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11-19-1984

November 19, 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
November 19, 1984

The meeting was called to order by Chairman Jenkins.

ROLL CALL

Members Present: Dr. White, Mrs. Andrews, Mr. Brown, Mr. Hyland, Mr. Morgan,
Mr. Jenkins

Members Absent: Dr. Carson, Mr. Ferguson, Mr. Rittenour

APPROVAL OF MINUTES

The minutes of the October 15, 1984 Board meeting were approved by a unanimous voice vote.

PRESIDENT'S REPORT

Mr. Taylor began his report by handing out a letter from Cardinal Industries, Inc. (attached) regarding their interest in developing housing at Shawnee State. Cardinal is proposing single level units to accommodate 104 students, with such units to be located on college property east of the parking lots, from the levee north to the alley. Mr. Taylor also shared a letter sent to Richard Norman (attached), as well as comments regarding his meeting of November 15, 1984 with Mr. Norman, requesting permission to pursue the above. Mr. Taylor explained that this is necessary because the previous OBR approval was for (123 students) but units were located along the 900 and 1000 blocks of Second Street, Portsmouth, Ohio. Mr. Norman must meet with Chancellor Coulter prior to responding to the request. At this time the status of any student housing arrangements with Cardinal is on hold pending OBR approval.

Continuing his report Mr. Taylor gave Board members a copy of his letter to the Honorable Vern Riffe, Jr., regarding funding of the proposed four year institution (see attached). Mr. Taylor reported that Mr. Riffe has indicated that money (\$250,000) needed to finance the feasibility study will be included in the 1985-86 appropriation bill -- whereas there will be no capital improvements bill in 1985 Mr. Riffe agreed that other capital requests contained in Mr. Taylor's letter would be presented in the 1986 capital improvement bill. Mr. Riffe suggested that all building expansion applicable to the initial phase of the establishment of a four year institution be completed by September 1988.

A Board member asked Mr. Taylor if the Ohio Board of Regents had approved the four year institution status at Shawnee. Mr. Taylor replied that such approval had not been requested and thus not received as of this date. However, when such request is made Mr. Taylor anticipates some resistance by the Ohio Board of Regents, but feels that once all political contacts have been properly explained the OBR approval would be secured.

REPORT ON FOUR-YEAR STUDY

Dave Gleason began his report with the statement that this study will provide answers and information for requesting OBR approval of the four year institution concept at Shawnee State.

Phase I of the feasibility study is well under way with Gil Crowell, retired Professor of Higher Education from Florida, working as consultant with the committee.

Mr. Gleason stated that the first question to be answered is - is it feasible to become a four year institution? Research will be instituted to see what services a new institution would provide the area; as well as the economic impact that such an institution will have on the area. Answers must be sought from industry and business on the question of what services can be offered them by the institution.

An overview of the State of Ohio and an area of Kentucky will be completed to include population trends, economic trends, and projected needs and cost for higher education, both locally and nationally.

An historical overview will be conducted to include a general Shawnee State historical review from 1946 through 1975. A study of programs and future curriculum and staffing will be reviewed.

Schools in the area will be surveyed. Elementary, Secondary, and Vocational schools will be included in this survey, in order to project the number of students available for the four year institution. Guidance counselors, high school principals and superintendents will be invited to campus from each of the high school districts that the Committee feels should be included in this study. Shawnee State needs the support of these educators to complete the study and determine their attitude concerning the four year institution, and their assistance in surveying students in their districts. A plan to have these educators on campus for lunch is underway.

A survey of students of Shawnee State is now being conducted. This survey should be completed by November 20, 1984. Mr. Gleason already has 700 surveys that have been returned to him and found only 22 that have said no to the four year institution concept. 97% of the students are in favor of the four year institution at this point in time.

Mr. Gleason has asked Ohio University's cooperation for Shawnee State to survey students on the campuses of OU Chillicothe and OU Ironton. Dr. Bryant, Vice Provost at Ohio University, has indicated that they would cooperate in this project but they will control the survey. Mr. Gleason has prepared a questionnaire for student sampling on these campuses and will present the same to Dr. Bryant for his approval.

Businesses will be surveyed, either by personal interview, telephone, or written information or a combination of all three. Students will be trained to help with this phase of the survey.

All aspects of financial conditions will be analyzed; where we are and where we are going, financial needs for additional faculty, buildings, operating costs; and all of the information will be included in the feasibility study. Also information on changes in organizational structure will be studied, changes will have to be instituted in the organizational structure of the college.

Resources of Shawnee State, faculty, physical facilities, administrators, will be studied and after all of the above statistics have been completed the findings and recommendations of the Feasibility Committee will be presented to the Board of Trustees.

Mr. Gleason also complimented the committee as a whole and said they have worked hard and are doing a great job. The question of need for funds is one that will have to be addressed soon. The amount of \$10,000 has been advanced but will not cover the need. Mr. Gleason indicated that he may have to ask the Board for funds until money is available from the state.

Mr. Jenkins thanked Mr. Gleason for a fine report on the progress of the Feasibility Committee work and stated he felt they had accomplished a great deal in a short time.

Mr. Taylor asked Susan Warsaw, Director of Public Relations, to report on the development project. Mrs. Warsaw stated that some 1400 pamphlets had been mailed to members of the community asking for their support of Shawnee State Community College. To date she has had two responses. However, her feeling is that even if no more responses are received that this is a good effort. The public needs to be aware that Shawnee State is here, Shawnee State needs to be put in the minds of the public. Her suggestion is that in three months a follow-up letter be sent, personally addressed to each person. However, Mrs. Warsaw stated that she needed the thoughts and ideas of Board members as to just how far they want her to go with this development. How big a push do they want? She stated that she needed help from them and perhaps needed to attend some seminars on development to aid her with this project. She suggested that Board members might contact at least 10 people personally concerning a gift to the college. Another idea that Mrs. Warsaw is giving consideration is to have the community throw a party for the College on its tenth anniversary. This would tie in with the four year college study.

Mr. Jenkins suggested that Mrs. Warsaw present a proposal to the Finance Committee on money needs and suggestions for development.

Mrs. Warsaw invited the Board members to a Christmas party to be held on campus on December 6, 1984.

Mr. Jenkins thanked Mrs. Warsaw for her report.

COMMITTEE REPORTS

Policies and Procedures Committee

Mr. Brown, Chairman of the Policies and Procedures Committee made a motion to approve Resolution 36-84, changing the composition of the Coordinating Committee, Mr. Morgan seconded the motion.

Ayes: Dr. White, Mrs. Andrews, Mr. Brown, Mr. Hyland, Mr. Morgan, Mr. Jenkins,

Nays: None

Mr. Brown moved and Mr. Morgan seconded a motion to approve Resolution 39-84 amending Page 7, Procedure 10.101 of the Policies and Procedures Manual, adding Racquet Ball Court time to fee structure.

Ayes: Dr. White, Mrs. Andrews, Mr. Brown, Mr. Hyland, Mr. Morgan, Mr. Jenkins

Nays: None

Finance Committee

Mr. Morgan, Chairman of the Finance Committee, stated that the committee met on Wednesday November 14, 1984, to go over the Statement of Financial Condition for the year ending June 30, 1984. He asked Mr. Hawk to present the financial statement.

Mr. Hawk distributed to members of the Board a schedule of current revenues and expenditures -- budget and actual for year ending June 30, 1984 and also a comparison of current unrestricted fund revenues, expenditures, and other changes for the years ending June 30, 1983 and 1984. (Copy attached and made a part of these minutes). Mr. Hawk went over the statement item for item explaining each area.

During the course of the financial statement it became apparent that enrollment has much bearing on the budget of Shawnee State Community College.

Mr. Hawk stated that the recommended reserve is 3.9 million dollars. As of June 30, 1984 the reserve amount is \$1,169,000. The amount continues to increase but much slower than anticipated.

A deficit budget was approved for the 1984-85 year and depending on enrollment, FTE figures, etc., some adjustments may have to be made in the budget in January or February.

Mr. Hawk also went over the 1st quarter financial report, stating that this only reflects Summer Quarter.

Buildings and Grounds

There was no report from Buildings and Grounds Committee.

Mr. Brown moved and Mrs. Andrews seconded the motion to approve Resolution 37-84, renewal of a lease agreement for a car for use by the President of Shawnee State Community College.

Ayes: Dr. White, Mrs. Andrews, Mr. Brown, Mr. Hyland, Mr. Morgan, Mr. Jenkins

Nays: None

Mr. Hyland moved and Mr. Brown seconded a motion to approve Resolution 38-84, approving the negotiations to purchase properties at 1130 and 1134 Second Street.

Ayes: Dr. White, Mrs. Andrews, Mr. Brown, Mr. Hyland, Mr. Morgan, Mr. Jenkins,

Nays: None

Other Business

Mr. Taylor stated that the property at 903 Second Street will be purchased through the eminent domain law. This is preferred by the owners. There are two appraisers appraising the property at this time.

Mr. Taylor also told Board members that bids for the student center have gone out and that bids will be opened next week. The cost of the new center will be approximately \$200,000 and will replace the house located at 1010 Second Street.

Mr. Taylor gave each board member a copy of a report from the Library/Media Service.

Mr. Jenkins, Chairman of the Board, appointed a nominating committee, to report back at the December meeting with a slate of officers for the 1985 year. The committee will be Mr. Hyland, Chairman, Mr. Brown, and Dr. Carson.

Mr. Hyland moved for adjournment.

A unanimous voice vote was given.


Chairman, Board of Trustees


Secretary, Board of Trustees

Nov 19

RESOLUTION 36-84

Whereas the President's Cabinet has reviewed Dr. Come's request to adjust the membership of Coordinating Council to include two ex-officio (non-voting) members: Director of Library; Director of Continuing Education, and

Whereas the President's Cabinet agrees with this request,

Now therefore, be it resolved that the Board of Trustees directs that the Policies and Procedures manual be changed to reflect this adjustment.

RESOLUTION 37-84

At a meeting of the Board of Trustees of Shawnee State Community College an institution duly organized under the laws of the State of Ohio, duly convened and held on November 19, 1984, a quorum being present and participating throughout, it was on motion duly made, seconded and adopted

Resolved, that the best interest of the College would be served authorizing an officer to enter into a lease or purchase of one motor vehicle.

Now therefore, the Board of Trustees of Shawnee State Community College is hereby authorized to execute the necessary documents for submission to Bank One of Portsmouth, Ohio for the purpose of leasing one motor vehicle and to execute on behalf of the College such notes, security agreements or other documents as may be reasonably requested in connection with such lease.

And be it further resolved, that the foregoing authority shall continue until written notice of the revocation thereof is received by Bank One of Portsmouth, Ohio.

RESOLUTION 38-84

Whereas, the following properties situate in the City of Portsmouth,
County of Scioto and State of Ohio,

1130 Second Street -

1134 Second Street

are required for orderly development of Shawnee State Community College,

Therefore, be it resolved, that the appropriate officers of Shawnee
State Community College, and their agents, ought to be and are hereby authorized
to negotiate and purchase of said properties for the respective appraised values,
and

Be it further resolved, that in the event the negotiations to purchase the
subject properties at their respective appraised values are unsuccessful, the
appropriate officers of Shawnee State Community are hereby authorized and
directed to proceed with the acquisition of the subject properties, and
each parcel thereof, by appropriation.

RESOLUTION 39-84

Whereas, the rental fee for racquet courts was omitted from the schedule of fees approved on October 15, 1984, and

Whereas the need to make this change is essential,

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the amendment of section 10.101, page 7 to add racquetball court time be charged at \$5.00/hour each.

SHAWNEE STATE COMMUNITY COLLEGE

Schedule of Current Revenues—Budget and Actual
Year ended June 30, 1984

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Tuition, Fees, and Other Student Charges			
Instructional	\$1,778,000	\$1,772,156	\$(5,844)
General	215,000	185,165	(29,835)
Activity	23,000	24,985	1,985
Nonresident surcharge	10,000	10,405	405
Lab	45,000	29,677	(15,323)
Application and matriculation	20,000	22,415	2,415
Fines and penalties	17,000	15,785	(1,215)
Diploma fee	2,500	9,570	7,070
Transcripts	1,000	1,362	362
Noncredit instruction	69,000	124,626	55,626
Other	11,500	9,316	(2,184)
Total tuition, fees, and other student charges	<u>2,192,000</u>	<u>2,205,462</u>	<u>13,462</u>
State Appropriations			
Instructional subsidy	2,776,000	2,760,094	(15,906)
Other, through Regents	134,691	134,691	-
Vocational subsidy	240,000	231,183	(8,817)
Total state appropriations	<u>3,150,691</u>	<u>3,125,968</u>	<u>(24,723)</u>
Federal Grants and Contracts	<u>1,051,473</u>	<u>1,051,473</u>	<u>-</u>
State Grants and Contracts	<u>7,535</u>	<u>7,535</u>	<u>-</u>
Local Grants and Contracts	<u>18,070</u>	<u>18,070</u>	<u>-</u>
Sales and Services of Educational Activities			
Department sales	5,000	5,702	702
Copying services	5,000	5,911	911
Total sales and services of educational activities	<u>10,000</u>	<u>11,613</u>	<u>1,613</u>
Other Sources			
Temporary investment income	160,000	188,325	28,325
Rental income	8,000	11,588	3,588
Vending	7,500	15,242	7,742
Other	18,250	28,930	10,680
Total other sources	<u>193,750</u>	<u>244,085</u>	<u>50,335</u>
Total Current Revenues - Budgeted and Actual	<u>\$6,623,519</u>	<u>\$6,664,206</u>	<u>\$40,687</u>

SHAWNEE STATE COMMUNITY COLLEGE

Schedule of Current Expenditures - Budget and Actual

Year ended June 30, 1984

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Instruction and departmental research			
General Studies	\$ 935,122	\$ 992,268	\$(57,146)
Business Technology	354,511	399,286	(44,775)
Public service Technology	65,224	63,915	1,309
Engineering Technology	513,799	521,912	(8,113)
Parks and Recreation	39,906	38,297	1,609
Health Technology	684,626	650,289	34,337
Off Campus Operations	120,759	76,638	44,121
Total instruction and departmental research	<u>2,713,947</u>	<u>2,742,605</u>	<u>(28,658)</u>
Public service			
Noncredit instruction	120,595	120,935	(340)
Pixley Fund	5,924	5,924	-
Ohio Technology Transfer Organization	34,200	34,200	-
Total Public service	<u>160,719</u>	<u>161,059</u>	<u>(340)</u>
Academic support			
Libraries, general	154,282	151,519	2,763
Audio visuals	34,949	33,058	1,891
Academic administration	132,498	132,498	-
Total academic support	<u>321,729</u>	<u>317,075</u>	<u>4,654</u>
Student services			
V.P. of student services	276,479	295,185	(18,706)
Financial aid administration	126,952	125,075	1,877
Learning center	55,832	50,671	5,161
Total student services	<u>459,263</u>	<u>470,931</u>	<u>(11,668)</u>
Institutional support			
Governing board	5,000	999	4,001
President's office	83,670	84,961	(1,291)
V.P. of Finance/Treasurer	176,600	166,262	10,338
V.P. of academic programs	74,966	78,396	(3,430)
V.P. of technical programs	69,725	71,301	(1,576)
Administrative data processing	165,154	165,446	(292)
General expenses	145,750	167,070	(21,320)
Print shop	26,226	36,783	(10,557)
Security	25,000	13,763	11,237
Director of continuing education	34,944	36,856	(1,912)
Public relations	9,650	10,287	(637)
Faculty/staff development	2,900	2,187	713
Self study	-	30	(30)
Legal counsel	15,000	6,141	8,859
Total institutional support	<u>834,585</u>	<u>840,482</u>	<u>(5,897)</u>

SHAWNEE STATE COMMUNITY COLLEGE

Schedule of Current Expenditures - Budget and Actual (Cont'd)
 Year ended June 30, 1984

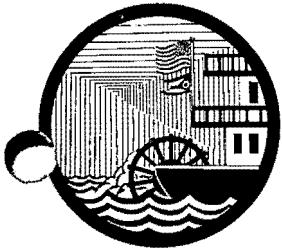
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Operation and maintenance of plant			
Administration	\$ 47,793	\$ 49,049	\$ (1,256)
Custodial and maintenance	438,127	464,958	(26,831)
Utilities	321,200	299,504	21,696
Motor vehicles	9,900	9,658	242
Insurance	<u>24,000</u>	<u>25,364</u>	<u>(1,364)</u>
Total operation and maintenance of plant	<u>841,020</u>	<u>848,533</u>	<u>(7,513)</u>
Scholarships			
Grant-in-aid	<u>1,020,792</u>	<u>1,052,463</u>	<u>(31,671)</u>
Total scholarships	<u>1,020,792</u>	<u>1,052,463</u>	<u>(31,671)</u>
 Total current expenditures - budget and actual	 <u>\$6,352,055</u>	 <u>\$6,433,148</u>	 <u>\$(81,093)</u>

SHAWNEE STATE COMMUNITY COLLEGE

Comparison of Current Unrestricted Funds Revenues, Expenditures, and Other Changes
For Years ended June 30, 1983 and 1984

	<u>Educational and General</u>	
	<u>1982-83</u>	<u>1983-84</u>
Revenues		
Tuition, fees, and other student charges	\$2,235,289	\$2,205,462
State appropriations	2,409,556	2,760,094
Federal grants and contracts	-	-
State grants and contracts	-	5,000
Local grants and contracts	-	-
Sales and services	9,232	11,613
Other sources	209,330	244,085
Total revenues	<u>4,863,407</u>	<u>5,226,254</u>
Expenditures and mandatory transfers		
Educational and general		
Instruction and departmental research	2,276,896	2,532,867
Public service	66,020	120,935
Academic support	257,548	313,397
Student services	345,177	385,350
Institutional support	818,108	833,232
Operation and maintenance of plant	721,426	761,744
Scholarships and fellowships	41,333	47,671
Total educational & general expenditures	<u>4,526,508</u>	<u>4,995,196</u>
Total revenues minus expenditures	<u>336,899</u>	<u>231,058</u>
Transfer among funds - additions/deductions		
Mandatory transfer for		
Matching grant funds	<u>(6,352)</u>	<u>(11,780)</u>
Nonmandatory transfer for		
Renewal and replacement - Plant Funds	149,037	27,884
Current Allocated fund balance	(65,295)	(48,648)
Support to auxiliary enterprises	(30,688)	(55,323)
Support to agency fund	(21,002)	(18,485)
Total transfers	<u>25,700</u>	<u>(106,352)</u>
Net increase/(decrease) for the year	362,599	124,706
Beginning Unappropriated fund balance	437,904	494,003
Board appropriations from Reserves	<u>(306,500)</u>	<u>(148,910)</u>
Ending Unappropriated fund balance	<u>\$ 494,003</u>	<u>\$ 469,799</u>

November 6, 1984



The Honorable Vern Riffe, Speaker
Ohio House of Representatives
Capitol Building
Columbus, Ohio 43215

Dear Vern:

After you and Governor Rhodes spoke to our Board of Trustees on June 17, 1984, the Board unanimously passed a resolution to establish a four year college at Shawnee State. At this point in time we have established a committee of faculty, hourly employees and administrators to do a feasibility study involving the creation of a four year college.

The committee has been working with a consultant for two months on the study, and their tentative estimate of the financial needs to develop the four year college is as follows:

- I. \$250,000 in 1984 to complete the study. This money will be needed for:
 1. Consultant fees.
 2. Travel expenses incurred by consultants.
 3. Facilities Team to evaluate existing facilities and new buildings.
 4. Secretary and supplies.
 5. Printing, mailing, surveys, and advertising.
 6. Campus visits.
 7. Consultant team to plan library acquisitions.
- II. 4 million dollars for start up money to upgrade the faculty, hire program directors/deans, accreditation costs, etc. The money should be divided up over a four year period beginning in 1985.
- III. 5 million dollars in the first year of the 85-87 biennium for land acquisition necessary to expand the present facilities.
- IV. 2 million dollars divided over the next two bienniums for library acquisitions.
- V. 12 million dollars in the second year of the biennium (86-87) for two additional buildings, furniture and equipment. A new library and a new building for classrooms including sciences, math, and language labs, child care facilities, and auditorium, banquet room, and bookstore will be needed.

Page 2

The Honorable Vern Riffe, Speaker

- VI. 2 million dollars dispersed over the next biennium (85-87) for additional parking facilities.
- VII. 6 million dollars in the second biennium (87-89) for additional building to house increased programs.
- VIII. 4 million dollars in the second biennium for renovation of existing facilities to meet the needs of the four year program.

We would plan to begin classes by January 1, 1988.

Sincerely,

Frank C. Taylor

Frank C. Taylor
President

FCT/h1



2040 S. Hamilton Road Columbus, Ohio 43232
(614) 861-3211

November 2, 1984

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

Dear Frank:

The purpose of this letter is to express our desires to work closely with Shawnee State College in developing student housing on your property. We are aware that Shawnee State College is presently a two-year institution and cannot by law construct or own dormitories. Therefore, I feel that we can help your school meet a vital need in attracting more students to your institution through the means of well-built, convenient, clean and affordable housing.

Based on what the needs of your students are at this time, I feel that we should start with housing for no more than one hundred four (104) students. I would suggest that the students be placed in apartment units with four each so as to keep costs down and maximize the benefits to the students. Thus, there would be approximately twenty-eight units including one unit for a resident manager and one for laundry facilities.

The maximum amount of land needed should be less than two acres. If a site is developed by a parking lot and the parking lot can be utilized with the complex, the land needs would be substantially less than two acres. I would hope that this amount of land could be leased from Shawnee State College as land near the College is difficult to obtain for this size project. In addition, the students would benefit through lower rent on a favorable lease.

The apartment complex would be structured so as to be geared for students. The complex, however, would be syndicated to private parties who will take on the risks of this project. Hence the College has no risks in this venture and is thus in compliance with state law. The College's only involvement is to lease the land to the owning partnership and support the housing establishment to its students.

I hope that this proposal is favorable to you and all proper parties involved and is met with swift action. I would be pleased to provide any more information that you might need. I look forward to hearing from you.

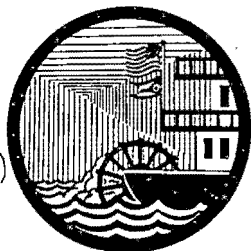
Very truly yours,

A handwritten signature in cursive script that reads 'Bill'.

William A. Leuby, III
Associate General Counsel

WAL/pf

November 14, 1984



Richard Norman, Director
Financial Management
The Ohio Board of Regents
30 East Broad Street
Columbus, Ohio 43215

Dear Richard:


The purpose of this letter is to request permission to change your previous approval to use institutional funds for remodeling ten houses owned by the college for use as student housing. A better situation for the college has resulted from a proposal by Cardinal Industries of Ohio. (see attached letter).

The basic concept of providing housing for 123 students in the ten college owned houses does not change. We now have 17 students living in the nursing home at 1004 Second Street. The units that would be built by Cardinal would not exceed the number of students (123) that were approved for occupancy in the ten houses.

Previous approval had been granted to replace properties that had deteriorated to the extent it was not sound business practice to remodel the property. (Note attached letter of May 18, 1984). Also enclosed is a campus map, outlining in blue, the area that would be leased to Cardinal on which they would construct the housing for one hundred-four students.

I would very much appreciate a letter of consent to make this change in plans.

Sincerely,


Frank C. Taylor
President

William Coulter, Chancellor