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April 21, 1986 Meeting Minutes

Shawnee State University

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M I N U T E S
Shawnee State Community College
Board of Trustees Meeting
April 21, 1986

The meeting was called to order by Chairman White.

ROLL CALL

Members Present: Mr. Hyland, Mr. Piatt, Mr. Reinhardt, Mr. Ferguson,
Dr. Carson, Dr. White

Members Absent: Mr. Morgan, Mrs. Andrews, Mr. Rittenour

APPROVAL OF MINUTES

Dr. Carson moved the approval of the minutes of the March 17, 1986 Board of Trustees meeting. Mr. Ferguson seconded the motion.

Ayes: Mr. Hyland, Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Dr. Carson,
Dr. White

Nays: None

The Chair recognized and welcomed Mr. William Reinhardt as a new member of the Board of Trustees.

The Chair also welcomed Mrs. Madden-Gridder's journalism class as guests to the meeting.

PRESIDENT'S REPORT

The college has had inquiry from two business men regarding leasing of the old incinerator building to develop a restaurant/bar. On the recommendation of attorneys, Mr. McCurdy, and Mr. McKenzie, and input from the Attorney General's office Mr. Taylor recommended that the Board deny the request. The cost for liability insurance for such an establishment is prohibitive and the College could be subject to liability if insurance coverage was not adequate. The building should continue to be used for storage purposes. The general consensus of the Board was to accept Mr. Taylor's recommendation.

Mr. Taylor continued his report by stating that he, Mr. Hawk, Mr. McCurdy, and Mr. Mckenzie had met with five members of the Attorney General's office to discuss the legal involvement of becoming a University. Land acquisition has always been handled locally with Mr. Taylor doing the negotiating and local attorneys handling the legal work. Under our new status all land acquisition will be handled through the State Attorney General's office, including the acquisition of lands via Eminent Domain.

Architects interested in bidding on the new projects at Shawnee State must apply through the State Architect's office. The State Architect will select three firms and from the list of three, the College Board of Trustees will pick an associate architect. All contracts for these projects will be advertised by the State Architect's office and they will open bids and award contracts to the successful bidders. The State has it's own E.E.O. and prevailing wage offices. All bills are submitted to the State for payment. Our involvement is limited in regard to the selection processes.

Continuing the report Mr. Taylor asked Dr. Come, Academic Vice President to report on the status of the faculty workload committee. Both Dr. Come and Mr. Foti are working on this issue. As a result of the S.E.A. negotiations this past year a committee to explore faculty workload was developed. The composition of the committee is Dr. Come, Mr. Foti, and Dr. Kadel for the administration, Ms. Basham, Dr. Flavin, and Mr. Smith represent faculty.

Dr. Come referenced a publications Faculty Workload: Research and Interpretation written by Dr. Harold E. Yaker, and published by ERIC Clearinghouse on Higher Education. The concensus of the report is that faculty workload is a very complex subject with so many variables that it is almost impossible to study other universities for any real comparison. Dr. Come gave each Board member a copy of a Faculty Load Analysis, Selected Ranks, published in UIS (Faculty Service Report), listing faculty workload at other Ohio colleges and universities.

Dr. Come stated that the committee has no concrete recommendations to make at this time but the committee is still meeting.

Mr. Foti reported on the articulation between Marshall University and Shawnee State on a 1 + 1 plan for Plastics/Chemical Engineering. Students in this program will take all academic classes at Marshall University and Plastics courses at Shawnee State. The students will graduate from Shawnee State. This has been approved by the West Virginia Board of Regents. The cost of expanding and adding classes at Shawnee to cover this program will be covered by a Academic Challenge Grant given Shawnee by the Ohio Board of Regents.

Mr. Hyland moved and Dr. Carson seconded a motion to accept the resignation of Joe Jackson, Controller. Mr. Hyland stated that a letter should be written to Mr. Jackson expressing regret and wishing him all success in his new position.

Ayes: Mr. Hyland, Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Dr. Carson,
Dr. White

Nays: None

Mr. Taylor continued his report by referring to a letter from the Campus Ministry Board requesting aid in finding accomodations for continuing the ministry service for students at Shawnee State. Dr. White turned this matter over to the Buildings and Grounds Committee for their recommendation. (Campus Ministry Letter is attached to these minutes).

A request from Shirley Crothers, Associate Professor of Music, at Shawnee State for funding for a summer music project was referred to the Finance Committee for their recommendation. (Ms. Crothers letter attached to minutes).

Mr. Taylor reported to Board members concerning the make-up of the Provost/President Search Advisory Committee. Each segment of the college, faculty, hourly employees, administrators, and cabinet were allowed to choose one representative to the committee. A member of the community was selected, and the Finance Committee of the Board of Trustees completes the make-up of the committee. However, faculty members who do not belong to S.E.A. were denied the opportunity to vote for a faculty representative.

Roger Sabo, appointed by the Attorney General's office as labor counsel to the college, said that S.E.A. did not violate Article X of the contract, but by not allowing all the faculty to vote was not as per the contract agreement. Therefore, Mr. Taylor recommended that those faculty members not represented be allowed to vote among themselves for a representative to the Advisory Search Committee.

Mr. Hyland made a motion to allow the non-union faculty members to vote for a representative to the Search Committee, expanding the committee to nine members. Mr. Reinhardt seconded the motion.

Ayes: Mr. Hyland, Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Dr. Carson,
Dr. White

Nays: None

Mr. Taylor stated that this is a very workable committee and that he feels it is very important that all segments of the college are represented.

NEW BUSINESS

Dr. Carson stated that the Finance Committee of the Board of Trustees met about ten days ago to discuss the hiring of a consultant to help with the monumental task of reviewing the applications of the candidates applying for the position of Provost/President. Dr. Carson recommended and made a motion to hire the MJL Educational Consultant's firm to aid in this process, as per Resolution 6-86. Mr. Ferguson seconded the motion.

Dr. Lerner provided Mr. Taylor a timetable of meetings and a list of procedures to share with the Board of Trustees. On May 8, 1986 Dr. Lerner will be on campus to meet with the Search Committee to review the timetable and procedures with the committee.

Ayes: Mr. Hyland, Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Dr. Carson,
Dr. White.

Nays: None

Resolution 7-86, establishing a salary range for the Provost/President, was recommended by the Finance Committee and moved for adoption by Dr. Carson, seconded by Mr. Reinhardt.

Ayes: Mr. Hyland, Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Dr. Carson,
Dr. White

Nays: None

Mr. Taylor stated that in a meeting with the Chancellor of the Ohio Board of Regents and other two year college presidents, they were informed that the Ohio Legislature will not allow more than a 4% increase in student fees per year. Therefore, the Finance Committee has recommended a fee increase amounting to approximately 4% beginning with Summer Quarter 1986.

Resolution 8-86, approving student fee increases, was moved for adoption by Mr. Hyland and seconded by Mr. Ferguson.

Ayes: Mr. Hyland, Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Dr. Carson,
Dr. White

Nays: None

The question was asked concerning determination of out-of-state fees. There is no rule of thumb for out-of-state fees. Shawnee made a request to the Ohio Board of Regents that they be allowed to keep out-of-state fees low, due to our proximity to Kentucky, and West Virginia.

OTHER BUSINESS

There being no other business, Mr. Hyland moved that the Board of Trustees go into executive session to discuss personnel matters. Dr. Carson seconded the motion. The Board went into executive session at 8:30 P.M. The Vice Presidents were asked to remain for the executive session.

Ayes: Mr. Hyland, Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Dr. Carson,
Dr. White

Nays: None

Mr. Hyland moved the Board be reconvened, Dr. Carson seconded the motion. The Board meeting was reconvened at 9:30 P.M.

Ayes: Mr. Hyland, Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Dr. Carson,
Dr. White

Nays: None

ADJOURNMENT

Mr. Ferguson moved and Mr. Reinhardt seconded a motion for adjournment

Ayes: Mr. Hyland, Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Dr. Carson,
Dr. White

Nays: None

CHAIRMAN, BOARD OF TRUSTEES

B. Zeile Hawk

SECRETARY, BOARD OF TRUSTEES

March 20, 1986

Shawnee State Community College
Mr. R. Neil Hawk
V.P. of Finance/Treasurer
940 Second Street
Portsmouth, OH 45662

Neil:

It is with mixed emotions that I resign effective April 4 from the position of Controller at Shawnee State Community College. This resignation is precipitated by a firm offer from another company where I will commence employment April 7.

I have very much enjoyed my tenure with Shawnee State Community College and have gained valuable experience. I am very appreciative of the opportunity afforded me by the Board of Trustees, Mr. Taylor, and yourself to improve and expand my vocational skills at such an excellent institution as Shawnee State.

Special thanks goes to my staff in the Business Office who are greatly responsible for the efficient operation of the "financial side" of the College.

Hopefully, my career goals can be realized via my new employment. It will be an interesting and exciting challenge but, aided by my professional growth at Shawnee State, I feel confident that I can meet this challenge.

I have made some good friends at Shawnee and hope to stay in contact with them. Wishing you luck in the conversion to university status as I will be following those happenings closely. Thanking you once again . . .

Respectfully submitted,



Joseph R. Jackson



April 14, 1986

Mr. Frank Taylor and Board Members
Shawnee State University
940 Second Street
Portsmouth, OH 45662

Dear Mr. Taylor and Board Members:

As you know, the arts rarely can sustain themselves financially. As I am writing to you, the Shawnee State University Music-Theatre Department finds itself in both a fortunate and unfortunate position--fortunate because we have now reached a point of artistic quality after several years of building; unfortunate because we have expanded beyond the budget which the University allows us to fund our productions.

In 1968 the former O.U. Portsmouth choir started with 18 willing, but untrained singers, and gave an enthusiastic, but less than artistic concert. Now, 17 years later, the Shawnee State University-Community Choir numbers 35 fine singers, and has performed many high-quality concerts, many stage musicals, and even several operas. This past summer we presented two Gilbert and Sullivan light operas simultaneously, The Mikado, and The Pirates of Penzance. Those in attendance spoke of the outstanding quality of both shows.

All of these first-class productions are expensive to produce. We now find ourselves in the position of having a budget which is barely one-third of the amount needed to continue the excellence we have finally achieved. Without additional funding, we will be forced to drop the stage musicals and operas which have attracted professional-calibre talent as performers, and entertained Portsmouth area audiences on pleasant spring and summer evenings.

We hope we can enlist your help.

Sincerely,

Shirley E. Crothers,
Associate Professor of Music

SEC:mt

PROJECT TITLE: 1986 Summer Show Tour
INCLUSIVE DATES OF PROJECT: June 1-July 15, 1986
COLLEGE DEPARTMENT: Fine Arts/Music
CONTACT PERSON: Shirley E. Crothers, Producer and Vocal Coach
PROJECT DESCRIPTION:

I. OVERVIEW

Shawnee State University, being an institution of higher education, has the responsibility to provide the students, community, and area opportunities for cultural enrichment by presenting artistic performances. We feel we have provided such performances in the past, and would like to continue what could become an annual summer season. We base this expectation on the excellent response we received on our recent Gilbert and Sullivan festivals of Spring and Summer '84 and Summer '85.

II. NEED

We are developing this project because of the need for quality entertainment in the Portsmouth area and surrounding communities. We feel we can offer artistic fare to the Southern Ohio-Appalachian Region by touring the Gilbert and Sullivan light opera, thus promoting not only the arts, but the Portsmouth area and Shawnee State University as well.

III. OBJECTIVES

- A. To provide quality entertainment and cultural enrichment to residents of Southern Ohio-Appalachian region.
- B. To provide performing arts majors opportunities for growth experience as performers.
- C. To promote Shawnee State University as a center of academic and artistic excellence, thus attracting even more talented students.
- D. To promote the Portsmouth area as a supporter of the arts.

IV. PROCEDURE

- A. Audition students and area residents who might be interested in participating in some phase of the opera.
- B. Rehearse for approximately 5-6 weeks before touring.
- C. Contact service organizations, etc. in Appalachian area as possible sponsors.
- D. Tour opera in Southern Ohio-Appalachian area.
- E. Personnel
 - 1. Shirley Crothers, project coordinator/producer
 - 2. Stanley Workman, opera tenor on staff at Memphis State, artistic director
 - 3. John Houston, Music-Theatre graduate on staff at Memphis State; stage director
- F. Special resources person: Bert Crothers will act as booking agent without charge for services.
- G. Evaluation - records kept on numbers and types of audiences.

V. ESTIMATED BUDGET

Costumes, cleaning and repair.....	\$ 500.00
Set, construction and repair.....	500.00
Fees for professional services (2 directors).....	2,000.00
Fees for professional services (producer).....	1,000.00
Touring expenses (gas, food, lodging).....	3,700.00
Booking expenses (phone calls, etc.).....	100.00
TOTAL	<u>\$7,800.00</u>

VI. EXISTING BUDGET AND ESTIMATED INCOME

Current budget.....	\$2,200.00
Estimate of Maximum revenue from touring the show.....	\$4,000.00
Minimum amount needed as start-up money.....	\$5,000.00

Resolution 6-86

The Finance Committee of the Board of Trustees of Shawnee State Community College hereby recommends the employment of MJL Educational Consultants (Dr. Max J. Lerner) as consultant to the Advisory Search Committee in the selection process to fill the position of Provost/President, and

The Finance Committee further recommends the appropriation of \$15,000 from institutional reserves to be expended in the following manner:

- | | |
|--|---------|
| (a) Consultant fee | \$6,000 |
| (b) Other expenditures
applicable to the
Provost/President
search process, ie.,
travel, lodging, meals
etc. | 9,000 |



MJL Educational Consultants Max J. Lerner, Ed.D., Director 1362 Kingsgate Road Columbus, Ohio 43221

April 14, 1986

Dr. George F. White, Chairman
Board of Trustees
Shawnee State Community College
940 Second Street
Portsmouth, OH 45662

Dear Dr. Morgan:

Please consider this letter a contractual agreement between Shawnee State Community College and MJL Educational Consultants for the services of Dr. Max J. Lerner to serve as the consultant to the Provost/Presidential Search Advisory Committee.

MJL Educational Consultants will supply the services as outlined under the Consultant column on the attachment, "Search Procedure and Time Table."

For this service, MJL Educational Consultants will be paid \$6000.00. The consultant's fee will be paid upon billing when the work is completed.

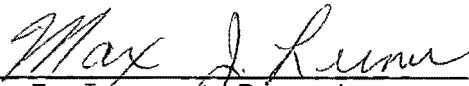
In addition, the Board of Trustees will assume the cost of travel at the rate of \$.20 per mile and hotel expenses when the consultant is required to stay overnight.

The Board of Trustees will absorb mailing and duplicating costs and will pay the expenses of a part-time secretary to assist Dr. Lerner in Columbus at the rate of \$5.00 per hour for approximately 100 hours or \$500. The Board of Trustees will also assume the cost of two or three educational consultants to help review the final applications at the rate of \$200.00 each. These expenses will be billed approximately on a monthly basis.

If you are in agreement with the contents of this letter, please sign in the appropriate space and return one copy to MJL Educational Consultants.

Sincerely,

APPROVED:



Max J. Lerner, Director
MJL Educational Consultants

George F. White, Chairman
Shawnee State Community College

SEARCH PROCEDURE AND TIME TABLE

SEARCH ADVISORY COMMITTEE

SHAWNEE STATE UNIVERSITY

	Consultant	College	Advisory Search Committee	Board	Date
1. Select or appoint a Search Advisory Committee composed of:			*		
2. Meeting of Search Advisory Committee					May 8
3. Define position, publish position description and establish a filing deadline (MAY 31st)	+		*		
4. Distribute position description and request applications.	*	+			May 16
a. State Directors					
b. University placement officers					
c. Selected colleges					
d. Others					
5. Receive and review applications	*	+			June 8
6. Reduce the applicants to 20 - other consultants	*				June 20
7. Review the 20 finalists with the Search Committee and reduce the number to 7.	*	+	*		June 26

Resolution 7-86

The Finance Committee of the Board of Trustees of Shawnee State Community College hereby recommends a salary range of \$60,000 to \$70,000 for the newly created position of Provost/President.

Resolution 8-86

Whereas the President's Cabinet has reviewed student fees,
and

Whereas the Cabinet has recommended to the President student fee
adjustments, and

Whereas these fee adjustments have been recommended by the President
to the Finance Committee, and

Whereas the Finance Committee has recommended these changes to the
Board of Trustees of Shawnee State Community College,

Now therefore, be it resolved that the Board of Trustees approves the
adjustment of student fees as indicated, effective Summer Quarter 1986:

	<u>Current</u>	<u>Proposed</u>
Instructional Fees:		
Full Time	\$290	\$301
Part Time	27/hr	28/hr
General Fee	55	57
Activity Fee	10	10
Out-of-State Fees		
Full Time (Sur-Charge)	50	50
Part Time (Sur-Charge)	4/hr	4/hr
Total Full Time Fees		
In-State	355	368
Out-of-State	405	418
Change Order Fee	1	3
Record Transaction Fee	-	1

FULL-TIME UNDERGRADUATE FEES
1985 Fall Term

<u>UNIVERSITY BRANCH CAMPUSES</u>	<u>Instructional Fee</u>	<u>General/Facilities Fee</u>	<u>Out-of-State Surcharge</u>
(BGSU) Firelands Branch (11-18 hours) (Semester)	\$ 718	\$ 55	\$1,154
(KSU) Branch Campuses (12-18 hours) (Semester)	800	60	800
(MU) Branch Campuses (12 or more hours) (Semester)	835	103	1,250
(OSU) Branch Campuses (12 or more hours)	458	93	904
(OU) Portsmouth Branch and Ironton Branch (11-20 hours)	455	39	30
Other Branch Campuses (11-20 hours)	471	64	667
(UA) Wayne Branch (13.0-16.0 hours) (Semester)	683	176	1,005
(UC) Branch Campuses (12-19 hours)	587	72	929
(WSU) Western Ohio Branch (11-18 hours)	450	53	562

FULL-TIME UNDERGRADUATE FEES
1985 Fall Term

UNIVERSITY <u>MAIN CAMPUSES</u>	<u>Instructional Fee</u>	<u>General/Facilities Fee</u>	<u>Out-of-State Surcharge</u>
Bowling Green (11-18 hours) (Semester)	\$ 790	\$ 186	\$1,154
Central State (15-18 hours)	278	168	387
Cleveland State (12-18 hours)	511	100	611
Kent State (12-18 hours) (Semester)	847	190	800
Miami University (12-20 hours) (Semester)	990	248	1,250
Ohio State (12 or more hours)	458	110	904
Ohio University (11-20 hours)	524	140	667
University of Akron (13.0-16.0 hours) (Semester)	683	176	1,005
University of Cincinnati (12-19 hours)	587	72	929
University of Toledo (12-16 hours)	468	88	705
Wright State (11-18 hours)	450	112	562
Youngstown State (12-16 hours)	375	70	325

FULL-TIME UNDERGRADUATE FEES*
1985 Fall Term

<u>TECHNICAL COLLEGES</u>	<u>Instructional Fee</u>	<u>General/Facilities Fee</u>	<u>Out-of-District Surcharge</u>	<u>Out-of-State Surcharge</u>
Belmont (12 or more hours)	\$ 250	\$ --	\$ --	\$ 50
Central Ohio (12-19 hours)	333	40	--	156
Cincinnati (15 hours)	405	45	--	270
Clark (15 hours)	390	53	--	390
Columbus (12-18 hours)	381	39	--	528
Hocking (12-18 hours)	312	63	--	375
Jefferson (15 hours)	195	30	45	225
Lima (12 or more hours)	295	64	--	350
Marion (12-17 hours)	324	60	--	516
Muskingum (12-18 hours)	320	40	--	450
N. Central (15 hours)	427	63	--	427
Northwest (15 hours)	375	30 (maximum)	--	375
Owens (12-18 hours, semester)	432	60	--	432
Stark (15 hours)	360	60	--	300
Terra (16-19 hours)	336	32	--	432
Washington (15 or more hours)	300	30	--	240
Agricultural Tech (12 or more hours)	458	93	--	904

* Based on full-time charges or 15 credit hours.

FULL-TIME UNDERGRADUATE FEES*
1985 Fall Term

<u>COMMUNITY COLLEGES</u>	<u>Instructional Fee</u>	<u>General/Facilities Fee</u>	<u>Out-of-District Surcharge</u>	<u>Out-of-State Surcharge</u>
Cuyahoga (15 or more hours)	\$ 285	\$ 30	\$ 105	\$ 525
Lakeland (16 hours)	341	40	66	523
Lorain (15 hours)	345	38	98	668
Rio Grande (15 hours)	300	75	75	1,320
Sinclair (15 hours)	285	45	105	285
Edison State (15-18 hours)	285	30	--	285
Shawnee State (12-20 hours)	290	55	--	50
Southern State (12-18 hours)	300	48 (to max. of \$60)	--	48 (to max. of \$60)

* Based on full-time charges or 15 credit hours.