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Minutes of the Board of Trustees Meetings

Board of Trustees

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1-16-1984

### January 16, 1984 Meeting Minutes

Shawnee State University

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M I N U T E S  
SHAWNEE STATE COMMUNITY COLLEGE  
Board of Trustees Meeting  
January 16, 1984

The meeting was called to order by Vice Chairman Gerald Jenkins.

ROLL CALL

Members Present: Mr. Baxter, Mr. Brown, Dr. Carson, Mr. Rittenour, Mr. Jenkins

Members Absent: Mr. Hyland, Mrs. Kennedy, Mr. Morgan, Dr. White

APPROVAL OF MINUTES

Dr. Carson moved and Mr. Brown seconded the motion to approve the minutes of the December 19, 1983 meeting.

Ayes: Mr. Baxter, Mr. Brown, Dr. Carson, Mr. Rittenour, Mr. Jenkins

Nays: None

ELECTION OF OFFICERS

A report from the nominating committee offered the following slate of officers for the year 1984:

Mr. Gerald Jenkins, Chairman  
Mr. Victor Morgan, Vice Chairman  
Mr. Neil Hawk, Secretary

Nominations were requested from the floor and being none, Dr. Carson moved to accept the slate of officers as nominated and to establish the third Monday of each month at 7:30 p.m. for the regular meetings of the Board of Trustees. Mr. Brown seconded the motion.

Ayes: Mr. Baxter, Mr. Brown, Dr. Carson, Mr. Rittenour, Mr. Jenkins

Nays: None

Mr. Jenkins thanked the Board for the opportunity to serve as their Chairman and pledged his support for the current year. In the absence of Mr. Morgan, Mr. Jenkins thanked the Board Members on his behalf.

In order to promote continuity and efficiency, Mr. Jenkins continued the 1983 committee appointments, see attachment, with the chairmen being those indicated.

PRESIDENT'S REPORT

Mr. Taylor introduced Mrs. Shirley Crothers, Associate Professor of Music at Shawnee State Community College to present a song she has written. Mrs. Crothers is proposing the song as the College's Alma Mater. After listening to a tape of the Alma Mater, as sang by the College choir, Dr. Carson congratulated Mrs. Crothers and moved that the song be accepted as the College's Alma Mater. Mr. Rittenour seconded the motion and commented that Mrs. Crothers had done an outstanding job.

Ayes: Mr. Baxter, Mr. Brown, Dr. Carson, Mr. Rittenour, Mr. Jenkins

Nays: None

Mrs. Crothers stated that she is pleased and honored by the acceptance of her song as the College's Alma Mater and indicated that the song will be debuted in a situation where a large audience could participate.

Mr. Taylor continued his report by reviewing the Capital Improvement requests as presented to the Ohio Board of Regents for years 1985-1990. The list of requests as prioritized is attached to the minutes. Mr. Taylor discussed the requests and the college need for each item presented.

On February 1, 1984, a member of the Ohio Board of Regents (Mr. Norman) will be on campus to discuss these requests with the administration. The time frame for approval of these requests will be approximately July 31, 1984.

Mr. Taylor shared with the Board members a letter from William Sykes, Director of the Radiologic Program, stating that 4 out of 5 students from his program have passed the state boards and have been employed. (Letter attached).

Mr. Taylor reported that several items have been stolen from houses the college owns. Claims have been filed with the insurance company and an adjustor will investigate these claims. The insurance company is aware that this property is in an Historical District.

Mr. Taylor gave members of the Educational Policies Committee copies of the following policies and asked that the Policies Committee review these changes and bring their recommendations to the Board meeting in February.

1. Committee Structure
2. Use of College Facilities and/or Equipment
3. In-State/Out-of-state Travel

#### COMMITTEE REPORTS

The Educational Policies Committee has not met and there is no report.

The Buildings and Grounds Committee has not met and there is no report.

The Finance Committee met twice since the last Board meeting. They first met with Mr. Tom Dues and Mr. Mickey Warsaw concerning the development of student housing. The second meeting was with Dr. Marty Pierron, again concerning the development of student housing. At the second meeting the Finance Committee also reviewed the Capital Improvements Requests as previously reported on by Mr. Taylor.

#### NEW BUSINESS - Resolution 1-84

Mr. Baxter moved and Mr. Rittenour seconded the motion to adopt Resolution 1-84, approving matching funds for Massie Hall energy conservation project.

Ayes: Mr. Baxter, Mr. Brown, Dr. Carson, Mr. Rittenour, Mr. Jenkins

Nays: None

RESOLUTION 2-84

Mr. Brown moved Resolution 2-84, upon the recommendation of the college attorney, be adopted. Dr. Carson seconded the motion.

Ayes: Mr. Baxter, Mr. Brown, Dr. Carson, Mr. Rittenour, Mr. Jenkins

Nays: None

RESOLUTION 3-84

Mr. Baxter moved and Mr. Rittenour seconded the motion to adopt Resolution 3-84, amending the Hourly Employees Manual.

Ayes: Mr. Baxter, Mr. Brown, Dr. Carson, Mr. Rittenour, Mr. Jenkins

Nays: None

Mr. Taylor gave each Board member a rough draft of a proposal from Dr. Pierron concerning the development of student housing and asked that they review the proposal and provide the finance committee their input as soon as possible.

Mr. Baxter stated that he would be out of town at the next meeting time, and stated that he had been negative from the beginning regarding the development of student housing. He feels there will always be a problem of supervision and that no matter how the housing is managed the Board would always be responsible for codes of conduct. Mr. Baxter also stated that he did not feel that adequate proof of need for student housing has been presented. He cited the unpopularity of students staying in dorms at four year institutions as an example that student housing might not be popular on this campus.

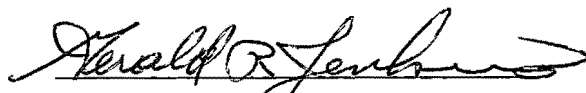
Dr. Carson stated that he felt that some decision must be made immediately as to whether student housing will be developed or not and asked that the Board be prepared to make a decision no later than the March meeting.

Mr. Jenkins stated that the Finance Committee would look over the proposal as presented by Dr. Pierron and report back to the Board with their recommendations at the February meeting.

ADJOURNMENT

Dr. Carson moved and Mr. Rittenour seconded the motion for adjournment.

A unanimous aye vote was cast for adjournment.

  
Chairman, Board of Trustees

  
Secretary, Board of Trustees

RESOLUTION 1-84

Whereas the State of Ohio has approved the Massie Hall Energy Conservation modification project as requested by Shawnee State Community College, and

Whereas a condition of approval is an institutional matching contribution totaling twenty percent (20%) of the project costs, and

Whereas the total project cost is \$120,350, and thus requires a matching contribution of \$24,070,

Now, therefore be it resolved that the Board of Trustees of Shawnee State Community College appropriates \$24,070 from general fund unappropriated reserves.

RESOLUTION 2-84

Whereas the Board of Trustees of Shawnee State Community College approved resolutions 67-83 and 71-83 (attached) at its meeting of August 29, 1983, and

Whereas resolution 67-83 relates directly to resolution 71-83 but was approved with an effective date of immediately (August 29, 1983) while resolution 71-83 was approved retroactive to July 1, 1983, and

Whereas the administration has been advised by legal counsel that both resolutions should have carried the same effective date,

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby amends resolution 67-83 to read effective retroactive to July 1, 1983.

RESOLUTION 67-83

Whereas the committee composed of Mr. Foti, Ms. Tomlin, Mr. Stewart, and Mr. Hawk have reviewed the Hourly Personnel Manual with such review resulting in the proposed attached changes, and

Whereas the finance committee has considered the financial impact of the proposed changes, and can recommend these changes,

Now therefore be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the revised manual effective immediately.

RESOLUTION 71-83

The Board of Trustees of Shawnee State Community College hereby approves the attached salaries and contract terms for continuing administrative and hourly employees for the 1983-84 fiscal year. Said salaries to be retroactive to July 1, 1983.

In addition, the Board of Trustees approves a bonus in the amount of four percent (4%) for continuing and full time administrators and hourly employees, said amount to be calculated on the 1982-83 salary amount.



RESOLUTION 3-84

The Board of Trustees of Shawnee State Community College hereby amends the Hourly Employees Personnel Manual, Selection and Appointment, section page 2, number 3 to read:

An employee may transfer to a vacant position at a lower classification if it is determined that such transfer would be advantageous to both the employee and the institution. Any transfer that would be made under this section must be accepted by the appropriate supervisor(s). Such transfer may SHALL result in a reduction of pay.

# Alma Mater, Shawnee

Words & music by  
Shirley E. Crothers

Blessings on thee, Al-ma Ma-ter Shaw-nee — Blessings on yo

stand-ing thru the years — We will al-ways think a-bout you fondly —

mem-ories thru the joy and thru the tears — Al-ma Ma-ter

Al-ma Ma-ter Shawnee — We, your children, sing of you to.

day — And when we are far a-way from you, dear Shawnee — Ou

lives will show your guidance on our way —

Board of Trustees Committees

Buildings and Grounds

Dr. George F. White, Chairman  
Mr. Duncan Baxter  
Mr. Walter Brown

Educational Policies Committee

Mr. Walter Brown, Chairman  
Mr. John Rittenour  
Mrs. Phyllis Kennedy

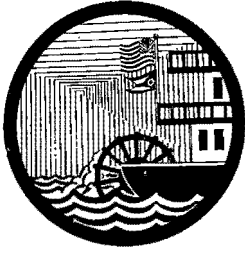
Finance Committee

Mr. Victor Morgan, Chairman  
Dr. Raymond Carson  
Mr. F. D. Hyland

PRIORITY LISTING OF PROJECTS

Bury Overhead Power Lines from Bond to Waller Streets	\$ 730,000
Expansion Tank Moved or Replaced	5,000
Installation of Power Factor Corrective Capacitors	38,753
Replace Worn Carpet	35,000
Canopies for Cover of Stairway	6,680
Air Dryers for Pneumatic Controls	2,230
Storage Room in Heating Plant	8,000
Library Renovation/Expansion	1,063,703
Develop Athletic Field	50,000
Remodel 3 College Owned Houses	296,486
Land Purchase & Site Preparation	1,064,000
New Business Technology Building	3,114,722
Campus Day Care Center	428,240
Renovation of Business and Engineering Bldg.	55,000

SHAWNEE STATE COMMUNITY COLLEGE



TO: Tom F. Foti  
Vice President of Technical Programs

FROM: William W. Sykes *W.S.*  
Director, Radiologic Technology

SUBJECT: Registry Results

DATE: January 10, 1984

Five of our graduates wrote the registry examination on October 20, 1983. Four of the graduates passed the exam. Shawnee's average was 86, as compared with the national average of 84. West Virginia and Kentucky had averages of 83 and 78 respectively.

The graduates have been relatively successful in gaining employment. Four of the graduates have full-time positions at Mercy Hospital, Medical Center Hospital, Holzer Medical Center and Fayette County Memorial Hospital. The other graduate has a part-time position at Lawrence County General Hospital.

WWS:cr

cc: Dr. George Johnson



North Central Association  
of Colleges and Schools  
Commission on Institutions  
of Higher Education

159 North Dearborn  
Chicago, Illinois 60601  
(312) 263-0456  
(800) 621-7440

October 25, 1983

Mr. Frank C. Taylor, President  
Shawnee State Community College  
940 Second Street  
P.O. Box 790  
Portsmouth, OH 45662

Dear President Taylor:

This letter is formal notification of the action taken concerning Shawnee State Community College by the Executive Board of the Commission on Institutions of Higher Education. At its meeting on October 21, 1983, the Board voted

to continue the accreditation of Shawnee State Community College, and to adopt the other items entered on the attached Statement of Affiliation Status.


Please note an additional modification in the Statement of Affiliation Status under the heading Educational Program. This modification reflects a change in procedure adopted by the Executive Board at its April meeting related to the categorization of degrees and should not significantly alter the Statement of Affiliation Status as you have seen it in draft. An explanation of this new procedure appears in our 1983-84 Handbook (pp. 39-40).

Under the current policies of the Commission your institution is free to make any changes in its programs and activities that leave unaffected the content of the Statement of Affiliation Status. IF A CHANGE IS CONTEMPLATED THAT WOULD REQUIRE MODIFICATION OF THE AFFILIATION STATUS, THE INSTITUTION MUST NOTIFY THE COMMISSION AND RECEIVE APPROVAL OF THE MODIFICATION BEFORE EFFECTING THE CHANGE. Details of the Commission's policy on changes affecting the affiliated status of an institution may be found in Chapter VII of the Handbook. Any future changes in Commission policy will be sent to you in advance.

Information about forms of disclosure of affiliation status may also be found in the Handbook (pp. 38-39, 50).

On behalf of the Commission I thank you and your associates for your cooperation. If you have questions about this action or about Commission policies and procedures please write or call Dr. Bernard F. Rodgers, Jr., Assistant Director, who is the member of our staff responsible for providing continuing assistance to Shawnee State Community College.

Yours sincerely,

  
Thurston E. Manning  
Director of the Commission  
on Institutions of Higher Education

cc: Evaluation Team Member(s)

Enclosures: Statement of Affiliation Status  
Worksheet for Statement of Affiliation Status



AFFILIATION STATUS OF

SHAWNEE STATE COMMUNITY COLLEGE

940 Second Street  
P.O. Box 790  
Portsmouth, OH 45662

(Effective October 21, 1983)

**CONTROL:** Shawnee State Community College is a public institution.

**STATUS:** Shawnee State Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

**EDUCATIONAL PROGRAMS:** The College offers programs leading to Diplomas, Certificates, and the Associate's (arts and sciences and vocational-technical curricula) degree. It also offers credit and non-credit courses not part of these programs.

**LOCATIONS:** The College's programs are offered at its campus in Portsmouth, Ohio. It also offers credit and non-credit courses at various sites within a three county area.

**STIPULATIONS:** None.

**REPORTS  
REQUIRED:** None.

**FOCUSED  
EVALUATIONS:** None.

**COMPREHENSIVE  
EVALUATIONS:** Shawnee State Community College's most recent comprehensive evaluation occurred in 1982-83. Its next comprehensive evaluation is scheduled to occur in 1989-90.

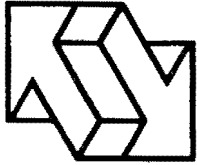


OHIO  
BOARD  
OF  
REGENTS

3600 State Office Tower  
30 East Broad Street  
Columbus, Ohio 43215

Exhibit B

Administration: (614) 466-6000  
Student Assistance: (614) 466-7420



December 8, 1983

Mr. Frank C. Taylor  
President  
Shawnee State Community College  
940 Second Street  
Portsmouth, Ohio 45177

Dear Frank:

Please consider this letter as a supplement to my letter of December 2, 1983 regarding land acquisitions by Shawnee State Community College. As we discussed yesterday, I am now writing to confirm that those properties which Shawnee State intends to use for student housing have in fact been approved by the Ohio Board of Regents for this purpose.

If I can be of further assistance regarding this matter, please contact this office.

Sincerely,

William B. Coulter  
Deputy Chancellor

cww

SHAWNEE STATE COMMUNITY COLLEGE  
LAND PURCHASES INFORMATION  
12-2-83

Street	Seller	Controlling Number	Board Date	Use
921 2nd Street	Elmer Danner	1153	12/20/82	Student Housing
929 2nd Street	Elmer Danner	1153	12/20/82	Student Housing
949 2nd Street	Karleene Johnson	1153	12/20/82	Student Housing
941 2nd Street	Donald Yuenger	1865	6/7/82	Student Housing
1104 2nd Street	Geratric Center	1153	12/20/82	Student Housing
1122 2nd Street	Geratric Center	1153	12/20/82	Student Housing
1112 2nd Street	Geratric Center	1153	12/20/82	Student Housing
1004 2nd Street	Nursing Home	523	10/11/83	Student Housing
1141 2nd Street	Daniel Brown	769	12/5/83	Student Housing
1126 2nd Street	Gay & Taylor	1865	6/7/82	Student Housing
1202 2nd Street	Jerry Copley	1913	5/23/83	Physical Education
1147 2nd Street	Robert Glynn	1913	5/23/83	Office Space
1010 2nd Street	Frank Gerlach	1913	5/23/83	Student Center

SHAWNEE

# STATE COMMUNITY COLLEGE

VICE-PRESIDENT OF TECHNICAL PROGRAMS



Exhibit C

TO: Frank Taylor

FROM: Tom Foti TF

DATE: December 13, 1983

SUBJECT: Practical Nursing Exam Results

The State of Ohio Board of Nursing and Nurse Registration has notified the college that all 32 graduates of the 1983 graduating class have passed their license examination.

Total Possible Score	800
Passing	350
National Mean Score	500
Mean Score of 1983 PN Class	608

The 1983 graduate breakdown (student scores) are:

Above 750	2
749 - 700	3
699 - 650	4
649 - 600	9
599 - 550	7
549 - 500	3
Below 500	4

TF:br