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### February 22, 1988 Meeting Minutes

Shawnee State University

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AGENDA  
SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES MEETING  
FEBRUARY 22, 1988

- A. Call to Order
- B. Roll Call
- C. Approval of the January 25, 1988 Minutes
- D. President's Report
  - Provost
  - Student Services
  - Business and Finance
- E. Committee Reports
- F. New Business
  - 1. Resolution 4-88, Approval of the 1988 Budget
  - 2. Resolution 5-88, Approval of University Calendars
  - 3. Resolution 6-88, Approval of the Code of Regulations  
of the Shawnee State University  
Development Foundation
  - 4. Resolution 7-88, Personnel
- G. Other Business
- H. Adjournment

MINUTES  
SHAWNEE STATE UNIVERSITY  
Board of Trustees Meeting  
February 22, 1988

The meeting was called to order by Chairman Hyland.

ROLL CALL

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

Member Absent: Mr. Thompson.

APPROVAL OF MINUTES

Mr. Ferguson moved and Dr. Carson seconded a motion to approve the minutes of the January 25, 1988 meeting.

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

Nays: None

PRESIDENT'S REPORT

Dr. Ewigleben called first on Provost A.L. Addington, who reported that the North Central focused evaluation team is on campus Feb. 22-23 and that a two-person accrediting team had evaluated the Physical Therapist Assistant program Feb. 15-16. The Regents' vote on approval of our eight degree programs seems likely to be April 7-8 at their meeting in Dayton.

Vice President for Student Services Dick Howard reviewed winter enrollment and admissions and minority recruiting activities. Although this Winter's enrollment is below Winter '87, it is significantly above preceding Winter enrollments. Teams from the Admissions office are revisiting area schools, we are continuing minority and handicapped student recruiting efforts, and brochures and media plans are readied for immediate release when the baccalaureate degree proposals are approved. Mr. Howard

reminded the Trustees and audience that the Job Fair will be April 26, a fine opportunity for employers to recruit Shawnee State students.

Dr. Carson asked if the University used current students to recruit in their former high schools, and Mr. Howard responded that it would be helpful, but we'd have to take students out of class in order to do that. However, Student Services matches prospective students and parents with student tour guides from their home areas when campus visits occur.

Neil Hawk, Vice President for Finance, highlighted the capital projects report and mentioned the State's effort to assign a project manager to the Advanced Technology project, a move the Buildings and Grounds Committee has recommended rejecting because of its cost and removal of local control. Dr. Ewigleben will continue that effort, and the Building and Grounds Committee plans to meet again on the state level.

Mr. Hawk also mentioned improved communication with hourly employees as a result of our new half-time director of personnel. The telephone cutover date is now set for February 24, and many campus offices will have Direct Inward Dialing, which means all callers will not have to go through the main switchboard number. As part of the communication improvement, 30 new data connections have been installed, and there will be 64 in the first phase with others to be added later. The EPA-mandated boiler conversion should be completed by 10/88 in good time for the '88-'89 heating season.

### COMMITTEE REPORTS

There were no committee reports. Ms. Riffe asked about regularly scheduled meetings, and Chairman Hyland responded that committees usually met as needed and not on short notice. If an emergency occurs, a committee often confers in a conference call. Mr. Winters offered to obtain the latest revision to the Ohio "Sunshine" law to be certain that our committee meetings continue to meet state guidelines.

### NEW BUSINESS

Dr. Carson moved and Mr. Reinhardt seconded Resolution 4-88, Approval of the 1988 budget. Mr. Carson stated that the Budget Committee thoroughly

reviewed the budget with Mr. Hawk and Mr. Decatur and recommended its approval.

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

Nays: None

Mr. Ferguson moved and Mr. Morgan seconded a motion to approve Resolution 5-88, Approval of University Calendars. Mr. Howard explained the lengthy calendar development process, including faculty approval, and pointed out that tentative approval of the 1989-90 and 1990-91 calendars was helpful for planning.

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

Nays: None

Mr. Morgan moved and Mr. Reinhardt seconded Resolution 6-88, Approval of the Code of Regulations of the Shawnee State University Development Foundation. Susan Warsaw reviewed the merger of Shawnee State's two development funds, the Shawnee State University Development Fund and The Shawnee State Foundation, parallel structures which created some confusion among potential donors. Both groups agreed to consolidate after eighteen months of discussion and planning.

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

Nays: None

At 8:06 p.m., Mr. Morgan made and Mr. Reinhardt seconded a motion to go into executive session to discuss personnel issues.

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

Nays: None

Returning at 8:58 p.m., Mr. Piatt moved and Mr. Ferguson seconded a motion to resume the regular meeting.

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

Nays: None

Mr. Winters moved and Ms. Riffe seconded Resolution 7-88, Personnel.

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

Nays: None

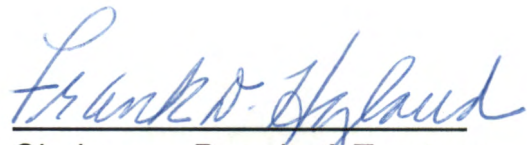
#### NEW BUSINESS

Ms. Riffe recommended mailing agendas for Board meetings so members would receive them a week in advance. Chairman Hyland and other Board members concurred, agreeing that the agenda item Approval of Agenda be added immediately following Approval of Minutes, thus allowing for late items to be added with Board approval.

#### ADJOURNMENT

Mr. Morgan moved and Mr. Reinhardt seconded the motion to adjourn the February meeting.

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

  
Chairman, Board of Trustees

  
Secretary, Board of Trustees

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 by adoption;

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

## RESOLUTION 5-88

The University Calendar has been prepared and reviewed by all affected parties and is recommended for approval by the President:

Now therefore be it resolved that the official calendar for academic year 1988-89 be adopted and the calendars for 1989-90 and 1990-91 be tentatively adopted.



SUMMER QUARTER 1988

April 25 - May 13	Walk-in registration for Summer and Fall Qtr. registration
June 8	Last day Spring Qtr.; last day to drop a course
June 9 - June 15	Finals
June 16	Graduation practice
June 17	Grades due; last day to pay fees (after this date \$20. late fee); Graduation
June 20	Late registration for Summer Qtr. \$25. if enrolled Spring Qtr; Last day for 100% refund for complete withdraw from Summer Qtr. for 10 week and 1st 5 week sessions; First day of day and evening class
June 21 - June 27	60% refund of instructional fees for complete withdraw from 1st 5 week session
June 21 - July 1	80% refund of instructional fees for complete withdraw from 10 week session
June 23	Last day to add a 5 week course or apply for pass/fail (1st session)
June 27	Last day to add a class or apply for pass/fail - full quarter
July 4	University closed - Independence Day
July 8	Last day for walk-in registration for Fall Qtr.
July 19	Last day to drop a class, last day of 1st 5 week session
July 27	Finals for 1st 5 week session; Last day for 100% refund for complete withdraw from 2nd 5 week session
July 28 - Aug. 3	60% refund of instructional fees for complete withdraw from 2nd 5 week session
Aug. 29	Grades due
Aug. 4	Last day to apply for non-credit
Aug. 10 - Aug. 11	Early registration for Fall Qtr.
Aug. 29 - Sept. 2	Finals for full qtr. and 2nd 5 week session
Sept. 1	Last day summer classes; last day to drop a class
Sept. 5	Labor Day - University Closed
Sept. 6	Grades due to ADP by noon

FALL QUARTER - 1988

Sept. 13	Last day to pay fees
Sept. 14	Late registration
Sept. 15 - Sept. 16	Faculty in service (tentative)
Sept. 19	First day of day and evening class
Sept. 19 - Sept. 30	80% refund of instructional fees for complete withdraw from Fall Qtr. session
Sept. 23	Last day to add a class
Sept. 30	Last day to apply for pass/fail
Oct. 10	Columbus Day - University open (Thanksgiving Holiday observed)
Oct. 31	Walk-in registration for Winter Qtr. opens
Nov. 4	Last day to apply for non-credit
Nov. 11	Veterans Day - University Closed
Nov. 23	Walk-in registration for Winter Qtr. closes
Nov. 24 & 25	Thanksgiving Day - University closed
Nov. 30	Early registration for Winter Qtr.
Dec. 2	Quarter ends
DEc. 2 - Dec. 9	Finals
Dec. 13	Grades due
Dec. 26 & 27	Christmas Holiday observed - University closed
Dec. 29	Last day to pay fees for Winter Qtr.
Jan. 2	New Years Day observed - University closed

INTER QUARTER - 1989

Oct. 31 - Nov. 23	Walk-in registration for Winter Qtr.
Dec. 30	Last day to pay fees for Winter Qtr.
Jan. 2	New Years Day observed - Univeristy closed
Jan. 3	Late registration for Winter Qtr.; Last day for 100% refund for complete withdraw from Winter Qtr. session; first day of day and evening class
Jan. 4 - Jan. 17	80% refund of instructional fees for complete withdraws from Winter Qtr.; no refunds after January 17
Jan. 10	Last day to add a class
Jan. 16	Martin Luther King Day - University closed
Jan. 17	Last day to apply for pass/fail
Jan. 24	Walk-in registration for Spring Qtr. opens
Feb. 10	Walk-in registration closes at noon
Feb. 20	President's Day - University open (Christmas Holiday observed)
Feb. 22	Early registration for Spring Qtr.
Feb. 23	Last day to apply for non-credit
Mar. 10	Last day of qtr.; last day to drop a course
Mar. 11 - Mar. 17	Finals
Mar. 20	Grades due at noon

SPRING QUARTER - 1989

Jan. 24 - Feb. 10	Walk-in registration for Spring Qtr.
Mar. 27	Late registration; last day for 100% refund for complete withdraw for Spring Qtr.; 1st day of day and evening classes
Mar. 28 - Apr. 10	80% refund of instructional fees for complete withdraw from Spring Qtr.; no refunds after April 10
Apr. 3	Last day to add a class
Apr. 10	Last day to apply for pass/fail
Apr. 24	Walk-in registration opens for Summer and Fall Qtrs.
May 12	Walk-in registration for Summer Qtr. closes
May 16	Last day to apply for non-credit
May 24	Early registration for Summer Qtr.
May 30	Memorial Day - University closed
June 7	Spring Qtr. ends
June 8 - June 14	Finals
June 15	Graduation Practice
June 16	Grades due by noon
	Graduation; last day to pay fees (late fee of \$20. after this date)

SUMMER QUARTER 1989

April 24 - May 12 Walk in registration for Summer Qtr. closes  
June 16 Last day to pay fees (\$20. late fee after this day);  
Graduation  
June 19 Late registration for Summer Qtr. (\$25.00 if enrolled in  
Spring Qtr.  
Last day for 100% refund for complete withdraw for 5 and 10  
week session Summer Qtr.  
June 20 - June 26 First day of day class and evening classes  
60% refund of instructional fees for complete withdraw from  
1st 5 week session  
June 20 - July 3 80% refund of instructional fees for complete withdraw from  
10 week session  
June 22 Last day to add a 5 week course or apply for pass/fail  
(1st session)  
June 26 Last day to add a class or apply for pass/fail full qtr.  
July 4 Independence day - University closed  
July 14 Last day of walk-in registration for Fall Qtr.  
July 25 Last day to drop a class; last day of 1st 5 week session  
July 26 Finals for 1st 5 week session; last day for 100% refund of  
2nd 5 week session  
July 27 1st day of 2nd 5 week session  
July 28 Grades due  
July 27 - Aug. 2 60% refund of instructional fees for complete withdraw  
2nd 5 week session  
Aug. 9 Last day to apply for non-credit  
Aug. 15 - Aug. 16 Early registration for Fall Qtr.  
Aug. 28 - Sept. 1 Finals for full qtr. and 2nd 5 week session  
Aug. 31 Qtr. ends; last day to drop a class  
Sept. 4 Labor Day - University closed  
Sept. 5 Grades due to ADP by noon

FALL QUARTER - 1989-1990

April 24 - July 14	Walk in registration for Fall Qtr. closes
Sept. 12	Last day to pay fees
Sept. 13	Late registration
Sept. 14 - Sept. 15	Faculty in service (tentative)
Sept. 15	Last day for 100% refund for complete withdraw for Fall Qtr. session
Sept. 18	1st day of class
Sept. 18 - Sept. 29	80% refund of instructional fees for complete withdraw from Fall Qtr. session
Sept. 22	Last day to add a class
Sept. 29	Last day to apply for pass/fail
Oct. 9	Columbus day - University open (Thanksgiving Holiday observed)
Oct. 30	Walk-in registration open for Winter Qtr.
Nov. 3	Last day to apply for non-credit
Nov. 10	Veterans day observed - University closed
Nov. 22	Walk-in registration for Winter Qtr. closes
Nov. 23-24	Thanksgiving Holiday - University closed
Nov. 29	Early registration for Winter Qtr.
Dec. 5	Quarter ends
Dec. 6 - Dec. 12	Finals
Dec. 14	Grades due

WINTER QUARTER 1989-1990

Oct. 30 - Nov. 22	Walk-in registration for Winter Qtr. closes
Dec. 25 - Dec. 26	Christmas Holiday - University closed
Dec. 28	Last day to pay fees for Winter Qtr.
Jan. 1	New Years Day - University Closed
Jan. 2	Late registration for Winter Qtr.; 1st day of day and evening class; last day for 100 % refund for complete withdraw from Winter Qtr. session
Jan. 3- Jan. 16	80% refund of instructional fees for complete withdraw from Winter Qtr. session
Jan. 9	Last day to add a class
Jan. 15	Martin Luther King Day - University closed
Jan. 16	Last day to apply for pass/fail
Jan. 23	Walk-in registration for Spring Qtr. opens
Feb. 9	Walk-in registration closes at noon
Feb. 19	President's Day - University open (Christmas Holiday observed)
Feb. 21	Early registration for Spring Qtr.
Feb. 22	Last day to apply for non-credit
Mar. 14	Quarter ends; last day to drop a class
Mar. 15 - Mar. 21	Finals
Mar. 23	Grades due at noon

SPRING QUARTER - 1990

Jan. 23 - Feb. 9	Walk-in registration for Spring Qtr. closes
Mar. 28	Last day to pay fees
Apr. 2	Late registration; 1st day of day and evening classes; last day for 100% refund for complete withdraw from Spring Qtr. session
Apr. 2 - Apr. 16	80% refund of instructional fees for complete withdraw from Spring Qtr. session
Apr. 9	Last day to add a class
Apr. 16	Last day to apply for pass/fail
Apr. 30	Walk-in registration open for Summer and Fall Qtrs.
May 11	Walk-in registration for Summer classes close
May 15	Last day to apply for non-credit
May 23	Early registration for summer classes
May 30	Memorial Day - University closed
June 6	Spring Qtr. ends
June 7 - June 13	Finals
June 14	Graduation practice; grades due by noon;
June 15	Graduation (Late fee of \$20. after this date)



SUMMER QUARTER - 1990

April 30 - May 11	Walk-in registration for Summer Qtr. ends
June 15	Last day to pay fees Summer Qtr.
June 18	Late registration for Summer Qtr.; first day of day and evening class; last day for 100% refund for complete withdraws for 1st 5 week session
June 19 - June 25	60% refund of instructional fees for complete withdraw for 1st 5 week session
June 19 - July 2	80% refund of instructional fees for complete withdraw for 10 week session
June 21	Last day to add a 5 week course or apply for pass/fail (1st session)
July 4	Independence Day - University closed
July 13	Last day of walk-in registration for Fall Qtr.
July 24	Last day to drop a class; last day of 1st 5 week session
July 25	Finals for 1st 5 week session; last day to add a class or apply for pass/fail - full qtr.; last day for 100% refund for complete withdraw for 2nd 5 week session
July 26	1st day of 2nd 5 week session;
July 26 - Aug. 1	60% refund of instructional fees for complete withdraws for 2nd 5 week session
July 27	Grades due
Aug. 8	Last day to apply for non-credit
Aug. 14 - Aug. 15	Early registration for Fall Qtr.
Aug. 27 - Aug. 31	Finals for Full Qtr. and 2nd 5 week session
Aug. 30	Last day for Summer Qtr.; last day to drop a class
Sept. 3	Labor Day - University closed
Sept. 4	Grades due by noon

FALL QUARTER - 1990

April 30 - July 13	Walk-in registration for Fall Qtr.
Sept. 11	Last day to pay fees
Sept. 12	Late registration
Sept. 13 & 14	Faculty in service (tentative)
Sept. 14	Last day for 100% refund for Complete withdraw for Fall Qtr. session
Sept. 17	1st day of day and evening class
Sept. 17 - Sept. 28	80% refund of instructional fees for complete withdraws for Fall QTr. session
Sept. 21	Last day to add a class
Sept. 28	Last day to apply for pass/fail
Oct. 8	Columbus Day - University open (November 23rd observed)
Oct. 29	Walk-in registration for Winter Qtr. opens
Nov. 2	Last day to apply for non-credit
Nov. 12	Veterans Day observed - University closed
Nov. 21	Walk-in registration for Winter Qtr. closes
Nov. 22 & 23	Thanksgiving Holiday - University closed
Nov. 28	Early registration for Winter Qtr.
Nov. 29	Fall Qtr. ends
Nov. 30 thru Dec. 6	Finals
Dec. 10	Grades due

WINTER QUARTER - 1991

Oct. 29 - Nov. 21	Walk-in registration for Winter Qtr.
Dec. 24 & 25	Christmas Holiday - University closed
Dec. 28	Last day to pay fees for Winter Qtr.
Jan. 1	New Year's Day - University closed
Jan. 2	Late registration; first day of day and evening class; last day for 100% refund for complete withdraws for Winter Qtr. session
Jan 3- Jan. 16	80% refund of instructional fees for complete withdraws for Winter Qtr. session
Jan. 8	Last day to add a class
Jan. 16	Last day to apply for pass/fail
Jan. 21	Martin Luther King Day - University closed
Jan. 23	Walk-in registration for Spring Qtr.
Feb. 8	Walk-in registration closes at noon
Feb. 18	President's Day - University open (Christmas Holiday observed)
Feb. 20	Early registration for Spring Qtr.
FEB. 21	Last day to apply for non-credit
Mar. 14	Winter Qtr. ends
Mar. 14 - Mar. 19	Finals
Mar. 21	Grades due at noon

SPRING QUARTER - 1991

Jan. 23 - Feb. 8	Walk-in registration for Spring QTr.
Mar. 29	Last day to pay fees
Apr. 1	Late registration; first day of day and evening class; last day for 100% refund for complete withdraw for Spring QTr.
Apr. 2 - Apr. 15	80% refund of instructional fees for complete withdraws for Spring Qtr. session
Apr. 8	Last day to add a class
Apr. 15	Last day to apply for pass/fail
Apr. 29	Walk-in registration opens for Summer and Fall QTr.
May 10	Walk-in registration for Summer session closes
May 14	Last day to apply for non-credit
May 22	Early registration for Summer Qtr.
May 30	Memorial Day - University closed
June 12	Spring Qtr. ends
June 13 - June 19	Finals
June 17	Summer registration
June 20	Graduation practice
June 21	Grades due by noon; Graduation; Last day to pay fees (\$20. after this date)

## RESOLUTION 6-88

The Shawnee State University Development Foundation has been formed by consolidating the Shawnee State College Development Fund, Inc., and the Shawnee State Foundation, Inc., and has been recognized and duly incorporated by the Secretary of State of the State of Ohio on November 4, 1987;

Furthermore, the Shawnee State University Development Foundation has adopted a Code of Regulations and named the Shawnee State University Board of Trustees as Sole Member for the Foundation:

Therefore, be it resolved that the Board of Trustees of Shawnee State University approves the Code of Regulations of the Shawnee State University Development Foundation.

**SHAWNEE STATE UNIVERSITY  
DEVELOPMENT FOUNDATION  
CODE OF REGULATIONS**

**ARTICLE I NAME**

**Section 1**

The name of this organization shall be the Shawnee State University Development Foundation and shall at all times herein be referred to as the "Foundation."

**ARTICLE II MEMBER**

**Section 1**

The sole member of the Foundation shall be the Board of Trustees of Shawnee State University.

**ARTICLE III TRUSTEES**

**Section 1 Purpose**

The Foundation Board of Trustees (herein referred to as the "Board" or the "Trustees") shall act in an advisory capacity to the member and shall have as its major purpose the raising of funds in support of Shawnee State University.

**Section 2 Representation**

The number of the Foundation Trustees shall be nine (9) as follows:

<u>Name</u>	<u>Address</u>	<u>Until</u>
Paul E. Flohr	3133 Sheridan Road Portsmouth, OH 45662	1-1-1990
William H. Horr	1119-23rd Street Portsmouth, OH 45662	1-1-1990

Lacey A. Curtis	2206 Timlin Hill Portsmouth, OH 45662	1-1-1990
Marika Esham	2001 Mt. Tabor Portsmouth, OH 45662	1-1-1990
Frank D. Hyland	P.O. Box 465 South Webster, OH 45682	1-1-1989
Victor W. Morgan	Stout, OH 45684	1-1-1989
Robert L. Ewigleben	3407 Orchard Drive Portsmouth, OH 45662	1-1-1989
Shirley Crothers	P.O. Box 690 Portsmouth, OH 45662	1-1-1989
Elizabeth Stevison	736 Hillside Drive Wheelersburg, OH 45694	1-1-1990

The President of Shawnee State University and the President of the Board of Trustees of Shawnee State University shall be members of the Foundation Board of Trustees so long as they occupy their offices. Additionally, the Board of Trustees of Shawnee State University shall appoint one of its members as its further representative on the Foundation Board of Trustees.

The Faculty of the University shall appoint one of its members as its representative on the Foundation Board of Trustees. An alumni representative shall also be appointed to serve the Board. The terms of such representatives shall not exceed two (2) years with a limit of three consecutive terms.

The four additional Foundation Trustees shall be elected by the Board of Trustees of the University from the community-at-large. The community-at-large members shall serve for two year terms, except for those members elected immediately following the adoption of this Code of Regulations. No At-large Trustees shall be elected to more than two additional successive

At-large in-term vacancies on the Foundation Board of Trustees shall be filled by the University Board of Trustees following the occurrence of a vacancy, and the new Trustee shall serve for the balance of the unexpired term. Replacement of other Trustees shall be appointed from the constituencies of the Trustees they replace.

## **ARTICLE IV OFFICERS**

### **Section 1 ELECTION**

At the annual meeting, the Foundation Board of Trustees shall elect a President, Vice President, and Secretary from among the Foundation Trustees. The Foundation Treasurer shall be the University Treasurer. Elected officers shall serve one-year terms, but may be re-elected to two one-year terms making a maximum of three years elected officers may serve in succession.

### **Section 2 PRESIDENT**

The Foundation President shall chair all meetings and perform generally all duties usually incident to such office and such other and further duties as may be required of him/her from time to time by the Foundation Trustees.

### **Section 3 VICE PRESIDENT**

The Vice-President shall serve in the absence of the President, chairing meetings and carrying out duties otherwise executed by the President.

### **Section 4 SECRETARY**

The Secretary shall keep an accurate record of all transactions of the Foundation Board of Trustees and shall give all notices required by law or by this Code of Regulations; shall properly record and maintain records of Foundation business and the minutes of the Trustee's actions; and shall perform such other duties as may be required.