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6-17-1984

June 17, 1984 Meeting Minutes

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M I N U T E S
SHAWNEE STATE COMMUNITY COLLEGE
Board of Trustees Meeting
Sunday, June 17, 1984

The meeting was called to order by Vice Chairman Morgan.

ROLL CALL

Members Present: Dr. White, Mrs. Andrews, Mr. Brown, Dr. Carson, Mr. Hyland,
Mr. Ferguson, Mr. Rittenour, Mr. Morgan

Members Absent: Mr. Jenkins

APPROVAL OF MINUTES

Mrs. Andrews moved and Mr. Ferguson seconded the motion to approve the minutes of the May 21, 1984 Board meeting.

Ayes: Dr. White, Mrs. Andrews, Mr. Brown, Dr. Carson, Mr. Hyland, Mr. Ferguson,
Mr. Rittenour, Mr. Morgan

Nays: None

PRESIDENT'S REPORT

Mr. Taylor reported on the status of properties located at 949 and 1004 Second Street. At a previous meeting approval was given to house the College girls basketball team in 949 Second Street and to renovate 1004 Second Street for a Student Center. After a local architectural firm reviewed the houses they felt that the cost to bring 949 Second Street into compliance with State code for student housing would be prohibitive, but that 1004 Second Street could be renovated with minimal effort and cost. Therefore, Mr. Taylor suggested that 1004 Second Street be renovated for student housing for occupancy by September, 1984 and that 949 Second Street be readied for a rental unit for either faculty or staff of Shawnee State Community College.

The Governor has not signed the Capital Improvements Bill, therefore, the college does not know when money appropriated for further expansion will be available.

Continuing his report Mr. Taylor reported that the Natatorium will be completed June 22, 1984. The Business Annex building will be completed in about three weeks.

Mr. Taylor stated that there has been a problem with the concrete surrounding the swimming pool. The concrete was poured at different times and is discolored and slippery in places. The solution to this problem is to carpet the deck area surrounding the pool area. Mr. Hyland moved and Mr. Ferguson seconded a motion to allow the Administration to proceed with whatever needs to be done to put this area in good order.

Ayes: Dr. White, Mrs. Andrews, Mr. Brown, Dr. Carson, Mr. Hyland, Mr. Ferguson,
Mr. Rittenour, Mr. Morgan

Nays: None

Mr. Taylor gave Board members a copy of a letter from John Shupert, Associate Professor of Math, concerning promotion. He also gave them a copy of his reply to Mr. Shupert. Questions from Board members concerning the promotion process were answered by Dr. Come. Dr. Come explained that there was controversy with the promotion process. He explained that there has been a committee working on a new policy, but that no consensus had been reached between faculty and administration. The promotions for Board approval at this meeting are based on current Policy and Procedures Manual Section 5.100. The problem is still being reviewed by the committee.

Continuing his report Mr. Taylor stated that eleven applications for Pixley Grants have been submitted to the Pixley Committee for approval, to be forwarded to the Scioto Area Foundation for consideration. Mr. Taylor will send copies of these applications to Board members.

COMMITTEE REPORTS

Dr. White, Chairman of the Buildings and Grounds Committee, stated that this committee had not met and therefore had no report.

Mr. Brown, Chairman of the Educational Policies Committee, stated that this committee had not met and therefore had no report.

Mr. Morgan, Chairman of the Finance Committee, stated this committee had met and reviewed the 1984-85 budget process. He asked Mr. Hawk, Vice President of Finance to speak to the budget and answer Board members questions.

Mr. Hawk reviewed the budget process and figures with the Board members. (Information attached and made a part of these minutes). After reviewing all of the budget areas, including salaries, Mr. Morgan stated that the finance committee felt this was a realistic budget. The Board proceeded to act on the new budget by proceeding with new business.

NEW BUSINESS

Resolution 14-84 Promotions

Mr. Rittenour moved and Dr. White seconded a motion to approve Resolution 14-84, promotions of faculty members.

Ayes: Dr. White, Mrs. Andrews, Mr. Brown, Dr. Carson, Mr. Hyland, Mr. Ferguson, Mr. Rittenour, Mr. Morgan

Nays: None

Resolution 15-84 Faculty Salaries

Dr. Carson moved and Mr. Hyland seconded the motion to adopt Resolution 15-84, approving Faculty salaries.

Ayes: Dr. White, Mrs. Andrews, Mr. Brown, Dr. Carson, Mr. Hyland, Mr. Ferguson, Mr. Rittenour, Mr. Morgan

Nays: None

Resolution 16-84 Hourly Salaries/Administrators Salaries

Mr. Ferguson moved and Mr. Rittenour seconded the motion to adopt Resolution 16-84, approving hourly employees and administrators salaries.

Ayes: Dr. White, Mrs. Andrews, Mr. Brown, Dr. Carson, Mr. Hyland, Mr. Ferguson, Mr. Rittenour, Mr. Morgan

Nays: None

Resolution 17-84 President's Salary

Mr. Hyland moved and Dr. White seconded the motion the adopt Resolution 17-84, approving the President's salary.

Ayes: Dr. White, Mrs. Andrews, Mr. Brown, Dr. Carson, Mr. Hyland, Mr. Ferguson, Mr. Rittenour, Mr. Morgan

Nays: None

Resolution 18-84 - 1984-85 Budget

Mrs. Andrews moved and Mr. Ferguson seconded the motion to adopt Resolution 18-84, 1984-85 Budget.

Ayes: Dr. White, Mrs. Andrews, Mr. Brown, Dr. Carson, Mr. Hyland, Mr. Ferguson, Mr. Rittenour, Mr. Morgan

OTHER BUSINESS

Dr. White made a motion that the Board of Trustees of Shawnee State Community College go on record stating that their ultimate goal is for Shawnee State to become a four year institution. Criteria for this motion is based on a recent meeting of an Executor group and city officials, pointing out the need for a four year institution. (There are no four year institutions in Ohio within a 90 mile radius). The Board of Trustees of Shawnee State would hope for approval of such a plan from the State since such plan would benefit the State, the local area and industry in the area.

The motion was seconded by Mr. Hyland.

Ayes: Dr. White, Mrs. Andrews, Mr. Brown, Dr. Carson, Mr. Hyland, Mr. Ferguson, Mr Rittenour, Morgan

Nays: None

ADJOURNMENT

Dr. White moved and Dr. Crson seconded the motion to adjourn.

Ayes: Dr. White, Mrs. Andrews, Mr. Brown, Dr. Carson, Mr. Hyland, Mr. Ferguson, Mr. Rittenour, Mr. Morgan

Nays: None

Chairman, Board of Trustees

L. Neil Hawk

Secretary, Board of Trustees

RESOLUTION 14-84

Whereas, The Policy and Procedures Manual (Section 5.100) of Shawnee State Community College provides for advancement in rank, and

Whereas, the Promotion Committee has recommended to Mr. Taylor the promotions listed below, and

Whereas, Mr. Taylor approves and recommends the same promotions,

Now, therefore be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the promotion in rank of the following full time faculty members, said promotion to become effective on the 1984-85 contract:

Sheryl Allison
Linda Nickel
Elizabeth Gowdy
Barbara Mullens
Jane Mayo

Senior Instructor to Assistant Professor
Senior Instructor to Assistant Professor
Instructor to Senior Instructor
Instructor to Senior Instructor
Instructor to Senior Instructor

RESOLUTION 15-84

The Board of Trustees of Shawnee State Community College hereby approves the 1984-85 academic year salaries and contract terms for continuing faculty as listed on the attached print out.

RESOLUTION 16-84

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 1984-85 fiscal year. Salaries to be in effect July 1, 1984.

RESOLUTION 17-84

The Board of Trustees of Shawnee State Community College hereby approves the salary and contract terms for the President of the College. Said salary to be \$58,205 for the fiscal year 1984-85. Salary to be effective July 1, 1984.

RESOLUTION 18-84

Whereas the 1984-85 budget packets have been submitted by all departments and,

Whereas, the Administrative Cabinet has consolidated and reviewed the same, and,

Whereas, Mr. Taylor recommends the attached college budget

Now therefore, be it resolved that the Board of Trustees of Shawnee State College hereby approves the 1984-85 college budget as submitted.

SHAWNEE STATE COMMUNITY COLLEGE

1984-85 Budget Information

- 1). Fund Balances as of June 30, 1983:

| | |
|---------------------|--------------------|
| General Funds | \$1,145,250 |
| Bookstore | 140,068 |
| Plant Funds | 157,463 |
| Total Fund Balance: | <u>\$1,442,781</u> |

- 2). Estimated fund balance for the fiscal year ending June 30, 1984 is \$250,000.00.

- 3). Historically, fund balances have been generated because of the following variables:
 - (1). Income estimates have been based on previous year enrollments with little or no growth projected. Shawnee has grown substantially in past years, thus generating more income than budgeted.

 - (2). Expenditure estimates have been based on the conservative income plus, on the average, the College spends only approximately 80% of the expenditure budget. Thus, income has been greater than budgeted while expenditures have been less than budgeted resulting in annual favorable fund balances.

1984-85 Budget Summary

| | | |
|-----------------------------|----------------|----------------|
| 1984-85 Generated Income(1) | \$5,549,750.00 | |
| Appropriated Fund Balance | 149,631.00 | |
| Total 1984-85 Income | | \$5,699,381.00 |
| 1984-85 Expenditures(1) | | 5,699,381.00 |
| Variance | | -0- |

(1) Detail information is provided on the following computer printouts.

SHAWNEE STATE COMMUNITY COLLEGE

1984-85 Proposed New Positions

| <u>Type/Area</u> | <u>Net Cost</u> |
|--|----------------------------|
| Faculty, Business Area, P/T to F/T | \$8,600.00 |
| Faculty, Engineering Area, P/T to F/T | 9,100.00 |
| Media Specialist | 17,100.00 |
| Media, Pete Duncan, Salary adjustment | 2,850.00 |
| Hourly, Library Clerk, P/T | 5,500.00 |
| Hourly, Receptionist, P/T (Student Serv) | 3,550.00 |
| Administrative, Counselor, P/T to F/T (SS) | 15,650.00 |
| Administrative, Operator/Programmer (ADP) | 15,650.00 |
| Hourly, Print Shop, P/T | 5,000.00 |
| Hourly, Maintenance | 15,700.00 |
| Hourly, Custodians, two | 27,500.00 |
| Hourly, Heating/Grounds employees, four | 38,500.00 |
| Administrative, Public Relations, 9 mo. to 12 mo. | 4,950.00 |
| Administrative, Continuing Education, P/T to F/T | 19,906.00 |
| Faculty, Humanities/Social Sciences | <u>4,075.00</u> |
| Total | <u><u>\$193,631.00</u></u> |