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7-17-1989

July 17, 1989 Meeting Minutes

Shawnee State University

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MINUTES
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
JULY 17, 1989

The meeting was called to order at 4:40 p.m. by Vice Chairman Reinhardt.

Roll Call

Members Present: Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Ms. Riffe, Ms. Odle, Mr. Reinhardt, Dr. Carson.

Approval of Minutes

Ms. Riffe moved and Mr. Reinhardt seconded a motion to approve the minutes of the June 16, 1989 meeting.

Ayes: Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Ms. Riffe, Mr. Reinhardt, Dr. Carson.

Nays: None

Approval of July 17, 1989 Agenda

Mr. Ferguson moved and Mr. Reinhardt seconded a motion to approve the July 17, 1989 agenda.

Ayes: Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Ms. Riffe, Mr. Reinhardt, Dr. Carson.

Nays: None

Mr. Winters entered the meeting at 4:45 p.m..

President's Report

Dr. Veri stated that during his nine days in the office, he has met with representatives from many areas of the university and community. Dr. Veri also mentioned

that he was saddened by the cancellation of the groundbreaking ceremony for the Library which was to be held prior to the Board Meeting. However, the construction of the building will proceed as planned.

Committee Reports

Finance Committee. Mr. Winters stated that the Finance Committee had met two times since the June Board Meeting.

Buildings and Grounds. Mr. Ferguson reported that the only activity to report was the cancellation of the groundbreaking ceremony for the library.

Educational Policies. No report.

New Business

Mr. Winters moved and Ms. Riffe seconded a motion to approve Resolution 33-89, Personnel, with an amendment being made to the resolution.

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

Nays: None

Mr. Winters moved and Ms. Riffe seconded a motion to approve Resolution 34-89, Approval of FY90 Budget.

Ms. Riffe commended the Job Evaluation Committee for a job well.

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

Nays: None

Shawnee State University Board Minutes
July 17, 1989
Page 3

Mr. Kaplan moved and Mr. Winters seconded a motion to approve Resolution 35-89, Preliminary Proposal for a Major in the Business Management Technology Degree.

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

Nays: None

Mr. Hyland moved and Mr. Kaplan seconded a motion to approve Resolution 36-89, Hiring of New President.

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

Nays: None

Mr. Winters moved and Ms. Riffe seconded a motion to approve Resolution 37-89, Administrative Salary Study Proposal.

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

Nays: None

Other Business


Ms. Riffe read a resolution from Vernal G. Riffe, Jr., Speaker of the Ohio House of Representatives, and presented it to Dr. Catherine Horr, for her service as Interim President. Also presented to Dr. Horr was a commendation sponsored by from Senator Cooper Snyder.

Ms. Susan Warsaw addressed the Board of Trustees regarding the establishment of a committee to plan the President's inauguration. Ms. Warsaw recommended that a representative from the following areas be involved: University Faculty Assembly, University Administrative Assembly, Shawnee Education Association, Communication Workers of America, one alumni, one Board member, and a community member. Dr. Carson reported that the committee would be appointed by July 21, 1989.

Dr. Carson ask Dr. Veri to check into our physics program and the transferring of credits. Dr. Carson said there seems to be a conflict in transferring physics credits to several of the professional programs at Ohio State University.

Mr. Kaplan moved and Mr. Hyland seconded 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
JULY 17, 1989
4:30 P.M.

A. Call to Order

B. Roll Call

C. Approval of June 16, 1989 Board Minutes

D. Approval of July 17, 1989 Agenda

E. President's Report

F. Committee Reports

G. New Business

Resolution 33-89

Resolution 34-89

Resolution 35-89

Resolution 36-89

Resolution 37-89

Personnel

Approval of FY90 Budget

Preliminary Proposal for a Major in
the Business Management Technology Degree

Hiring of New President

Administrative Salary Study Proposal

H. Other Business

I. Adjournment

RESOLUTION 33-89

The following applicants have been screened, interviewed and recommended by proper university personnel for employment, and Dr. Veri has reviewed the candidate's credentials and approves employment.

Therefore, be it resolved that the Board of Trustees of Shawnee State University authorizes the following individual for employment at the stated salary:

Ms. Alicia Gray, Coordinator, Minority Affairs	\$21,048.00
---	--------------------

Dr. Jinlu Li, Assistant Professor of Mathematics	
Class II, Step 6	\$27,490.31

Ms. Debra Bihl, Assistant Professor

Ms. Bihl will fill the newly created teaching position in the Associate Degree Nursing program. Ms. Bihl was previously a member of the LPN faculty. She is being recommended for employment at the rank of Assistant Professor with a continuing contract. She had been awarded a continuing contract during the 1988-89 academic year. Her annual salary will be \$27,910.77.

Brenda Pinkerman, Instructor in the Medical Laboratory Technology Program, has submitted a letter of resignation to Dr. Kadel, Dean of Allied Health, and Dr. Addington, Provost, who recommends acceptance of her

resignation. The resignation will be effective at the end of the summer term.

RESOLUTION 34-89

The FY90 budget has been presented to the Board Finance Committee for review and recommendation. The budget incorporates the following changes to previous tuition increases as mandated by the current appropriation bill:

<u>In State</u>	<u>As Approved</u>	<u>Amended</u>
Instructional Fee	\$595/qtr. (12-20 hrs.) \$50/cr. hr.	\$525/qtr. (12-20 hrs.) \$44/cr. hr.

As a result of this change, applicable Summer Quarter fees will be adjusted and refunded.

The President, and the Finance Committee have reviewed the above and hereby recommends the FY90 budget be accepted.

Now, therefore be it resolved that the Board of Trustees of Shawnee State University hereby adopts the budget as recommended.

SHAWNEE STATE UNIVERSITY

FY 1990 BUDGET

GENERAL BUDGET ASSUMPTION

INFLATION FACTOR ASSUMPTIONS

Compensation:

Salaries:

Faculty:	9.5% increase (Sept. 89)
Hourly	5.0 average increase (Nov. 89)
Administrative	9.5 pool (July 89)
Part Time Faculty	15 (Sept. 89)

Benefits:

Hospitalization:	
Faculty	25% (increase equals: single \$414/yr family \$1113/yr)
Hourly (1)	10 of current year premium
Administrative (1)	10 of current year premium

Supplies:

Travel and Entertainment	0%
Information and Communications	0
Maintenance and Repairs	0
Miscellaneous	0
Utilities	4
Library Acquisitions	10
Paper Supplies	10

NOTES:

(1) Insurance information:	<u>Family Plan</u>	<u>Single Plan</u>
Community Mutual:		
Total annual increase	\$641.64	\$242.52
University share (equals 10% of FY89 premium, family \$3316, single \$1272)	<u>332.00</u>	<u>127.00</u>
Individual contribution	\$309.64	\$115.52
Community Health Plan:		
Total annual increase	1056.36	399.60
University share (equals 10% of FY89 premium, family \$3213.60, single \$1188.60)	<u>332.00</u>	<u>127.00</u>
Individual contribution	724.36	272.60

SHAWNEE STATE UNIVERSITY
Budget, FY-1990 Priorities

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>FUNDING SOURCE</u>
Academic Division:			
Arts/Humanities	English Faculty	\$50,000	S
Arts/Humanities	Art Faculty	65,000	S
Social Science	Psychology Faculty	50,000	S
Social Science	Sociology Faculty	50,000	S
Social Science	Economics Faculty	50,000	S
Engineering	Engineering Faculty	65,000	S
Math/Science	Physics Faculty	50,000	S
CORE	Part-Time Coordinator	30,000	S
CRADTAL	Elementary Education Faculty	50,000	S
CRADTAL	Secondary Education Faculty	65,000	S
Developmental Ed	Administrator/Faculty	65,000	S
Library	New materials	500,000	S
Library	Processing and staffing	100,000	S
Medical Dept.	Professional services	1,800	UB
ADN	Faculty	50,000	UB
Provost	Half grants position	25,000	UB
CRADTAL	Secretary	24,908	UB
Math/Science	Faculty	50,000	UB
Library	Disk storage	48,600	UB
Student Services:			
Financial Aid	Financial Aid Clerk	25,418	S
Admissions	Counselor/Recruiter	33,550	S
Student Serv	Printing	10,000	S
Student Serv	Advertising	10,000	S
Student Serv	Video Production	5,000	S
V.P. Stu Serv	Secretary 1/2 time	15,809	UB
Special Needs	Secretary 1/2 time	15,794	UB
Special Needs	Coordinator	10,401	UB
Special Needs	Handicapped coordinator	24,129	UB
Financial Aid	Minority scholarships	11,268	UB
Financial Aid	Academic Excellence schol.	18,000	UB
Registrar	Equipment	10,400	UB

Budget, FY-1990 Priorities

Business & Finance:

UIS	CPU upgrade	56,000	S
Personnel	Personnel coordinator (7/1)	38,531	S
Personnel	Personnel coordinator (1/1)	22,140	S
Budget	Accountant/Budget Anal (7/1)	38,531	S
Physical Facilities	Safety Engineer (7/1)	50,908	S
Bus & Fin	Outside Printing	4,520	S
Controller	Swipe machines	380	S
Bus & Fin	Out of state travel	7,000	S
Purchasing	OPIN	2,080	S
Bus & Fin	Temporary assistance	16,810	S
Bus & Fin	In state travel	6,500	S
Bus & Fin	Training equipment	10,000	S
UIS	Human Resource System - VAX	20,000	S
Print Shop	Service Contracts	71,376	UB
UIS	Hardware Service Contract	36,462	UB
UIS	Software Support/Maint	3,971	UB
UIS	Common cluster software	21,720	UB
Voice Comm	Service Contracts	11,159	UB
Voice Comm	Telephone handsets	6,925	UB
UIS	Data line moves	2,500	UB
Facilities	Secretary	28,000	UB
UIS	Technical training-travel	18,540	UB
Purchasing	Buyer	30,480	UB
Controller	Equip (folder/nester/sealer)	8,121	UB
Voice Comm	P/T to F/T voice	11,240	UB
Motor Vehicles	Car	20,000	UB

University Wide:

Educational benefits	20,000	UB
Full-time temporary	55,000	UB
Student employment reserve	64,500	UB
Prorated salary FT faculty (summer)	85,000	UB
Consultants	49,500	UB
Legal	24,000	UB
Temporary personnel	11,429	UB
Honorarium	16,100	UB
Student employment	70,000	UB
Instructional equipment	76,113	UB
Internal capital	250,000	UB
Hourly adjustments	20,000	UB

Total

\$2,866,340

Note: S - Supplemental \$1,548,095
 UB- University Budget 1,318,245

The cost associated with each new position includes advertising money. From this money amounts will be allocated specifically for the recruitment of employees that are classified as minorities.

FY 1990 BUDGET
Compared to FY 1989 Budget
General Fund
Revenues

	<u>FY 89</u>	<u>FY 90</u>	<u>Percent Change</u>
TUITION, FEES AND OTHER STUDENT CHARGES:			
Instructional Fee	\$3,670,341	\$4,115,000	12.1%
General Fee	287,673	397,000	38.0
Other	<u>144,080</u>	<u>157,051</u>	8.8
Subtotal	4,102,094	4,669,051	
STATE APPROPRIATIONS:			
Instructional Subsidy	4,849,970	5,625,000	16.0
Supplemental Subsidy	3,200,000	4,700,000	46.9
Other State Appropriations	<u>124,168</u>	<u>66,618</u>	(46.4)
Subtotal	8,174,138	10,391,618	
OTHER INCOME:			
Public Service	233,329	254,123	8.9
Miscellaneous	<u>144,500</u>	<u>144,500</u>	---
Subtotal	377,829	398,623	
TOTAL GENERAL FUND REVENUE:	<u>\$12,654,061</u>	<u>\$15,459,292</u>	

FY 1990 BUDGET
Compared to FY 1989 Budget
General Fund
Expenditure by Function

	<u>FY 1989</u>	<u>FY 1990</u>	<u>PERCENT CHANGE</u>
Instruction	\$4,926,694	\$5,873,253	19.2
Academic support	1,604,996	1,865,467	16.2
Student Services	986,921	1,336,476	35.4(1)
Institutional Support (2)	2,718,815	3,822,683	40.6(3)
Operation & Maintenance of Plant	1,311,485	1,400,946	6.8
Scholarships & Fellowships	466,116	506,486	8.7
Public Service	233,329	254,123	8.9
Transfer	<u>405,705</u>	<u>399,858</u>	(1.4)
TOTAL	\$12,654,061	\$15,459,292	

NOTES:

- (1) The 1990 figure includes \$184,366 for student employment. If this amount is deducted, the percent change is 17.1%.
- (2) The university contingency of \$205,487 and \$350,000 is included in this number for 1989 and 1990 respectively.
- (3) Amounts included in this 1990 category are increases in:

<u>Accounts</u>	<u>Amount</u>
Internal capital budget	\$250,000
Student wage increase reserve	64,500
Legal counsel	50,000
Movable equipment repair	34,369
Service contracts:	
UIS	34,462
Print Shop	71,376

With the contingency increase and the items listed above taken into consideration, the percent change is 17.4%.

FY 1990 BUDGET
Compared to FY 1989
General Fund
Expenditure by Object

	<u>FY 1989 BUDGET</u>	<u>FY 1990 BUDGET</u>	<u>PERCENT CHANGE</u>
Compensation	\$ 8,840,333	\$10,996,158	24.4
Supplies	350,869	358,485	2.2
Travel	258,396	272,923	5.6
Information & Communications	414,024	403,691	(2.5)
Maintenance & Utilities (1)	740,224	1,141,739	54.2
Miscellaneous (2)	294,661	545,898	85.3
Equipment	883,733	834,054	(5.6)
Transfer	405,705	399,858	(1.4)
Scholarships & Fellowships	<u>466,116</u>	<u>506,486</u>	8.7
TOTAL	\$12,654,061	\$15,459,292	

NOTES:

- (1) The FY 1990 figure includes an amount of \$250,000 which is budgeted for internal capital projects. With this figure subtracted from the FY 1990 amount the percentage change is 20.5%.
- (2) The \$545,898 amount for FY 1990 includes an increase of \$144,513 in the university contingency budget and \$100,000 for the library. The library money is part of the supplemental increase and will be spent for processing of new books (materials and staffing).

SHAWNEE STATE UNIVERSITY

HEALTHCARE INSURANCE PREMIUM COSTS

Community Mutual (Blue Cross/Blue Shield):

Faculty Plan:	Single		Family	
	FY89	FY90	FY89	FY90
Health	1375.80	1760.28	3383.28	4328.76
Prescription card	140.40	163.20	345.36	491.16
Dental	127.08	138.48	374.04	407.76
Vision	41.16	36.36	102.96	90.84
H.O.T.	4.68	4.68	15.12	15.12
Total	1689.12	2103.00	4220.76	5333.64
Percentage Increase	24.5%		26.4%	

Administrator/Hourly Plan:

Health	987.60	1171.80	2488.56	2952.96
Prescription card	111.48	163.20	335.52	491.16
Dental	127.08	138.48	374.04	407.76
Vision	41.16	36.36	102.96	90.84
H.O.T.	4.68	4.68	15.12	15.12
Total	1272.00	1514.52	3316.20	3957.84
Percentage Increase	19.1%		19.3%	

Community Health Plan (HMO)

Health	971.04	1302.84	2482.92	3361.44
Unmarried dep children	-	-	106.08	117.60
Prescription card	68.40	112.00	193.32	302.16
Dental	98.52	111.96	261.12	295.68
Child/adult orthodontic	3.96	3.96	47.28	49.08
Vision	36.36	44.28	101.88	116.88
H.O.T.	10.32	13.08	21.00	27.12
Total	1188.60	1588.20	3213.60	4269.96
Percentage increase	33.5%		32.9%	

RESOLUTION 35-89

Shawnee State University is continuing to develop two year degree programs with academic majors to meet regional and national needs and to serve area graduates who wish to continue their education. All preliminary and final degree proposals are required to go through internal development and review processes before their submission to the President and recommendation to the Board. This preliminary proposal for a major in the institution's Business Management Technology degree meets all internal approval requirements, as well as addressing applicable external guidelines.

Therefore, be it resolved that the Shawnee State University Board of Trustees accepts the preliminary proposal for a major in Small Business Management and recommends its submission to the Ohio Board of Regents.

4/1/89

Page 405.1

OHIO BOARD OF REGENTS
Request for Preliminary Approval

Shawnee State University

Name of Campus

requests preliminary approval of the
Administrator for Two-Year Campuses
of the Ohio Board of Regents to:

☐ Develop proposal for a new two-year ASSOCIATE DEGREE program.

Title of Program: _____

☒ Offer a MAJOR under an associate degree program already approved for this campus.

Title of Program: Business Management Technology

Title of Major: Small Business Management

☐ Offer a one-year program.

Title of Program: _____

Cooperating Campus: _____

Signature of Campus Official Making Request

Date of Request

Return to: Director, Two-Year Campus Programs
Ohio Board of Regents
30 East Broad Street, 36th Floor
Columbus, Ohio 43266-0417

Date Distributed to Two-Year Campus Leadership: _____

OBR STAFF ACTION:

- ☐ Approved
☐ Denied
☐ Held for further consideration
☐ Comments/Conditions _____

Director, Two-Year Campuses

Date

Ohio Board of Regents
Operating Manual for Two-Year
Campus Programs

Format/
Preliminary Approval

4/1/89

Page 405.2

I. Why is this proposed addition to the curriculum necessary?

To meet the needs of the local community. There are approximately 75 manufacturing firms in the Portsmouth area and many of these are considered "small" by the SBA. These are complemented by more than 400 retail outlets and a growing number of service oriented businesses. Shawnee State University can and should be a small business resource center, not only for Portsmouth (25,943 population) and Scioto County (94,545), but for the entire regional trade area of 279,793 people. This is the first step in the establishment of Shawnee State University as this resource center.

II. Is this program/major currently offered by any postsecondary institution (public, private, or proprietary) within a thirty mile radius of the requesting campus?

A. Yes ☐ No ☒

B. If yes, name of institution: _____

C. If yes, why should an additional program in the area be initiated?

III. Preliminary estimate of additional costs which would be incurred by the addition of this program/major, taking into account the costs of new faculty, equipment, remodeling, and other instructional and indirect costs:

NO NEW FACULTY TO INITIATE PROGRAM

Administration	\$ 500.00
Instructional Support Materials	1,000.00
Library Reference Materials	<u>1,000.00</u>
	\$2,500.00

IV. Preliminary estimate of headcount enrollments:

	1990 - 19 91	19 91- 1992
First Year Students	10	15
Second Year Students	4	8
Total	14	23

Appendix E

NEW COURSE APPROVAL FORM

Department Management Abbreviation SBMT
 Catalog Number 236 Title: Franchising
 Hrs. Lec./Week 4 Hrs. Lab or Studio/Week 0
 Credit Hours 4 Lab Fee 0 Instructor(s) _____
 Prerequisite(s) None
 HEGIS Code _____ Program Code _____
 Subsidy Level Code _____ Projected Enrollment 15
 Effective Date Fall 1989
 (Quarters to be taught for experimental course)
 Proposed Text(s) Justis, Franchising, Southwestern Publishing Co., 1989

 Course Description (copy for course listing)

SBMT 236. FRANCHISING (4)

Retail sales from franchise establishments comprise 33% of all U.S. retail sales. Franchises employ an estimated 7 million people and a new franchised unit opens its doors about every fifteen minutes. Buying a piece of a proven idea is the central attraction of franchising. This course is designed for students of franchising, as well as for those considered going into business as either a franchisor or a franchisee. It is divided into six parts: Nature of Franchising, Franchising and the Law, Developing the Franchise Business, Operating the Franchise Business, The Franchise Arena, and Franchisee/Franchisor Relationships.

Rationale for the Course

An important part of our proposed two-year small business management concentration.

Impact Analysis: Address the following:

1. impact on other departments -

It will complement our two-year business program courses.

2. effect on teaching loads and staffing -

No additional faculty at this time and no effect on teaching loads.

3. need for additional resources and facilities -

None

4. Library holdings: Strong Adequate x Weak Nonexistent
Recommendations to the library staff:

Have contacted Tess Midkiff and will be preparing a "needs" list.

Prepared by:

Ray
(Signature)

1/24/89
(Date)

Approved by Division/Department

Ray
(Chairperson's Signature)

1/24/89
(Date)

Approved by Educational Policy Curriculum
Committee

David Jodt
(Chairperson's Signature)

2/1/89
(Date)

NEW COURSE APPROVAL FORM

Department Management Abbreviation SBMT
 Catalog Number 225 Title: Organization and Operation of Small Business
 Hrs. Lec./Week 4 Hrs. Lab or Studio/Week 0
 Credit Hours 4 Lab Fee 0 Instructor(s) _____
 Prerequisite(s) None
 HEGIS Code _____ Program Code _____
 Subsidy Level Code _____ Projected Enrollment 20
 Effective Date Fall 1989
 (Quarters to be taught for experimental course)
 Proposed Text(s) Scarborough, Effective Small Business Management, Merrill,
2nd Edition, 1988.

Course Description (copy for course listing)

SBMT 225 ORGANIZATION AND OPERATION OF SMALL BUSINESS (4)

This is the age of entrepreneur. Small business plays a key role in achieving basic economic objectives, more employment opportunities, and a higher standard of living. This course provides all the basics: how to get started, financial recordkeeping, cash flow management, computers, human resource management, marketing, pricing, advertising and promotion. This is the basic "Small Business" course.

Rationale for the Course

There are approximately 75 manufacturing firms in the Portsmouth area, and many of these are considered "small" by the Small Business Administration. These are complemented by more than 400 retail outlets and a growing number of service oriented businesses. Shawnee State University can and should be a small business resource center, not only for Portsmouth (25,943 population) and Scioto County (94,545 population), but for the entire regional trade area of 279,793 people. This course will be part of our new Small Business concentration in the Management Technology program.

Impact Analysis: Address the following:

1. impact on other departments -

It will complement our two year business program courses.

2. effect on teaching loads and staffing --

No additional faculty at this time. No effect on teaching loads.

3. need for additional resources and facilities -

None

4. Library holdings: _____ Strong _____ Adequate X Weak _____ Nonexistent
Recommendations to the library staff:

Have spoken to Tess Midkiff and will be preparing a "needs" list.

Prepared by:

(Signature)

(Date)

Approved by Division/Department

(Chairperson's Signature)

(Date)

Approved by Educational Policy Curriculum
Committee

(Chairperson's Signature)

(Date)

NEW COURSE APPROVAL FORM

Department Management Abbreviation SBMT
Catalog Number 290 Title: Seminar in Small Business Problems
Hrs. Lec./Week 4 Hrs. Lab or Studio/Week _____
Credit Hours 4 Lab Fee _____ Instructor(s) _____
Prerequisite(s) SBMT 225 - Organization and Operation of Small Business
HEGIS Code _____ Program Code _____
Subsidy Level Code _____ Projected Enrollment 15
Effective Date Fall 1989
(Quarters to be taught for experimental course)
Proposed Text(s) No Text Required

Course Description (copy for course listing)

SBMT 290 SEMINAR IN SMALL BUSINESS PROBLEMS (4)

Prerequisite: SBMT 225

The purpose and design of this course is to acquaint the student with actual small business problems. This is structured through the Small Business Institute of the Small Business Administration and classroom case studies

Rationale for the Course

An important part of our proposed two-year small business concentration

Impact Analysis: Address the following:

1. impact on other departments -

It will complement our two-year business program courses.

2. effect on teaching loads and staffing -

No additional faculty at this time and no effect on teaching loads.

3. need for additional resources and facilities -

None

4. Library holdings: Strong Adequate X Weak Nonexistent
Recommendations to the library staff:

Have contacted Tess Midkiff and will be preparing a "needs" list.

Prepared by:

Ray
(Signature)

1/24/89
(Date)

Approved by Division/Department

Ray
(Chairperson's Signature)

1/24/89
(Date)

Approved by Educational Policy Curriculum
Committee

David Jock
(Chairperson's Signature)

2/1/89
(Date)

Suggested Catalog Insert on
Page 68 above "Approved Technical Electives"

SMALL BUSINESS MANAGEMENT

Over ninety (90%) of all businesses are classified as "Small" by the Small Business Administration. This specialization is for those who recognize that entrepreneurs are the lifeblood of our economic systems.

Capitalism is developed around risk-taking entrepreneurs but the spirit and motivation that drives entrepreneurs will not guarantee success in today's competitive world. You must be equipped with the knowledge and skill to operate a small business successfully. This Small Business Management specialization will provide the tools you will need to be an effective small business manager.

You should take the following courses as a part of your technical electives:

	<u>LEC</u>	<u>LAB</u>	<u>CREDIT</u>
RMMT 103 Introduction to Retailing	4	0	4
SBMT 225 Organization & Operation of Small Business	4	0	4
SBMT 290 Seminar in Small Business Problems	4	0	4
SBMT 236 Franchising	4	0	4
RMMT 235 Advertising	4	0	4
RMMT 233 Sales Promotion	4	0	4

Suggested Course additions for the catalog

SBMT 225 ORGANIZATION AND OPERATION OF SMALL BUSINESS (4)

This is the age of entrepreneur. Small business plays a key role in achieving basic economic objectives, more employment opportunities, and a higher standard of living. This course provides all the basics: how to get started, financial recordkeeping, cash flow management, computers, human resource management, marketing, pricing, advertising and promotion. This is the basic "Small Business" course.

SBMT 236 FRANCHISING (4)

Retail sales from franchise establishments comprise 33% of all U.S. retail sales. Franchises employ an estimated 7 million people and a new franchised unit opens its doors about every fifteen minutes. Buying a piece of a proven idea is the central attraction of franchising. This course is designed for students of franchising, as well as for those considering going into business as either a franchisor or a franchisee. It is divided into six parts: Nature of Franchising, Franchising and the Law, Developing the Franchise Business, Operating the Franchise Business, The Franchise Arena, and Franchisee/Franchisor Relationships.

SBMT 290 SEMINAR IN SMALL BUSINESS PROBLEMS (4)

Prerequisite: SBMT 225

The purpose and design of this course is to acquaint the student with actual small business problems. This is structured through the Small Business Institute of the Small Business Administration and classroom case studies.

**Suggested Two-Year Business Management Technology Associate Degree
with a major in Small Business Management**

	<u>COURSE</u>	<u>LEC</u>	<u>LAB</u>	<u>CREDIT</u>
<u>1st Quarter</u>				
ENGL 111s	Composition & Research	4	0	4
MATH 101	Basic Algebra	4	0	4
ACCT 101	Accounting I	3	4	4
BMNT 101	Intro to Business	4	0	4
	Technical Elective*	<u>4</u>	<u>0</u>	<u>4</u>
		19	4	20

*(Suggest-BMNT 242-Business Communications-4)

<u>2nd Quarter</u>				
ENGL 112s	Composition & Research	4	0	4
MATH 125	Business Math	4	0	4
ACCT 1022	Accounting II	3	4	4
BMNT 102	Marketing Concepts	<u>4</u>	<u>0</u>	<u>4</u>
		15	4	16

<u>3rd Quarter</u>				
ENGL 115s	Composition and Literature	4	0	4
EDPT 101	Intro to Data Processing	2	3	3
	Technical Electives***	<u>12</u>	<u>0</u>	<u>12</u>
		18	3	19

*** (Suggest-RMNT 103-Intro to Retailing-4)

*** (Suggest-RMNT 233-Sales Promotion-4)

*** (Suggest-SBMT 236-Franchising-4)

<u>4th Quarter</u>				
PSYC 101	Intro to Psychology	4	0	4
BUSL 250	Bus. Law I	4	0	4
ECON 101	Prin of Econ I	4	0	4
	Technical Elective*	<u>4</u>	<u>0</u>	<u>4</u>
		16	0	16

*(Suggest-SBMT 225-Org. & Oper. of Small Bus.-4)

<u>5th Quarter</u>				
SOCI 101	Intro to Sociology	4	0	4
BUSL 260	Bus. Law II	4	0	4
ECON 102	Prin of Econ II	4	0	4
BMNT 201	Management Concepts	<u>4</u>	<u>0</u>	<u>4</u>
		16	0	16

<u>6th Quarter</u>				
SPCH 103	Public Speaking/Hum. Communications	3	0	3
	Social Science Elective*	4	0	4
	Technical Electives***	<u>12</u>	<u>0</u>	<u>12</u>
		19	0	19

*(Suggest-SOCI 205-Current Social Problems-4)

*** (Suggest-SBMT 290-Seminar in Sm. Bus. Problems-4)

*** (Suggest-FINA 201-Principles of Finance-4)

TOTAL HOURS 106

RESOLUTION 36-89

Resolved that the Board of Trustees approve the employment of Dr. Clive Veri as President of Shawnee State University for a three-year period, beginning July 1, 1989 through June 30, 1992 as negotiated per Board instructions by Dr. Raymond Carson, Chairman.

RESOLUTION 37-89

The Job Evaluation Committee, under the direction of our consultants Mercer Meidinger Hansen, has completed their review of Shawnee State's administrative salaries.

Their report has been recommended to the President and reviewed with the President's Council.

The President concurs with the recommendation and hereby recommends to the Board of Trustees that the study be implemented in the following manner.

1. Bring all employees to the minimum of their assigned grade.
2. Provide penetration of assigned range at the rate of 5% per year up to 40% (assignment based on longevity).
3. Provide an across the board increase equal to 5.5% up to a maximum of assigned grade.
4. Establish a bonus/appeal pool to be utilized first to satisfy pay adjustments resulting from the appeal process; secondly to provide incentive increases based on extra special meritorious service during FY90.

Therefore, be it resolved that the Board of Trustees approves the recommended administrative salary study and the implementation schedule as outlined, and furthermore rescinds all previous policies and practices applicable to administrative pay schedules.

* * * * *

INFORMATION

Administrative employees desiring to appeal their assigned grade may do so by filing the appropriate papers with the Job Evaluation Committee.

The Job Evaluation Committee will be a four person appeal committee formed by elected representatives from each of the major administrative units (Academic Affairs, Business and Finance, and Student Affairs), and one representative selected by Dr. Veri.

SHAWNEE STATE UNIVERSITY ADMINISTRATIVE PAY STRUCTURE

July 1, 1989

<u>Grade No</u>	<u>Grade Minimum</u>	<u>Grade Midpoint</u>	<u>Grade Maximum</u>
2 0	15,369	18,442	21,515
2 1 Literacy Specialist	16,371	19,733	23,095
2 2 Admin Asst/Provost Educ. Media Specials	17,440	21,114	24,789
2 3 Basics Specialist Custodial Supervisor Manager-Print Shop Programmer I UIS Resource Special Admin Asst President	18,579	22,593	26,606
2 4 Coord GED Program Graphics Specialist Coord SOCF Programs	19,791	24,173	28,557
2 5 Librarian-Auto Servs Coord Spec Prg-CE Bursar Accountant Mgr Purchasing Network Specialist Asst Dir Public Rel Manager Bookstore Asst Dir Admissions Coord Stud Ser SOCF Coord Stud Assessmnt	21,084	25,865	30,648
2 6 Coord Paramed Prg-CE Librarian-Tech Servs Librarian-Referenc Programmer II Supv Plant Maint	22,462	27,676	32,891
2 7 Mgr Media Services Dir SOCF	23,930	29,614	35,297

<u>Grade No.</u>	<u>Grade Minimum</u>	<u>Grade Midpoint</u>	<u>Grade Maximum</u>
2 8 Assoc Dir CE-Ctr Bus Assoc Dir CE-Spec Pg Dir Phys Therapy Director Med Lab Tec Dir Occup Therapy Dir Resp Therapy Dir Radiologic Univ Fac Planner UIS System Mgr Asst. to Provost Dir Student Activities Dir Trans Pla/Stu HO Dir Coun/Min Handica Dir Career Plan/Plac	25,496	31,687	37,878
2 9 Dir Assoc Degr Nurs Dir Dev Educ/Lrng /Cn Controller Assoc Dir UIS Dir Dev/Community RI Dir Fin Aid/Vet Affr	27,164	33,905	40,647
3 0 Dir Personnel Dir Athletics Dir Admissions	28,941	36,278	43,616
3 1 Registrar	30,834	38,817	46,802
3 2 Dir Library/Media Dir Physical Facilit Dir UIS	32,852	41,535	50,218
3 3 Dir Continuing Educ	35,003	44,442	53,881
3 4	37,297	47,553	57,810
5 0 (A)Chair, Science/Math (B)Director CRADTAL (C)Chair, Arts/Humanities (D)Chair Social Sciences	34,799 33,861 32,844 32,363	45,239 44,019 42,697 42,072	55,679 54,177 52,550 51,781

<u>Grade No.</u>	<u>Grade Minimum</u>	<u>Grade Midpoint</u>	<u>Grade Maximum</u>
5 1 Asst. V.P./Director of Coun & Assessment Asst. V.P./Budget Director Assoc. Provost for Admin	38,214	49,678	61,142
5 2 (A) Dean, Eng. Tech. (B) Dean, Business (C) Dean, Allied Health/Nurs	40,602 39,498 39,458	52,783 51,348 51,296	64,964 63,198 63,133
5 3 V.P., Student Affairs	42,888	55,754	68,620
5 4 V.P. ,Business & Finance	46,154	60,000	73,846
5 5 Provost	50,152	65,198	80,244