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### May 3, 1984 Meeting Minutes

Shawnee State University

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SHAWNEE STATE COMMUNITY COLLEGE POLICY & PROCEDURE

SUBJECT  Code of Student Conduct	PROCEDURE NO.	PAGE NO.
	7.030	10
	DATE EFFECTIVE March 19, 1984	
	ISSUED BY Howard	APPROVED BY Board of Trustees

Registered Student Organization Sanctions

Registered student organizations may lose privileges or registration for violation of the Code or the regulations contained within the Student Handbook.

Disciplinary Board

All of the above or any other action taken concerning a violation of rules will be handled by the Disciplinary Board. This board will be comprised of the President of the College, Vice President of Student Services, Vice President of Technical Programs, Vice President of Academic Programs, Vice President of Finance.

## M I N U T E S

### SHAWNEE STATE COMMUNITY COLLEGE Board of Trustees Special Meeting Thursday, May 3, 1984

The meeting was called to order by Chairman Jenkins.

#### ROLL CALL

Members Present: Mr. Morgan, Mr. Rittenour, Dr. Carson, Mr. Ferguson,  
Mrs. Andrews, Mr. Jenkins

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

#### NEW BUSINESS

Mr. Hawk distributed copies of a proposed change to the Policies and Procedures Manual. He stated that the legislature of the State of Ohio has passed a Collective Bargaining Bill that went into effect April 1, 1984, and that the college has no policy governing the solicitation of employees while they are on campus. The policy presented to the Board is based upon a policy presently used by the State of Ohio, Department of Administrative Services, and adapted to the needs of Shawnee State. After discussion it was determined that this policy in no way is a deterrent to unionizing activities, but a mechanism for control. Dr. Carson moved and Mr. Ferguson seconded the motion to adopt Resolution No. 12-84.

Ayes: Mr. Morgan, Mr. Rittenour, Dr. Carson, Mr. Ferguson, Mrs. Andrews,  
Mr. Jenkins

Nays: None

Mr. Hawk reported that since the last Board meeting and the adoption of our facilities rental policy, several organizations have requested a reduction in rates. Mr. Hawk stated that, with the help of Pete Duncan, Media Services Director, that he has been surveying other facilities in the area to determine if the rental rates charged by Shawnee State are out of line. He has information from Morehead State University, Marshall University, and Ohio State University, and feels that the costs charged on this campus are not out of line. After discussion, the consensus of the Board members felt that Mr. Hawk should continue to explore costs of other institutions, and to look at actual costs over the past year to determine money loss to the college in the renting of the facilities. They asked for a report to be prepared for the May 20, 1984 regular Board meeting.

## HOUSING

Mr. Taylor reported to the Board that bids were solicited for the renovation of five houses, approved by the Board of Regents for student housing, and that no bids were received. He recommended that the Board develop these houses for student housing with reserve funds. There is \$300,000 currently in the Capital Improvements Bill to renovate three other houses owned by the college for use other than student housing. Also in the Capital Improvements Bill is a request for \$400,000 to purchase additional property on Second Street.


Mr. Taylor also recommended that houses owned by the College at 921, 929, and 941 Second Street be demolished due to the state of deterioration of these houses.

Mr. Taylor recommended that the property at 949 Second Street be renovated and used for housing of the girl's basketball team.

After discussion of these recommendations the Board members directed Mr. Taylor to check with the Ohio Board of Regents, the College attorneys, and others, to determine the feasibility and legality of these recommendations for College owned property and to bring a report of his findings to the May 20, 1984 regular Board meeting.

## ADJOURNMENT

Mr. Morgan moved and Mr. Ferguson seconded a motion to adjourn.

  
Chairman, Board of Trustees

  
Secretary, Board of Trustees

RESOLUTION NO. 12-84

Whereas the State of Ohio passed a Collective Bargaining Bill effective April 1, 1984, and

Whereas the State of Ohio has set up policy rules governing said bargaining,

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby adopts the attached policy "Solicitation Rules Applicable to Collective Bargaining".

SUBJECT  Solicitation Rules Applicable to Collective Bargaining	PROCEDURE NO.	PAGE NO. 1
	DATE EFFECTIVE	
	ISSUED BY	APPROVED BY

### I. Solicitation and Distribution Activities by Non-Employees

- A. An organization or non-employee which intends to solicit or distribute literature to employees must, each visit:
1. Give advance notice of forty-eight hours of such intention by contacting the facility administrator for each facility.
  2. At the time the advance notice is given, provide a list of the names of the persons or alternates who wish access to the premises.
  3. In the event two or more requests for access to a facility for the same or overlapping times has been made, the facility administrator should attempt to provide alternate designated areas. In the event that no alternate designated area is available, the facility administrator will grant access to the available designated area on a rotating basis with equal time for its use.
  4. If the designated areas are unavailable due to a prior reservation, then the facility administrator shall immediately notify the requesting party of such conflict.
- B. An organization or non-employee may solicit or distribute literature in designated areas, provided the employees being solicited are on non-working time. Designated areas are to be determined by the facility administrator and a list of such areas will be made available by the facility administrator upon request.
- C. An organization or non-employee may not distribute literature nor solicit employees in any work area, regardless of the fact that the employees are on non-working time.
- D. An organization or non-employee shall be permitted to submit notices for posting to the facility administrator. Such notices must be a reasonable size so as not to obstruct any other notices. All organizations or non-employees will have equal posting rights to any designated posting area. A list of the designated posting locations will be made available by the facility administrator upon request.
- E. An organization or non-employee shall be permitted to solicit or distribute literature in designated parking lots without providing advance notice.
- F. Any disagreements regarding these rules should be directed to the facilities administrator for a final resolution.

SHAWNEE STATE COMMUNITY COLLEGE POLICY & PROCEDURE

SUBJECT  Solicitation Rules Applicable to Collective Bargaining	PROCEDURE NO.	PAGE NO. 2
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II. Solicitation and Distribution Activities by Employees

- A. An employee may solicit other employees in both non-work and work areas only if all employees involved are on non-working time.
- B. An employee may distribute literature in a non-work area on non-working time only if all employees involved are on non-working time.

III. Disruptive Conduct

- A. The facility administrator reserves the right to regulate any solicitation or distribution activities by any non-employee or employee which disrupts or interferes with the normal work flow at the facility.

IV. Definitions

- A. "Designated area" - means a facility location to be determined by the facility administrator.
- B. "Designated parking lot" - means an area to be determined by the facility administrator where employees and/or visitors park motor vehicles.
- C. "Organization" - means a body of persons established for a specific purpose.
- D. "Facility" - means any work or non-work areas comprising one worksite which is governed by and under the control of Shawnee State Community College, Board of Trustees.
- E. "Facility Administrator" - means persons designated by the President of Shawnee State Community College to be contacted regarding solicitation or distribution activities conducted at any facility under the jurisdiction of the appointing authority.
- F. "Non-employee" - means any person not employed at Shawnee State Community College, or any person not in an active work status.
- G. "Non-work area" - means areas to be determined by the facility administrator, and generally includes lobbies, cafeterias, public areas or designated parking lots.
- H. "Non-working time" - means approved leaves, lunch periods, and before and after scheduled working hours.

SUBJECT

PROCEDURE NO.

PAGE NO.

Solicitation Rules Applicable to Collective Bargaining

DATE EFFECTIVE

ISSUED BY

APPROVED BY

- I. "Solicitation" - means any activity conducted for the purpose of advertising, promoting, or selling any product or service, or encouraging membership in any group, association or organization.
- J. "Work area" - means areas to be determined by the facility administrator, and generally includes offices, work stations, conference rooms and corridors leading directly thereto which are used as an integral part of performing work and any area where the employee performs his/her official duties.
- K. "Working time" - means that time when an employee's duties require that he or she be engaged in work tasks, but does not include an employee's own time, such as meal periods, vacations, time before or after a shift.