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February 20, 1989 Meeting Minutes

Shawnee State University

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MINUTES
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
FEBRUARY 20, 1989

The meeting was called to order by Chairman Carson.

Roll Call

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

Members Absent: Mr. Kaplan

Motion--Interim Secretary

Mr. Hyland moved and Ms. Riffe seconded a motion to appoint Mr. R. Neil Hawk, interim secretary to the Board of Trustees, until such time as Dr. Catherine Horr resumes her duties as secretary.

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

Nays: None

Approval of Minutes

Mr. Ferguson moved and Mr. Hyland seconded a motion to approve the minutes of the January 9, 1989 meeting.

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

Nays: None

Approval of February 20 Agenda

Mr. Winters moved and Mr. Hyland seconded a motion to approve the February 20 agenda.

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

Nays: None

Administration Reports

Mr. Bill Decatur gave an overview of budget FY '90 and the executive proposal for higher education. Major concerns for Shawnee State University are in the areas of supplemental funding and instructional subsidy. Budget themes are being reviewed along with prioritizing University strategic goals and objectives. The budget will be presented to the Board of Trustees on June 26.

Dr. Paul Crabtree reported on the status of the new ad hoc committee on AIDS education. He also stated a drug education committee has been formed and they will develop a strong educational component on drug abuse for students and employee education.

Mr. Tom Charles reported the ad hoc housing committee will deliver a housing proposal at the March meeting.

President's Report

Dr. Horr reported that interviews for the student trustees have taken place and it is likely that two trustees will be appointed by the Governor in March. One trustee will have a short term ending July 1, 1989 and the second trustee's term will end July 1, 1990.

Dr. Horr reported the Presidential Search Committee has reviewed résumés and vitas and AED has provided referenced presentations and detailed checks on the most likely candidates for the presidency. The selected candidates will be invited to meet with the committee in Columbus on March 10 and 11 followed by an on-campus visit for the finalists.

Committee Reports

Educational Policies. No report.

Building and Grounds. No report.

Finance. Mr. Winters stated we must continue lobbying.

Housing. Report due next month.

Reciprocity. Report due March 9.

University Communications. Chairman Hyland informed the Board that representatives will meet before March 13.

Mr. Winters moved and Ms. Riffe seconded a motion to go into executive session.

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

Nays: None

The board went into executive session at 8:45 p.m.

Mr. Hyland moved and Ms. Riffe seconded a motion to reconvene the regular meeting.

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

Nays: None

The meeting was reconvened at 8:55 p.m.

New Business

Mr. Ferguson moved and Ms. Riffe seconded a motion to approved Resolution 02-89, Commendation to The Shawnee Silhouette.

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

Nays: None

Mr. Thompson moved and Mr. Hyland seconded a motion to approve Resolution 03-89, Approval of the submission of SOLO's grant to the Ohio Arts Council.

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

Nays: None

Mr. Thompson moved and Mr. Ferguson seconded a motion to approve Resolution 04-89, Purchase of real estate to construct a library and classrooms.

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

Nays: None

Mr. Hyland moved and Ms. Riffe seconded a motion to approve Resolution 05-89, Leave of Absence.

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

Nays: None

Resolution 06-89. Ms. Riffe stated she would affirm with reluctance and that she would have liked the Practical Nursing Program to remain at the University.

Mr. Winters moved and Mr. Thompson seconded a motion to approve Resolution 06-89, Transfer of Practical Nursing Instructional Materials and Equipment.

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

Nays: None

Mr. Hyland moved and Mr. Winters seconded a motion to approve Resolution 07-89, Acceptance of Shawnee State Development Foundation Policies and Procedures. Following discussion of donations of stock, wording regarding such donations was added to the resolution with Mr. Hyland's and Mr. Winters' concurrence.

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

Nays: None

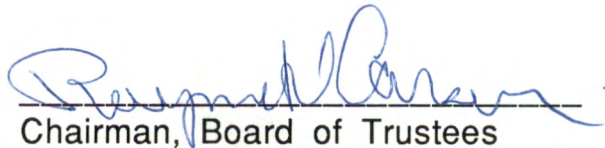
Mr. Thompson moved and Mr. Winters seconded a motion to approve Resolution 08-89, Approval of the submission of a grant to the Scioto County Area Foundation and to the Ohio Humanities Council.

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

Nays: None

Adjournment

Mr. Hyland moved and Ms. Riffe second the motion that the meeting be adjourned. The meeting was adjourned by acclamation.


Chairman, Board of Trustees


Secretary, Board of Trustees

AGENDA
SHAWNEE STATE UNIVERSITY
FEBRUARY 20, 1989
7:30 P.M.

- A. Call to Order
- B. Roll Call
- C. Approval of January 9, 1989 Board Minutes
- D. Approval of Agenda
- E. President's Report
- F. Committee Reports
- G. New Business

Resolution 02-89, Commendation to The Shawnee Silhouette

Resolution 03-89, Approval of the submission of SOLO's grant to the Ohio Arts council

Resolution 04-89, Purchase of real estate to construct a library and classrooms

Resolution 05-89, Leave of Absence

Resolution 06-89, Transfer of Practical Nursing Instructional Materials and Equipment

Resolution 07-89, Acceptance of Shawnee State Development Foundation Policies and Procedures

Resolution 08-89, Approval of the submission of a grant to the Scioto County Area Foundation and to the Ohio Humanities Council

- H. Other Business
- I. Adjournment

RESOLUTION 02-89

WHEREAS, The Shawnee Silhouette has received national recognition from the American Scholastic Press Association in the category of institutions of higher education with more than 2,500 students. The Shawnee Silhouette received top ranking of the six schools receiving a first place award for literary magazines. The first place award surpassed entries from Tennessee Tech. University, Canisius College, Georgia State University, and Mankato State University. Based on a criteria of content coverage, organization, design, presentations, and creativity, The Silhouette received 850 points out of 1,000 points possible.

WHEREAS, all of the above achievements have been under the superb guidance and advisement of Dr. Robert Wilson.

NOW THEREFORE, be it resolved that the Board of Trustees of Shawnee State University commends the staff and advisor of The Silhouette for the award of excellence.

RESOLUTION 03-89

The Southern Ohio Light Opera (SOLO) program at Shawnee State University, Shirley Crothers Director, is submitting a grant for \$6000 to the Ohio Arts Council for supplemental production funding for its summer season of musicals.

SOLO is a student, faculty, and community activity regularly funded by the University, and it is also supported by revenue from ticket sales.

Therefore, be it resolved that the Board of Trustees approves the submission of SOLO's grant to the Ohio Arts Council.

RESOLUTION 04-89

WHEREAS, the Board of Trustees has approved the purchase of various parcels of real property for the purpose of providing real estate upon which to construct a library and classrooms 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:

<u>Owner</u>	<u>Permanent Parcel Numbers</u>
Phillip L. Bower	Parcel No. 30-0325
Gary R. Gambill	Parcel No. 30-0840
Curtis W. McGlone	Parcel No. 30-0741
Tom Porginski	Parcel No. 30-0438
Lola Trainer	Parcel No. 30-1184

(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.

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the governing board of Shawnee State University on the 20th day of February, 1989.



Secretary to the Board of Trustees
Shawnee State University

RESOLUTION 05-89

The Interim President recommends the following faculty member for leave of absence with pay for faculty development purposes:

Linda Wooddell - Leave of absence with pay Spring Quarter, 1989

A plan of study and goal statement have been submitted, cost projections have been made, and the budget will be loaded accordingly.

RESOLUTION 06-89

The control of the Practical Nursing Program housed at Shawnee State University has been transferred to Scioto County Joint Vocational School per Resolution 54-88 and subsequent action.

THEREFORE, be it resolved, that Shawnee State University convey to Scioto County Joint Vocational School of Lucasville, Ohio, scheduled and unutilized instructional materials and equipment including, but not limited to, the Practical Nursing instructional items listed on the attached pages, by appropriate Bills of Sale and obtain Receipts therefore with language inclusive of acceptance without warranty and hold harmless agreements. Neil Hawk and Oliver Carver are authorized and empowered to execute said Bills of Sale and to do all things necessary and incident thereto.

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>MANUFACTURER</u>	<u>SSU TAG</u>
1	Dukane 28A81 Sound Filmstrip Projector	Vera Smith	3511
1	Bell & Howell 798M80 Slide Projector	Vera Smith	3518
4	Hi-Lo Electric Beds (Model 820A)	Hill Rom	2591-2594 2600-2599
6	Overbed Tables	Hill Rom	
6	Bedside Cabinets	Hill Rom	
6	Straight Bedside Chairs w/Upholstered Seats	Hill Rom	
3	Electric Beds	(Smith & Davis) Halsom Medical Supply	0495-2597 1577
1	Roto-Cart Caddy Floor Model	Burrows Company	2455
2	Life Form Enema Simulators	Trainex Nasco	3510-4416
1	Life Form Intramuscular Injection Simulator	Nasco	3781
1	Life Form Male Catheter Simulator	Nasco	4417
1	Life Form Surgical Bandaging Simulator	Nasco	4086
2	Life Form Blood Pressure Simulator	Nasco	4096-4097
1	Life Form Tracheostomy Simulator	Nasco	
1	Life Form Female Catheter Simulator	Nasco	
1	Overhead Projector Beseler	Vera Smith	3838
1	Pixmobile Storage Cabinet	Vera Smith	
1	Hospital Training Manikin 1988	Trainex	3535
1	WT 34E Equipment Cart (34" H, 18" D, 24" W)	Wilson	3540
1	Stainless Steel Dressing Cart		

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>MANUFACTURER</u>	<u>SSU TAG</u>
10 (Approx.)	Single Chestpiece Stethoscopes		
5-6	Baumanometer Standby Model Adult Cuff, w/Four Wheel Base and Handle	Halsom Medical Supply	
8	Baumanomerer Kompak Model 0661-0120 Adult Cuff	Halsom Medical Supply	
1	Aquamatic K-Model and Pad	Mercy Hospital	
1	Gomco Suction Pump, Reconditioned	Halsom Medical Supply	
2	Floor Model Gomco Suction Pumps	Donated by V.A.	
1	Transparent Obstetric Phantom	Trainex	
1	Bedside Commode		
1	Three Hold Paper Punch		
2 pr.	Aluminum Crutches		
1 kit	Lifeform Human Reproduction and Development	Nasco	
1	Electroic Thermometer	Ivac	
1	Lifeform Bandaging Hand Simulator	Nasco	
1	Communication Game	Nasco	
1	Set of 11 Charts (Anatomical)	Nasco	
2	Folding Adjustable Hampers		
1	Chase Hospital Baby Model A-Newborn	Armstrong Industries	
1	Chase Hospital Baby Model B-3 Mos.	Armstrong Industries	
1	Chase Hospital Baby Model C-1 Yr.	Armstrong Industries	
1	Mini Torso w/Head (Somso)		2445
1	Metal Tracheotomy w/Cannula	Scioto Memorial Hosp.	
4	Teaching Stethoscopes		

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>MANUFACTURER</u>	<u>SSU TAG</u>
1	IBM-PC-XT w/256K, Two 360KB Diskette Drives, Monochrome Display and Printer, IBM Proprinter	IBM	4680
1	Portable Cart for Computer		
1	IBM Selectric II Typewriter	IBM	2927

RESOLUTION 07-89

The Shawnee State University Board of Trustees is the sole member of the Shawnee State University Development Foundation. The Foundation has revised and updated its policies and procedures.

THEREFORE, be it resolved that the Shawnee State University Board of Trustees hereby accepts the Development Foundation's Resolution 1-89 and the policies and procedures established by that resolution (attached), with the condition that the wording of the policies and procedures p.6 be reviewed and revised as needed to state that gifts of stock are treated according to current Ohio law regarding such gifts to university tax-exempt foundations.

RESOLUTION 1989.1

Whereas

the Shawnee State University Development Foundation has been created to make friends and create funds for the sole use of Shawnee State University, and

Whereas

the University has set in place a development office to support the foundation and to oversee the university development activities, and

Whereas

the Shawnee State University Development Foundation and the Director of Development have collaborated to formulate a mission and goals statement as well as policies and procedures by which to conduct development operations, therefore be it

Resolved

that the Development Foundation accepts and adopts the policies and procedures presented on February 8, 1989 and encourages continued additions to and refinement of those policies and procedures.

MISSION AND GOALS
DEVELOPMENT
SHAWNEE STATE UNIVERSITY/SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION

"Shawnee State University prepares students for the changing needs of business, industry, education, and society through its diversified degree programs. Recognizing the importance of knowledge, values, and cultural enrichment, Shawnee State University is committed to teaching students to think critically, to act ethically, and to communicate effectively. The university will foster scholarly inquiry, integrative learning, and an interdisciplinary approach to knowledge. To enrich the lives of the community, the university provides opportunities for continuing personal and professional development, intellectual discovery, and appreciation for the creative and performing arts."

The above is the stated mission of Shawnee State University as adopted by the Board of Trustees in 1987. The university is dedicated to achieving the goals in this mission. Yet it is clearly understood that state funds and tuition alone do little more than provide the necessities inherent in a university education. The availability of private financial support has a direct impact on the quality of services Shawnee State University offers its students. These private funds, whether in the form of unrestricted gifts, endowments, or gifts for specific purposes, allow the university to provide a higher degree of enrichment and opportunity as stated in our mission and goals.

Thus, the university has created a department of Development and has encouraged the formation of the Shawnee State University Development Foundation both of which have the sole mission of making friends and creating funds and support for Shawnee State University. These funds will be used in a number of ways to supplement the basics provided by the university budget.

Departmental program supports, faculty development support in the form of research and writing subsidies, and funds for visiting scholars and lecturers are all vital to the development of the faculty at Shawnee State University.

Student financial aid in the form of academic scholarships and awards and need-based scholarships and loans helps the institution attract the best students and allow students who might otherwise not be afforded a college education to attend Shawnee State University.

Privately donated funds for capital expenditures like buildings, rooms within these buildings, and equipment within these rooms allow the university to create and maintain exceptional quality in its physical plant. Landscaping, quality in its gardens, and objects of art add the special touch that makes the university as aesthetically pleasing as it is academically superior.

Finally, contributions which underwrite cultural and social events are also vital to the goal of offering a comprehensive education. To encourage overall excellence in its students, the institution must offer concerts, lectures, recreation, and athletic activities and opportunities along with the academic programs.

To accomplish these objectives and thus fulfill its mission, Shawnee State University has created policies and procedures to facilitate the acquisition, acknowledgement, investment, and wise use of contributed funds in a manner consistent with donor wishes and university policy.

POLICIES AND OPERATING PROCEDURES

SHAWNEE STATE UNIVERSITY/SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION

GUIDELINES FOR FUND RAISING

Shawnee State University, a tax-exempt institution, seeks to encourage and obtain gift support from alumni and interested friends, corporate entities, and foundations. Gift support as a financial supplement is a necessity for the university and its schools and colleges.

To avoid duplication of efforts or adversely affect any solicitation undertaking by any one group, all fund-raising activities must be coordinated and approved by the Director of Development, who reports directly to the President. Normally, the Development Office will carry out solicitations and fund drives on a campus-wide basis, trying to access funds for the good of the entire campus community. Therefore, other formal individual attempts must be coordinated with university activities in mind. Proposals to funding agencies/foundations, etc., must also be submitted to the Director of Development for review.

The Development Office is responsible for creating an awareness of the financial needs of Shawnee State University, which are not met by state or federal support, and to implement systematic plans by which these needs can be met.

At the forefront of development activities will be the following considerations:

- *Academic and cultural goals for the overall university, not just its component parts
- *Professional standards in all university development activities
- *Control of fund-raising programs to explore high quality in all development activities
- *Maximum encouragement of creative efforts to gain private dollars and an orderly process for identifying, cultivating, and soliciting prospects

SPECIFIC EFFORTS

If any particular division/group/area of the university wishes to undertake fund-raising activities, they must first contact the Director of Development. Then an appropriate campaign--including all materials and time frame--will be agreed upon. The Development Office will attempt to help in any way possible.

Any proceeds from individual solicitations must be directed to the Development Office so accounting, receipting, and acknowledgment can be handled by that office. Givers to individual solicitations will be treated as any other university donor.

ANNUAL FUND

1. The annual fund will be an ongoing effort geared to soliciting funds for scholarships, performing arts, fine arts, lecture series, etc.
2. The annual fund program is an outreach of the Shawnee State University Development Foundation, and the campaigns will be conducted under that name.
3. Donors who contribute to the annual fund may achieve membership in certain "giving clubs" depending on the amount of their gifts.
4. Annual fund monies may be designated at the desire of the donor with the approval of the Director of Development and university President.
5. Annual fund records will take into account all gifts, other than those resulting from a capital campaign or those part of a planned giving program, to the Development Foundation.
6. The Development Foundation seeks annual contributions from alumni, friends, faculty, staff, and parents by means of direct mail and face-to-face solicitation. This does not preclude other methods, such as phonothons, as circumstances dictate.

DIRECT MAIL

1. Policy

- a. Solicitations shall be conducted by means of a planned schedule of mailings. The schedule will normally include four general mailings to alumni and friends, the last of which takes the form of an annual report for those donors or prospective donors when the Director of Development feels it would be appropriate.
- b. A brochure that describes the Shawnee State University Development Foundation, the annual needs of the university, gift clubs within the Foundation, and other giving options will be usually included in all mailings. Further, the final report will include the names of donors from the preceding fiscal year.
- c. A business reply envelope shall be included in all mailings.
- d. Solicitation letters included in the mailings will be signed by the President of the university, the Director of Development, or other appropriate individual.
- e. Response forms included in the mailings will identify areas for restricted giving options and will offer an opportunity for donor to send gifts in honor of or in memory of a friend or loved one. There will also be an area for the donor to indicate their preferred name for publication. This data will be included along with the usual "name, address, phone."
- f. Statistical data of each mailing will be kept and reported to the Director of Development.
- g. Accounting will be kept, as are all others, in the individual donor accounts on computer and will reflect giving in the fiscal year, July 1-June 30.

2. Procedures

- a. Plans will be made in the summer for the following year's solicitation efforts, and the theme of each of the solicitation pieces will be chosen. This will be decided upon by the the university President and Director of Development after input from the university community.
- b. Generally, pieces will go out in February/March, May/June, August/September, and November/December. The November/December will contain an annual report to at least the donors if not to all prospects.
- c. A university newsletter to all donors and prospective donors will be mailed in January, April, July, and October. Geared to alumni and friends of Shawnee State, it is meant to serve as a link between the varied constituencies and the university. To establish this link, news of both the Development Foundation and the Alumni Association will be included along with general university news.

- d. Appropriate brochures and direct mail pieces will be produced by the development office until a publications/public relations office is established. At that time, the development office and the publications/public relations office will work closely together with the good of the entire university in mind.
- e. Labels or addressed envelopes will be produced in the Development Office. Attempts will be made to keep them arranged in zip code order to make the mailing procedure easier.
- f. When feasible, personalized letters will be used.
- g. The bulk mail should be used unless deemed inappropriate. Whenever possible, preprinted mail permits will not be used on solicitation pieces. Instead, letters will go through the addressograph process.
- h. Actual stamping, sorting, and mailing will be handled by the university operator/mail department.

PHONOTHONS

The Development Foundation will be instituting phonothons. Procedures concerning them will be formulated.

GIFT PROCESSING

1. Accounting

- a. All gifts shall be deposited into the Shawnee State University Development Foundation account by specific designation, e.g., scholarship, library, nonrestricted, etc., as designated by the donor or by the donor's representative and agreed to by the Director of Development. If there is no designation, the gift will be deposited in an account depending on the "area of greatest need" at that time. "Area of greatest need" is decided by the the Director of Development if the gift is \$1,000 or less and if larger will be determined by the Board of Trustees.
- b. A cash gift shall be entered and assigned to a specific account. The amount of the gift shall determine the donor's gift club status and such status will be recorded when the gift is entered.
- c. A pledge of a gift shall be entered as a pledge to a specific account and a pledge reminder shall be sent to the prospective donor at the time the donor requests and/or in November of the year the pledge is made. The pledge itself does not fulfill giving club membership requirements unless an amount at least equal to a gift club level is given in that particular year or has been given prior.
- d. Matching gift accounting will be included in a donor's giving record where applicable.
- e. A gift made by an employee of the university via payroll deduction shall be entered monthly and assigned to a specific account.
- f. 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 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.
- g. A gift of stock shall be entered as a 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.
- h. A gift of a bond shall be entered as a gift-in-kind (cash) for the market value of the bond (at maturity or on the day of the transfer, whichever is higher). The donor shall receive credit for this value and such credit applies to gift club membership. The donor does not receive gift credit for the dividends realized from the bond; the dividends may be assigned to a specific account designated by the donor.

- i. Real property shall be entered for the fair market value as determined by the donor or by the donor's representative and accepted by the Development Foundation. If an appraisal is necessary, it will be the financial responsibility of the donor unless an exception is made by the Director of Development. Gifts-in-kind allow the donor non-cash credit.

2. Receipting and/or Acknowledging

- a. All gifts shall be receipted and acknowledged for the tax year the gift is made. The receipt may be in the form of a pre-printed card or a letter (determined by the size of the gift) and will contain the amount and the account. It shall be acknowledged as soon as possible. The acknowledgment will be signed by the Director of Development unless he/she deems it an important enough gift to bear the President's signature. Where applicable, department heads, faculty, etc., will be encouraged to send a thank-you as well.
- b. Gift acknowledgment should include a statement informing the donor that he/she will receive various pieces of literature/notification of events, etc., from the university as a thank-you for their concern. Further, the statement should encourage their participation in campus activities and assure them that their presence is eagerly awaited.
- c. A gift made in honor or memory of another shall be receipted to the donor and acknowledged to the honoree or a member of the family of the deceased--at the donor's request.
- d. A gift-in-kind shall be receipted by letter. It will be the responsibility of the donor to assess value.
- e. A gift of stock shall be receipted for the gross (market) value of the stock on the day the university becomes the owner of the stock. (See policy)
- f. A gift made by an employee of the university via payroll deduction shall be receipted at the end of the tax year for the total amount contributed via this payment plan.
- g. A duplicate receipt shall be issued to a donor upon request; the receipt will read "duplicate receipt."
- h. A gift of a bond shall be receipted for the value of the bond (at maturity). Dividends earned on the bond will not be receipted to the donor in that the university is the owner of the bond.

3. Procedures

- a. When a gift first arrives, a record of it must be made immediately. If it is in the form of cash or a check, it should be copied. If it is a gift in-kind, a letter/memo should be composed. Any "copiable" material, i.e., letters describing gifts of stock, etc., should be copied.

- b. The data about the gift shall also be entered into the computer development program.
- c. Checks and cash go to the business office on the same business day. There they are noted on the proper ledger.
- d. Stock certificates and other valuables go to the university Treasurer for placement in the vault.

4. Publicity

- a. If a fund-raiser is planned, maximum publicity should be given to it. This will be conducted through the office of Public Relations. The Director of Development will advise the Public Relations Officer as to the nature of the publicity needed for the specific activity.
- b. Gifts of \$500 or more shall be announced in the local media whenever possible and with permission of the donor. In the case of scholarships, the award will also be covered with permission of the recipient.
- c. Large gifts (as deemed by the Director of Development) shall be reported to appropriate media outside the local area as well.
- d. Donors will receive further publicity when the annual report appears. It will list all givers (in the proper giving clubs). Anonymous gifts shall also be listed as such. Because the development efforts are conducted on a fiscal year basis, gifts must be received by June 30 to be included in the July 1-June 30 annual report. It will be distributed in the late fall.

GIVING CLUBS

1. Levels

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

Century Club	\$100
Bear's Club	\$500
Silver & Blue 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 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.

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 the Foreword, the newsletter written with alumni and friends of Shawnee State University in mind.

USE OF GIFTS

1. Individuals who choose to donate funds 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 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 \$5,000 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 interest earned will be used toward the awards. The university would encourage a donation large enough to produce sufficient interest to award a full-tuition scholarship annually.
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. Individual arrangements can be made in regard to lecture series, performing arts series, film series, art 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. Interest earned from endowment funds will be used to the fullest possible extent for the purpose stated at the fund's creation--except for 5 percent which will be retained. That retained fund will remain as part of the corpus in order that it experience growth. In that way, future distributions will 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.

MAINTENANCE OF GIFT RECORDS

The Development Office keeps records of all gifts made to the Shawnee State University Development Foundation. Such records are used to research particular gifts by donor and by designation and are used by the auditors in their annual review of the Shawnee State University Development Foundation. Access to these records is under the jurisdiction of the Director of Development.

1. Policies and Procedures

- a. The Development Office shall maintain solicitation forms that correspond to gifts, and copies of the donor's checks/cash will be kept for the current year and two years prior.
- b. Indicated on the form will be proof of a receipt and acknowledgment sent. If their acknowledgment is not a form piece, a copy of it will be retained as well. That information is also entered into the computer.
- c. When gift processing of a contribution is completed, the check and solicitation form is sent to the business office where it is entered on the appropriate ledger.

REPORTING PROCEDURES

1. Quarterly Reports

- a. Each quarter a report of all gifts made to the Shawnee State University Development Foundation from the beginning of the year (July 1) to the current date shall be prepared. Corresponding information from the previous year will appear. This report will go to the President of the university, to the Treasurer, and to Development Foundation members.
- b. Individual departments, which may have been recipients of gifts, will receive an appropriate report as well.

2. Special Reports

- a. Special reports corresponding to each solicitation will also be generated and will include the cost of the solicitation and the gifts received as a direct result.

3. Annual Reports

- a. A year-end report will be generated and will show a comparison of totals from quarter to quarter, solicitation to solicitation, and year to year.
- b. It will include all gifts and the information about solicitations as do the special reports.
- c. Much of the information from the annual report will be used in a Shawnee State University Development Foundation Report to donors. It will also include text which encourages giving, expresses appreciation for gifts, explains the Development Foundation operations (gift clubs, etc.), and describes the grants made by the Development Foundation. It also will list each of the past year's donors. This report, printed after June 30, will be distributed in October/November.

ESTABLISHING FUND ACCOUNTS

1. If a donor designates his gift to be used for a special purpose and it is deemed appropriate by the Director of Development, an endowed or restricted account will be opened for an appropriate period of time.
2. If a restricted gift is to be used within one year, it will be listed as an "earmarked" entry into the general restricted fund.
3. If the use has not been designated and it is under \$10,000, the gift may go into an unrestricted account or into an account deemed appropriate by the Director of Development. If it is over \$10,000, designation will be decided by the Board of Trustees.
4. If conditions warrant, the donor may redesignate the endowment's use. If the donor is no longer living, the Director of Development and the President may redesignate the endowment and/or its interest if conditions warrant.
5. Restrictions placed on fund accounts and on gifts in general will be covered in the forms/contracts signed by the donor. Named endowments, scholarship, etc., will be described in a formalized manner on university prepared forms (attached).
6. Accounts will be closed by written request of the donor, when monies are depleted or when the conditions warrant (i.e., purpose for the establishment is no longer valid).

COMPUTER OPERATIONS

A software program for Alumni/Development will be on line during the Spring of 1989.
Procedures regarding computer operations are to be designed.

FUND-RAISING ACTIVITIES

Fund-raising activities will be limited only by university goals, good taste, and the imagination of the sponsors of the activity. Each plan must be approved by the Director of Development and timed so as not to interfere with other activities. Events may be held on a university-wide or department-wide basis, but all funds will be deposited throughout the Development Foundation before being placed in individual accounts.

Activities may include such events as:

1. Dinners
2. Dances
3. Picnics
4. Concerts
5. Lectures
6. Outings

Other activities to honor donors will be conducted in the same manner as the above and will be considered as benefits of giving.

FUNDING FOR THE DEVELOPMENT EFFORT

1. Salaries, benefits, office equipment, and general fund-raising expenses related to the annual fund will be partially borne by the institution. However, once the annual fund grows to the point where its unrestricted income can cover the cost of the campaign, the expenses will be covered by the Development Foundation. Until then, short-term interest earned also could be used to cover some fund-raising costs.
2. Expenses for special events--dinner, receptions, etc.-- will be subtracted from the funds raised by that event. The net earned will go into the Development Foundation and may be earmarked for the specific benefit announced.

INVESTMENTS

1. Investment Philosophy

The Board of Trustees is aware of the responsibility to manage prudently its endowment funds. This philosophy should be disciplined and consistent. It should accommodate all those events and occurrences considered reasonable and probable. A prudent level of risk is appropriate; extreme positions and opportunistic styles are inappropriate.

- a. Endowment management is directed toward the generation of income (payout) to provide for current needs; and the maintenance of a base for generating income to meet future needs.

The amount of endowment income used to supplement other revenues is a variable and it is the intent of the stated investment policy to reflect, at any given time, the intent and objectives of the Investment Committee with respect to investments and investment income.

The investment portfolio shall be diversified both as to fixed income and equity holdings. Diversification provides reasonable assurance that no single security (investment) or class of securities (investments) will have a disproportionate impact on the total portfolio.

- b. The purpose of fixed income investments is to provide a highly predictable and dependable source of income; reduce the variability of the total portfolio market value; and provide a source of funds for alternative investments.
- c. The purpose of equity investments is to provide current income, growth of income, and appreciation of principal with the recognition that this requires the assumption of greater market variability and risk.
- d. The performance of Development Foundation managed funds will be tested against the prudent man standard; the financial standards of a time-weighted total return, and the policies, goals, and objectives stated herein; and the normal fiduciary standards of conduct for investment advisors and managers.
- e. Yearly performance requirements will depend on current and past economic and non-economic conditions that are likely to affect the investment manager's ability to meet the objectives and goals established herein.

2. Investment Policies

The Investment Committee, in order to implement its investment philosophy and meet its goals and objectives, has established the following general investment policy guidance. Exceptions may be made only upon specific written approval of the Investment Committee:

- a. Except for those funds where the assets cannot be commingled, those endowment funds described as permanent or discretionary shall be participants and own

shares in a commingled investment pool and based on the number of shares owned will share proportionately in the investment results (yield and appreciation) of the consolidated investment pool.

- b. Any income from dividends, interest, rents, and business related revenues, in excess of the cash requirements, shall be reinvested.
- c. To the extent that the current year's income from dividends, interests, rents, and business related revenues is insufficient to meet the budgeted spending rate, reinvested prior years' income from these sources may be drawn upon.
- d. The fixed income component of the portfolio including short-term investments, shall not be less than 25 percent nor more than 65 percent of the current market value, with these being a relative equal balance between short-term and long-term investments.
- e. The equity component of the portfolio shall not be less than 25 percent nor more than 65 percent of the current market value. For these purposes, real estate (excluding secured loans), special situations, venture capital, and convertible securities will be considered as equity investments.
- f. Whenever prudent, investments shall be made through local institutions.
- g. Investments shall be limited to Federal government and agency issued and corporate issued in the top four quality ratings of recognized credit services. The prospect of credit risk or permanent risk of loss shall be avoided.
- h. Call protection should be emphasized to assure stable and current income.
- i. Industry and company investment shall be based upon demonstrable analysis of prospects for above average return over a three-to-five year period. Emphasis should be placed upon dividend payout, historic and future growth potential, and stability of corporate earning power.

- j. Equity investments for fixed income securities shall be made primarily in well-seasoned, quality companies whose securities enjoy marketability adequate for this portfolio.
- k. Short-term investment shall be limited to issues of the Federal government, Federal agencies, triple A money market funds, and investment grade commercial paper. Short-term investments must mature in less than two years from the time of purchase.
- l. Short-term investments will be considered as part of the fixed income component for purposes of determining the major mix tradeoff between fixed income and equity securities.

All of the foregoing policies shall be monitored by the Investment Committee.

3. Manager Selection

The Development Foundation will initially retain an investment manager to manage the assets of the fund; however, the Investment Committee will, from time to time, review this decision and may determine to retain additional managers.

Investment managers shall be selected from well-established and financially sound organizations which have a successfully demonstrated record in managing funds with characteristics similar to those of the university Development Foundation. Selection will depend upon factors established by the Investment Committee.

ACCESSING FUNDS

The Director of Development will prepare an annual budget including expected income and proposed outlays.

In some cases, individual campaigns may be devised in order to solicit funding for specific projects. In others, particularly where funding requirements are minimal, applicants may be able to tap available foundation revenue. Projects will be considered on an individual basis as resources allow.

ALUMNI ASSOCIATION

The Alumni Association of Shawnee State University shall exist to benefit both its members and the university.

Membership will be open to all graduates of Shawnee State University (Scioto Technical College and Shawnee State Community College). There will be no membership fee. However, the university will encourage potential members to express a desire to belong to the Association, and it is from that group that the institution hopes to recruit volunteers. The Association will be formally organized at a later date. Until that time, all activities will be handled by the Director of Development.

To encourage Association membership, each Shawnee State graduate will receive a registered key chain as a gift from the Alumni Association upon graduation. This key chain will be accompanied an Alumni Association membership card and by a name/address form to be returned to the university.

Alumni Association members will be considered potential donors and will be "asked" to give, one year after leaving Shawnee State University.

All alumni will receive the Foreword for two years, Shawnee State University's newsletter for alumni and friends of the institution. After that time, they will be asked to indicate a desire to receive same. If they do not, their names will be excluded from the mailing list. Letters encouraging them to join the Alumni Association will be sent for one more year. If they do not respond, they will be removed from the prospect list.

Activities such as picnics, dinners, etc., designed for alumni will be planned, and all alumni will be encouraged to attend these Shawnee State University activities and other events as well.

The university is dedicated to keeping its alumni actively and emotionally involved with Shawnee State for we recognize that alumni can be our best recruiters, employees, boosters, donors, and fund raisers. In recognition of that, the members of the Alumni Association will be represented by one of its members on the Shawnee State University Development Foundation.

RESOLUTION 08-89

Dr. Richard Cohen, Associate Professor, Arts and Humanities, Shawnee State University, is submitting a \$1,000 grant to the Scioto County Area Foundation and a \$1,000 grant to the Ohio Humanities Council for the international film series, Existentialism, which will be offered as a University course and a community film series.

The University has available already budgeted funds up to \$1,000 toward the cost of the project.

Therefore, be it resolved that the Board of Trustees approves the submission of the grants.