

4-6-1972

April 6, 1972 Organizational Meeting Minutes

Scioto Technical College

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RECORD OF PROCEEDINGS

Minutes of

SCIOTO TECHNICAL BOARD OF TRUSTEES

Meeting

Heer Printing Co., Cols., O. Form No. 20004

national
graphics

Columbus Blank Book Co., Cols., O. Form No. 1097

Held Lucasville, OHIO

April 6, 19 72

ORGANIZATIONAL MEETING

The meeting was called to order by the Chairman, Mr. W. N. Brown.

ROLL CALL

Members Present: Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Stevens, Mr. Clark, Mr. Brown.

Members Absent: Mr. Ferguson. Mr. Ferguson arrived at 8:00 P.M.

APPROVAL OF MINUTES

Mr. Morgan moved to approve the Minutes of the Regular Meeting of January 6, 1972.

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Stevens, Mr. Clark, Mr. Brown.

ELECTION OF CHAIRMAN

113

Mr. Clark moved the nomination of Mr. Walter N. Brown as Chairman. The chair called for other nominations. There were no other nominations. Mr. Morgan moved the nomination be closed.

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Stevens, Mr. Clark, Mr. Brown.

ELECTION OF VICE-CHAIRMAN

114

Mr. Morgan moved the nomination of Mr. Robert L. Stevens as Vice-Chairman. There were no further nominations. Mr. Clark moved the nominations be closed.

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Stevens, Mr. Clark, Mr. Brown.

ELECTION OF SECRETARY

115

Mr. Stevens moved to nominate Mr. Billy J. Marshall as Secretary of the Scioto Technical College. There were no other nominations. Dr. Nichols moved the nominations be closed.

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Ferguson, Mr. Stevens, Mr. Clark, Mr. Brown.

ELECTION OF TREASURER

116

Mr. Hyland moved to employ Mr. Billy J. Marshall as Treasurer of the Scioto Technical College for the following periods and salaries indicated:

January 1, 1972 - December 31, 1972	\$ 7,500.00
January 1, 1973 - December 31, 1973	7,750.00

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Ferguson, Mr. Stevens, Mr. Clark, Mr. Brown.

MEETING TIME

117

A motion was made by Mr. Stevens to set the meeting date and time as the first Thursday of each month at 7:00 P.M. in the Board of Trustees room at the Scioto Technical College.

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MEETING TIME (Continued)

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Ferguson, Mr. Stevens, Mr. Clark, Mr. Brown.

ROTATING NAMES ON ROLL CALL

118

A motion was made by Mr. Ferguson direction the Secretary to rotate the order in which the names of the board members are called at each meeting.

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Ferguson, Mr. Stevens, Mr. Clark, Mr. Brown.

INVESTMENT AUTHORIZATION

119

Mr. Hyland moved and Mr. Ferguson seconded the motion to authorize the Treasurer to invest monies not needed for current expenditures.

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Ferguson, Mr. Stevens, Mr. Clark, Mr. Brown.

BUDGET ADJUSTMENT

120

Mr. Hyland moved to authorize the Treasurer to make adjustments between budgeted items so long as the total budget is not affected.

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Ferguson, Mr. Stevens, Mr. Clark, Mr. Brown.

CONFIRMATION OF EMPLOYMENT

121

Mr. Clark moved and Mr. Stevens seconded the motion to confirm the employment of the following persons:

Frank Trogus	Plastics	\$ 8.00 per hour
Ronnie Parker	Accounting I	"
Michael Gampp	Accounting II	"
Robert Decker	Data Processing	"
JoAnn Steiff	Typing	"
John Shupert	Technical Math	"
Ray Irwin	Electro-Mech. Tech.	"
Charles Cook	"	"
Tim Thoroughman	Civil Engineering	"
Dr. Wolery	Dental Hygiene	20.00 per hour
Dr. Gillen	"	"
Dr. Fried	"	"

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Ferguson, Mr. Stevens, Mr. Clark, Mr. Brown.

APPOINTMENT OF DEPARTMENT CHAIRMEN WITH DUTIES AND RESPONSIBILITIES

122

Mr. Stevens moved and Mr. Morgan seconded the approval of the following appointments and the duties and responsibilities listed:

Mrs. Cathleen Fluty	Communication Skills, Sociology, Psychology, Speech, Technical Writing
Mr. Gary Gemmer	Physics, Chemistry, Biology
Mr. Ray Irwin	Engineering Technology - Civil; Industrial; Electro-Mechanical; Plastics; Engineering Drawing; Water & Outdoor Recreation

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APPOINTMENT OF DEPARTMENT CHAIRMEN WITH DUTIES AND RESPONSIBILITIES
(Continued)

Mrs. Lillian Davis	Executive Secretarial, Data Processing, Accounting Technology, Retail Mid-Management
Mr. John Shupert	Technical Math, Data Math, Business Math ALL MATH OFFERED

Chairmen Shall:

1. Establish and maintain a collection of current professional books and periodicals.
2. Develop standards or guides for the selection of instructional materials: e.g. textbooks, films, etc.
3. Select materials such as audio-visual aids, printed materials, etc.
4. Select equipment and supplies.
5. Be responsible for establishing a departmental budget (equipment replacement, supplies, supplementary materials, travel etc.)
6. Establish standards of achievement for each course in the curriculum.
7. Be responsible for evaluation the staff members in their department.
8. Be responsible for coordinating instructors from various departments to work cooperatively to provide instruction to those fields where a joint effort will result in more effective instruction.
Example: Mathematics, Science, and Electronics instructors could combine efforts to provide a data processing program which would be beneficial to many students. Computer in business, computer in engineering, computer in research, etc.
9. Be responsible in working with teachers for developing course outlines.
10. Be responsible in having instructors to visit other areas of the technical college to familiarize themselves with all technical programs.
11. Be responsible in having instructors to visit business and industry related to their technical area at least once per month.
12. Assist the administration in the recruitment and selection of staff.
13. Be responsible for promoting staff professional growth. Professionalism through organizations, publications, membership in organizations, and attending professional meetings.
14. Be responsible for developing and establishing in-service programs which would utilize a wide variety of media and resource.
15. Be responsible for establishing prerequisites for courses in his respective department.
16. Conduct research within the department to evaluate and upgrade instruction.
17. Determine those courses within the department that may be taken for credit by examination.
18. Assist the registrar's office in evaluation credit that is being transferred to their respective department from another college or university.
19. To participate in committee work dealing with the improvement of the total institution.
20. Other departmental duties that become necessary and are assigned by the administration.

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Ferguson, Mr. Stevens, Mr. Clark, Mr. Brown.

WACHOVIA SERVICES, INC. - COLLECTING AGENCY FOR N.D.S.L.
123

Dr. Nichols moved to name Wachovia Services, Inc. as collecting agency for National Defense Student Loans.

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Ferguson, Mr. Stevens, Mr. Clark, Mr. Brown.

EMPLOYMENT OF INSTRUCTOR
124

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EMPLOYMENT OF INSTRUCTOR (Continued)

Drusanne Shaulis

Dr. Nichols moved and Mr. Clark seconded the motion to confirm the employment of Drusanne Shaulis for the period and salary indicated:

Annual Salary \$13,000

Contract - March 1, 1972 - June 30, 1972

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Ferguson, Mr. Stevens, Mr. Clark, Mr. Brown.

SCHOOL CALENDAR

125

Mr. Stevens moved to adopt the following school calendars for the 1972-73 and 1973-74 school years:

1972-73 School Year

FALL QUARTER

September 11, 12, 13
September 14, 15
September 18
November 23, 24
December 8
December 11, 12

Registration & Orientation for Fr.
Registration for Sophomores
First Day of Classes
Thanksgiving Vacation
Quarter Ends (Exams 6, 7, 8)
Records Day for Staff

WINTER QUARTER

January 2
January 3
February 19
March 16

Registration
First Day of Classes
President's Birthday - Legal Holiday
Quarter Ends (Exams 14, 15, 16)

SPRING QUARTER

March 19, 20
March 21
April 19-23
May 28
June 8
June 10
June 11, 12, 13

Registration
First Day of Classes
Spring Vacation
Memorial Day - Legal Holiday
Quarter Ends (Exams 6, 7, 8)
Graduation
Records Day for Staff

SUMMER QUARTER

1st Term

June 18
June 19
July 4
July 20

Registration
First Day of Classes
Legal Holiday
Quarter Ends (Exams 20)

2nd Term

July 23
July 24
August 24

Registration
First Day of Classes
Quarter Ends (Exams 24)

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SCHOOL CALENDAR (Continued)

1973-74 School Year

FALL QUARTER

September 17, 18, 19	Freshmen Registration & Orientation
September 20, 21	Sophomore Registration
September 24	First Day of Classes
December 12	Quarter Ends (Exams 10, 11, 12)
December 13, 14	Records Day for Staff

WINTER QUARTER

January 2	Registration
January 3	First Day of Classes
February 18	President's Birthday - Legal Holiday
March 19	Quarter Ends (Exams 15, 18, 19)
March 20, 22	Records Day for Staff

SPRING QUARTER

March 25	Registration
March 26	First Day of Classes
April 11-15	Spring Vacation
May 27	Memorial Day - Legal Holiday
June 7	Quarter Ends (Exams 5, 6, 7)
June 10, 11, 12	Records Day for Staff

SUMMER QUARTER1st Term

June 17	Registration
June 18	First Day of Classes
July 4	Legal Holiday
July 19	Quarter Ends (Exams 19)

2nd Term

July 22	Registration
July 23	First Day of Classes
August 23	Quarter Ends (Exams 23)

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Ferguson, Mr. Stevens, Mr. Clark, Mr. Brown.

TEACHERS' ASSOCIATION

126

Mr. Hyland moved and Mr. Stevens seconded the motion recognizing the Scioto Technical College Teachers' Association as such so long as their operations are within the existing policies of the Scioto Technical College Board of Trustees.

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Ferguson, Mr. Stevens, Mr. Clark, Mr. Brown.

LATE REGISTRATION FEES AND PROFICIENCY TEST FEES

127

Mr. Ferguson moved and Dr. Nichols seconded the motion setting a late registration fee of \$5.00 and a fee of \$15.00 for those persons taking a proficiency test.

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Ferguson, Mr. Stevens, Mr. Clark, Mr. Brown.

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PRESIDENT'S REPORT

128

President Frank C. Taylor reported on the progress of the new building addition.

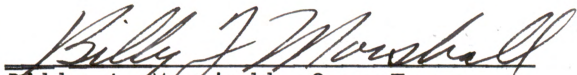
He also reported having Dr. Max Lerner, Vice Chancellor of the Ohio Board of Regents, as a guest of the Scioto Technical College.


A D J O U R N M E N T

Mr. Morgan moved that the meeting adjourn.

Voting "aye" on the motion were Mr. Hyland, Dr. Nichols, Mr. Morgan, Mr. Ferguson, Mr. Stevens, Mr. Clark, Mr. Brown.

The meeting adjourned at 8:00 P.M.


Billy J. Marshall, Sec.-Treas.


Walter N. Brown, Chairman