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February 20, 1984 Meeting Minutes

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M I N U T E S

SHAWNEE STATE COMMUNITY COLLEGE
Board of Trustees Meeting
Monday, February 20, 1984

The meeting was called to order by Chairman Jenkins.

ROLL CALL

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

Members Absent: Mr. Hyland, Dr. White, Mr. Baxter

APPROVAL OF MINUTES

The Chairman called for a voice vote for approval of minutes of the January 16, 1984 meeting. The minutes were unanimously approved.

PRESIDENT'S REPORT

Mr. Taylor began his report with item 5 on the agenda, a status report concerning student housing. Mr. McCurdy, college attorney, indicated that he had reviewed the revised bid package developed by Mr. Dues for the development of off campus housing. The revised bid package provides for development of five college owned properties (1004, 1104, 1112, 1122 and 1126 Second Street). A copy of this bid package, dated February 20, 1984, is on file in the Business Office.

Mr. Dues reviewed the bid package with the Board by highlighting those areas that he felt demanded their attention. Mr. Dues then indicated that action for approval of this package should be made within the next ten days so that advertisement for bids could be published by March 16, with a deadline of March 30 for bids to be accepted. Mr. Dues also requested that the Board members provide some input as to which cities the advertisement for bids should be placed.

Mr. Jenkins stated that the proposal would be referred to the Finance Committee for review and a special Board meeting would be called for Board action as soon as possible.

Continuing with the President's Report, Mr. Taylor requested that Dr. Come give a status report of the Promotions Committee. Dr. Come stated that this committee, made up of faculty and administrators, met several times and developed a new promotion policy. A general faculty meeting was held for the purpose of reviewing the proposed policy. During this meeting other ideas and concerns were expressed. The committee attempted to incorporate the same in a revised policy. This revised policy was then placed before the total faculty for a formal vote. A total of 39 faculty members voted, with 15 in favor of the old promotion structure, 16 in favor of the new proposal, and 8 requesting to try to work out another proposal. Whereas this indicated, to the committee, no positive acceptance of the policy they have opted to continue their review.

However, Dr. Come stated that there are several faculty members that are currently eligible for promotion and in order to allow these people to apply for promotion

The Educational Policies Committee reviewed changes to the rules governing the use of College facilities and/or equipment. The major revision was within the area of charges, with a consideration of fees into hourly rates. The Committee approved the changes and recommended adoption of Resolution 7-84. Mr. Brown moved and Dr. Carson seconded the motion to adopt this resolution.

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

Nays: None

Building and Grounds Committee had no report.

Finance Committee - Mr. Morgan

Mr. Morgan stated that the Finance Committee met to review the hospitalization insurance plan for the College. He asked Mr. Hawk to speak to this subject.

Mr. Hawk stated that a committee, Board appointed, had met several times to study the hospitalization plan for employees of the College. This committee met with several company representatives and have recommended to the Finance Committee that the College stay with Blue Cross Hospitalization Plan.

Mr. Taylor concurs with this recommendation. The Finance Committee therefore recommends adoption of Resolution 8-84. Mr. Morgan moved adoption of this resolution and Mrs. Kennedy seconded the motion.

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

Nays: None

During the discussion of the hospitalization plan it was noted that the cost to the Board would be increased by only \$600 for the period of February 1984 through January 1985. Therefore, the Board agreed to pick up the premium cost for faculty and staff. Mr. Hawk stated that the company will trend the contract year to coincide with the College's fiscal year.

Dr. Carson moved Resolution 10-84, hiring of an architect to do architectural design and documentation on property at 949 and 1004 Second Street. Mr. Morgan seconded the motion.

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

Nays: None

The financial report for the period ending June 30, 1983 has been audited by State examiners, and an exit interview has been scheduled for Tuesday, February 21, 1984 at 1:00 p.m. Mr. Hawk invited any Board member that can attend this meeting to please do so.

Mr. Morgan noted that this was the last meeting for Mrs. Kennedy and thanked her for her service to the Board and the College. Mr. Jenkins along with all members of the Board expressed their appreciation of the time and service she has given to the College and presented the attached resolution to Mrs. Kennedy.

by April 1, he would recommend that the old promotion structure be used for the 1983-84 academic year. Mr. Taylor concurred with this recommendation. Therefore, Dr. Carson moved and Mr. Morgan seconded a motion to adopt Resolution 9-84, which approves the continuation of the promotion system now in existence at Shawnee State.

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

Nays: None

Mr. Foti and Dr. Come reported on the status of Technical and Academic Programming respectively. A copy of Mr. Foti's report to the Board is attached and made a part of these minutes. Dr. Come reported that the Parks and Recreation Management Program has very low enrollment and will be phased out over a two year period. He noted that this is an excellent program and is not being phased out for academic reasons, simply for lack of student interest. Discussion has been held to determine how some of the program courses and staff could be used in other academic areas.

Board members reviewed a report on test scores for the Respiratory Therapy Program. (Letter attached to these minutes).

COMMITTEE REPORTS

Mr. Brown stated that the Educational Policies Committee had met and reviewed four policy items.

The Educational Policies Committee reviewed Resolution 4-84, concerning a new policy on committee structure. Committee structure was a concern of the North Central Accreditation Committee, and while many of the committees have functioned on campus, no such policy has been incorporated in the policy manual. Therefore, Mr. Brown stated that the committee recommended, and he moved the adoption of Resolution 4-84. Mr. Rittenour seconded the motion.

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

Nays: None

Continuing his report Mr. Brown stated that the Committee feels strongly that the College should accept interns from other colleges and universities but stated that there is a need for guidelines. Therefore, the committee recommended and Mr. Brown moved the adoption of Resolution 5-85, Policy on Employment of Interns. Mr. Rittenour seconded the motion.

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

Nays: None

A new travel policy incorporating in-state and out-of-state travel guidelines was reviewed by the Educational Policies and Procedures Committee and recommended for adoption. Mr. Brown moved and Mr. Morgan seconded the motion to adopt Resolution 6-84.

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

Nays: None

ADJOURNMENT

Mr. Morgan moved for adjournment.

A voice vote for adjournment was unanimous.


Chairman, Board of Trustees


Secretary, Board of Trustees

RESOLUTION 4-84

Whereas the College has functioning committees, but has never had a formal policy outlining the same, and

Whereas the North Central Review Committee recommended that a policy be developed to identify the existing committee structures, and

Whereas such policy has been developed by Mr. Howard, reviewed by the Administrative Cabinet and the Board Policy Committee, and

Whereas the Policy Committee recommends the same,

Now therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the attached policy applicable to committee structure.

RESOLUTION 5-84

Whereas the College has employed interns and volunteers over the past years, and

Whereas the College has had requests to employ interns and volunteers during the current year, and

Whereas the increased demand for such employment has necessitated the need for a policy, and

Whereas such a policy was prepared by Mr. Howard, discussed with legal counsel and reviewed by the Policy Committee, and

Whereas the Policy Committee recommends the same,

Now therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the attached policy on volunteers and interns.

POLICY ON VOLUNTEER WORKERS AND INTERNS PROVIDING SERVICES TO SHAWNEE STATE
COMMUNITY COLLEGE

Shawnee State Community College may accept the volunteer services of individuals or interns with the approval of the President on a part-time basis or on a full-time basis with the approval of the Board of Trustees. Duties or services of the volunteer may include a variety of functions such as research assistant, program development, continuing education instruction; however, duties shall not include formal student advising, group or individual counseling, or teaching courses for college credit. Duties of interns enrolled in graduate programs are under the direction and coordination of the Vice President in charge of the area in which the intern functions. Volunteer or intern arrangements may be terminated by the President at will.

RESOLUTION 6-84

Whereas the Office of Budget and Management has revised the State Travel Policy, and

Whereas the State Auditor has recently rendered an opinion that educational institutions that are political subdivisions are not required to follow the State policy, and

Whereas the Administrative Cabinet met and recommended developing a policy applicable to only Shawnee employees, and

Whereas this policy was prepared and has been reviewed by the Policy and Procedures Committee, and

Whereas this committee recommends the same,

Now therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the revised policy 9.201 effective April 2, 1984.

SUBJECT In State/Out of State Travel	PROCEDURE NO. 9.201	PAGE NO. 1
	DATE EFFECTIVE	
	ISSUED BY N. Hawk	APPROVED BY

A. Authority for Travel

All travel, in-state or out-of-state, must be authorized and approved by the appropriate administrative supervisor responsible for the expenditure. A supervisor's signature on the Travel Expense Report indicates his approval and the propriety of all expenses and allowances listed as necessary to the performance of travel on official college business. The officials authorized to approve requests are listed below:

President
Vice Presidents

B. Headquarters

For reimbursement purposes, headquarters is Shawnee State Community College, 940 Second Street, Portsmouth, OH.

C. Transportation Expenses

1. Travel by privately-owned automobile

Travel by privately-owned automobile is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements of section 4509.51 of the Revised Code. Reimbursement is authorized at the rate of twenty-two cents per mile. Travel vouchers shall indicate all intermediate destinations between the commencement and termination of travel and vicinity mileage after arrival at destination. Reimbursement shall be made to only one of two or more employees traveling in the same privately-owned automobile. The names of all persons traveling in the same privately-owned automobile shall be listed on the travel voucher.

2. Travel by privately-owned motorcycle

Travel by privately-owned motorcycle is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements of section 4509.51 of the Revised Code. Reimbursement is authorized at the rate of ten cents per mile. Travel vouchers shall indicate all intermediate destinations between the commencement and termination of travel and vicinity mileage after arrival at travel destination.

SUBJECT	PROCEDURE NO.	PAGE NO.
	9.201	2
In State/Out of State Travel	DATE EFFECTIVE	
	ISSUED BY	APPROVED BY
	N. Hawk	

3. Allowable Mileage

Allowable mileage will be actual miles driven from either the employees headquarters or home, whichever is less. Attached to this policy, Section 9.2031, is a listing of frequently traveled to cities and/or places with mileage to be used as a guideline (Exhibit A). Additional miles claimed should be explained on the travel expense report (i.e. Columbus-North, Columbus-airport, etc.)

4. Travel by Common Carrier

Travel by common carrier is authorized. Reimbursement is authorized at the lowest available rate. Institutional funds shall not be expended to pay for unused reservations on common carriers. When charging transportation to the College, persons traveling should instruct the carrier or agency to forward invoices to the Business Office for payment. When transportation is charged, it should be so indicated on the travel report for information purposes only. The used plane ticket must accompany the employee's travel expense form whether reimbursement is requested or the ticket is charged to the institution.

5. Rental of Automobile

Personnel will be reimbursed for rental of automobiles when traveling on official out-of-state business provided such mode of transportation is advantageous to the College over other means of transportation. Rental must have prior approval of the appropriate administrative supervisor listed in section 9.201A.

6. Miscellaneous Travel Expenses

Reimbursement is authorized for parking charges, highway tolls, and other reasonably incurred travel expenses directly related to authorized travel. Miscellaneous travel expenses shall be listed separately on the travel voucher. Any other out-of-pocket expenses, such as road services and towing will not be reimbursed.

7. Required Receipts for Transportation Expenses

Claims for reimbursement for common carrier expenses, and miscellaneous travel expenses exceeding one dollar, except for claims for expenses for bus, taxicab, boat, ferry, and limousine, must be accompanied by receipts. Credit card receipts are not acceptable.

SUBJECT In State/Out of State Travel	PROCEDURE NO. 9.201	PAGE NO. 3
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	ISSUED BY N. Hawk	APPROVED BY

D. Meals and Lodging Expenses Requiring Overnight Lodging (request state rates when appropriate)

Personnel will be reimbursed a maximum of sixty-nine dollars (\$69.00) for any calendar day during which they are on official travel status involving overnight lodging. The calendar day is defined as any twenty-four hour period(s) from time of departure from headquarters to time of return.

Meals for each calendar day of authorized travel will be reimbursed in an amount not to exceed nineteen dollars, regardless of the price of any meal. For example, costs including breakfast of \$4.00 and dinner of \$15.00 would entitle a reimbursement of \$19.00.

Travel for less than a calendar day that requires overnight lodging will be reimbursed up to fifty dollars (\$50.00) including taxes for lodging and the appropriate meals as provided for under part E below.

Reimbursement is authorized for lodging in noncommercial private dwellings to the amount of twelve dollars per calendar day.

Expenses claimed for lodging, meals, and incidentals must be itemized on the Travel Expense Report. Claims for reimbursement for lodging and meals must be accompanied by original receipts. Credit card receipts are not acceptable.

E. Meal Allowances for Travel Not Requiring Overnight Lodging or When Travel Time is Less Than a Calendar Day

Personnel authorized to travel on official College business may claim reimbursement for meals for travel periods less than a calendar day (travel requiring overnight lodging refer to part D). Basis for reimbursement is as follows:

SUBJECT In State/Out of State Travel	PROCEDURE NO. 9.201	PAGE NO. 4
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	ISSUED BY N. Hawk	APPROVED BY

1. Breakfast \$4.00, if the employee departs from his residence before 6:00 a.m. and returns to his headquarters after 9:00 a.m. from travel involving overnight lodging.
2. Lunch \$5.00, if the employee departs from his headquarters before 11:00 a.m. and returns to his headquarters after 1:00 p.m.
3. Dinner \$10.00, if the employee departs from his headquarters before 5:00 p.m. and returns to his residence after 8:00 p.m.

The above allowances include gratuities. Expenses claimed for meals must be itemized on the Travel Expense Report. Claims for reimbursement must be accompanied by original receipts. Credit card receipts are not acceptable.

F. Miscellaneous Expenses

Expenses incurred for stenographic fees, storage of baggage, telephone calls on official College business and rental of equipment or temporary meeting or office facilities necessary for the conducting of official College business may be reimbursed. However, rental of equipment, meeting, or office facilities must be approved by the administrative supervisor prior to agreements being consummated for such rentals.

Expenses incurred for alcoholic beverages are not reimbursable. For reimbursement of entertainment costs see policy 9.206.

- ☐ Miscellaneous expenses must be itemized on the Travel Expense Report.
- Original receipts shall be submitted for all individual miscellaneous expenditures in excess of one dollar. Credit card receipts are not acceptable.

SUBJECT In State/Out of State Travel	PROCEDURE NO. 9.201	PAGE NO. 5
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	ISSUED BY N. Hawk	APPROVED BY

G. Limitations on Reimbursement of Allowable Living Expenses

No allowances for lodging, meals, or miscellaneous expenses may be claimed (1) within the individual's headquarters county, (2) within the county of residence from which the individual commutes to his/her headquarters, or, (3) within thirty miles of the individual's residence.

H. Conference Fee plus Associated Meals and Lodging

Registration fees exceeding fifty dollars (\$50.00) per individual may be paid directly by the College if verification of the fee is provided by the employee. Otherwise, registration fees must be paid by the employee and reimbursement requested. Reimbursement is authorized for reasonable meals and lodging expenses if they are an integral part of the conference. Reimbursement of any expenses under section H of this policy must be verified by receipt, conference brochure identifying applicable cost and/or other documentation with similar validity.

I. Travel Expense Report Form

Requests for reimbursement of travel expenses shall be made on the travel expense report form. Travel expense report forms may be obtained from the Business Office. Each travel report must be completed correctly and in full; including travel points, times, meals, lodging, transportation expenses, and miscellaneous expenses. The form must be properly signed with purpose of travel explained in full. Travel reports that are completed incorrectly will be returned to the traveler.

SUBJECT In State/Out of State Travel	PROCEDURE NO. 9.201	PAGE NO. 6
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EXHIBIT A
MILEAGE GUIDELINE CHART

TO	
Athens, Ohio	172 round trip
Charleston, W.V.	190 round trip
Chesapeake, Ohio	90 round trip
Chillicothe, Ohio	88 round trip
Cincinnati, Ohio	230 round trip
Columbus, Ohio	182 round trip
Columbus Airport	220 round trip
Huntington, W.V.	88 round trip
Ironton, Ohio	56 round trip
Waverly, Ohio	58 round trip

RESOLUTION 7-84

Whereas the policy governing the use of facilities and equipment has not been reviewed for several years, and

Whereas the Administrative Cabinet felt that such a review was in order because of increased operating cost, the renovation of Massie Hall Auditorium, and just general language clarifications, and

Whereas such review was conducted by Mr. Hawk and a revised policy prepared, reviewed by the Administrative Cabinet and the Board's Policy Committee, and

Whereas the Policy Committee recommends the same,

Now therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the attached policy 10.100 and 10.120.

SHAWNEE STATE COMMUNITY COLLEGE POLICY & PROCEDURE

SUBJECT Rules Governing Use of College Facilities and/or Equipment	PROCEDURE NO. 10.100	PAGE NO. 1
	DATE EFFECTIVE	
	ISSUED BY	APPROVED BY

Shawnee State Community College, being a state assisted institution of higher education which is community oriented in its service capacity, encourages use of its facilities by community organizations and groups during those times when such use will not interfere with the regular educational mission and/or bona fide college activities.

The College assumes no responsibility for the views expressed by organizations or groups using the College's facilities, nor do the organizations or groups have any endorsement from the Board of Trustees for their views or opinions.

There is nothing explicit or implicit in this policy which guarantees any tax-exempt or profit-making organization the right to use the College facilities or equipment. The College will review each application and make a determination accordingly whether or not an organization will be granted use of facilities or equipment.

When the College makes its audio-visual equipment available to organizations or groups using the College's facilities, a college staff person will be required to operate the equipment and the organization will be billed for the personnel time involved.

The College will not make any of its instructional or audio-visual equipment, or its non-instructional equipment available to any individual, organization, or group if the equipment is to be used off the Shawnee State Campus.

Any organization or group using College facilities shall agree as a part of its application, that it will indemnify and hold harmless Shawnee State Community College, its Trustees, agents and employees, from any liability, damage, expense, causes of action, suits, claims, or judgements arising from

SHAWNEE STATE COMMUNITY COLLEGE POLICY & PROCEDURE

SUBJECT Rules Governing Use of College Facilities and/or Equipment	PROCEDURE NO. 10.100	PAGE NO. 2
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	ISSUED BY	APPROVED BY

injury to person or personal property or otherwise which arise out of the act, failure to act, or negligence of that organization or group in connection with or arising out of the organization's or group's activities, and to reimburse the College for all damage or loss of College property or equipment. In order to implement such agreement, the College President, or his designee, shall require all applicants to furnish an appropriate policy of insurance.

Any use of College facilities by College or community groups and organizations shall be automatically cancelled when the President makes an announcement indicating that the College will be closed because of inclement weather or other emergency circumstances.

Orderly Meetings

Sponsoring organizations and groups shall conduct orderly meetings. Such gatherings when convened are not to be of a nature as to incite others to violence or destruction. All College, City, County, State, and Federal laws are to be observed by an organization or group using the College's facilities.

Non-Discrimination

Sponsoring organizations and groups are to conduct activities that are not discriminating or abusive to others by reason of race, color, sex, religion, or national origin.

Gambling, Smoking

Gambling is prohibited on campus and smoking must be confined to areas designated for that purpose.

SUBJECT Rules Governing Use of College Facilities and/or Equipment	PROCEDURE NO. 10.100	PAGE NO. 3
	DATE EFFECTIVE	
	ISSUED BY	APPROVED BY

Alcoholic Beverages At Special Events

Consumption, possession, and serving of legal alcoholic beverages is permitted at special events with the approval of the Administrative Cabinet. A written request must be submitted by the chief executive officer of the group making the request to the President of the College. This request must be submitted at least twenty days prior to the event. The President of the College will communicate with the chief executive officer regarding the decision of the cabinet no later than ten days prior to the event. The chief executive officer of the group will assume responsibility for the enforcement and adherence to all State and Federal laws regarding consumption, possession, and serving of legal alcoholic beverages.

Advertising Materials

Signs, placards, posters, and other publicity materials advertising a particular event of a sponsoring organization may be displayed in designated areas of the College. Advertising materials will be removed by Shawnee State personnel immediately following an event, and will be disposed of unless the sponsoring organization requests on the "Space Reservation Form" that they be preserved for the organization. However, the College will not store advertising materials longer than 72 hours following an event.

Equipment Brought Onto Campus

If an organization brings its own, borrowed, or rented props, sets, or other equipment onto Shawnee State's facilities said equipment must be removed from the College premises immediately after the event is concluded. The College assumes no responsibility for protection against damage or loss of an organization's own, borrowed, or rented equipment or materials.

SUBJECT Rules Governing Use of College Facilities and/or Equipment	PROCEDURE NO.	PAGE NO.
	10.100	4
	DATE EFFECTIVE	
	ISSUED BY	APPROVED BY

Responsibility for Damages

The person representing an organization or group making application for use of College facilities or equipment shall be responsible for any damages or loss of the College property or equipment which was damaged or lost. The College may take whatever legal action it deems necessary to rectify the situation and will refuse all future applications from that organization or group to use College facilities.

Reimbursement for Damages

In the event there is property damage or loss incurred by the College as a result of the use of the facility or equipment by any organization or group, the amount of reimbursement to be requested from the user shall be decided by the President or his designated representative.

Maintaining Cleanliness

Any organization or group using College facilities is expected to assure reasonable cleanliness or orderliness of those facilities after such use. Failure by the organization or group to care for Shawnee State property will result in a future refusal to that organization or group to use the facilities.

SUBJECT Procedures for Facility Use	PROCEDURE NO. 10.101	PAGE NO. 1
	DATE EFFECTIVE	
	ISSUED BY	APPROVED BY

All requests for use of College facilities will be made through the Vice President of Finance/Treasurer on a "Space Reservation Form". The form, four part, is to be completed and all copies returned to the Vice President of Finance/Treasurer at least two (2) weeks prior to the requested day of use.

A requesting organization will be notified, by the College, as quickly as possible about approval or denial of its request for space, charges, room numbers, etc.

A requesting organization must submit with the "Space Reservation Form" the necessary documents verifying the indemnification of Shawnee State Community College as per Section 10.100 of the "Rules Governing Use of College Facilities and/or Equipment" policies. Without such verification, the College will not approve the use of its facilities.

Each organization that requests a "Space Reservation Form" shall be given a complete copy of the "Rules Governing Use of College Facilities and/or Equipment" policy.

Once an organization's request is approved, the College will make custodial, maintenance, or other staff arrangements necessary to make the organization's time on campus a pleasant one.

Following the use of campus facilities, an organization will be given an invoice of fees or charges for rent and/or damages incurred as a result of the organization facilities use.

The organization should pay these charges as soon as possible by making the check payable to Shawnee State Community College and sending the same along with a copy of the invoice to the Business Office at the College.

SUBJECT Fees for Classroom Use	PROCEDURE NO. 10.101	PAGE NO. 2
	DATE EFFECTIVE	
	ISSUED BY	APPROVED BY

Tax Exempt Groups

When possible, College facilities will be available to non-profit, tax exempt organizations or groups for meetings. The facilities will not be available for use by the organizations or groups for money-making purposes except when such use is for charitable activities when benefit the community. Charges for use of facilities by tax-exempt organizations or groups during the normal college day of 8:00 a.m. - 11:00 p.m., Monday - Friday, shall be at the following rates:

1. Classroom(s), any size, one day or part thereof -- no charge.
2. Each classroom, any size, two or more days (maximum of 10 days) in succession -- \$10.00 per day after the first day.

Organizations wanting to use facilities at times other than the normal College day will be assessed the above rates plus custodial fees.

Profit-Making Groups

When possible, the College facilities shall be made available to profit-making organizations for meetings, seminars, training sessions, lectures, and public meetings. The facilities will not be available to profit-making organizations for the purpose of earning money for that organization. Charges for use of facilities by profit-making organizations shall be at the following rates:

1. Each classroom, any size -- \$25.00 per day

Organizations wanting to use facilities at times other than the normal College day will be assessed the above noted rates plus custodial fees.

SUBJECT Fees for Activities Center	PROCEDURE NO. 10.101	PAGE NO. 3
	DATE EFFECTIVE	
	ISSUED BY	APPROVED BY

The Shawnee State Community College Activities Center normally will be available to an organization for no more than one day or part thereof at one time. Because of the special nature of the Activities Center, floor, stage, seats, lighting and sound equipment, etc., the College reserves the right to determine which organizations may or may not use this facility.

Fees for use of the Activities Center are as follows:

- Hourly Charges - Non-Profit Organizations
- Center ^{without} theatrical lighting or sound -- \$55.00 / hour
 - Center with theatrical lighting or sound -- \$85.00 / hour
 - Center with theatrical lighting and sound -- \$115.00 / hour

Time will be recorded for set-up, use, and clean-up of the facility. However, these charges do not include any fees for security personnel.

Profit organizations will be charged the same fees as non-profit organizations plus ten percent (10%) of the non-profit organization's cost.

SHAWNEE STATE COMMUNITY COLLEGE POLICY & PROCEDURE

SUBJECT Fees for Massie Hall Auditorium	PROCEDURE NO. 10.101	PAGE NO. 4
	DATE EFFECTIVE	
	ISSUED BY	APPROVED BY

The Massie Hall Auditorium normally will be available to an organization for no more than one day or part thereof at one time. Because of the special nature of the Massie Hall Auditorium, floor, stage, seats, lighting and sound equipment, etc., the College reserves the right to determine which organizations may or may not use this facility.

Fees for use of the Massie Hall Auditorium are as follows:

Hourly Charges - Non-Profit Organizations

Auditorium without theatrical lighting or sound -- \$15.00 / hour

Auditorium with theatrical lighting or sound -- \$40.00 / hour

Auditorium with theatrical lighting and sound -- \$70.00 / hour

Time will be recorded for set-up, use, and clean-up of the facility. However, these charges do not include any fees for security personnel.

Profit organizations will be charged the same fees as non-profit organizations plus ten percent (10%) of the non-profit organization's cost.

Space Reservation Form

Organization _____
 Address _____ Telephone No. _____
 Organization's Key Representative _____
 Address _____ Telephone No. _____

FACILITIES REQUESTED

Please
 Check: Classroom(s) _____ Number of rooms _____
 Massie Hall Auditorium _____ Theatrical lighting _____ Sound System _____
 Activities Center _____ Theatrical lighting _____ Sound System _____
 Day(s) Requested _____
 Date(s) Requested _____
 Time (AM/PM) From: _____ To: _____ Total Hours _____
 Approximate Number of Attendees: _____

DESCRIPTION OF INSTITUTIONAL EQUIPMENT REQUESTED:

(i.e. projectors, tape players, etc.)

ESTIMATED COST
 Classroom(s) _____
 Massie Hall Auditorium _____
 Activities Center _____
 Total Approx. Estimated Cost \$ _____

By signature below the requesting organization agrees to and accepts all conditions as set forth in Shawnee policy 10.100 attached hereto.

Organization Using Facilities
(Organization's Key Representative)

Vice President Finance/Treasurer
SHAWNEE STATE COMMUNITY COLLEGE

- White User
- Yellow V.P. Finance
- Pink Audio Visuals
- Gold Physical Plant

SHAWNEE STATE COMMUNITY COLLEGE POLICY & PROCEDURE

SUBJECT Activities Generating Income or Expenses	PROCEDURE NO.	PAGE NO.
	10.120	1
	DATE EFFECTIVE	
	ISSUED BY	APPROVED BY

Money Exchange -- Student

For student events involving the sale of tickets or the exchange of money, including the payment of royalty or other special fees by any student or student group or organization, prior written approval must be obtained from the Vice President of Student Services. Also, all contracts requiring disbursement of agency funds must be signed by the Vice President of Student Services. Contracts requiring disbursement of any other funds must be signed by the Vice President of Finance/Treasurer.

Money Exchange -- Faculty, Staff

For faculty and staff events involving the sale of tickets or the exchange of money, including the payment of royalty or other special fees, or when a contract is to be entered into by the group or organization which in any way obligates or could obligate the College, prior written approval must be obtained from the appropriate Vice President and all such contracts requiring the disbursement of funds must be signed by the Vice President of Finance/Treasurer.

Faculty/Student -- Faculty Requests

All faculty and student facility use requests, other than as noted above, must be submitted to the Vice President of Finance/Treasurer for approval prior to the use of the facilities.

RESOLUTION 8-84

Whereas the College's hospitalization plan has been reviewed by the Insurance Committee, and

Whereas this committee has recommended to Mr. Taylor, President, that the College remain with Blue Cross under a minimum premium concept as outlined per the attached, and

Whereas the Finance Committee has reviewed this plan and they, along with Mr. Taylor concur with the Committee recommendation,

Now therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby approves Blue Cross as the agent for the College hospitalization plan.

SHAWNEE STATE COMMUNITY COLLEGE

Comparison of Fixed Costs
Blue Cross, EBMC, Buckeye

- Assumption: (1) Claims for the 1984-85 year will be \$150,000.00 and the same for each plan
(2) Each plan calls for 115 contracts

	<u>Blue Cross</u>	<u>EBMC</u>	<u>Buckeye</u>
Claims	\$150,000.00	\$150,000.00	\$150,000.00
Fixed Cost:			
Retention	25,185.00		
Aggregate Stop Loss Premium		4,830.00	6,003.00
Specific Stop Loss Premium		44,339.00	32,002.00
Administrative Fee		7,562.00	9,094.00
Installation Fee		<u>1,550.00</u>	<u>6,000.00</u>
Total Fixed Cost	<u>\$25,185.00</u>	<u>\$58,281.00</u>	<u>\$53,099.00</u>
Percent of Claims	16.79%	38.9%	35.4%
Total Plan Cost	\$175,185.00	\$208,281.00	\$203,099.00

Minimum Premium Plan

Amount		Contracts		Monthly Cost
\$89.63	X	33	=	\$2,957.79
\$219.60	X	82	=	<u>18,007.20</u>
				<u>\$20,964.99</u>

<u>Month</u>	<u>Base</u>	<u>Minimum Premium</u>	<u>Percentage</u>
February	\$20,965	\$ 2,306	11%
March	20,965	11,321	54%
April	20,965	15,724	75%
May	20,965	17,611	84%
June	20,965	18,659	89%
July	20,965	19,497	93%
August	20,965	19,917	95%
September	20,965	20,126	96%
October	20,965	20,546	98%
November	20,965	20,965	100%
December	20,965	20,965	100%
January	<u>20,965</u>	<u>21,594</u>	<u>103%</u>
Total	\$251,580	\$209,231	83.2%

Terminal Liability at 2-1-85 is:

$$\$251,580 - \$209,231 = \$42,349$$

Blue Cross - Current Plan

Single \$77.83
Family 190.51

<u>Month</u>	<u>Total Premium</u>	<u>Institutional Share</u>	<u>Employee Share</u>
February	\$18,380	\$16,003	\$2,377
March	18,380	16,003	2,377
April	18,380	16,003	2,377
May	18,380	16,003	2,377
June	18,380	16,003	2,377
July	18,380	18,380	-
August	18,380	18,380	-
September	18,380	18,380	-
October	18,380	18,380	-
November	18,380	18,380	-
December	18,380	18,380	-
January	<u>18,380</u>	<u>18,380</u>	<u>-</u>
	\$220,560	\$208,675	\$11,885

SHAWNEE STATE COMMUNITY COLLEGE

Claims Experience (Paid)

<u>Period</u>	<u>Blue Cross</u>	<u>Blue Shield</u>	<u>Total</u>
10/82 - 9/83	\$73,475	\$40,315	\$113,790
10/81 - 9/82	139,502	75,116(A)	214,618
10/80 - 9/81	77,988	41,994(A)	119,982

(A) Estimated amount based on the 1982-83 ratio of Blue Shield amount to total claims.