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Board of Trustees

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6-17-1985

### June 17, 1985 Meeting Minutes

Shawnee State University

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## M I N U T E S

Shawnee State Community College  
Board of Trustees Meeting  
June 17, 1985

The meeting was called to order by Chairman Morgan.

### ROLL CALL

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

Members Absent: None

### APPROVAL OF MINUTES

Mr. Hyland moved and Mrs. Andrews seconded a motion to approve the minutes of the May 20, 1985 Board meeting.

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

Nays: None

### PRESIDENT'S REPORT

Mr. Taylor introduced Dr. Gleason, Chairman of the Feasibility Study Committee to review Phase I of the study with Board Members. Dr. Gleason gave each Board member a copy of the completed report asking that they first read the acknowledgement page. He then reviewed several charts and shared some of the results of the surveys. Dr. Gleason pointed out that the charts reflect input from business, industry and primary and secondary educational institutions from 22 counties in Ohio and Kentucky. Surveys were also charted that were taken from Shawnee State students, faculty, staff, and alumni. One chart includes the survey results conducted by Ohio University on their campuses at Ironton and Chillicothe. All of the surveys and input from all segments of business, industry, and education give overwhelming support to the creation of a four year college on Shawnee State's campus.

This report ends Phase I of the study and Phase II must now be addressed. Phase II will entail planning and cost analysis of the proposed change to a four year college. Phase III will only be implemented if Phase I and Phase II successfully project the need for a four year college. Phase III being the implementation of the new four year college. Phase II will take about nine months. The goal for beginning the new college is September, 1988.

Dr. Gleason stated that this report would not have been possible without the help of all the committee members and support from the administrative staff of the college, as well as support from area businesses and educational leaders. (A copy of the study will be filed in the Business Office and made a part of these minutes). Actual participants of the study are too numerous to list but are listed in the study.

The consensus of Board members was that the study was an excellent document and Mr. Jenkins moved that a Resolution be drawn to commend the Feasibility Committee for a job well done. Dr. White seconded the motion. Resolution 15-85.

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

Nays: None

Mr. Brown moved and Mr. Hyland seconded a motion to adopt Resolution 13-85, approving the Feasibility report and to move to Phase II of the study to create a four year college at Shawnee State. ←

Mr. Taylor reported to the Board that Mr. Riffe had met with the Ohio Board of Regents members and explained that the feasibility study, Phase I, was completed. He was very direct in stating that the Ohio Legislature would have the responsibility for the creation of the four year college and that the OBR should have no objection to this project. Mr. Taylor also stated that Mr. John Fisher, Chairman of the Board of Nationwide Insurance Company, stated when he spoke to the Chamber of Commerce that a four year institution in this area would be a God send.

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

Nays: None

A Press Conference will be called for Wednesday, June 19, 1985, at 9 a.m. to present Phase I of the Feasibility Study to the media.

#### COMMITTEE REPORTS

Mr. Jenkins, Chairman of the Finance Committee stated that the Finance Committee had met and asked Mr. Foti to speak to appropriation requests for 1985-86.

A copy of the request is attached and made a part of these minutes. Mr. Foti went over each item explaining the need for each. Funding for this appropriation will be from Reserve Funds.

Mr. Jenkins stated that the Finance Committee recommends the approval of these appropriations and made the motion for approval. The motion was seconded by Mrs. Andrews.

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

Nays: None

A request from University Housing for the College to pay H.C. Nutting for soil testing will be referred to the college's attorney to determine if Shawnee State is obligated to pay for this service.

Mr. Jenkins then made a motion that a continuation budget for 1985-86 be adopted and the same shall be equal to the 1984-85 budget. This budget shall continue until the State budget guidelines are approved, and a permanent 85-86 budget can be recommended. Dr. Carson seconded the motion.

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

Nays: None

Mr. Taylor has recommended to the Finance Committee the purchase of three pieces of property on Second Street and the demolition of six properties. (These three plus three properties already owned by the College). The approximate cost of purchasing the additional properties and the demolition of all six is \$165,000. This money, a combination of State and local funds, has been appropriated for land acquisition. Properties to be purchased are: 1212, 1210, and 1208 Second Street. Properties to be demolished in addition to these three listed above are the Cooper, McGraw, and Graf properties.

Mr. Jenkins, as Chairman of the Finance Committee recommended this expenditure from land acquisition money by moving Resolution 16-85 for the purchase and demolition of properties mentioned above. Mr. Ferguson seconded the motion.

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

Nays: None

Dr. White, Chairman of the Educational Policies Committee asked Dr. Come to speak to some changes that have been recommended in the hours and fees at the Natatorium for summer quarter. (These changes and schedule are attached and made a part of these minutes).

After Dr. Come's report, Dr. White recommended in the form of a motion that these fees and schedule be adopted. Mr. Hyland seconded the motion.

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

Nays: None

Mr. Brown, Chairman of the Buildings and Grounds Committee reported that this committee had toured the building site for the new Student Union and the student housing. The Board has been assured that the Student Union will be ready by September 14. The student housing units are taking shape and should be ready by September.

A question of the poor ventilation in the locker rooms of the Natatorium was asked by Mr. Brown. The Board was assured that everything possible is being done to remedy this problem. However, the problem of the locker rooms being small cannot be easily rectified. Mr. Taylor suggested that the showers in the Activities Building can be utilized.

Mr. Hawk brought to the Board a recommendation from the committee that has been reviewing hospitalization plans for college employees that the College continue its contract with Blue Cross/Blue Shield. Some adjustments have been made to the plan. The plan is called a Level Liability plan. Coverage will be the same with the addition of organ transplant coverage.

Mr. Taylor concurs with this recommendation and Mr. Jenkins moved and Dr. Carson seconded a motion to approve the Blue Cross/Blue Shield plan.

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

Nays: None

NEW BUSINESS

Mr. Rittenour moved and Mrs. Andrews seconded the motion to approve Resolution 12-85, employment of Paul Fowler as Program Coordinator/Counselor at SOCF.

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

Nays: None

Upon the recommendation of Mr. Foti, Mr. Ferguson moved Resolution 14-85, employment of Lori A. Klerekoper, as an Instructor in the Occupational Therapy Program. Mr. Brown seconded the motion.

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

Nays; None

After some discussion it was the consensus of the Board that a Resolution of thank you should be given to Susan Warsaw for a job well done for the Birthday Party and that a letter of appreciation should be sent to the Chamber of Commerce from the Board of Trustees. (Resolution 17-85) ←

After some discussion the consensus of Board members agree that all area media should be included in our advertising campaign coverage.

Mrs. Andrews moved for adjournment.

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

Nays: None

*6-30-85, Audited So Here, Alaska E. Scott,  
State Examiner*

RESOLUTION 12-85

Whereas, Jack Lucas has resigned his position with Shawnee State Community College as Program Coordinator/Counselor at SOCF, and

Whereas, Dr. Come posted the position vacancy internally and interviewed all applicants, and

Whereas Dr. Come recommends and Mr. Taylor approves Paul Fowler as the new Program Coordinator/Counselor at SOCF

Now therefore, be it resolved that the Board of Trustees of Shawnee State Community College approves a one year contract for Paul Fowler as Program Coordinator/Counselor at SOCF at a salary of \$13,800 for the 1985-86 fiscal year.

SHAWNEE STATE COMMUNITY COLLEGE

BOARD OF TRUSTEES

RESOLUTION 13-85

WHEREAS on June 17, 1984, the Board of Trustees of Shawnee State Community College went on record stating their ultimate goal is for Shawnee State to become a four-year institution; and

WHEREAS Shawnee State Community College has for approximately nine months been engaged in a feasibility study to determine the need for a four-year college; and

WHEREAS the Shawnee State Community College Board of Trustees has been informed of the progress of the study, as witnessed by the "Feasibility Study Update Report" presented by the chairman of the Feasibility Study Committee on April 15, 1985; and

WHEREAS the original feasibility study plan included three phases; and

WHEREAS the Feasibility Study - Phase I has been completed; and

WHEREAS the Feasibility Study Report finds that it is feasible for Shawnee State Community College to become a four-year degree granting institution, while maintaining two-year associate degree programs and the current technical service district; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees accepts the Feasibility Study Report and its recommendations that Shawnee State Community College become a four-year degree granting institution, while maintaining two-year associate degree programs and the current technical service district; and

BE IT FURTHER RESOLVED that the Board of Trustees directs the college to pursue Phase II of the project.

RESOLUTION 14-85

Whereas, there is a position open in the Occupational Therapy Program,  
and,

Whereas, Mr. Foti has advertised and interviewed for an instructor for  
this position, and

Whereas, Mr. Foti recommends Lori A. Klerekoper be employed, and

Whereas, Mr. Taylor concurs with this recommendation,

Now therefore, be it resolved that the Board of Trustees employs  
Lori A. Klerekoper as Instructor in the Occupational Therapy program  
beginning July 1, 1985 through June 30, 1986 at a salary of \$19, 393.00.



LORI A. KLEREKOPER  
1427 Bonser Avenue  
Sciotoville, OH 45662

EDUCATION: Bachelor of Science, Occupational Therapy  
Eastern Michigan University, 1981

PROFESSIONAL WORK  
EXPERIENCE:  
(3 years) Chief Occupational Therapist, Scioto Memorial Hospital  
Responsibilities include program development for inpatient  
and outpatient treatment of adults and children with  
physical disabilities.

Staff Occupational Therapist, COOR Intermediate School  
Responsibilities included individual and group treatment  
for school age children with developmental disabilities.

CAREER RELATED  
EDUCATION: Management of Specific Hand Injuries  
October 16, 23, 1984

Adaptive Equipment for Handicapped Children  
September 17, 1984

NeuroDevelopmental Treatment Approach to Childhood  
Disorders - September 21, 22, 23, 1983

Basic Course on Bobath for Adult Hemiplegia  
January 13, 14, 15, 1983

Sensory Integration for Children with L.D.  
October 20, 1982

SALARY:  
(Present System) Instructor Level, Step 5, Index 113 x \$13,500 = \$15,311.50  
\$15,311 divided by 3 = \$5,102 x 80% for period of July 1  
to August 30, 1985 = \$4,082.

Occupational Therapy Instructor/Clinical Instructor  
Begin September 5, 1985 to June 15, 1986

RESOLUTION 15-85

Whereas, the Board of Trustees of Shawnee State Community College unanimously accepted the Phase I Feasibility Report as submitted Monday, June 17, 1985, by David Gleason, and

Whereas, the Board was impressed by the document presented as being well planned and professionally prepared, and

Whereas, the Board realizes that only via total committee effort could such a study have been accomplished

That therefore, the Board of Trustees of Shawnee State Community College commends the Phase I Feasibility Committee for their dedication in preparing an excellent report.

RESOLUTION 16-85

Whereas, the following properties situated in the City of Portsmouth, County of Scioto and State of Ohio, are required for orderly development of Shawnee State Community College;

<u>OWNER</u>	<u>PROPERTY ADDRESS</u>	<u>APPRAISED VALUE</u>
Gary Albrecht	1210 Second Street	\$12,500
Dick Spencer	1212 Second Street	12,500
Sherman Briggs	1208 Second Street	25,000

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 the 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 College are hereby authorized and directed to proceed with the acquisition of the subject properties, and each parcel thereof, by appropriation.

RESOLUTION 17-85

Whereas, Shawnee State Community College's Tenth Anniversary was viewed as an overwhelming success, and

Whereas, the media coverage received applicable to the Tenth Anniversary was priceless, and

Whereas, Susan Warsaw and her committees did an outstanding job,

Now therefore, be it resolved that the Board of Trustees of Shawnee State Community College commends Susan Warsaw and her committees for their efforts and dedication in organizing and implementing Shawnee's Tenth Anniversary.

## RESERVING PROCEDURE

### Shawnee State Community College

The Board of Trustees of Shawnee State Community College recognized that fund accounting makes no provisions for depreciation expense. Therefore, it must pledge a percentage of its assets for the repair and replacement of the buildings and equipment necessary for the operation of the College and its programs. Furthermore, it is also necessary to have funds available to establish new programs, provide for faculty and staff development and implement a sound risk management program. To this end, the following reserves are established, but not limited to:

- (A) Building Alternation Reserve - This fund is to provide for the repair, replacement, and modernization of buildings and attached equipment including, but not limited to the following:  
Air conditioning, communications, controls, electrical, heating, plumbing, ventilating, carpeting, etc.

This reserve shall equal 10% of the total investment in buildings - at cost.<sup>1</sup>

- (B) Faculty and Staff Development Reserve - This fund has been established at the request of the President to encourage professional development of faculty and staff.

- (C) Furniture and Moveable Equipment Reserve - These funds are to provide for the replacement of moveable furniture and equipment necessary for the operation of the College and its programs.

This reserve shall equal 10% of the total investment in furniture and moveable equipment - at cost.<sup>1</sup>

- (D) Program Development Reserve - This fund is to provide seed money for the development of new educational programming.

- (E) Unemployment Compensation Reserve - This fund is to meet the College's obligations as a reimbursable employer under the Ohio Revised Code Section 4141.241. Claims are paid by the Ohio Bureau of Employment Services. The College is billed at the end of each quarter. Full payment must be received by the agency within 30 days of the billing.

This reserve shall equal 3% of the of the total salary and wages paid.<sup>2</sup>

- (F) Sick Leave Reserve - This fund is to provide for hiring additional faculty or staff to temporarily fill a position while the regular employee is on sick leave.

This reserve shall equal 3% of the total salary and wages paid.<sup>2</sup>

- (G) Site Improvement Reserve - This fund is to provide for the repair, replacement and/or modernization of parking lots, sidewalks, roads, outdoor lighting, care of grounds, etc.
- (H) Working Capital Reserve - This reserve is to assure our current assets will be sufficient to meet our monthly cash flow requirements.

This reserve shall equal 25% of the Educational and General revenues,<sup>3</sup> as of June 30th each year.

- (1) This information should be based on the current published financial report, Exhibit A.
- (2) This information shall be obtained from total W-2 statements issued each January.
- (3) This information shall be obtained from the current published financial report, Exhibit C.

SHAWNEE STATE COMMUNITY COLLEGE

Appropriation Request  
1985-86

Program Development: (\$20,000)

Occupational Therapy Site Visit	\$1,000	
Physical Therapy Assisting	<u>8,900</u>	
Sub Total		\$9,900

Furniture and Moveable Equipment: (\$82,000)

Respiratory Therapy	9,000	
Occupational Therapy	8,000	
Computer Assisted Design - Drafting	24,370	
Print Shop - Shredder	4,000	
Robotics	<u>15,000</u>	
Sub Total		60,370

Site Improvements: (\$90,000)

Parking Lots	25,000	
Sub Total		<u>25,000</u>

Total Request		<u>\$95,270</u>
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SHAWNEE STATE COMMUNITY COLLEGE

Recommended Reserves  
1979 thru 1984 Fiscal Years

	Recommended Reserve	Pledge					
		6-30-79	6-30-80	6-30-81	6-30-82	6-30-83	6-30-84
A. Building Alterations \$15,771,289 x 10%	\$1,577,129	\$227,440	\$270,929	\$301,121	\$301,121	\$305,000	\$305,000
B. Faculty and Staff Development	50,000	25,000	29,738	33,027	33,027	20,000	20,000
C. Furniture & Moveable Equip. \$4,256,036 x 10%	425,604	61,175	72,851	80,957	80,957	82,000	82,000
D. Program Development	50,000	25,000	29,738	33,027	33,027	20,000	20,000
E. Unemployment Compensation \$3,147,432 x 3%	94,424	19,415	23,138	25,722	25,722	15,000	15,000
F. Sick Leave \$3,147,472 x 3%	94,424	19,415	23,138	25,722	25,722	15,000	15,000
G. Site Improvements 500,000 sq.ft. x \$1 x .25%	125,000	65,161	77,683	86,376	86,376	90,000	90,000
H. Vacation (per circular 21)	152,895	-	-	-	-	104,247	152,895
Sub Total	2,569,476	442,606	527,215	585,952	585,952	651,247	699,895
I. Working Capital Reserve \$5,669,765 x 25%	1,417,441	393,081	393,081	414,341	437,904	494,003	469,799
TOTAL	\$3,986,917	\$835,687	\$920,296	\$1,000,293	\$1,023,856	\$1,145,250	\$1,169,694



# University Housing Company

Four Commerce Park Square • 23200 Chagrin Boulevard • Cleveland, Ohio 44122

May 20, 1985

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

Dear Frank:

Here is a copy of the soils investigation performed by The H.C. Nutting Company of Cincinnati. You should save this in your files as it would be useful for any future construction on adjacent sites. The invoice, which is also enclosed, totals \$5,581.40, within the \$6,000 budget number that we indicated to you. Please pay The H.C. Nutting Company directly.

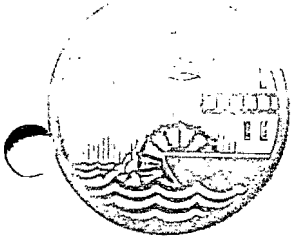
Sincerely,



Paul M. Goldberg

PG:lm

Enc.



May 24, 1985

Mr. Paul M. Goldberg  
University Housing Company  
Four Commerce Park Square  
23200 Chagrin Blvd.  
Cleveland, Ohio 44122

Dear Paul:

In regards to your letter of May 20, 1985, in reference to soil testing by H.C. Nutting Company on land leased by the College to University Housing Company has not been presented to the Board of Trustees. You and I talked about splitting the cost between Univesity Housing and the College, however nothing was ever presented to the Board. I will present this to the Board at our June 20th board meeting.

There may be a problem if the job was not advertised for bids or quotes were not received from other soil testing companies. Also page 7 of the report is missing. I will get back to you after the meeting on the 20th.

Sincerely yours,

*Frank*  
Frank C. Taylor  
President

FCT/h1

SHAWNEE

# STATE COMMUNITY COLLEGE

BOARD Agenda  
Jun 1985



To: Shawnee State Administrative Cabinet

From: Harry Weinbrecht

Date: May 14, 1985

RE: Summer Natatorium Hours

New summer hours will begin on June 10th.

Weekdays - 8:00 a.m. to 9:00 p.m.

Sundays - 1:00 p.m. to 9:00 p.m.

Saturdays - 8:00 a.m. to 9:00 p.m. (This is assuming the summer scheduled classes have sufficient enrollment.)

The Saturday hours will be 10:00 a.m. to 9:00 p.m. if the scheduled classes do not have sufficient enrollment.

Students enrolled in the spring quarter, with a validated ID card, will be able to purchase a summer membership for \$40.00, if they are not attending Shawnee State Summer Quarter. There will be no price break for students attending other colleges, they must purchase a 4 month membership to use the facilities.

The fitness instructors will also observe new working hours.

Weekdays - 4:00 p.m. to 7:00 p.m.

Weekends - 1:00 p.m. to 5:00 p.m.

ah

Whereas,

*the Portsmouth Area Chamber of Commerce chose to recognize the tenth anniversary of Shawnee State Community College by sponsoring a two-day, community-wide celebration, and*

Whereas,

*the members and staff of the Portsmouth Area Chamber of Commerce spent long hours in preparation and execution of the event which took place on June first and second, nineteen hundred and eighty-five, and*

Whereas,

*the Portsmouth Area Chamber of Commerce was the sponsoring organization of two days of fun and festivities that not only honored the college but acted as an occasion to bring many community groups and individuals together in a spirit of unity and pride, therefore be it*

Resolved,

*that we, the Board of Trustees of Shawnee State Community College, thank the Portsmouth Area Chamber of Commerce for its continued support, interest, and dedication to the institution as well as to the community as a whole.*

---

Victor Morgan, Chairman  
Board of Trustees

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Frank C. Taylor  
President