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8-15-1988

August 15, 1988 Meeting Minutes

Shawnee State University

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M I N U T E S
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
AUGUST 15, 1988

The meeting was called to order by Chairman Hyland.

Roll Call

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

Members Absent: None

Approval of Minutes

Dr. Carson moved the approval of the minutes of the July 13, 1988 Board meeting, seconded by Mr. Winters.

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

Nays: None

Ms. Riffe asked that she be placed on the agenda to speak to the Board. With this addition, Mr. Ferguson moved and Mr. Reinhardt seconded a motion to approve the agenda.

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

Nays: None

Digressing from the agenda, Mr. Hyland announced the names of people chosen to serve on the Presidential Search Committee. He named the following representatives:

	Representing:
Tess Midkiff, Director of Library/Media Services	U.A.A.
Ed Miner, Associate Professor of Social Sciences	S.E.A.
Marcia Tackett, Faculty Secretary, Arts & Humanities	C.W.A.
David Nelson, Vice President of Student Senate	Student Body
Naomi Durden, Alumnus of Shawnee State	Alumni
Gerald Jenkins, President Chamber of Commerce	Community
Faculty Representative is being selected	
Orville Ferguson	BOT
Dr. Raymond Carson	BOT
Tom Winters	BOT
Frank D. Hyland will chair the committee	BOT
Cay Horr, Secretary to the Board will work with the committee	

President's Report

Dr. Addington, Provost, began the report with the introduction of Roy Payne, Dean of Business Technologies, who has just joined the University staff. Mr. Payne comes from Purdue University and was welcomed by Dr. Addington and the Board. Dr. Addington thanked Mr. Larry Essman for serving as Acting Chair for the Business Technologies Division while a search was made for a Dean.

Dr. George Trampe, Acting Chair for Engineering Technologies, spoke to time lines for his department. Dr. Trampe stated that new faculty are one main concern of this department. Two faculty members are being offered for approval at this meeting and recruiting of other faculty members is ongoing. A Dean of Engineering Technologies is also being recruited and hopefully this position will be filled soon.

Bids for renovation of the Riffe building have been received and renovation will begin when funds are released by the State. Revision of the program statements for the new technology building will begin. Equipment lists are being made and engineering staff is working on new curriculum to eliminate vocational classes within this discipline.

At the suggestion of a consultant, plans for organizing the School into two departments will be presented. Two year programs are continuing within the Engineering division and will continue in the future.

Dr. Addington asked Dr. Cay Horr, Assistant to the Provost, to speak concerning the General Education Component/Integrated Core. All baccalaureate students will be required to take the integrated core classes throughout their four years at the University. Faculty have been working on the development of courses for this core. The University wants to be sure that graduates can speak and write well, so Dr. Robert Wilson, and Betty Hodgen are developing the communication. Dr. Ed Miner, Assistant Professor of Sociology, has developed a course on contemporary issues. Dr. Mark Mirabello is developing the three civilization and literature courses which are numbered in either English or History. The integrated math course, developed by Phyllis Kegley, concentrates on practical applications of mathematics. Two interdisciplinary science courses, Man and the Physical World, and Biology and Man, are being developed by Gary Gemmer and Dr. Robert Deal. The junior level Ethics and Public and Private Life is being developed by Dr. Richard Cohen. Also, a two hour course in community service will be made a part of this core and will be required of all students.

Dr. Addington stated that he would prepare a letter for Board members regarding the transfer of the LPN program to the vocational school. An inventory of equipment for transfer is being taken and should be presented to the Board at the November meeting. Transfer of the program to the vocational school keeps the program for the area.

In answer to a question as to why the program is being transferred, Dr. Addington said that the vocational school is the more standard state-wide setting for LPN programs, and they will receive better funding for the program. Many areas no longer offer PN programs, but since there seems to be a need for nurses in this area the program should be moved to the vocational school. Each year the University has a deficit in funding this program.

A question of funding for the two year associate degree in nursing was asked and Dr. Ewigleben stated that the University was chartered to offer the ADN program and would receive funding for that program.

Richard Howard, Vice President of Student Services, stated that while enrollment was down for summer quarter the FTE was up some 6.3%. This is important because it shows that students are taking more hours.

A very successful orientation and assessment testing program was held recently on campus for new students and their parents.

Enrollment for fall quarter is down. Late registration for fall will be September 14 and 15. Student services staff are contacting students who have applied to attend Shawnee State but have not registered and students who attended prior quarter classes and have not reenrolled. The 15 county area will be covered with radio advertisements that are being prepared by the student services staff. Mr. Howard also reported that the junior level classes being offered in business administration have an enrollment of 15 to 27 students.

Continuing his report, Mr. Howard spoke to the relocation of the campus bookstore. The store will move to the present Student Union building. The location that the bookstore now occupies will become the Student Union. The feeling is that this arrangement will be better for all parties concerned; it moves students closer to the cafeteria area and gives the bookstore needed expansion room. The new bookstore location should be adequate for five to six years, depending on enrollment growth and the new location for student union should be adequate until the new Student Center can be built.

Neil Hawk, Vice President of Finance, stated that he had met with the Buildings and Grounds Committee and the Finance Committee to discuss the renovation plans for the Riffe building and the prioritizing of land acquisition. The Riffe building bids are being reviewed and contracts should be let by the State in the very near future.

Mr. Hawk explained to Board members the need to buy property in the 800 block of Second and Third streets in order to tie in the East end of Second Street with the West end. Later in this meeting the Board will be asked to approve Resolution 34-88 requesting the Controlling Board to transfer money from capital money line item for parking to the land acquisition line item. Property on the north side of Second Street and the south side of Third Street will be purchased immediately. However, seven pieces of property on the south side of Second Street will not be purchased until the next biennium.

Continuing his report, Mr. Hawk stated that a consultant will be employed to look at the UIS department regarding upgrading of equipment, the PC vs

terminal and systems performance. The business office is on the new data system for payroll and other business office functions.

Regarding community use of the facilities of the University, Mr. Hawk reported that the Sister City Convention will be held in Portsmouth on Shawnee State's campus on July 27, 28, and 29, 1989.

Committee Reports

Dr. Carson, Chairman of the Finance Committee, reported that they had received an official final report from the State of Ohio Auditor's office and the report was excellent. He also said that the Finance Committee had reviewed the request of transfer of funds for purchase of the land in the 800 block of Second and Third Streets which will be presented to the Board later in this meeting.

Mr. Ferguson, Chairman of the Buildings and Grounds Committee, stated that the report concerning property acquisition given by Mr. Hawk was shared with his committee and he feels that the purchasing of these properties establishes the lines of the University's campus.

New Business

Mr. Thompson moved and Mr. Piatt seconded a motion to approve Resolution 30-88, support of the locating of BASF Corporation in the Portsmouth area.

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

Nays: None

Mr. Winters moved and Mr. Piatt seconded a motion to approve Resolution 31-88, support of locating the ALVIS program at the GCEP location in Pike County, Ohio.

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

Nays: None

Mr. Ferguson moved and Mr. Reinhardt seconded a motion to adopt Resolution 32-88, the employment of new personnel.

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

Nays: None

Mr. Thompson moved and Mr. Ferguson seconded a motion to adopt Resolution 33-88, University Policies.

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

Ms. Riffe ask if faculty had input into policy development and was assured that policies that impact on faculty are reviewed and studied by a committee including faculty members.

Mr. Piatt moved and Mr. Ferguson seconded a motion to adopt Resolution 34-88, transfer of funds for land acquisition.

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

Nays: None

Ms. Riffe requested to speak to the Board. She stated that she wanted to express strong support for maintaining the two year programs at Shawnee State and felt that Board support should be clarified. She stated that she was aware that the Associate Degree Nursing Program was doing a self evaluation and hoped this would carry through to other programs. The possibility of expansion to four year programs should be taken into consideration.

Dr. Carson reaffirmed that the above statement is the feeling of the Board of Trustees toward all two year Associate Degree programs.

Mr. Thompson thanked the S.E.A. President for mailing to board members copies of the S.E.A. letter. He feels the communication was informative and shows insight into the feelings of the Association. However, he took

offense at some of the statements in these communications. He feels that faculty are concerning themselves with areas that are of no business to faculty. Faculty should be involved in faculty related matters and require no representation in other matters. In summarizing his statements Mr. Thompson stated "I feel every area has its place -- administration to administer, faculty to teach, and students to learn." He also said that these were his views and did not reflect other board members' ideas.

Steve Midkiff, President of the Administrative Assembly, spoke to the board, and a copy of his address is attached and made a part of these minutes.

Several board members answered Mr. Midkiff's comments. The consensus agreement of the board was that the 5% increase instead of the 8% recommended increase in no way reflected on the quality or quantity of work done by mid-management staff. The concern was with budgetary restrictions only. Mr. Winters asked that additional information be shared with board members that could translate through IUC or the Ohio Board of Regents as it relates to other institutions.

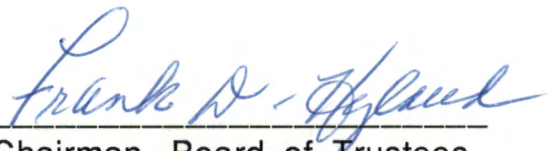
Dr. Carson agreed with other members' comments and stated that he would like to see a committee appointed to study the best way the board can spend available monies and to study equities of salaries with other colleges and universities. Mr. Hyland, Board Chairman, assigned the task of salary study of equities and budget spending to the Finance Committee of the Board of Trustees, Dr. Carson, Chairman.

Mr. Ferguson remarked that he and several administrators had attended a seminar on July 20, where they interacted with other universities and colleges. He suggested that more of these kinds of conferences and meetings between like institutions should be attended by board members.

Mr. Winters stated that Bev Tadlock, who represented Shawnee State University at the Governor's conference held in Cincinnati, Ohio, did an excellent job and should be commended by letter from the President. Ms. Riffe suggested that letter of welcome should be sent to those students who receive scholarship to attend Shawnee State. This will be done.

Adjournment

There being no other business, Mr. Ferguson moved adjournment. The meeting was adjourned by a unanimous voice vote.



Chairman, Board of Trustees



Secretary, Board of Trustees

**AGENDA
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
MONDAY, AUGUST 15, 1988**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of the July 13, 1988 Special Meeting
- D. Approval of the August 15, 1988 Agenda
- E. President's Report
- F. Committee Reports
- G. New Business
 - Resolution 30-88, Support of BASF
 - Resolution 31-88, Support of AVLIS
 - Resolution 32-88, Personnel
 - Resolution 33-88, Adoption of Policies
 - Resolution 34-88, Land Acquisition
- H. Other Business
- I. Adjournment

Comments to the Board
by
Stephen J. Midkiff
August 15, 1988

Members of the Board:

Thank you for the opportunity to address you.

I am here this evening as the chair of the University Administrative Assembly. On behalf of that body I recently sent to you a letter commenting on a recent action of this Board. Your action, to reduce the recommended salary increase from 8% to 5% has, in the eyes of the Assembly, resulted in three perhaps unintended outcomes.

1. Lowered Morale - the middle managers feel their efforts are unappreciated and unrecognized.
2. Eroded the manager prerogative to reward exemplary service.
3. Worsened the existing salary inequities in the administrative compensation system, particularly as compared to other state universities.

The action was surprising in that it came unexpectedly and without explanation. It seemed, that by providing a substantially smaller increase for administrators than for other constituencies, that the action became a punitive one--penalizing a particular segment of the university community.

This situation makes us ask ourselves--What Did We Do?

What we did was be loyal. Our positions are defined as administrative, and we identify with and consider ourselves as part of the "Management Team". Partners with and instruments of this Board and the Senior Administration.

What we did was be supportive. In times of institutional stress, such as during leadership change and labor differences, the middle management has supported the "University" position. We have always acted to carry out the charges given to us by the University.

What we did was do our jobs. Most middle managers work long, hard hours toward making Shawnee State University successful. We come to work early, stay late, and show up on weekends--all towards this goal. We are proud of the strides made by Shawnee State--because we are confident that we have done our part to make it happen.

In summary, I'm sure the salary action was not meant to be punitive. I'm sure the Board is now aware of its unintended results and further I'm hopeful and confident that steps will be taken to address these concerns.

I have attached, to the letter provided to you, data gathered by a subcommittee of the Assembly. I would be pleased to answer any questions, should you desire.

RESOLUTION 30-88

WHEREAS, South Central Ohio, the Portsmouth area in particular, has recently lost industry that has caused an economic depression, and

WHEREAS, the BASF Corporation is looking at our area for the establishment of industry, and

WHEREAS, the area has available skilled labor for construction and the starting up of a new industry, and

WHEREAS, site possibilities, housing and educational facilities are also excellent,

THEREFORE, be it resolved that the Board of Trustees of Shawnee State University hereby encourages the BASF Corporation to locate in the Portsmouth area.

RESOLUTION 31-88

WHEREAS, the Portsmouth Gas Centrifuge Enrichment Project (GCEP) at Piketon, Ohio, was cancelled in June 1985 by the U.S. Department of Energy, and

WHEREAS, this action resulted in the loss of employment for many area residents and has caused an economic depression in the Portsmouth area, and

WHEREAS, a major focus of future economic development activity at the Portsmouth Uranium Enrichment Facility lies with DOE's promise that the Advanced Vapor Laser Isotope Separation Process (AVLIS) will become a proven, cost-effective, advanced production process for the enrichment of uranium; and

WHEREAS, the AVLIS project will consist of constructing in excess of a one-billion dollar facility with a 400-million dollar annual operating budget which will create approximately 1600 jobs,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby encourages the U.S. Department of Energy to locate the AVLIS plant on the Portsmouth Uranium Enrichment facility at the GCEP site.

RESOLUTION 32-88

The following applicants have been screened, interviewed, and recommended by 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 University authorizes the following individuals for employment at the stated salary:

Dr. Ketan Shah, Assistant Professor in Plastics Engineering Technology, Class II, Step 2	\$23,412
Dr. Yousef Akbary, Assistant Professor of Electrical and Computer Engineering Technology, Class I, Step 6	\$22,795
Mr. Jerry Ruby, Assistant Professor of Finance, Class II, Step 9	\$27,724
Ms. Judith Granger, Assistant Professor of Education, Class III, Step 1	\$25,876
Dr. Nan Yun, Assistant Professor of English Class IV, Step 3	\$30,189

RESOLUTION 33-88

Policy 60-4-5, Use of University Facilities, and Policy 90-11, University Mail Service, have been developed by the proper departments and recommended to the President for his review and recommendation.

The President concurs with the policies and recommends their adoption.

Therefore, be it resolved that the Board of Trustees of Shawnee State University adopts Policy 60-4-5 and Policy 90-11.



AREA: UNIVERSITY SUPPORT SERVICES

NUMBER:

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Shawnee State University shall operate a campus mail service for the efficient processing of incoming and outgoing official University business mail, as well as the smooth exchange of printed inter-office correspondence.

I. Definition of Responsibilities

A. It shall be the responsibility of University Mail Service (UMS) staff to:

1. Help ensure that official University outgoing mail is prepared and processed in compliance with U.S. Postal Service regulations or requirements of United Parcel Service or Federal Express.
2. Sort and deliver incoming mail.
3. Pick up and deliver inter-office mail.
4. Provide information on various mailing options available to University departments in support of the conservation of funds.
 - a. UMS shall help determine the most economical postage rates for the destination and class of outgoing mail.
 - b. UMS shall furnish information on applicable size and weight restrictions.
5. Furnish necessary labels, envelopes and informational material needed for using alternate carriers (Federal Express, United Parcel Service).

B. It shall be the responsibility of each University department to:

1. Properly label and package all outgoing off-campus and inter-office mail.
 - a. All outgoing off-campus mail must post the department's return address and budget numbers on the upper left hand corner of each correspondence.

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b. In order to help increase efficiency of processing and delivery of inter-office mail, mail should be identified with the individual's complete campus address (individual's name, department and building). Preferably, correspondence should be inserted into standard inter-office mail envelopes or otherwise folded to letter-size.

2. Secure mailing supplies (packaging materials, stationery, envelopes) as well as paying the cost of postage and other charges.
3. Indicate preference when mail needs to be sent out through an alternate carrier (Federal Express, UPS) or another class of service (First Class...).
4. Become familiar with the various mailing options and restrictions applicable to the department.

II. Procedural Considerations

A. Mail Service Locations

1. Telephone Switchboard Room (located in the basement of Massie Hall) processes all classes of outgoing U.S. mail, including U.S. Postal Service and Express mail.
2. Central Receiving (Room 008, Massie Hall) processes all incoming mail, inter-office mail, and correspondence going out via Federal Express and UPS.

B. Mail Boxes

1. A mail box shall be assigned to each department for sorting purposes (located at Room 008, Massie Hall).
2. Departments so wishing may request a key to their individual mail box door, and may pick up their sorted mail during Central Receiving business hours.

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C. Postage Billing Procedures

1. The University Mail Service shall be responsible for administering established billing procedures in order to provide a more accurate and detailed periodic accounting of departmental postage and freight charges.
2. Departments must indicate their return address and department budget number (upper left hand corner of the envelope) on each piece of outgoing mail in order that daily mail charges can be computed and billed to the respective department.
3. Outgoing mail which does not have the budget number will be returned to the department.
4. Charges of other carriers shall be billed separately from U.S. mail postage.
5. UMS shall not be responsible for controlling each department's mail usage and costs, nor for the contents of materials.

III. Processing of Off-Campus Mail

- A. General time lines for the processing and delivery of off-campus mail are as follows:

CARRIER	INCOMING MAIL		OUTGOING MAIL
	Delivered to SSU by:	Distributed to Depts:	Must be processed by UMS by:
U.S. Postal Service	9:00 AM (approx.)	Before Noon	3:00 PM
UPS	Mid-Afternoon	ASAP	12:00 Noon
Federal Express	Mid-Afternoon	ASAP	3:00 PM

B. Outgoing Mail

1. U.S. Postal Services
 - a. Outgoing mail processed by UMS by 3:00 p.m. shall be delivered to the Portsmouth Branch Post Office the same day.

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- b. Mail received after 3:00 p.m. shall normally be processed and posted the following working day. However, mail which absolutely must be posted after 3:00 may be metered by UMS until 4:30 p.m. but transportation to the Post Office's inside window by 5:00 p.m. the same day shall be the responsibility of the sender.
- c. All metered mail bears a postmark date. Mail metered on a specific day which is not delivered to the post office by their 5:00 closing time the same day is subject to being rejected and returned by the Post Office.
- d. Postage shall be applied as metered by the UMS scale and postage meter.
- e. Mass mailings
 - 1) Advance notice must be given to UMS for mass mailings (over 50 pieces) in order to schedule staff time and to assure that needed supplies and adequate postage are available.
 - 2) It shall be the sender's responsibility to plan well and coordinate with UMS so that there is no "last minute rush" leading to missed deadlines and outdated mailings.
 - 3) Depending on the size of the mailing, it may not be possible for UMS to completely process and post mass mailings within a single day.
- f. Bulk mail permit
 - 1) University departments have the option of making use of the University's non-profit Bulk Mail permit although only UMS staff are authorized to process mail with the permit and associated accounting forms.

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2. United Parcel Service

a. For items sent via UPS, the sender must indicate:

- 1) That the package is to be sent via UPS.**
- 2) The nature of the contents.**
- 3) Value of the contents.**
- 4) Whether insurance is desired.**

b. UPS services include Next Day Air and Second Day Air and options such as insurance and acknowledgment of delivery.

3. Federal Express

a. Because of the expense, mail shall not normally be sent via Federal Express. However, if the sender needs to use the carrier for overnight guaranteed delivery, UMS shall give assistance in preparation of the envelope.

C. Incoming Mail

1. Processing and Delivery of Incoming Mail

- a. Depending on the actual time of delivery, volume, and available personnel, incoming mail shall be sorted and delivered to department main offices by mid-morning of the same day it is delivered.**
- b. Sorted mail may be picked up by the departmental representative from the assigned mail box during Central Receiving business hours.**
- c. Incoming mail shall not be processed on holidays observed by the U.S. Postal Service and any University holiday.**
- d. All incoming mail shall be treated as equal in priority and requests for preferential sorting shall be denied.**

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- e. UMS shall not be responsible for picking up mail at the post office or for inquiring about mail not delivered to the University.
 - f. Incoming mail shall not be available directly from the mail bag. It must first be sorted by UMS personnel.
 - g. Mail expressed overnight shall be delivered by UMS as soon as possible.
2. Returned Mail
- a. Returned undeliverable mail shall be returned to the department only if there is a department return address on the envelope or parcel.
 - b. Returned mail without a return address shall not be opened by UMS to identify sender but will be held in a box in Central Receiving for two weeks pending identification by a representative of the sender department.
 - c. UMS shall assume no further responsibility for returned mail.
3. "Postage Due Upon Receipt"
- a. Incoming mail received with postage due shall be received by UMS and delivered to the department main office along with other mail.
 - b. A receipt for signature shall accompany the mail and the amount due shall be charged to that department's budget.
 - c. If the Department Head elects not to receive "Postage Due" mail, then a memo to that effect must be issued by the Department Head and filed with UMS.
4. "Collect on Delivery" (C.O.D.)
- a. UMS shall not receive mail or parcels which are "Collect on Delivery".

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- b. Reasonable effort shall be made by UMS to assist the carrier in locating the addressee. The addressee shall be responsible for the decision to receive the C.O.D. and all charges.

5. Business Reply Mail

- a. The use of Business Reply Mail requires the establishment of a special account with the U.S. Post Office along with specially printed envelopes or cards pre-addressed to the University. Postage and handling charges will be charged by the U.S. Postal Service only for each piece mailed back to the department.
- b. The Director of Physical Facilities shall arrange for assignment of accounts to specific departments upon the Department Head's request.

IV. Inter-Office Mail

- A. Inter-office mail shall be picked up at departmental offices each day and shall be sorted and delivered throughout the day as often as possible.
- B. Such sorted mail may also be claimed by a department representative from the assigned mail boxes.

V. Non-official and Personal Mail

- A. Personal and Non-official correspondence (letter-size only) may be transported to the post office by the University as a courtesy so long as it does not become a hindrance to processing official University mail.
- B. Since only official University Mail may be processed through the UMS postage meter, postage stamps must be affixed on non-official and personal mail. Otherwise, such mail will be returned to the sender when convenient for UMS staff.
- C. In order to avoid adding to the increasing volume of mail, employees should not use the University's address for receiving personal and non-official mail. UMS shall not accept responsibility for delivery of personal mail or parcels.



AREA:	FACILITIES MANAGEMENT USE OF UNIVERSITY FACILITIES	NUMBER:	60-4-5
SUBJECT:	USE OF UNIVERSITY FACILITIES BY EVENT-SPONSORING GROUPS	ISSUED:	
		REVISED:	
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Shawnee State University shall endeavor to provide Community and University-affiliated organizations, groups or individuals (event sponsors) access to its facilities during those times when such access will not interfere with the regular educational mission and/or bonafide University activities.

I. General Guidelines

- A. Normally, the official academic course offerings shall be given first priority claim for use of University facilities. Additional University classes, Continuing Education offerings, and other academic needs for which the University has contracted will first be assigned and scheduled by the Provost's Office each quarter. Facilities will then be made available on a "first come first serve" basis by the Director of Physical Facilities.
1. The University reserves the right not to relocate or re-schedule any of its own classes, meetings, or activities in order to accommodate requests of non-University event sponsors depending on the relative impact or benefit of the event to the University.
- B. The University shall review each application and shall determine whether or not specific organizations will be granted use and under what circumstances or restrictions.
1. University facilities shall not be contracted for profit making purposes or for the purpose of offering instruction of an on-going nature which is not a part of the University's academic or public service programs.
2. The University reserves the right to reject the application of any event sponsor for use of University facilities and/or equipment if it determines that it is not in the University's best interest.
- C. The Vice President for Business and Finance may require a statement from the event sponsor which states the proposed disposition of any registration fees and/or admission fees charged to event attenders income from sale of merchandise or sundries, food and/or beverages.
- D. The University shall assume no responsibility for any expressed or implied views, positions, statements or literature of the event sponsor; nor shall permitting the event on campus necessarily imply University endorsement of such views.

AREA: FACILITIES MANAGEMENT USE OF
UNIVERSITY FACILITIES

NUMBER: 60-4-5

ISSUED:

REVISED:

SUBJECT: USE OF UNIVERSITY FACILITIES BY EVENT-
SPONSORING GROUPS

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II. Making Arrangements For Use Of University Facilities

A. University-Affiliated Groups

1. The Office of the Provost shall be responsible for approval and scheduling classroom instructional use of University facilities for each academic term (dates, times and locations as listed in the final class schedule).
2. The Director of Physical Facilities shall be responsible for approving and scheduling all other use of facilities.
 - a. All requests for facilities use by recognized student organizations shall be approved by the Student Activities Office before application is made to the Director of Physical Facilities.
 - b. Requests for facilities use for professional conferences, seminars, organizations, and/or workshops must be approved by the Dean, Chairperson or Department Head and then by the Provost or respective Vice President prior to submission to the Director of Physical Facilities. Such approval indicates that the Vice President and department or the Provost and school/division shall be responsible for all obligations incurred by the conduct of the activity. The event must have a clear relationship to the University's academic and community service role and mission.
3. Payment of charges for Facilities use
 - a. Charges for facilities use by University-related event sponsors will be assessed only for equipment and/or personnel time which exceeds the parameters of the normally scheduled workload of the facility or personnel involved in supervising, operating and maintaining facilities.
 - b. Any charges assessed for the use of such facilities may be paid either by cash or personal check at the Bursar's Office or mailed to the Business Office. Checks must be made payable to the University. University affiliated groups may use approved budget transfer methods for payment.

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B. Non-University Organizations

1. Tax-exempt and/or non-profit groups

- a. When possible, University facilities shall be made available to non-profit, tax-exempt organizations or groups for meetings.
- b. Facilities will not be made available when use of such is for money making purposes except for charitable activities which clearly benefit the community.

2. Profit making organizations

- a. When possible, the University may make facilities available to profit-making organizations or groups for meetings, seminars, training sessions, lectures and public meetings.
- b. However, facilities shall not be made available for the purpose of earning money for the profit making organization or group.

3. Payment of charges

- a. Use of facilities during the normal University day (8:00 a.m. to 11:00 p.m., Monday through Friday) shall be charged at the established rate schedule available in the Office of Physical Facilities.
- b. Use of facilities at times other than the normal University day will be assessed at the scheduled rate plus custodial fees according to the CWA Agreement.
- c. If applicable, fees may be charged for the following:
 - 1) Parking
 - 2) Operational overhead: e.g., utilities, depreciation of equipment, etc.
 - 3) Personnel services including premium rates and custodial fees at contract rate.

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d. Charges shall be based on:

- 1) The number of persons involved in the use of facilities.
- 2) The type of facility.
- 3) The duration of use including rehearsals and set-up time.

e. A deposit of 50% of estimated charges must be received prior to final approval of the request. The balance (including all amounts in excess of the estimate) shall be due upon receipt of the University invoice.

f. Cancellations

- 1) A cancellation notice of one week prior to the scheduled use is required in order to receive a full refund of the deposit.
- 2) Should cancellation occur less than one week prior to the scheduled use, 90% of the deposit shall be refunded.
- 3) Should cancellation occur less than 24 hours prior to the scheduled use, 50% of the deposit shall be refunded.
- 4) Should the University be officially closed due to emergency circumstances immediately prior to a scheduled event, 100% of the deposit shall be refunded.

g. Charges may be paid in person at the University's Bursar's Office or by mail to the Business Office. Checks must be made payable to the University and must be accompanied by the University's invoice.

C. Processing of requests for facilities use.

1. All requests for use of University facilities must be formalized by completing the "Space Reservation Form" (available from Office of Physical Facilities). The request must state:

- a. The date (s) requested.
- b. Duration (s) of activities (times).

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- c. Type of space requested.
 - d. Number of persons involved.
 - e. Official name of the organization and/or composition of the group.
 - f. Purpose of the activity.
 - g. Name, address, and telephone number of the individual representing the group.
2. Before approval is considered, the non-University event sponsor must submit the completed "Space Reservation Form" and relevant documents including the following:
 - a. A statement of indemnification.
 - b. Appropriate insurance policy.
3. As mentioned previously, University related groups also must submit additional approvals for conferences, workshops, seminars and other functions, along with statements of disposition of registration and admission fee.
4. The Director of Physical Facilities shall give approval and schedule the event:
 - a. Upon proper completion of the Space Reservation Form and approval by facility-equipment managers (as necessary).
 - b. Upon ascertaining the availability of the facility requested.
 - c. Upon determining that the proposed use is congruent with University policy and complies with approved procedures for proper use of such facilities.
5. The event sponsor's key representative shall be notified by the Director of Physical Facilities as quickly as possible regarding approval or denial of the request for space, charges, room locations and other details.

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D. Time Considerations

1. Event sponsors should apply for use of facilities no later than four weeks prior to the anticipated event.
2. The University cannot guarantee space availability on a continuing basis beyond the duration of the current academic term. Any reservations made in advance of the beginning of classes shall be subject to re-scheduling or cancellation.
3. Although approved, specific classroom space cannot be guaranteed until five class days have elapsed following the close of open registration for that academic quarter.
4. Any use of University facilities shall be automatically cancelled when the University is officially closed due to inclement weather or other emergency circumstances.

III. Conduct of Activities

A. Non-discrimination

1. Activities shall be conducted in a manner that is not discriminatory or abusive to others by reason of race, color, sex, age, religion or national origin.

B. Orderly Meetings

1. Sponsoring organizations, groups, or individuals shall conduct orderly meetings and activities which shall not be of a nature as to incite others to violence or destruction.
2. All University, city, county, state and federal regulations ordinances and laws apply to University property and facilities and are to be observed by all individuals using University property.

C. Maintaining cleanliness

1. Reasonable cleanliness and orderliness of the facilities are expected after their use.
2. Special arrangements for handling waste materials shall be made part of the reservation agreement.

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3. The failure to care for University property shall result in the refusal of further requests for use of University facilities from the said organization, group or individual.

D. Smoking

1. Smoking shall be confined to areas designated by University policy for that purpose.
2. Smoking is prohibited by state law in The Activities Center, auditoriums, classrooms, seminar rooms and laboratories throughout the University.

E. Gambling, games of chance, raffles and the like.

1. Gambling in any of its forms including raffle drawings, door prizes, bingos, and carnival or casino type games shall be strictly controlled on University property. No such activity shall be permitted without prior review and approval by the University's legal counsel.
 - a) Unless specific prior approval is granted, such activities shall be subject to immediate closure, cancellation and disbursement.
2. Request for approval of such activities shall be processed on a special form (available at the Office of Physical Facilities) and its approval or denial shall become part of the contractual agreement and will be attached to the Space Reservation Form.
3. While the University may permit the activity, the University shall assume no responsibility nor liability for such activity. The event sponsor's insurance policy must cover specific exemption of such liability related to any such activity associated with the event to be conducted on campus.
4. A copy of such agreement must be in the possession of the event sponsor's representative who, in turn, must be present at the activity at all times.

F. Damage to University Property

1. The individual representing the event sponsor shall be held to have individual responsibility for University property or equipment which was damaged or lost during or as a result of such use. Reimbursement required shall be determined by University management.

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2. Legal action may be taken by the University to recover such loss and the University will refuse all future applications for facilities and equipment use by that organization or individual.

IV. Sale of Merchandise or Sundries

- A. The sale of merchandise or sundries shall be strictly controlled during the event. No such activity shall be permitted without prior review and approval by University management.

1. Unless specific prior approval is granted, such activities shall be subject to immediate closure, cancellation and disbursement.

2. The event sponsor proposing sale of merchandise or sundries either by the event sponsor itself or by others as part of the sponsored activity must secure permission separately for each vendor involved.

- B. Requests for approval shall be processed using a special form (available at the Office of Physical Facilities) and its approval or denial shall become part of the contractual agreement and will be attached to the Space Reservation Form.

- C. While the University may permit the activity, it shall assume no responsibility nor liability for such activity. The event sponsor's insurance policy must cover specific exemption of such liability related to any such activity associated with the event to be conducted on campus.

- D. A copy of such agreement must be in the possession of the event sponsor's representative who, in turn, must be present at the activity site at all times.

V. Food and Beverages

- A. Any event sponsor proposing to include food and/or beverages as part of the requested facilities use must apply for review and permission whether or not there will be a charge to the consumer of the food or beverage.

- B. Those planning to include food or beverages shall be referred to the University's Food Service Contractor for arrangements. Should the Food Service Contractor elect not to cater the event, the event sponsor may then make other arrangements provided that prior and specific permission is granted by the University as part of the approved reservation. Otherwise, the activity shall be subject to immediate closure, cancellation and disbursement regardless of any contractual agreement with the University approving the event or associated activity.

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- C. A copy of such agreement must be in the possession of the event sponsor's representative who, in turn, must be present at the activity site at all times.
- D. Except when approved in advance by the Director of Physical Facilities, food and beverages may not be consumed in the Massie Auditorium nor in any classroom.

VI. Use of University Owned Equipment

- A. When the University makes its audio-visual equipment available to the event sponsor, University Media Services staff shall be required to operate the equipment and the event sponsor shall be billed for the personnel time involved.
- B. No University-owned equipment shall be made available to non-university organizations, groups or individuals for use off the Shawnee State University Campus.

VII. Equipment Brought on Campus

- A. Equipment or materials other than what can be hand-carried by event sponsors may not be brought into the University facility except by special permission. Equipment and materials brought on campus by event sponsors must be conspicuously and clearly identified as belonging to the event sponsor.
- B. Such equipment must be removed from University premises immediately after the event's conclusion.
 - 1. The University shall neither store nor otherwise handle such equipment for the event sponsor.
- C. The University cannot assume responsibility for protection against damage or loss of the event sponsor's own, borrowed or rented equipment.
- D. Use of the University's receiving dock and material handling equipment can only be made available for use if such is approved and scheduled in advance.

VIII. Security

- A. Depending on the nature of the activity and the number of attenders anticipated, the Director of Physical Facilities may choose to arrange for extra security at the sponsor's expense to help maintain order and protect University property.
- B. Security requirements shall be discussed with the event sponsor and shall be made part of the approved request.



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IX. Parking

- A. In order to minimize inconvenience and confusion, parking arrangements for event attendees shall be made part of the space reservation request.
- B. Event attendees and sponsors shall be subject to the same parking, traffic, and general security regulations as University employees or students.
 - 1. Parking regulations shall be enforced on campus twenty-four hours a day. Fire zones, no-parking zones, loading zones, and handicapped parking spaces are tow-away zones.
 - 2. The University cannot guarantee that every attendee will find convenient parking adjacent to the event site.

X. Advertising Materials

- A. Publicity materials advertising a particular event may be displayed in areas of the University facilities as approved in advance by the Director of Physical Facilities.
- B. Advertising materials must be removed by the event sponsor immediately following the event. Otherwise, these shall be removed by the University's maintenance personnel at the event sponsor's expense.
 - 1. Unless otherwise requested by the event sponsor as part of the approved reservation, advertising materials shall be discarded by maintenance personnel.
 - 2. In any event, the University shall not provide storage of advertising materials longer than 72 hours following the activity.

XI. Publicizing the Event Through the Public Media

- A. Every media advertisement which mentions the event location as being in the University facilities must first be approved by the University's Director of Public Relations.
- B. Any such announcements, notices, hand bills, posters and the like used by non-University organizations, groups or individuals must clearly indicate the sponsor of the event and also must clearly indicate that the University is not the sponsor of the event.



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XII. Public Display of Artwork and Exhibits

- A. The University will strive to provide for the enrichment of the University community by allowing use of public areas for display of artworks and exhibits.
- B. The Cultural Affairs Committee shall determine the content and quality of the artworks or exhibits.
- C. Parties (both University-related and non-University related) contemplating the use of such public areas shall contact the Director of Physical Facilities for a copy of procedures outlining the appropriate and approved methods of hanging/ displaying artwork and exhibits. Artworks and exhibits displayed in violation of the written procedures shall be subject to confiscation pending full restitution of any costs incurred by the University.

RESOLUTION 34-88

Shawnee State University has prioritized phase one land purchases to utilize funds made available through capital bill 810.

The University also desires to purchase the remaining property in the 800 block as outlined in the facilities master plan,

Since these important parcels will require funds that are not currently in Shawnee State's land account, the Board of Trustees, requests the transfer of funds presently available in the capital appropriation line item designated for parking.

Therefore, be it resolved that the Board of Trustees of Shawnee State University directs preparation of the necessary Controlling Board request to transfer the appropriate funds in order to purchase the aforementioned property in the 800 block of Second and Third Streets.