDENT'S REPORT

Mr. Taylor introduced Mr. Tom Dues of Endeco Corporation to speak to the question of purchase of additional land on Second Street by the College.

The College has purchased or has under option to purchase 8 pieces of property on Second Street. (One piece of property being a vacant lot, all others have houses on them). Mr. Taylor has talked with property owners for four other properties on Second Street who are willing to sell to the College. (1010, 1138, 1147 and 1126 Second Street).

Mr. Dues presented the Board members with a plot plan showing the location of each of the properties that he is proposing be used for student housing. The plan is to use the 11 houses to house 98 students. This would be the first phase of a plan for the development of housing for 300 students within the next 36 months. Mr. Dues presented a report to the Board members outlining Endeco's recommendations for the developing of student housing for 98 students by September 1, 1983 using the aforementioned properties. (Said report is made a part of these minutes).

After much discussion Mr. Jenkins made a motion and Mr. Morgan seconded the motion to approve Resolution 30-82, which permits the Endeco Corporation to provide architectural and construction services, including the preparation of plans and specifications for turn-key student housing, including furnishings, at the subject eleven (11) Shawnee State Community College sites, the same to be operated by a Developer, selected by public notice and proceedings, pursuant to a 15 year lease from Shawnee State Community College. However, at this time the fact was pointed out that this resolution in no way obligates the College financially.

Ayes: Mr. Brown, Mr. Jenkins, Mr. Morgan, Dr. White, Dr. Carson.

Nays: None

Mr. Taylor presented to the Board members a report concerning the disbursement of the \$970,000 that was approved by the Legislature for Land Acquisition in the Capital Improvements Bill. He indicated that there was a need for additional money to complete the purchase of property on Second Street for development of student housing.

Mr. Morgan moved and Mr. Jenkins seconded the motion to approve the appropriation of \$100,000 from the Reserve Fund for land acquisition. Resolution 31-82.

Ayes: Mr. Brown, Mr. Jenkins, Mr. Morgan, Dr. White, Dr. Carson.

Nays: None

Continuing his report Mr. Taylor asked Mr. Jenkins, Chairman of the Finance Committee to speak to the purchase of the Sign and Message Center for the College. Mr. Jenkins stated that after conferring with PDT Architects, the Finance Committee is recommending that the purchase of the sign be tabled until such time as the Natatorium is completed.

Two years ago the basketball team was traveling to play ball in Kentucky and due to very bad weather there was an accident causing a tractor trailer rig to go off the road. The College is being sued for a judgement in the case. The court case will be held November 24, in Danville, Kentucky and Mr. Harry Weinbrecht, who was a passenger on the bus, has been asked to testify.

Mr. Foti, Dean of Technical Programs, reported on the results of the Medical Laboratory State Exam, a copy of which is attached and made a part of these minutes.

Mr. Taylor reported to the Board that the Pixley Grants have been awarded and that Shawnee State has received \$40,000. \$20,000 to be used for academic excellence scholarships and \$20,000 that is to be used to establish a micro-computer center. He also noted that the Shawnee State Development Fund, Inc. has contributed \$3,600 for the purchase of a micro-computer and \$2,500 toward the grant of \$10,000 for Landmarks Renaissance Corporation's contract for the nomination and certification of the Historic District on Second Street.

COMMITTEE REPORTS

Mr. Jenkins recommend and moved Resolution 32-82 to purchase uniforms for custodial staff of Shawnee State Community College. Mr. Brown seconded the motion.

Ayes: Mr. Brown, Mr. Jenkins, Mr. Morgan, Dr. White, Dr. Carson.

Nays: None

Mr. Jenkins continued the Finance Committee report by stating that the committee has looked over three proposal from local car dealers to purchase or lease a car for the President of the College. The recommendation of the Finance Committee is to lease a car from the Fred Brown Oldsmobile Agency.

Mr. Brown moved and Mr. Morgan seconded the motion to approve Resolution 33-82 to lease a car for the President.

Ayes: Mr. Brown, Mr. Jenkins, Mr. Morgan, Dr. White, Dr. Carson.

Nays: None

Mr. Hyland, Chairman of the Educational Policies Committee, in his absence from the meeting sent to Dr. Carson, Chairman of the Board, a report from the Educational Policies Committee meeting held on October 27, recommending the approval of changes in the Policies and Procedures Manual. Mr. Foti, Dean of Technical Programs, spoke to these changes.

Dr. White moved and Mr. Jenkins seconded the motion to approved the proposed policy changes. Resolution 34-82.

Ayes: Mr. Brown, Mr. Jenkins, Mr. Morgan, Dr. White, Dr. Carson

Nays: None

Continuing Mr. Hylands report, Dr. Carson moved and Mr. Jenkins seconded the motion to approve Resolution 29-82 extending benefits of Section 5.080 of the Policies and Procedures Manual to part-time employees.

Ayes: Mr. Jenkins, Mr. Morgan, Dr. White, Dr. Carson.

Abstain: Mr. Brown

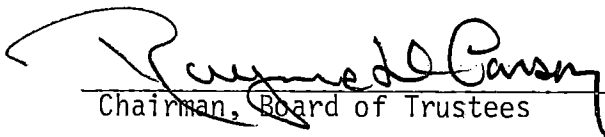
Nays: None

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

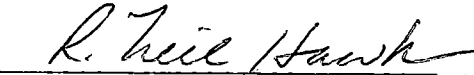
ADJOURNMENT

Mr. Morgan moved and Mr. Jenkins seconded the motion for adjournment.

A unanimous Aye vote was cast.



Chairman, Board of Trustees



Secretary, Board of Trustees

11/17/82
C. M. ...

RESOLUTION 30-82

The Board of Trustees of Shawnee State Community College approves in principle the formalization of a contractual agreement with Endeco Corporation of Dayton, Ohio, whereby Endeco will provide architectural and construction services, including the preparation of plans and specifications for turn-key student housing, including furnishings, at the subject eleven (11) Shawnee State Community College sites, the same to be operated by a Developer, selected by public notice and proceedings, pursuant to a 15 year lease from Shawnee State Community College.



November 15, 1982

CORPORATION

208 West Monument · Dayton, Ohio 45402
513-222-8484

Shawnee State Community College
940 Second Street
Portsmouth, Ohio 45662

Attn: Frank C. Taylor &
The Board of Trustees

Subject: Recommendation for Student Housing
Along Second Street Historic District
Portsmouth, Ohio

The following is a list of recommendations for discussion during our meeting for November 15, 1982, at 7:30 p.m.

We have met with the investor group, and would like to come to a conclusion on a majority of the following issues since an early start date will insure completion of the first phase of housing redevelopment by September 1, 1983.

#1. The houses which we anticipate renovating as part of Phase I are as follows:

- a. 921 Second Street
- b. 929 Second Street
- c. 941 Second Street
- d. 949 Second Street
- e. 1104 Second Street
- f. 1112 Second Street
- g. 1118 Second Street (lot)
- h. 1122 Second Street
- i. 1010 Second Street
- j. 1138 Second Street
- k. 1126 Second Street
- l. 1147 Second Street

#2. We believe that it will be necessary for a person to be assigned Director for Off Campus Housing for the Shawnee State Community College. This person will outline the requirements for the students as well as the landlords

which will be renting the properties. We feel that it is important that the College register off campus student housing which will insure a double layer of protection for the usage of the properties and also lay down the ground work for the responsibilities of all three parties. We anticipate that the landlord will provide the properties for student housing in a like fashion to that of a dormitory situation. This would include beds, chest of drawers, work space, kitchen, tables and chairs, and a living room suite.

- #3. Attached you will find a Summary Pro Forma, the relative costs associated with the redevelopment of the Second Street Historic District and new off campus student housing. It is our recommendation that the College lease the above mentioned properties to the developer on a long term basis, perhaps 15- 20 years. In return, the developer will guarantee that another 100 students will be accessed to student housing within a 12 month period and that a total minimum number of 300 students will be accomodated prior to the end of a 24 month period from the time the first units are put into service. This of course, would include the initial 11 houses or 12 properties.
- #4. It is important to realize that with the decision to pursue the nomination of Second Street as an Historic District, Second Street will become student housing and will relieve the burden of new student housing to be constructed on the campus property. At this time I would like to look at the overall master plan for the College and outline those areas which we feel are most available for future College expansion.
- #5. Given the properties listed above, if all 11 properties were developed (note that 1118 is a vacant lot) a maximum number of students which could be accomodated would be approximately 98. When we referred to the fall quarter major analysis for 1982, prepared by the College, we find that the demographics for student housing are quite attractive. The total number of students not living in Scioto County is 810. Utilizing the male-female ratios as well as the marital status, a logical conclusion is that of the 810 out of county students, 351 would be male and 459 would be female. Also, we concluded that a majority of the out of county students would be single rather than married since the spouse would need to change residency and move for the other partner to become a student. Further we would suggest that a majority of the out of county students would be younger in age, 18 - 25 years old since this population is more highly mobile and less likely to be married. Our conclusion, therefore, is that there is a present need of student housing

for approximately 800 students. The initial properties in Phase I listed above would accommodate approximately 10% of the outstanding need. The student population which is in need of housing would be pretty much evenly mixed between male and female and would probably be unmarried and between the ages of 18 and 25.

- #6. It must be agreed by all parties concerned that the establishment of rules and guidelines for the operation of the student housing is to be a cooperative effort and agreed upon by both the College and the developer prior to proceeding. Therefore, this must be documented within the lease arrangements which we are recommending to the Board.
- #7. The second attachment seeks to outline the properties, purchase price, lease amount, and relative renovation and miscellaneous costs associated with the Phase I completion of this project.

It is our recommendation therefore, that the Board make whatever changes it deems necessary to the proposal above and proceed at an early date with file negotiations for the project. We feel that the conditions listed above provide for the student housing needs for The Shawnee Community College in a fashion which is both financially sound and by far out-performs the alternatives available at this time. I am looking forward to a very productive and successful meeting. Thank you.

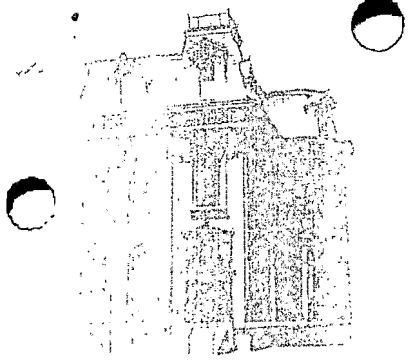
Sincerely,

ENDECO CORPORATION



Thomas L. Dues
President

TLD/llt



TYPICAL PROJECT PRO FORMA

SHAWNEE STATE COMMUNITY COLLEGE

<u>CAPITALIZATION</u>	<u>PURCHASE</u>	<u>LEASE</u>	<u>NEW CONSTRUCTION</u> <u>8 STUDENTS 300 S.F. E</u>
Purchase Price (Land)	\$ 30,000.00	-0-	\$ 30,000.00
Renovation Costs (Construction including demolition)	45,000.00	\$ 45,000.00	84,000.00
Total Capitalization	<u>\$ 75,000.00</u>	<u>\$ 45,000.00</u>	<u>\$114,000.00</u>

PROJECT FACTS

Income Tax Credit	11,250.00	11,250.00	-0-
Depreciation Per Year	6,583.33	2,625.00	2,960.00
Return on Investment Requirements	12,020.63	8,100.00	18,382.50
Cash Value of Depreciation @ 50% Tax Bracket	3,291.67	1,312.50	1,480.00

EXPENSE ANALYSIS

ROI Costs	12,020.63	8,100.00	18,382.50
Utilities (\$250/mo)	3,000.00	3,000.00	3,000.00
Taxes & Insurance	750.00	750.00	1,750.00
Maintenance & Repairs	1,000.00	1,000.00	500.00
8% Vacancy of ROI	698.32	543.00	1,470.60
Lease Payments	-0-	100.00	-0-
Yearly Debt	<u>\$ 17,468.95</u>	<u>\$ 13,493.00</u>	<u>\$ 25,103.10</u>
Less Cash Value of Depreciation @ 50% Bracket	<u>(3,291.67)</u>	<u>(1,312.50)</u>	<u>(1,480.00)</u>
	<u>\$ 14,177.28</u>	<u>\$ 12,180.50</u>	<u>\$ 23,623.10</u>

INCOME ANALYSIS

Monthly Student Cost @ 6 Students	\$ 196.91	\$ 169.17	\$ 328.10
Monthly Student Cost @ 8 Students	147.68	126.88	246.08

SHAWNEE STATE COMMUNITY COLLEGE
 Student Housing Summary (College Owned Properties)

November 15, 1982

	INITIALS	DATE	REFERENCE
PREPARED BY			
CHECKED BY			
APPROVED BY			

Print Title SYSTEM CONTROL NUMBER PAGE NO. DOLLARS THILARS CENTS PRINTED IN U.S.A.

LINE No.	Address (College Owned or Negotiated)	Purchase Price	Lease Amount	Renovation & Misc. Costs	Number Students	Income Per Year
1	921 Second Street	35,500.00	100.00	54,682.00	8	12,000.00
2	929 Second Street	28,500.00	100.00	48,034.00	6	9,000.00
3	941 Second Street	21,000.00	100.00	51,273.00	6	9,000.00
4	949 Second Street	50,000.00	100.00	40,364.00	8	12,000.00
5	1104 Second Street	26,000.00	100.00	47,236.00	8	12,000.00
6	1112 Second Street	93,000.00	100.00	80,124.00	14	21,000.00
7	1118 Second Street	4,500.00	-0-	6,304.00	-0-	-0-
8	1122 Second Street	26,500.00	100.00	21,279.00	7	10,500.00
9	1010 Second Street (approx)	35,000.00	100.00	42,356.00	10	15,000.00
10	1138 Second Street (approx)	48,000.00	100.00	68,804.00	14	21,000.00
11	1126 Second Street (approx)	23,000.00	100.00	41,508.00	6	9,000.00
12	1147 Second Street (approx)	50,000.00	100.00	59,804.00	11	16,500.00
13		441,00.00	1,100.00	561,708.00	98	147,000.00
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						

RESOLUTION 31-82

Whereas there is a need for additional property to be purchased on Second Street, to be used for student housing, the Board of Trustees of Shawnee State Community College approves the appropriation of \$100,000 from the Reserve Fund for land aquisition.

LAND APPROPRIATION

Appropriation \$970,000.00

Expended and/or encumbered

Land	\$355,720.00
Attorney	10,855.65
Misc. (appraisals/etc)	<u>9,882.52</u>
Sub total	\$376,458.21

To be Paid:

Danner	\$ 64,000
Bell	29,000
Johnson	50,000
Tyminski	153,750
Boehm	<u>25,000</u>
Sub Total	\$321,750.00

Court Cases:

Reilly	\$ 8,500
Security Bank	15,250
Church of God	30,000
Nagel	33,250
Vaughn	<u>3,270</u>
Sub Total	90,270.00

Additional Attorney Fees	11,000.00
Demolition/grading, seeding	<u>59,200</u>

Total Expenditures as of 11/2/82 \$858,678.21

Available Balance 11/2/82 \$111,321.79

Potential cost due to judgements 20,000.00

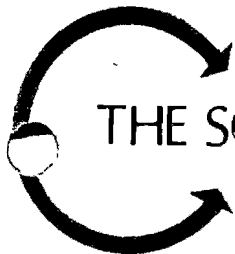
Net available balance 91,321.79

Estimated additional housing cost)	\$180,000
(4 parcels)	
Attorney/appraisal fees	<u>15,000</u>

Total estimated additional Cost \$195,000.00

Less net available Bal. 91,321.79

Balance needed to complete Student housing project \$103,678.21



THE SCIOTO COUNTY AREA FOUNDATION

48 NATIONAL BANK BUILDING PORTSMOUTH, OHIO 45662

November 8, 1982

Mr. Frank Taylor
President
Shawnee State Community College
940 Second Street
Portsmouth, Ohio 45662

Dear Mr. Taylor:

This is to confirm my telephone conversation with you, informing you of the results from the Pixley awards meeting held by our Governing Committee on Thursday, November 4, 1982.

Our Governing Committee has decided to award the following grants to your institution:

\$20,000.00 for Academic Excellence Scholarships to two of the four top students of each high school in the regional counties of Pike, Lawrence and Scioto.

\$20,000.00 for the establishment of a Micro-Computer Center at Shawnee State Community College.

Unfortunately, our funds were not extensive enough to consider all the fine proposals from your college, but we endeavored to select those of greatest and most long-lasting merit and which meet most closely the criteria set by the Pixley Trust.

Sincerely yours,

Traudi Strickland

Traudi Strickland
Administrative Assistant

Enclosures

RESOLUTION 32-82

Whereas the Finance Committee of the Board of Trustees has recommended the purchase of uniforms for the custodial staff of Shawnee State Community College,

Now therefore, the Board of Trustees approves such purchase (four uniforms per custodian) at a cost to the College of \$2,308.

Tri State Uniforms

Trousers-Med Weight-\$25.98-Less 25%= \$23.24

Shirts- Med Weight Long Sleeve \$19.98-Less 25%= \$14.99

(Men'S)

Shirts- Med Weight Short Sleeve \$15.98-Less 25%=\$11.99

Will sell Long Sleeve set for \$35.00

Will sell Short Sleeve set for \$32.00

(Women'S)

Slack and Blouse

\$22.00 a Set

Skirt and Blouse

RESOLUTION 33-82

Whereas the Finance Committee of the Board of Trustees of Shawnee State Community College recommends the leasing of a car for the President's use,

Now therefore, be it resolved that the Board of Trustees approves the lease agreement with Fred Brown Oldsmobile of Portsmouth, Ohio, and payment of gas for leased car. Said lease to be for 24 months at a cost of \$348.00 per month, with a 15,000 mile limit and a charge of .06 per mile over this mileage.

RESOLUTION 34-82

Whereas the Educational Policies Committee of the Board of Trustees of Shawnee State Community College have recommended changes in the Policy and Procedures Manual,

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community approves these changes (attached to this resolution).

5.060 Faculty Responsibilities with Students - Advising

In order to facilitate a closer relationship between the students and faculty, the Shawnee State Community College has established a faculty advisor system. This system provides each student with an advisor with whom he may meet concerning academic matters.

The following guidelines have been established to assist the faculty in working with the students:

- A. New students will be assigned to an advisor when granted admission or when changing majors. Unless reassigned, a continuing student should consult the advisor previously assigned.
- B. The student should obtain the signature of his advisor for his schedule during the registration or advising period for each quarter.
- C. Advisors should make ample time available so that each advisee can schedule a conference during the first four (4) weeks of the quarter (posted office hours). Faculty advisors should meet with each advisee at least once per quarter.
- D. Advisors should schedule conferences during the first four weeks of a new quarter with students whose grade point average falls below 1.5 in the previous quarter.
- E. When an advisor is informed of difficulties which a student may be having with another faculty member, the student should be advised to discuss the problem directly with the instructor involved.
If the matter cannot be resolved to the student's satisfaction, he should be advised of his right to file a complaint with the appropriate vice president.
- F. Whenever a problem of significance is involved or any action or decision is taken by the advisor which affects the student's academic program, a memo should be written by the advisor, signed by the appropriate vice president, noting the circumstances briefly, and made a part of the student's academic file.
- G. If for some reason the advisor feels that it is in the best interest of both the student and the advisor to have the student re-assigned to another faculty member, the advisor should request that the Director of Admissions make such reassignments.
- H. If the advisor believes that a matter brought to his attention by the student could be better dealt with by a professional counselor, the student should be referred to a counselor on Student Services Staff.

- I. The student's academic folder is available for advisor's use in the Student Services area. Policies outlined in Section 7.010 must be followed in utilization of student folders.
- J. At the beginning of each academic quarter each faculty advisor will be provided appropriate reports by the Administrative Data Processing.

*The original is
deleted
This Section
also deleted
5.025*

5.060 Faculty Responsibilities with Students

In order to facilitate a closer relationship between the students and faculty, the Shawnee State Community College has established a faculty advisor system. This system provides each student with an advisor with whom he may counsel concerning academic and personal matters.

The following guidelines have been established to assist the faculty in working with the students:

- A. Faculty are to post their conference hours as early as possible during the Fall Quarter so that the students may sign up for a conference time convenient for them. Each faculty member will meet with each advisee at least once per quarter.
- B. From time to time, in his counseling, a faculty member may be informed of difficulties which a student may be having with another faculty member. If the student has not already done so, the faculty advisor should counsel the student to discuss his problem directly with the instructor involved. If the student feels there are compelling reasons that make it impossible for him to communicate with the instructor directly, the faculty advisor shall seek to act as an intermediary.
- C. If the matter cannot be resolved to the student's satisfaction, he should be advised of his right to file a complaint with the appropriate coordinator.
- D. Whenever a problem of significance is involved or any action or decision is taken by the advisor which affects the student's academic program, a memo should be written, noting the circumstances briefly, and made a part of the student's file.
- E. If, for some reason, the advisor feels that it is in the best interest of both the student and the advisor to have the student reassigned to another faculty member, the advisor should request that the Dean of Student Services make such reassignments.
- F. If the advisor believes that the matter brought to his attention by the student should be referred or resolved by other members of the college's professional staff, he should refer the student to the Office of Student Services.

5.071 Interviews and Selection

The appointment of new faculty begins with a review of the applicant's credentials by the Vice President. Upon evaluation, the Vice President will ask the appropriate coordinator/director to review the applicant's credentials. The coordinator/director, with assistance from other appropriate faculty (when possible), will recommend candidates to the Vice President. The Vice President will take this information under advisement and will invite one or more of the candidates to the college for an interview. On occasion, as necessary, the Vice President may interview an applicant at his present place of employment prior to an invitation for an interview on the campus.

When an applicant is invited to the campus for an interview, the Vice President will arrange for appropriate faculty members, other Vice Presidents, and the President to interview him. All faculty members and other Vice Presidents should make their recommendations in writing to the Vice President in charge of the screening process.

The Vice President will, then, make his recommendation for employment to the President, regarding entrance rank, salary and other considerations.

5.071 Interviews and Selection

The appointment of new faculty begins with a review of the applicant's credentials by the ^{VP} dean. Upon evaluation, the dean will ask the appropriate coordinator/director to review the applicant's credentials. The coordinator/director, with assistance from other appropriate faculty (when possible), will recommend ~~the top five~~ candidates to the ^{VP} dean. The ^{VP} dean will take this information under advisement and will invite one or more of the candidates to the college for an interview. On occasion, as necessary, the ^{VP} dean may interview an applicant at his present place of employment prior to an invitation for an interview on the campus.

When a applicant is invited to the campus for an interview, the dean will arrange for appropriate faculty members, other ^{VP} deans, and the President to interview him. All faculty members and other ^{VP} deans should make their recommendations in writing to the dean in charge of the screening process.

The ^{VP} dean will, then, make his recommendation for employment to the President, ^{VP} ~~who~~ ^{regarding} in turn will determine entrance rank, salary and other considerations.

5.072 ~~Hiring and Initial Appointment~~ Salary Document - See attach

~~The President of Shawnee State Community College has the overall responsibility for coordinating the allocation of positions, recruiting, determining salary placement, determining qualified applicants, and developing final recommendations to the Board of Trustees for employment of full time faculty members. (Section 5.303)~~

Deleted

5.072 Salary Placement

Newly appointed faculty members are placed on the salary schedule according to the criteria outlined in the agreement between Shawnee Education Association and Shawnee State Community College.

5.073 Faculty Contracts

Newly appointed faculty members are given one-year contracts for each of the first two years of employment. During the first two years of employment evaluations will be conducted by the Vice-President and respective program director.

Areas included in evaluations will be classroom performance, teaching competency, willingness to assist students outside of class, curriculum development, student evaluations, participation in professional growth activities and staff development. The weight of all these activities will be considered before the faculty member is awarded a two-year contract.

Two-year contracts may be renewed upon the anniversary date of the second year based upon the recommendations of the Vice-President to the President. The awarding of additional multi-year contracts is not automatic.

In the event a two-year contract is not recommended by the respective Vice-President to the President and a faculty member is awarded a one-year contract, the Vice-President will provide in writing after consultation with the faculty member his reasons for not recommending the faculty member for another two-year contract.

The faculty member must again demonstrate improved performance and all deficiencies corrected before he can be recommended for a two-year contract.

5.074 Contract Non-Renewal

Prior to February 1 of each year the appropriate Vice-President will notify the President in writing of his recommendation not to renew the contract of a continuing faculty member.

Prior to the February 1 date, the Vice-President will have documented such conferences and meetings with the faculty as to the reason for not recommending him/her for continued employment with the college.

From the desk of
HELEN LEASURE

5.072 } New
5.073 }
5.074 }

8.020 Curriculum and Process Review

A. CURRICULUM REVISION

Most curriculum change recommendations for the addition of a new course, deletion of an old course, combining existing courses or the option to allow a student more flexibility in his/her major course of study, originate within that specific department. Because of the specific expertise of the involved faculty members and program director/coordinator for that particular department, they are best able to answer any need for a curricular change or instructional methods change by using the multiple sources of information available at the departmental level. These sources include:

- Advisory Committee Reports and Consultations
- Reports from State and National Accrediting Agencies
- Graduate Employment Data
- Enrollment and Application Data
- Student Evaluations
- Professional Consultations and Faculty Expertise

Considerable study and attention is given by the faculty members and program director/coordinator concerning the possible effect a proposed curriculum change would have on the students, the program, and any additional cost and instructional help. Once the faculty members and program director/coordinator have documented their recommendations, these proposed revisions are explained to the appropriate vice president for further discussion. The vice president for technical programs or the vice president for academic programs shall review all curricular change requests to determine if:

1. The proposed revisions will meet the standards of the Ohio Board of Regents, as well as the Ohio Division of Vocational Education.
2. The proposed revisions will meet institutional objectives.
3. The proposed revisions will fall within budgetary and personnel guidelines.
4. The proposed changes will meet state and college criteria for general education courses.
5. The proposed changes should be presented for adoption by the institute's board of trustees or should be referred back to the program director/coordinator for further revision or information.

Changes of "minor or administrative" nature may be made by the appropriate vice president without formal referral to the faculty and program director/coordinator committee for the involved program. Examples of "minor" changes are: course number change, course title change, sequencing of courses, and course descriptions with little change in content. In addition, review and recommendation for special courses offered by the continuing education division must be approved by the appropriate vice president.

Change of a "major" nature which the vice president wishes to initiate for a program will be referred to the specific director/coordinator for thorough investigation involving the faculty of that program. This committee will deliberate the change and recommend its adoption, revision or deletion to the initiating vice president. At this time, the vice president reviews any proposed revisions and decides to submit the proposal to the college coordinating council or to request additional study on the proposal by the faculty.

B. RESOLUTION OF CHANGES

The vice president will act on the recommendations of the faculty and program director/coordinator and the college coordinating council within thirty days, either to present these recommended revisions for adoption to the president and board of trustees, if necessary, or to refer the proposal back to the originating committee for further study.

Curricular changes which must be approved by the Ohio Board of Regents must be submitted through the vice president early in the calendar year for action by the Board of Regents in May. These changes, if approved, become part of the approved college course inventory and become effective in September of the same year.

8.020 Curriculum Committee:

This committee concerns itself with policy recommendations regarding curriculum changes in terms of complete programs and individual courses. New courses and program proposals, as well as proposals for major modification or deletions of existing programs/courses, are channeled through the Curriculum Advisory Committee.

- A. Composition: The committee shall consist of the appropriate coordinator/director, two full time faculty members elected for one year terms at large by the total full time faculty, one faculty member elected by faculty from a program area in which course or program is to be discussed, and the three deans.
- B. Duties:
1. The committee is responsible for receiving program/course proposals from the dean, studying these proposals, and making its recommendation to the appropriate parties.
 2. If there is a genuine situation of urgency as determined by the President concerning a proposal, special consideration should be given to expediting the processing of the proposal.
- C. Evaluation: In evaluating a proposal, the committee will seek answers to these and other questions.
1. Is the proposal in accord with the mission and philosophy of the college?
 2. Will adequate funds be available to successfully implement and sustain the proposal?
 3. What are the manpower needs and changes that the proposal will require for implementation?
 4. How will the proposal affect current curricular offerings.
 5. Is the value of the proposal commensurate with its "costs?"

- C. The instructor must provide adequate notice to the Vice President and, if possible to the class, if it is necessary for him to be absent. If an emergency arises, the vice president will assist the faculty member in resolving the difficulty.
- D. The instructor should provide for and should conscientiously consider valid means for course evaluation by students.
- E. The instructor should strive continuously and conscientiously to improve the effectiveness of his teaching to this end should seek counsel and constructive criticism from colleagues.

5.024 Tests and Examinations

- A. The instructor should make clear the materials to be covered on any quiz or examination.
- B. The instructor should make clear whether the test will be primarily objective, essay, or a combination of objective and essay questions.
- C. The instructor should promote good writing practices by requiring the students to adhere to standard education English (e.g. acceptable grammar, sentence structure, and organization).
- D. The instructor must supervise quizzes and examinations to prevent students from cheating.
- E. The instructor should not post grades. Posting grades can be considered an invasion of the student's privacy even if the instructor has taken steps such as using social security numbers to give students anonymity.

5.026 Records

- A. The instructor is responsible for maintaining adequate records of student performance in courses.
- B. He is responsible for keeping adequate records of course content and assignments.

5.027 Work Load (See SEA Agreement.)

5.028 Meetings

All faculty members are expected to attend general orientation and organization meetings, program area meetings, committee meetings when they are held. During their first year of assignment, new faculty members are expected to consult periodically with their coordinators/directors and the appropriate vice presidents for the purpose of increasing their familiarity with the college policies.

- C. The instructor must provide adequate notice to the dean and, if possible to the class, if it is necessary for him to be absent. If an emergency arises, the dean will assist the faculty member in resolving the difficulty.
- D. The instructor should provide for and should conscientiously consider valid means for course evaluation by students.
- E. The instructor should strive continuously and conscientiously to improve the effectiveness of his teaching to this end should seek counsel and constructive criticism from colleagues.

5.024 Tests and Examinations

- A. The instructor should make clear the materials to be covered on any quiz or examination.
- B. The instructor should make clear whether the test will be primarily objective, essay, or a combination of objective and essay questions.
- C. The instructor should promote good writing practices by requiring the students to adhere to standard educated English (e.g. acceptable grammar, sentence structure, and organization).
- D. The instructor must supervise quizzes and examinations to prevent students from cheating.
- E. The instructor should not post grades. Posting grades can be considered an invasion of the student's privacy even if the instructor has taken steps such as using social security numbers to give students anonymity.

5.025 Counseling and Advising

- A. While the college provides both general and specific counseling services as a discreet function, the instructor will often have more intimate knowledge of his own department and field; such knowledge provides him with unique insights, and he has, therefore, a right and an obligation to counsel and advise students within his area of competence. However, problems encountered outside the faculty member's area of competence will be referred to a professional counselor in the Division of Student Services.
- B. In general, the instructor is obligated to respect each student as a human being, to recognize that he has the feelings and inadequacies common to the human condition, and to recognize that he has both human and civil rights.

*OMitted
from
Here:*

See 5.060

5.026 Records

- A. The instructor is responsible for maintaining adequate records of student performance in courses.
- B. He is responsible for keeping adequate records of course content and assignments.

5.027 Work Load (See S.E.A. Agreement)

~~Each full time faculty member should be available at least thirty (30) hours a week for classes, office hours, and student counseling.~~

~~The state community college is conceived to be a teaching institution. The faculty should respond to this concept and expect to normally teach a 14-17 quarter credit hours or 17-20 contact hour load per quarter, or 42-51 quarter credit hours or 51-60 contact hours per academic year. A faculty member who exceeds the yearly credit hour or contact hour loads of 51-60 respectively, will be compensated for overload at a prorated or fractional rate of his full-time salary. Payment will be made prior to June 30 for overload during the academic year.~~

~~For the purpose of financial planning, assume:*~~

- ~~A. that each technical program instructor will normally generate 240 student credit hours, and that each general studies instructor will generate 360 student credit hours quarterly.~~
- ~~B. that the average faculty member will teach at least 400 student contact hours weekly.~~

~~*(Ohio Board of Regents Guidelines for State and General Technical Colleges, Section 3358.01-3358, page 15).~~

5.028 Meetings

All faculty members are expected to attend general orientation and organization meetings, program area meetings, committee meetings when they are held. During their first year of assignment, new faculty members are expected to consult periodically with their coordinators/directors and the appropriate deans for the purpose of increasing their familiarity with the college policies.

5.036 Class Schedules and Teaching Assignments

Every effort will be made to provide the public with a schedule. The procedure for the development of the yearly schedule is as follows:

- A. Opportunities shall be provided to insure that faculty members of the variable division/program develop suggested courses offerings and assignments.
- B. These suggestions shall be forwarded to the appropriate instructional Vice President.
- C. The instructional Vice President will meet with the Vice-President of Student Services to discuss any special considerations that should be taken into account during the schedule building process.
- D. The three Vice Presidents shall participate in the construction of the master schedule of courses and classes for the college.

5.036 Class Schedules and Teaching Assignments

Every effort will be made to provide the public with a schedule. The procedure for the development of the yearly schedule is as follows:

- A. ~~Coordinators/directors shall meet with the faculty members in their divisions or programs to develop suggested lists of course offerings and faculty assignments.~~
- B. ~~Coordinators/directors shall submit their course offerings and faculty assignment suggestions to the appropriate instructional dean.~~
- C. The instructional ^{V-P} ~~deans~~ will meet with the ^{Vice Pres of Student Services} ~~Dean of Student Services~~ to discuss any special considerations that should be taken into account during the schedule building process.
- D. The three ^{VP} ~~deans~~ shall participate in the construction of the master schedule of courses and classes for the college, with the primary responsibility for schedule building resting with the ~~Dean of Academic Programs and Dean of Technical Programs.~~

A) opportunities shall be provided to ensure that faculty members of the various divisions/programs develop suggested course offerings and assignments

B1. These suggestions shall be forwarded to the appropriate Vice President
Instructional.

5.051 Compensation

Compensation for duties performed by coordinators who are on three academic quarter contracts will be at the rate of \$1,000 per year unless special conditions prevail.

5.052 Reappointment

Coordinators will be reappointed unless: (1) a petition for removal has been received and approved by the appropriate Vice President which indicates that 2/3 of the faculty members in the concerned division have voted for such removal; or (2) evaluation by the appropriate Vice President indicates that a coordinator has not fulfilled his assigned duties satisfactorily.

5.051 Compensation

Compensation for duties performed by coordinators who are on three academic quarter contracts will be at the rate of \$~~2,100~~^{1,000} per year unless special conditions prevail.

5.052 Reappointment

Coordinators will be reappointed unless: (1) a petition for removal has been received and approved by the appropriate dean which indicates that 2/3 of the faculty members in the concerned division have voted for such removal; or (2) evaluation by the appropriate dean indicates that a coordinator has not fulfilled his assigned duties satisfactorily.

5.053 Position Description and Responsibilities of Divisional Coordinator

General

1. Provide leadership for divisional contributions to the college and community
2. Schedule and conduct monthly divisional meetings (i.e., establish agenda, chair meeting, keep minutes, distribute minutes)

Curriculum

1. Scheduling and coordination of class offerings (full-time and part-time offerings) with class offerings of other instructional segments of the college

Responsible for all textbook and instructional material related matters for the division

2. Review all curriculum proposals (additions, deletions, changes) related to the division, and

Consult with and advise the instructional Vice President about matters pertaining to curriculum development

3. Maintain current file of course offerings (syllabi) in the division
4. Insure that college catalog is current and accurate
5. Recommend learning resource and library acquisition in consultation with divisional faculty
6. Assistance in preparation of statistical reports (Board of Regents/ Instructional)

Faculty Development, Supervision, and Evaluation

1. Assist with the formulation and implementation of programs for faculty development and evaluation (i.e., in-service, goal setting)

Consult with the divisional faculty members about their plans for professional growth

2. Screening of part-time faculty
3. Assist in the recruitment and selection of new faculty members

Budgeting: Requisition and Expenditures

1. Preparation of the annual budget for the division
2. Coordinate and supervise all budgetary expenditures for the division (i.e., travel, supplies, equipment)

Facilities and Equipment

1. Recommend office and instructional space utilization for the division. Consult with Vice President regarding interdivision space utilization
2. Maintain a divisional inventory of equipment used within the area, the condition of equipment, its location and repairs needed (delegate to respective faculty members)

Requirements and Compensation

1. ~~Nine-month full-time teaching contract~~ *Supplemental contract for \$1,000 for*
~~\$1,000 additional contract of Divisional Coordinator~~ *Academic year.*
2. Must be with the institution for a minimum of three years

5.053 Position Description and Responsibilities of Divisional Coordinator

General

1. Provide leadership for divisional contributions to the college and community
2. Schedule and conduct monthly divisional meetings (i.e., establish agenda, chair meeting, keep minutes, distribute minutes)

Curriculum

1. Scheduling and coordination of class offerings (full-time and part-time offerings) with class offerings of other instructional segments of the college

Responsible for all textbook and instructional material related matters for the division

2. Review all curriculum proposals (additions, deletions, changes) related to the division, and

Consult with and advise the instructional dean about matters pertaining to curriculum development

3. Maintain current file of course offerings (syllabi) in the division
4. Insure that college catalog is current and accurate
5. Recommend learning resource and library acquisition in consultation with divisional faculty
6. Assistance in preparation of statistical reports (Board of Regents/ Instructional)

Faculty Development, Supervision, and Evaluation

1. Assist with the formulation and implementation of programs for faculty development and evaluation (i.e., in-service, goal setting)

Consult with the divisional faculty members about their plans for professional growth

2. Screening, ~~supervision, and evaluation~~ of part-time faculty

~~Assist the dean in conducting quarterly meetings for part-time faculty~~

3. Assist in the recruitment, selection, and ~~supervision~~ of new faculty members

Budgeting: Requisition and Expenditures

1. Preparation of the annual budget for the division
2. Coordinate and supervise all budgetary expenditures for the division (i.e., travel, supplies, equipment)

Facilities and Equipment

1. Recommend office and instructional space utilization for the division. Consult with ~~dean~~ regarding interdivision space utilization
2. Maintain a divisional inventory of equipment used within the area, the condition of equipment, its location and repairs needed (delegate to respective faculty members)

Requirements and Compensation

1. Nine-month full-time teaching contract 10⁰⁰
~~1100~~ \$2,100 additional contract for Divisional Coordinator
2. Must be with the institution for a minimum of three years
3. ~~One scheduled evening per week (5:00-8:00 p.m.)~~

RESOLUTION NO. 29-82

The Shawnee State Community College Board of Trustees hereby extends the benefits of Section 5.080 In-House Educational Growth of the policy and procedures manual to part-time employees as defined below:

In-House Educational Growth for Part-Time Hourly

A part-time hourly staff member may have instructional and general fees waived for course work taken at Shawnee State Community College under the following guidelines:

- A. A part-time hourly employee is one that is employed for less than 40 hours but 20 or more hours per week on a permanent basis.
- B. A part-time hourly employee is eligible for a maximum of one class per quarter, not to exceed 5 hours, and all classes are to be taken on the employee's own time. No special provisions in the employee's work schedule will be made to permit him/her to take a course.

FACULTY/STAFF DEVELOPMENT

5.080 Faculty/Staff Development

To a significant degree, the quality and relevance of the education opportunities and experience offered by an institution of higher education can be attributed to the quality of its faculty and staff. Allowing for future educational and professional growth by its employees has been identified as a major priority of Shawnee State Community College. To assist its employees in their pursuance of various avenues for future growth, several approaches have been explored and developed for meeting the needs for faculty/staff development. Each of these approaches will be addressed separately, but they should be viewed as being inclusive of all full-time institutional employees. Staff development approaches addressing concerns for part-time employees are discussed in other documents.

IN-SERVICE PROGRAMS AT SHAWNEE STATE COMMUNITY COLLEGE

Periodically, throughout the course of each academic year, Shawnee State Community College conducts in-service programs designed to explore areas of interest and or concern as identified by faculty, staff, and/or hourly employees. Typically such programs are scheduled at the beginning date of each academic quarter (Summer excluded) and usually last a duration of one or two days.

IN-HOUSE EDUCATIONAL GROWTH

Each full-time administrator, full-time faculty member, and full-time hourly staff member may have instructional and general fees waived for course-work taken at Shawnee State Community College under the guidelines noted below:

- A. Instruction and general fees will be waived for employees to enroll in courses offered at Shawnee State Community College which are directly related to the individual's job responsibilities.

- B. Only instructional and general fees will be waived. The student will pay all other fees including lab fees.
- C. Full-time employees will be eligible for 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 employees work schedule will be made to permit him to take a course.
- D. Employees will enroll in classes during the regular registration, 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 accomodate employees.
- E. Courses which have special admissions requirements or class size limitations will be available to employees in the same way they are available to the general student body.

PROCEDURES FOR APPLYING FOR FEE WAIVERS

- A. Each employee desiring to attend Shawnee State Community College under this fee waiver policy shall obtain the "Employee Fee Waiver Form" (Appendix A) from the Student Services office.
- B. This form shall be completed each quarter by the fee waiver applicant and shall be submitted to the Dean for which the employee works at least one week prior to early registration for each quarter. When the college Dean/Treasurer-Controller approves the application, it shall be forwarded to the President. Upon his approval, the President will send the original to the college Treasurer, copy two to the appropriate Dean, copy three to the Dean of Student Services, and copy four of the form will be returned to the applicant. This process must be completed at least two days prior to early registration.
- C. 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 applicant's 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.

BUDGETING FOR FEE WAIVERS

- A. Each year during the budgeting process, each department will estimate the level of funding needed to cover anticipated fee waivers in that department for the ensuing fiscal year.
- B. All fee waivers will be charged to the appropriate department as an expense against that department.

EXAMINEES REPEATING THE EXAMINATION ARE NOT INCLUDED IN PROGRAM AND NATIONAL SUMMARY STATISTICS AND ARE LISTED SEPARATELY. THE CODE PRECEDING EACH NAME INDICATES THE NUMBER OF TIMES THE EXAMINEE HAS TAKEN THE EXAMINATION. VALUES REPRESENT RAW SCORES (NUMBER OF ITEMS ANSWERED CORRECTLY) AND P-SCORES (PROPORTION OR PERCENT OF ITEMS ANSWERED CORRECTLY). THE MINIMUM PASSING RAW AND P-SCORES (MPS) ARE ALSO SHOWN. A -P- INDICATES A PASS WHEREAS AN -F- INDICATES A FAIL.

PERFORMANCE OF FIRST-TIME EXAMINEES

MPS=128		0.631		MICR	BBNK	CHEM	HEMA	IMMU	BF			MCQTOT	P
				40	19	56	44	21	23	0	0	0	203
1		39	19	52	42	21	21	0	0	0	0	194	-F
		0.97	1.00	0.93	0.95	1.00	0.91	0.00	0.00	0.00	0.00	0.956	
1		37	18	49	39	21	20	0	0	0	0	184	-F
		0.92	0.95	0.88	0.89	1.00	0.87	0.00	0.00	0.00	0.00	0.906	
1		37	15	52	42	17	20	0	0	0	0	183	-F
		0.92	0.79	0.93	0.95	0.81	0.87	0.00	0.00	0.00	0.00	0.901	
1		36	18	52	42	21	20	0	0	0	0	189	-F
		0.90	0.95	0.93	0.95	1.00	0.87	0.00	0.00	0.00	0.00	0.931	
1		28	11	40	35	13	17	0	0	0	0	144	-F
		0.70	0.58	0.71	0.80	0.62	0.74	0.00	0.00	0.00	0.00	0.709	
1		27	14	47	32	16	15	0	0	0	0	151	-F
		0.67	0.74	0.84	0.73	0.76	0.65	0.00	0.00	0.00	0.00	0.744	
1		30	17	46	33	17	15	0	0	0	0	158	-F
		0.75	0.89	0.82	0.75	0.81	0.65	0.00	0.00	0.00	0.00	0.778	
1		33	14	45	29	14	15	0	0	0	0	150	-F
		0.82	0.74	0.80	0.66	0.67	0.65	0.00	0.00	0.00	0.00	0.739	
1		34	16	48	37	17	18	0	0	0	0	170	-F
		0.85	0.84	0.86	0.84	0.81	0.78	0.00	0.00	0.00	0.00	0.837	
1		36	16	48	41	19	15	0	0	0	0	175	-F
		0.90	0.84	0.86	0.93	0.90	0.65	0.00	0.00	0.00	0.00	0.862	
1		38	17	48	43	21	22	0	0	0	0	189	-F
		0.95	0.89	0.86	0.98	1.00	0.96	0.00	0.00	0.00	0.00	0.931	
1		33	14	44	38	18	19	0	0	0	0	166	-F
		0.82	0.74	0.79	0.86	0.86	0.83	0.00	0.00	0.00	0.00	0.818	
1		37	18	49	35	18	15	0	0	0	0	172	-F
		0.92	0.95	0.88	0.80	0.86	0.65	0.00	0.00	0.00	0.00	0.847	

34082 SHAWNEE ST COMM CLGE
 MEDICAL LABORATORY TECHNICIAN EXAM AUG 1982

PROGRAM AND NATIONAL COMPARISONS

PROGRAM NUMBER OF EXAMINEES	13	NATIONAL NUMBER OF EXAMINEES	2696
PROGRAM MEAN P-SCORE	0.843	NATIONAL MEAN P-SCORE	0.740
PROGRAM STANDARD DEVIATION	0.081	NATIONAL STANDARD DEVIATION	0.116
PROGRAM PERCENT PASSING	100.0	NATIONAL PERCENT PASSING	93.6

MPS=128	0.631	MICR	BBNK	CHEM	HEMA	IMMU	BF			MCQTOT	
		40	19	56	44	21	23	0	0	0	203
PROGRAM MEAN P-SCORES		0.86	0.84	0.85	0.85	0.85	0.78	0.00	0.00	0.00	0.843
NATIONAL MEAN P-SCORES		0.78	0.76	0.71	0.73	0.76	0.73	0.00	0.00	0.00	0.740

NUMBER OF EXAMINEES NOT RELEASING SCORES 0

Mr. Taylor requested a meeting with the Educational Policies Committee to discuss in-house educational opportunities for part-time employees. A meeting of the Finance Committee was requested to discuss the possibility of the college providing uniforms for the custodial and maintenance employees, and the possibility of changes in the hourly employees pay schedule. Both of these committees will meet in the near future.

Property on the South side of Second Street has been placed under option to be purchased by the college. Property at 1112, 1118, 1104, and 1122 are to be purchased for the amount of \$150,000. The property is in excellent condition.

Mr. Foti spoke to the results of the ADN State Nursing Exams. 37 of 41 students from Shawnee State passed the exams. This year's test was a comprehensive test and those students who failed must repeat the entire test.

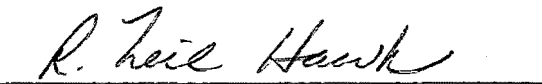
ADJOURNMENT

Mr. Hyland moved and Mr. Rittenour seconded the motion for adjournment.

A unanimous voice vote was cast.



Chairman, Board of Trustees



Secretary, Board of Trustees