

Shawnee State University

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Board of Trustees

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1-25-1988

### January 25, 1988 Meeting Minutes

Shawnee State University

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## MINUTES

### SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES MEETING JANUARY 25, 1988

The meeting was called to order by Chairman Ferguson.

#### ROLL CALL

Members Present: Mr. Morgan, Ms. Riffe, Mr. Reinhardt, Mr. Thompson,  
Dr. Carson, Mr. Hyland, Mr. Piatt, Mr. Winters,  
Mr. Ferguson

Members Absent: None

#### APPROVAL OF MINUTES

Mr. Hyland moved and Dr. Carson seconded a motion to approve the minutes of the December 14, 1987 meeting.

Ayes: Mr. Hyland, Dr. Carson, Mr. Morgan, Ms. Riffe, Mr. Reinhardt, Mr. Piatt,  
Mr. Thompson, Mr. Winters, Mr. Ferguson

Nays: None

#### REPORT OF THE NOMINATING COMMITTEE

Mr. Morgan, Chairman of the Nominating Committee, presented the following slate of officers for the 1988 year.

Frank D. Hyland, Chairman  
Dr. Raymond Carson, Vice Chairman

Mr. Thompson moved that nominations be closed and accepted for vote. Mr. Reinhardt seconded the motion.

Ayes: Mr. Thompson, Mr. Reinhardt, Mr. Morgan, Mr. Hyland, Dr. Carson,  
Ms. Riffe, Mr. Winters, Mr. Piatt, Mr. Ferguson.

Nays: None

Mr. Thompson stated that Mr. Ferguson had done a tremendous job during the past year and that he learned a lot from Mr. Ferguson.

Mr. Hyland made a motion commending and thanking Mr. Ferguson for the excellent job he has done for the University while serving as Chairman. Ms. Riffe seconded the motion.

Ayes: Mr. Hyland, Ms. Riffe, Mr. Reinhardt, Mr. Morgan, Dr. Carson, Mr. Winters, Mr. Piatt, Mt. Thompson

Nays: None

Mr. Ferguson thanked Board members for their total support and said that he had enjoyed the work. He then turned the gavel over to Mr. Hyland.

Mr. Hyland stated the University is in a transition period and has a tremendous task that will take everybody working together, faculty, students and the Board members, to make the University go.

Mr. Hyland introduced and welcomed Mr. Tom Winters, recently appointed to Shawnee's Board of Trustees by Governor Celeste. Mr. Winters is an attorney associated with the firm of Vorys, Sater, Seymour and Pease in Columbus, Ohio.

#### PRESIDENT'S REPORT

Dr. Ewigleben asked Neil Hawk to report on his area of responsibility. Mr. Hawk spoke to the report being shared with the Board regarding the Hourly Personnel Compensation System. The report identifies classification and pay structure. General information has been shared with supervisors and a report will be presented to all hourly employees.

A final report has been made by Bohm NBBJ on the University Facilities Master Plan. Copies have been distributed to the campus community for their comment and review and study sessions will be held. Mr. Hawk asked each member of the Board to review the report and indicated that a detailed report will be presented at the next Board meeting. Questions on the plan can be directed to Dr. Ewigleben, Mr. Hawk, or Dr. Gleason.

Dr. Gleason reported on the progress of the library project. Preliminary designs of the new library are being prepared. The University hopes for approval of plans by April 1. October 1 is target date to advertise for bids, November 1; target date to receive bids, December 1; to let bids with construction to begin January 1, 1989. Construction will take approximately 16 months. Completion date would be June 1, 1990.

In answer to questions concerning the relocation of Second Street, Dr. Gleason reported that approximately 15 feet on the south side of Third Street will be needed to widen Third Street. The University is working with the City of Portsmouth and the Highway Department on the relocation of Second Street. However, this project will be a part of the next phase of the construction.

Bill Decatur, Budget Director, spoke to the Capital Plan for Higher Education for the biennium beginning July 1, 1988. The Ohio Board of Regents has recommended for Shawnee State \$6,875,000. This amount includes \$2,000,000 for Massie Hall Rehabilitation, and \$2,140,000 for the University Center, assuming we bond some \$2,000,000 making total cost \$4,100,000. \$750,000 has been allocated in this budget for land acquisition.

The Capital Bill should be ready for legislation by March 1. OBM is waiting for Governor's direction. The amounts requested in the Capital Bill are set by Ohio Board of Regents with legislators adding items.

Dr. Ewigleben stated that the \$357,418,430 set by the Ohio Board of Regents may be cut to \$300,000,000. There is no indication where the cut will be made. The question was raised as to how much has already been cut from the University's projected budget. Dr. Ewigleben stated that the University has received some \$24,000,000 of the \$42,000,000 expected over the two bienniums.

The Arts building will be requested in the next capital bill to begin planning and building in 1990 with completion by 1991. The remodeling projects in the Business Annex and the Business and Engineering buildings are coming well.

The next building to be considered will be the Student Union. However, the University will have to issue bonds to complete the funding for this project. The University administration feel that the library is our greatest need. Accreditation is one area that the library plays an important part.

Dr. Ewigleben spoke to the approval by the Ohio Board of Regents of the University's program proposals. It was hoped that the OBR would approve the proposals at their February meeting. It is imperative that the proposals be approved as soon as possible. The University needs positive programs to present to parents and students that are considering entering the University in the near future.

Dr. Ewigleben stated that the preliminary proposals were well accepted by the Ohio Board of Regents and we can only hope for approval soon.

Dick Howard reported on a proposed cooperative agreement between Shawnee State University and U.S. Health of Southern Ohio. This would be a mutual assistance package. The University has no health service, and U.S. Health would offer a referral and service coordination center for use of Shawnee State students. Shawnee would provide counseling services and certain equipment such as audiovisual equipment.

Cay Horr reported that the North Central Accreditation Team will arrive in Portsmouth on February 21. They will be on campus February 22 and 23. The team will want to meet with as many Board members as possible, and Dr. Horr will set up a schedule and be in touch with Board members.

Dr. Addington, Provost, reported that the University has advertised 33 new faculty positions. Some 451 applications have been received. Attached to these minutes is a breakdown of application responses. The University is receiving quality applications and in February they plan to go to Ohio University to recruit new faculty. They may also visit some universities in Kentucky. Screening of applicants will begin February 1; however, late applications will be accepted. Dr. Addington added his concern that the program proposals be approved by the Board of Regents in March, because he feels program approval is critical for the recruitment of faculty.

All committee reports are contained within the minutes.

NEW BUSINESS

Mr. Reinhardt moved Resolution 1-88, approval to apply for a grant from the Ohio Arts Council, Mr. Morgan seconded the motion.

Ayes: Mr. Reinhardt, Mr. Morgan, Ms. Riffe, Mr. Thompson, Mr. Winters, Mr. Ferguson, Mr. Piatt, Dr. Carson, Mr. Hyland

Nays: None

Mr. Thompson moved Resolution 2-88, Settlement Agreement between the Ohio Department of Industrial Relations, Shawnee State University, University Housing, and Mullins Construction Company. Mr. Winters seconded the motion.

Ayes: Mr. Thompson, Mr. Winters, Ms. Riffe, Mr. Ferguson, Mr. Morgan, Mr. Piatt, Dr. Carson, Mr. Reinhardt, Mr. Hyland

Nays: None

Mr. Thompson moved and Mr. Reinhardt seconded a motion to approve Resolution 3-88, employment of two new faculty members.

Ayes: Mr. Thompson, Mr. Reinhardt, Mr. Winters, Ms. Riffe, Mr. Ferguson, Mr. Morgan, Mr. Piatt, Dr. Carson, Mr. Hyland

Nays: None

After some discussion it was the concensus of the Board of Trustees that they had not had adequate time to study the 1988 Budget presented to them at the Board meeting and therefore Ms. Riffe made a motion that Resolution 4-88 be tabled pending further study by the Board. Dr. Carson seconded the motion.

Ayes: Ms. Riffe, Dr. Carson, Mr. Thompson, Mr. Reinhardt, Mr. Winters, Mr. Piatt, Mr. Morgan, Mr. Ferguson, Mr. Hyland

Nays: None

## OTHER BUSINESS

Dr. Ewigleben reminded Board members of the annual meeting of the Association of Governing Boards of Universities and Colleges to be held March 13-15 in Washington, D.C.

The University received approval of the Ohio Board of Regents for an Academic Challenge grant for the 1987-89 biennium. Funds will be used in the Secretarial Technology program. The amount is \$102,931 for the current biennium and is renewable for two additional biennia.

Shawnee State's Productivity Improvement Challenge grant has been recommended by the Regents staff for approval at the February meeting. These funds will be used for Developmental Education.

There have suggestions made for renaming buildings to be more in line with the University status. A committee will be appointed to handle the specifics of these changes.

A new administrative organization chart has been included with materials given to the Board. This chart is for Board members' information and will be presented for approval at the next meeting.

Mr. Morgan moved and Mr. Thompson seconded a motion to move into to executive session to discuss personnel matters. The Board went into executive session at 9:05 P.M.

Ayes: Mr. Morgan, Mr. Thompson, Ms. Riffe, Mr. Ferguson, Mr. Piatt,  
Mr. Winters, Mr. Reinhardt, Dr. Carson, Mr. Hyland

Nays: None

The Board reconvened on motion by Mr. Morgan, seconded by Mr. Ferguson at 9:25 P.M.

Ayes: Mr. Morgan, Mr. Ferguson, Ms. Riffe, Mr. Thompson, Dr. Carson,  
Mr. Piatt, Mr. Winters, Mr. Reinhardt, Mr. Hyland

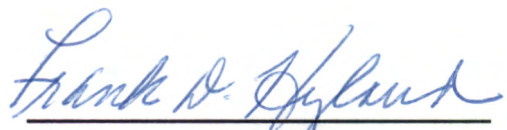
Nays: None

Mr. Morgan moved and Ferguson seconded a motion to elect Dr. Cay Horr as Secretary to the Board of Trustees.

Ayes: Mr. Morgan, Mr. Ferguson, Ms. Riffe, Mr Thompson, Dr. Carson,  
Mr. Piatt, Mr. Winters, Mr. Reinhardt, Mr. Hyland

Nays: None

The meeting was adjourned with a unanimous voice vote.

  
Chairman, Board of Trustees

  
Secretary, Board of Trustees



02-88

SETTLEMENT AGREEMENT

This settlement agreement is made and concluded at Columbus, Ohio by and between the Ohio Department of Industrial Relations (hereinafter "Department") and Shawnee State Community College, Mullins Construction Company, and University Housing Company (hereinafter "Defendants").

1. This agreement arises from a dispute between the Department and Defendants over payment of the prevailing wage as required by Chapter 4115, O.R.C. on the Shawnee State Student Housing Project, Portsmouth, Ohio. The Department has instituted suit against the Defendants in the Common Pleas Court of Scioto County, Case No. 86-CI-537, and in the Ohio Court of Claims, Case No. 87-06804. Defendants deny this claim and have answered accordingly. The parties have agreed to settle this suit and the underlying dispute.

2. This agreement is a full and complete settlement of the above lawsuits and disputes and operates as a mutual release of all claims by the Department against Defendants and Defendants against the Department. The agreement is a compromise of a disputed claim, and is not to be construed as an admission of liability, wrongdoing, or error on behalf of either party to it. The Department and Defendants acknowledge that the facts upon which the agreement are made may hereafter prove to be other or different from the facts now known or believed to be true. The Department and Defendants both assume

IN THE COURT OF COMMON PLEAS  
SCIOTO COUNTY, OHIO

JAMES W. HARRIS, DIRECTOR,  
DEPARTMENT OF INDUSTRIAL  
RELATIONS,

AND

STATE OF OHIO  
DEPARTMENT OF INDUSTRIAL  
RELATIONS,

Plaintiffs,

v.

MULLINS CONSTRUCTION CO., AND  
UNIVERSITY HOUSING COMPANY,

Defendants.

ENTRY OF DISMISSAL WITH PREJUDICE

All matters in controversy having been settled between the parties, for good cause shown and by agreement of the parties, the above-captioned matter is hereby dismissed with prejudice, with costs to be paid by Defendant.

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JUDGE JOHN B. MARSHALL

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DOUGLAS R. FOLKERT  
Assistant Attorney General  
State of Ohio  
Attorney for Plaintiffs  
State Office Tower, 10th Floor  
30 East Broad Street  
Columbus, Ohio 4 3266-0410  
(614) 466-2980

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DATE

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MARK I. WALLACH  
Calfee, Hatter & Griswold  
1800 Society Building  
Cleveland, Ohio 44114  
(216) 781-2166  
Attorney for Defendant  
University Housing Company

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R. DEAN JOLLAY JR.  
Squire, Sanders & Dempsey  
BancOhio National Plaza  
155 East Broad Street  
Columbus, Ohio 43215  
(614) 224-0922  
Attorney for Defendant  
Mullins Construction Co.

SETTLEMENT AGREEMENT

Shawnee State University, University Housing, and Mullins Construction (the parties) have entered into a settlement agreement with the Department of Industrial Relations. Pursuant to that agreement, the parties will pay the amount of \$45,000 to resolve Case No. 86-CI-537 pending in the Court of Common Pleas of Scioto County and Case No. 87-06804 pending in the Ohio Court of Claims. The parties agree that each will contribute 1/3 of the settlement amount and each will pay its own costs, legal fees and other expenses in connection with the two lawsuits.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shawnee State University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mullins Construction

\_\_\_\_\_  
Date

\_\_\_\_\_  
University Housing

RESOLUTION 3-88

The following applicants have been screened, interviewed and recommended by the proper University personnel for employment, and Dr. Ewigleben has reviewed the candidates' credentials and approves employment.

Therefore be it resolved that the Board of Trustees of Shawnee State authorizes the following individuals for employment:

Alexander Alex, Ph.D., as Professor of Economics, Class 4, Step 13	\$34,303
---	----------

Marsha Walker, M.A., as Senior Instructor of Secretarial Technology, Class 1, Step 5	\$20,931
---	----------

Mr. Hank Bias, Assistant Director of Admissions & Men's Basketball Coach, has submitted his resignation, and Dr. Ewigleben recommends that this resignation be accepted;

Therefore be it resolved that the Board of Trustees of Shawnee State accepts this resignation.

**RESOLUTION 4-88**

The Administrative Council of Shawnee State University has presented a balanced budget for 1988 to the Board of Trustees;

This budget has been reviewed by the Finance Committee and recommended for adoption by same;

Therefore be it resolved that the Board of Trustees of Shawnee State University adopts and approves this 1988 Budget.

FACULTY  
APPLICATION RESPONSES  
AS OF 01/25/88

DIVISION OF ALLIED HEALTH

Physical Therapist.....	0-0-1
Sub Total.....	<u>1</u>
Grand Total.....	1

DIVISION OF ARTS & HUMANITIES

American Literature.....	30-14-8
Composition and Rhetoric.....	7-4-1
English Literature.....	16-7-6
Music.....	21-11-7
Art.....	7-0-6
Theatre.....	17-9-6
Sub Total.....	<u>34</u>
Grand Total.....	177

BUSINESS ADMINISTRATION

Chair/Dean.....	18-7-3
Data Processing.....	1-3-2
Finance.....	2-2-5
Management.....	2-4-6
Sub Total.....	<u>16</u>
Grand Total.....	55

TEACHING AND LEARNING

Education.....	5-5-6
Sub Total.....	<u>6</u>
Grand Total.....	16

FACULTY APPLICATION RESPONSES  
PAGE TWO

ENGINEERING TECHNOLOGY

Computer.....	1-3-2
Electrical Engineering.....	2-1-5
Manufacturing.....	3-4-2
Plastics.....	1-2-0
<hr/>	
Sub Total.....	9
Grand Total.....	26

DIVISION OF MATH/SCIENCE

Chemistry.....	7-4-5
Math.....	12-3-6
Physics.....	7-2-4
<hr/>	
Sub Total.....	15
Grand Total.....	50

DEVELOPMENTAL EDUCATION

Director of English.....	4-2-3
Director of Math.....	8-1-3
Director of Reading.....	2-2-1
<hr/>	
Sub Total.....	7
Grand Total.....	26

LIBRARY/MEDIA

Technical Librarian.....	0-3-3
Circulation Librarian.....	0-0-2
<hr/>	
Sub Total.....	5
Grand Total.....	8

FACULTY APPLICATION RESPONSES  
PAGE THREE

DIVISION OF SOCIAL SCIENCE

Geography.....	5-2-1
Physical Education.....	4-4-1
Political Science.....	14-12-8
Sociology.....	12-3-7
Anthropology.....	0-0-4
<hr/>	
Sub Total.....	21
Grand Total.....	77

DIVISION OF SOCIAL SCIENCE & BUSINESS  
JOINT APPOINTMENT

Economist.....	7-4-4
<hr/>	
Sub Total.....	4
Grand Total.....	15

Total Applications processed.....451



**AGENDA  
SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES MEETING  
JANUARY 25, 1988**

- A. Call to Order
- B. Roll Call
- C. Approval of the December 14, 1987 Minutes
- D. Report of the Nominating Committee & Election of Officers
- E. President's Report
- F. Committee Report
- G. New Business
  - 1. Resolution 1-88, Grant Application Approval
  - 2. Resolution 2-88, Acceptance of Settlement Agreement
  - 3. Resolution 3-88, Personnel
  - 4. Resolution 4-88 Approval of the 1988 Budget
- H. Other Business
- I. Adjournment

## RESOLUTION 65-90

Submission of Grant Proposal to ODNR

WHEREAS, Danny Evans, Assistant Vice President of Academic Affairs, is submitting a \$15,000 grant proposal, Project BOW: Boating Ohio Waters to the Ohio Department of Natural Resources; and

WHEREAS, said project will impact the Scioto County area beginning Spring 1991 through 1993, and will provide a comprehensive boating and water safety program for public school teachers and college faculty members, students and public service personnel;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees approves submission of the grant listed above and ratifies submission of said grant.

## RESOLUTION 66-90

Personnel Actions

WHEREAS, the following applicants have been screened, interviewed, and recommended by proper University personnel for employment, and Dr. Veri has reviewed the candidates' credentials and approves employment;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the following individuals for employment at the stated salary:

- o Marla Stickle  
Post Secondary Education Advisor for the Rural Demonstration  
Laboratory Project  
Development Education/Learning Center  
Annual salary of \$26,333 (subject to continued funding)
- o Patricia A. Merkle  
Assistant Professor, Class II, Step 3  
Temporary Winter and Spring Quarters 1990-91  
Center for Research and Development in Teaching and Learning  
Nine month salary of \$26,640 (prorated for Winter and Spring  
Quarters)

**REPORT OF THE QUALITY OF UNIVERSITY LIFE COMMITTEE****1.0 Information and Reports****1.1 Admission Briefing**

Ms. Rosemary Poston presented a briefing on the Office of Admission. She presented information concerning the department's mission, a summary of major activities and projects under development, as well as goals and objectives. The Office of Admission is responsible for the University's publications, advertising, and video. Its staff is dedicated to recruiting high school students and assisting students already enrolled at SSU.

**1.2 University Center Report**

Dick Howard presented a report prepared by John Ketter, consultant for the University Center. The report presented a recommendation on staff to operate the new University Center. Mr. Ketter not only recommended staff, but also presented perceptions regarding policies and job descriptions. This report is to be reviewed by committee members and discussed at the next committee meeting.

**1.3 Agenda for the Board Retreat**

The committee discussed the format, participants, and topics to be discussed in the Quality of University Life portion of the Board Retreat.

**REPORT OF THE FINANCE AND FACILITIES COMMITTEE****1.0 Administrative/Finance Issues****1.1 Cash Reconciliation**

Attached is Mr. Moore's letter indicating the status of our cash reconciliation.

**1.2 Board Retreat (12/7 and 12/8/90)**

The Committee discussed the Board retreat and numerous topics that could be discussed on December 8, 1990. The topics chosen are Shawnee State's future capital request (plan) and Governor-Elect Voinovich's position on higher education and how he intends to provide the funding.

**1.3 Budget Fee Payment Plan**

The attached information summarized the action associated with this plan for Summer and Fall 1990.

**2.0 Facilities****2.1 University Center Project**

A pre-bid meeting was held on October 30, 1990 at Shawnee State University. The Associate Architect, Baxter, Hodell, Donnally, Preston, conducted the meeting and approximately nine general contractors and twelve other prime contractors attended the meeting.

The bid opening was held November 15, 1990, in the State Architect's Office, at 2:00 p.m.

**2.2 Second Street Relocation**

The University Growth Committee met during the week of November 5, 1990, to review with E.G. & G., consulting engineers for this project, various schemes for relocating Second Street. Minutes of these meetings are attached along with a sketch of the agreed to scheme for the relocation.

**3.0 Action Items**

- 3.1 Resolution 67-90 - Shawnee State Development Foundation Policies.** As the sole member of the Shawnee State University Development Foundation, the Board of Trustees of Shawnee State University is in a position of ratifying the group's action. At the Foundation's last meeting, held on September 21, 1990, the members accepted three resolutions which greatly affect the policy under which the fund operates. As the resolutions deal primarily with financial matters, the Finance and Facilities Committee reviewed and recommends that these policies be ratified by the Board of Trustees.

- 3.2 Resolution 68-90 - Administrative Salary Recommendation. Current University financial conditions were reported on and discussed. Areas covered were fiscal year 1990 financial statement, FY 91 budget and how to fund additional costs associated with the new SEA contract, improved staff hospitalization benefits, and proposed administrative salary increase. Also, the committee discussed income losses that could result if the State of Ohio initiates higher education budget reductions and if the SOCF program has to be reduced.
- 3.3 Resolution 69-90 - Property Acquisition. Neil Hawk and Ron McKenzie, general counsel, have been meeting with the property owners listed below in the hope of reaching a mutually agreed to purchase price. The Board will be asked to approve a resolution that outlines the purchase process.

Lynn Wittenburg  
Jacqueline Waddell  
Fairybelle Lockhart  
Dudley Nichols  
Madelyn Gammon  
Emma Reilly  
Campus Ministry  
Rivertown Apartments, Inc.

To: Neil Hawk  
From: Ray Moore  
Date: October 31, 1990  
Subject: Bank Reconciliation

The following is a report on the status of bank reconciliations as of October 31.

The months of July and August are completed. The month of September has started but is not completed as of this date. The recent faculty job action made is necessary to direct time from the reconciliation process to support the academic function. With the settlement of the action, the staff has resumed working on both September and October reconciliations.

We would anticipate that September and October will be fully reconciled before the end of November and that November will be well under way. I am planning to review the reconciliation process with the staff in November and may refine our plans and expectations.

If you have any questions, please contact me.

kam1812


Shawnee State University  
Facilities and Finance Committee  
Budget Payment Plan Report  
Summer and Fall 1990

The Shawnee State University Board of Trustees approved a budget payment plan during the April 1990 board meeting. At this meeting, members of the Facilities and Finance Committee requested that the Bursar's Office provide their committee with a report on the status of the payment plan during November or December 1990.

A survey of students participating in the payment plan during fall quarter indicated that 31 of the 207 students could have paid their fees in full by the first day of the quarter. Without the implementation of the Shawnee State University Budget Payment Plan 176, (207-31), students would have been dismissed for non-payment of fees. The dismissal of the 176 students would have decreased revenues by over \$300,000.00.

The information contained in the attached report reflects the positive impact that the Shawnee State University Budget Payment Plan has had on Shawnee State University's enrollment. After you have reviewed this information, we are confident that you will agree with us that the payment plan is working as intended.

Respectfully submitted

  
John Welton  
Bursar



Shawnee State University  
Budget Payment Plan Report  
Summer and Fall 1990

<u>STUDENT INFORMATION</u>	<u>SUMMER 90</u>	<u>FALL 90</u>	<u>TOTALS</u>
Applications submitted	91	207	298
Applications accepted	51	207	258
Residency Status:			
In-state students	45	176	221
Out-of-state students district	5	31	36
Out-of-state students	1	0	1
Credit hour information:			
Full time students (> 12 hours)	20	154	174
Part time students (< 12 hours)	31	53	84
Total credit hours (all students)	438	2486	2924
Total FTE credit hours	390	2159	2549
Sex:			
Male	14	67	81
Female	37	140	177
Class Ranking:			
Freshman	18	51	69
Sophomore	24	67	91
Junior	4	58	62
Senior	5	31	36
 <u>FINANCIAL FACTS</u>			
Income:			
Subsidy	\$13,161.06	\$218,485.74	\$231,646.80
Instructional fees	18,790.00	100,888.00	119,678.00
General fees	2,316.00	12,252.00	14,568.00
Lab fees	240.00	1,512.00	1,752.00
Out-of-state fees	578.00	3,850.00	4,428.00
Bookstore sales	569.00	5,145.82	5,714.82
Budget application fees	1,530.00	6,210.00	7,740.00
Interest/late fees	8.79	0.00	8.79
Total revenue	<u>\$37,192.85</u>	<u>\$348,343.56</u>	<u>\$385,536.41</u>

NOTE: 27 students withdrew due to the job action. The students withdrew after the 14th day of the quarter, therefore, Shawnee State University can claim the students for FTE subsidy. The loss of the partial tuition and fees from the students action was \$15,188.00.

Shawnee State University  
Budget Payment Plan Report  
Summer and Fall 1990

FEE COLLECTION DATA

Summer 1990:

100% collection rate for tuition and fees

Fall 1990:

As of November 7, 1990:

207 students made 1st payment

173 students made 2nd payment

7 students have made arrangements to pay 2nd payment by November 15.

27 students have withdrawn

83 students are paid in full

Collection rate thru 2nd payment period of fall quarter is 98%

November 6, 1990

Dr. Clive Veri  
Shawnee State University  
940 Second Street  
Portsmouth, OH 45662

Dear Dr. Veri:

The following is a summary of the Relocation of Second Street Meeting held at Shawnee State University on November 5, 1990.

1. Those in attendance were:

Clive Veri, President, Shawnee State University  
Neil Hawk, Vice President of Finance, Shawnee State University  
David Gleason, University Planner, Shawnee State University  
Orville Ferguson, Shawnee State Board Member  
Tim Thoroughman, Construction Manager, Shawnee State University  
Jeff Bauer, UFA, Shawnee State University  
Mayor Gerlach, Mayor of Portsmouth  
Howard Griffin, Councilman  
Russ Kreager, City Service Director  
Russ Schwetz, City Engineer  
Captain McKinnon, Police Department  
Bob Story, Fire Chief  
Phil Hancock, Fire Department  
Barney McKinney, Resident  
Harry Papay, Columbia Gas  
Robert Greytak, E. G. & G., Inc.  
John Grossmann, E. G. & G., Inc.

2. David Gleason, University Planner, presented an overview of the current and projected growth for the University campus.
3. John Grossmann and Robert Greytak of E. G. & G., Inc., Consultants for the project, presented:
- The Engineering Design Criteria
  - The Alternatives:
    - Four (4) alternatives for the west end
    - Four (4) alternatives for the east end

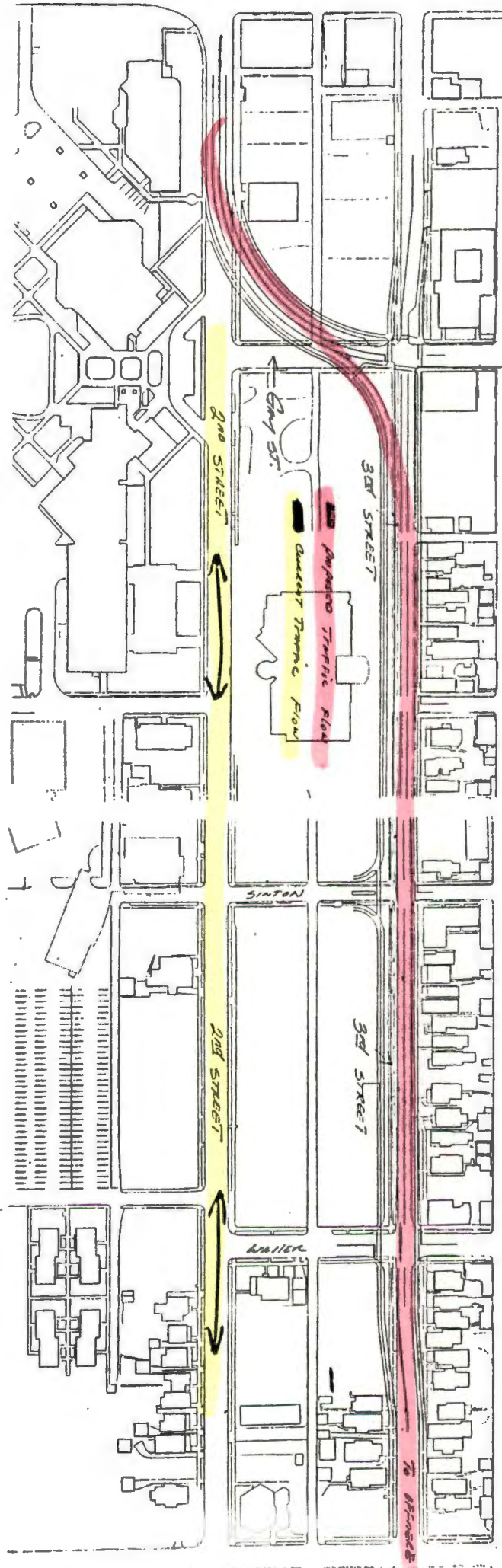
Second Street Relocation  
Summary of Meeting

4. Based on input from the committee members, a unanimous consensus was achieved regarding the relocation of Second Street. The following summarizes the consensus:
  - A) The relocated Second Street to be four lane, including Third Street from Gay to Offnere and including the west leg. Parking will be provided for the north side of Third in front of the residences. Evaluation providing for 40 mph design speed will be made; posted speed will remain at 25 mph.
  - B) **East end:**
    - i. The relocated Second Street is to continue straight on Third Street, that is, continue with an improved Third Street from Waller to Offnere (Alternate 4E).
    - ii. The east end treatment will include the intersection of Third and Offnere with signalization as warranted.
  - C) **West end:**
    - i. Alternate 3W was selected as the basis for the west leg. Design modifications will be made to incorporate the following changes:
      - **Third Street** between Gay and Chillicothe will be **one-way west bound**.
      - **Third Street** will be designed so that there is **uninterrupted traffic** flow between Offnere and Chillicothe. There would be no stop at Gay Street for west-bound traffic on Third Street.
      - There would be a **stop at Third Street** for north-bound traffic on Gay Street.
5. Next Steps to Include:
  - A) **Review** of revised selected alternatives including campus entrances with **ODOT**.
  - B) **Review** of same with **City Planning Commission**.
  - C) **Review** of same with **City Council** and Ordinance to Proceed.
  - D) **Presentation** to Shawnee State University **Board of Trustees**.
6. **The Shawnee State University Growth Committee** will be kept informed of progress.

Sincerely,

David L. Gleason, Ph.D.  
University Planner

ka:9076



## RESOLUTION 67-90

Approval of Development Policies

The policies listed below have been reviewed by the appropriate University committees and/or individuals as well as the President's Council.

WHEREAS, President Veri recommends these policies to the Finance and Facilities Committee; and

WHEREAS, the Committee concurs with the recommendation, and therefore recommends the adoption of these policies to the Board of Trustees;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the adoption of the policies listed below:

- o Gift Credit
- o Income Distribution
- o Endowment Funds

RESOLUTION 1990 3

WHEREAS

The Shawnee State University Development Foundation understands that financial support from the University's friends is not a right but a privilege, and the contributors to the University deserve our most sincere appreciation and thanks, and

WHEREAS

The Foundation members seek to honor donors for their support in order to show that appreciation, therefore be it

RESOLVED

That the attached policies on Gift Credit be accepted for inclusion in the Policies and Procedures of the Shawnee State University Development Foundation

## GIFT CREDIT

Gifts to the Shawnee State University Development Foundation are credited by the Foundation in a different manner than that accepted by the Internal Revenue Service. Generally, the goal is to give the donor as much credit as possible since all gifts to the University whether cash, in-kind or deferred have real value.

The following guidelines prevail:

1. Cash. Cash is counted at face value.
2. Pledges. Pledges are counted at face value when properly documented with full payment within 10 years.
3. Securities. A gift of stock shall be entered as gift-in-kind (cash gift) for the gross (market) value of the stock on (1) the day the stock is transferred to the University Development Foundation; or (2) the date of the newly-issued stock certificate in the Development Foundation's name; or (3) the date the stock power and/or the stock certificate is mailed or brought to the University as agreed upon by the donor and the Director of Development. The gross (market) value shall be credited to the donor and applies for gift club membership. The proceeds realized from the sale of the stock will be entered and assigned to a specific account.
4. Real Property, Personal Property, Equipment and Other In-Kind Gifts. A gift-in-kind shall be entered for the estimated fair market value of the gift as determined by the donor or by the donor's representative, based on valuation of an expert individual appraiser, and accepted by the University Development Foundation. The donor will receive non-cash credit for the value and may apply the value to gift club membership.
5. Charitable Lead Trusts. Charitable lead trusts are counted at the cumulative value of the annual gifts received.

Deferred Gifts. In all instances deferred gifts will be credited at no less than one-half of face value.

6. Charitable Remainder Trusts, Pooled Income Funds and Gift Annuities. Charitable remainder trusts, pooled income funds and gift annuities will be counted at fair market value of the assets given, if the donor is 65 years of age or



older. In the event the principal must be invaded to honor the commitment to the donor, the remaining interest only will be counted. If the donor is less than 65 years of age, the value of the deferred gift is based on the following: charitable remainder trusts, pooled income funds, and gift annuities will be reduced by 1% for each year between the donor's age and age 65. A gift of \$20,000 or more will count at least as President's Club membership.

7. Insurance Gifts.

a. Insurance gifts which are fully paid up will count at full value of the death benefit if the donor is 65 years of age or older. If the donor is less than 65 years of age, gifts of fully paid up insurance will be reduced by 3% for each year between the donor's age and age 65. A gift of \$20,000 or more will count at least as President's Club membership.

b. Insurance gifts, by donors of 65 years of age or older, which are not yet paid up will count for full death benefits if the policy is paid within ten years. If the donor is less than 65 years of age, insurance gifts for which the donor is paying premiums will be reduced by 5% for each year between the donor's age and age 65. A gift of \$20,000 or more will be counted at least as President's Club membership.

Note: For gifts of insurance, the Shawnee State University Development Foundation must be the irrevocable owner, beneficiary and holder of a whole life policy. Universal life insurance policies will be evaluated on a case by case basis.

8. Deferred Gifts. A deferred gift of \$10,000 or more, through a bequest, will entitle the donor to membership in the President's Club - Heritage Society according to the following guidelines:

a. must be documented by copy of estate document portion thereof, or the completion of a bequest provision statement.

b. must be a specific or residual bequest.

c. for donors 65 years of age or older, the gift will be counted at the specified amount or the estimated residual subject to documentation by the donor.

d. for donors less than 65 years of age, the above holds true, but the gift will be discounted by 50%.

9. Matching Gifts. Matching gifts will be credited to the individual donor unless prohibited by the Matching Gift Company. Where that is prohibited, the company will be listed as the donor. In cases where the gift is credited to the individual, the company will be listed as a donor in a special matching gift category. (Amounts will not be credited twice.)

GIVING CLUBS

1. Levels.

a. There are four giving clubs in the Shawnee State University Development Foundation:

Century Club	\$100
Bear's Club	\$500
Blue & Gray Club	\$1,000
President's Club	\$10,000 or more

All those contributing less than \$100 are to be named "Friends."

b. Membership in the President's Club is based on 10 years. The donor remains a member of the President's Club for 10 years providing that he has made a one-time gift of \$10,000 or has pledged that amount to be given over no more than a 10-year period. Gifts of cash, stock, or real property qualify. Also applicable to giving club memberships are deferred gifts as long as they meet the requirements below.

c. Membership in the other clubs is based on one year and gifts in the amounts above entitle the donor to membership for the year following the gift.

d. A deferred gift, through a bequest, insurance, trust, or pooled life income fund, also qualifies the donor for club membership but when the donor is less than 65 years of age, the amount must be two times that of a one-time or pledged gift of cash, stock, or real property. (For example, a \$20,000 deferred gift for President's Club membership or a \$10,000 deferred gift plus a minimum gift of cash, stock, or real property in the amount of \$500 annually.)

e. An individual may also qualify through a combination of the above.

f. Business, corporations, and foundations may also become Giving Club members. A representative of the organization must be designated for the purposes of correspondence, communication, and to be the recipient of any benefits offered.

g. A donor may reach a giving club level with the addition of an allowable match of a matching gift company.

2. Benefits.

a. Club membership offers a listing in the annual report designating the level of giving of the contributor. Further, thank-you letters will be geared to the giving club, i.e., gift range.

b. A number of other benefits, set in place to encourage giving, will be offered to Club members. All donors will receive copies of Foreword, the newsletter written with alumni and friends of Shawnee State University in mind.

## USE OF GIFTS

The Shawnee State University Development Foundation encourages donations of non-restricted funds so that money will be available when and where it is most needed. However, there are many opportunities for donors to earmark their funds for special purposes.

1. Individuals who choose to donate funds to the Development Foundation for scholarships can do so in three ways:

a. Contributions in any amount will be accepted for inclusion in the Friends of Shawnee State Endowment. The fund is designed to award academic, artistic and/or athletic excellence by providing scholarships to students selected by the counseling staff or athletic department at Shawnee State. The University encourages contributions to the Fund since it provides the staff with a means to encourage attendance and to award excellence. Contributions of the Friends of Shawnee State can be made in memory of or in honor of a friend or loved one, and an appropriate announcement will be sent as a request. A contribution to the Friends of Shawnee State Scholarship will be used to award academic excellence unless specifically earmarked to athletics.

b. Contributions of a minimum amount will be accepted as a separate named scholarship. A minimum of one third of the instructional fee will create a one-time scholarship named for the giver or a person of his/her choice. The University will encourage a gift large enough to award a full tuition scholarship. Depending on the date of the gift, the award may not be given until the following academic year.

c. For a contribution of \$10,000 or more, the University will name an endowed scholarship, named for the donor or a person of his/her choice. The principal will remain in place and only yield may be used toward the awards. The investment policy of the Foundation has been formulated to encourage growth as well as earnings so that the scholarship can remain viable over time. The University encourages donations large enough to produce sufficient interest to award a full-tuition scholarship annually.

d. If a donor wishes to establish an endowed scholarship, but contribute less than the required \$10,000, the contribution will be accepted and allowed to grow until the \$10,000 minimum has been reached.

## 2. Chairs.

a. Shawnee State University will encourage the creation, through the Development Foundation, of endowed chairs which serve to bring prestige to the professor holding the chair, the person who named it, and to the University. There are two ways in which to proceed.

1. A contribution of \$750,000 will be accepted to endow a named faculty chair. The interest will be used to cover or help defray the cost of salary and other related costs.

2. A contribution of \$100,000 will be accepted to fund a one-year named professorship or visiting professorship. This will cover salary and other related costs such as secretarial assistance, etc.

3. A contribution of \$300,000 will be accepted to create an endowed visiting chair. In this instance the corpus will be invested until such time that sufficient earnings have been realized to fund the position. It is expected that a visiting chair could be appointed every three years.

3. Individual arrangements can be made in regard to lecture series, performing arts series film series, art purchases, equipment purchases, etc. Individuals wishing to underwrite those activities are encouraged to meet with the Director of Development or heads of the departments involved in the proposed activity.

4. Opportunities also exist to have buildings or specific rooms within buildings named for the donor or a person he/she designates. (Discussions of these options shall be the purview of the Director of Development or University President.)

5. Earnings from endowment funds will be used to the fullest possible extent for the purpose stated at the fund's creation. The investment policy included elsewhere in this document allows for future distributions of endowment funds to remain as closely aligned as possible to the original intent of the donor.

6. If and when the program, project, or activity for which the funds were donated ceases to exist, the University reserves the right to reallocate the funds where they are most needed.

**Shawnee State University**

Portsmouth, Ohio 45662  
(614) 354-3205

**RESOLUTION 1990.4**

**WHEREAS**

The Shawnee State University Development Foundation has as its purpose creating financial support for the benefit of the institution and its students, and

**WHEREAS**

As such, one goal of the Foundation is to provide funds to augment other sources of support in order to make Shawnee State the best it can be, and

**WHEREAS**

The Foundation sees as paramount earning the trust of its contributors by proper stewardship of donated funds, therefore be it

**RESOLVED**

That the attached policies on income distribution be accepted on a temporary basis, pending final acceptance of an investment policy which will be formulated to support the stated goals.



SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION  
POLICIES ON INCOME DISTRIBUTION

I. Current Restricted Gifts

1. Current restricted gifts shall be distributed as received according to the intent of the donors.
2. Funds actually received shall be available for expenditure in the next reporting period in a current budget year.
3. Where the acceptance of a gift entails an expressed or implied financial obligation on the part of Shawnee State University beyond the funds received, the University President, following consultation with the Director of Development and the Finance Committee of the Shawnee State University Development Foundation, shall have the authority to decline the gift.

II. Current Unrestricted Gifts

1. Current unrestricted income shall be distributed according to the annual budget adopted by the Shawnee State University Development Foundation Board of Trustees.
2. Where unrestricted income exceeds expenses in a current year the balance will either be carried forward into the next budget year as an-unrestricted income reserve or shall be distributed for specific purposes as part of the annual budget adopted by the Shawnee State University Development Foundation Board of Trustees.

III. Restricted Endowment Income

1. The restrictions of the donor shall be the sole basis for the distribution of the income.
2. The distribution shall be based on actual earnings and shall normally be determined and distributed once a year. Income earned in one fiscal year shall be available for use in the next fiscal year.

3. Where the acceptance of a restricted endowment entails an expressed or implied financial obligation on the part of Shawnee State University beyond the funds received, the University President, following consultation with the Director of Development and the Board Finance Committee of the Shawnee State University Development Foundation, shall have the authority to decline the endowment.

#### IV. Unrestricted Endowment Income

1. At the end of the University fiscal year actual interest, dividend or net appreciation, to the extent authorized by law, from unrestricted endowment will be determined by the Treasurer of the Shawnee State University Development Foundation.
2. The University President, following consultation with the Shawnee State University Development Foundation Board Finance Committee, will prepare recommendations for the distribution of this income for the Shawnee State University Development Foundation Board's review and action.
3. This distribution shall be based on actual earnings and shall normally be determined and distributed once a year, unless a University emergency exists in which case the President may request an emergency distribution. Income earned in one fiscal year shall be available for use in the next fiscal year.
4. The recommendations for the distribution of unrestricted endowment income shall be guided by the following principles:
  - 1) Anticipated deficits in current budget of the Shawnee State University Development Foundation operations shall be covered out of this income.
  - 2) Unrestricted income shall be used to provide project or special funding rather than ongoing support for continuing University programs.

- 3) Priority will be given to urgent need for equipment, activity support, facilities not provided or inadequately supported by general University budgets in a given year.
- 4) Personnel costs for University programs can be supported in full for not more than one fiscal year. If continued, personnel support will be reduced in the second year and normally will not be continued beyond the third year out of unrestricted endowment income.
- 5) Funds required for the initiation or development of new programs or changes in emphasis in existing programs as described by the University Budget Planning process shall have consideration in use of unrestricted endowment income.

	Presidential Priority (1 = high) (2 = low )
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SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION

PROJECT REQUEST

A. About the Project

1. Project Title \_\_\_\_\_
2. Department Name \_\_\_\_\_
3. Contact Person \_\_\_\_\_ Phone \_\_\_\_\_
4. Campus Address \_\_\_\_\_  
\_\_\_\_\_
5. Total Project Budget \_\_\_\_\_
6. Source and Amount of Other Project Funds \_\_\_\_\_
7. Amount of SCAF Request \_\_\_\_\_
8. Date of Project \_\_\_\_\_
9. Endorsement by appropriate Vice President \_\_\_\_\_  
\_\_\_\_\_
10. Project Description--Abstract

Budget (attached)

Detailed Description (attached)

## RESOLUTION 1990.5

## WHEREAS

The Shawnee State University Development Foundation has as a responsibility to preserve endowment funds for the future welfare of the institution and its students, and

## WHEREAS

Endowment funds have been in the keeping of the Foundation for a short period of time, not allowing for the long-term growth of those funds, and

## WHEREAS

The Foundation wishes, in particular, that the \$1 million endowment, comprised by one-half of a federal government matching grant, be allowed to grow as much as possible in order to protect the corpus, therefore be it

## RESOLVED

That the Shawnee State University Development Foundation will expend no endowment funds, except for scholarships and other selected funds as recommended by the Director of Development for the fiscal year 1990-91.

**RESOLUTION 68-90****Administrative Salary Amendment**

**WHEREAS, on July 30, 1990, the Board of Trustees made preliminary decisions regarding administrative salary increases (4%), and salary structure movement (4.8%); and**

**WHEREAS, the President reported that these decisions would be revisited upon the approval of a faculty contract, and said contract has been approved; and**

**WHEREAS, upon reviewing this matter the Finance and Facilities Committee recommends, retroactively to July 1, 1990, an additional 5.99% salary increase pool, with individual salary increases to be allocated per the parameters of the administrative salary policy; and**

**WHEREAS, it is understood that FY 92 administrative salary increases will be considered at the appropriate time during spring or summer of 1991;**

**THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the recommendation and directs the President to consult with the Administrative Assembly regarding the distribution of the additional salary increase pool.**

## RESOLUTION 69-90

Approval of Property Acquisition

WHEREAS, the Board of Trustees has approved the purchase of various parcels of real property for the purpose of providing real estate for construction in the City of Portsmouth; and

WHEREAS, there is a clear and present overriding public need to acquire all of the property specified in this resolution;

## THEREFORE BE IT RESOLVED:

- (1) That the Department of Administrative Services is requested to acquire by any means necessary, including eminent domain, the following described properties:

Owner

Lynn Wittenburg  
Jacqueline Waddle  
Fairybell Lockhart  
Dudley Nichols  
Madelyn Gammon  
Emma Reilly  
Campus Ministry  
Rivertown Apartments, Inc.

- (2) That in the event acquisition by eminent domain is necessary, appraiser fees and other expenditures of funds for pre-trial preparations, consultations and reviews of reports, or other preparations for court testimony be authorized subject to the approvals of the Deputy Director, Division of Public Works, Department of Administrative Services, and Shawnee State University upon presentation of receipts or invoices.