## Board of Trustees Committee of the Whole Meeting September 29, 1977, 9:30 a.m.

## 1. OPENING REMARKS BY President Ping:

To set the stage for later discussion and the 4:00 p.m. convocation, President Ping commented on the "Educational Plan" and distributed "Program Planning Process." He reported the status of the capital budget to be favorable.

#### 2. REPORT ON AFFIRMATIVE ACTION:

Mr. McDonald presented "Annual Report to the Board of Trustees on the Employment of Women and Minorities at Ohio University." He stated that the report reflected progress in numbers in ladder positions and observed that salary status was equitable. He expressed concern over the ability to hire black faculty. Part of the problem he related to lateness in getting into the job market, and said he believed there would be improvement next year.

Mr. McDonald said he expected the Affirmative Action Plan to be ready for the January 28, 1978, meeting.

Mr. Spencer expressed the belief that not enough consideration was being given to blacks for high administrative positions, citing a candidate for the Arts deanship who had not been employed. He asked for an explanation of the search procedure, which President Ping and Mr. McDonald outlined.

Mr. Spencer stated that a search committee must start with an affirmative action concept -- must be willing to engage in missionary activity.

President Ping said that new hirings of minorities had been emphasized. Mr. Bush suggested that it would be helpful to have the total employment picture with new hirings shown. Mr. McDonald said that movement was as important as numbers. Dr. Bucklew said that we hadn't actually added faculty except in medicine.

The President suggested that the report might not be focused as the Board wished it. He then commented on two other aspects of affirmative action -- handicap requirements and contract compliance review by the University.

Mr. Spencer said that the affirmative action budget needed to be expanded again. President Ping said that it had.

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## 3. DISCUSSION OF IRVINE HALL RENOVATION PROJECT:

Mr. Geiger outlined plans for the lecture halls. President Ping said they were needed for classes and for continuing professional education activities.

Mr. Jeffers asked whether the site was "hallowed ground." Mr. Geiger said that the lecture halls would serve as a center for student activities. An onsite visit was foregone, members concluding that the plan selected was the best alternative.

## 4. NEGOTIATIONS WITH HIGHWAY DEPARTMENT.

Mr. Bush reported a willingness by the Department of Transportation to up the offer from \$108,000 to \$119,000, with an additional \$5,000 for landscaping. He said that \$5,000 was not enough on a \$20,000,000 project and recommended the University expend a portion of the \$119,000. There was no objection, and Mr. Bush said he would so recommend, along with a recommendation to accept the latest offer of the Department of Transportation.

The meeting adjourned at 10:40 a.m. Members present were Johns, Bush, Holzer, Jeffers, Phillips, Spencer and Taylor. Keys and Lavelle were absent.

Robert E. Mahn, Secretary

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## OHIO UNIVERSITY

#### INTER-OFFICE COMMUNICATION

	· ·	DATE September 14, 1977
TO The	e Ohio University Community	
FROMNe	il S. Bucklew, Provost	· · · · · · · · · · · · · · · · · · ·
SUBJECT	PLANNING PROCESS	

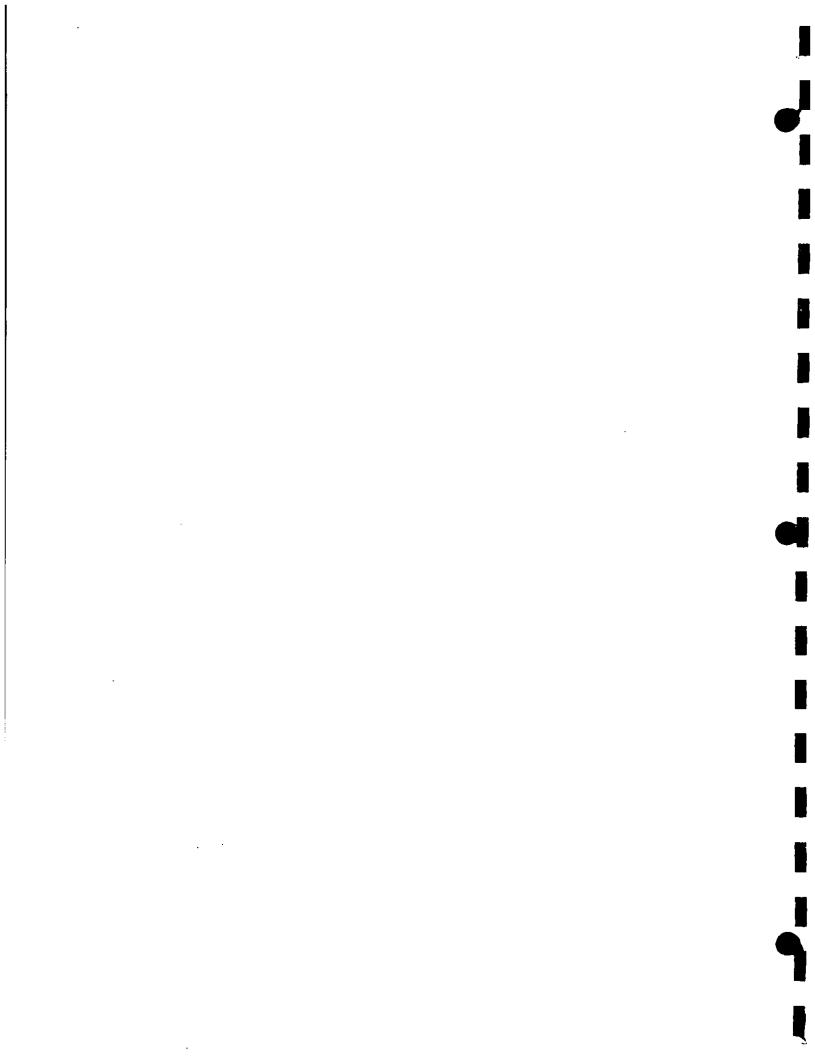
This description of process is a guide to the ongoing planning and resource allocation effort of the University. Much time and consideration have been spent. Hopefully it represents a cohesive approach to a vital decision-making structure. Nonetheless, it may prove to be incomplete, perhaps even faulty.

We are prepared to modify this process as experience dictates. I urge each of you to consider this effort as a dynamic one and your suggestions for its improvement will be valued.

The key to success for this planning effort will be the analysis and judgment of all planning units. While program enhancement decisions at the University level can lead to specific results, various units of the University must apply their efforts to critical development if Ohio University is to realize its mission.

A process is at best a mechanism. Your commitment to a viable and effective educational environment is not only needed but it is required.

The Program Planning Process is divided into three phases. The first is development of a set of program objectives describing in detail what a planning unit expects to accomplish within the boundaries of estimated

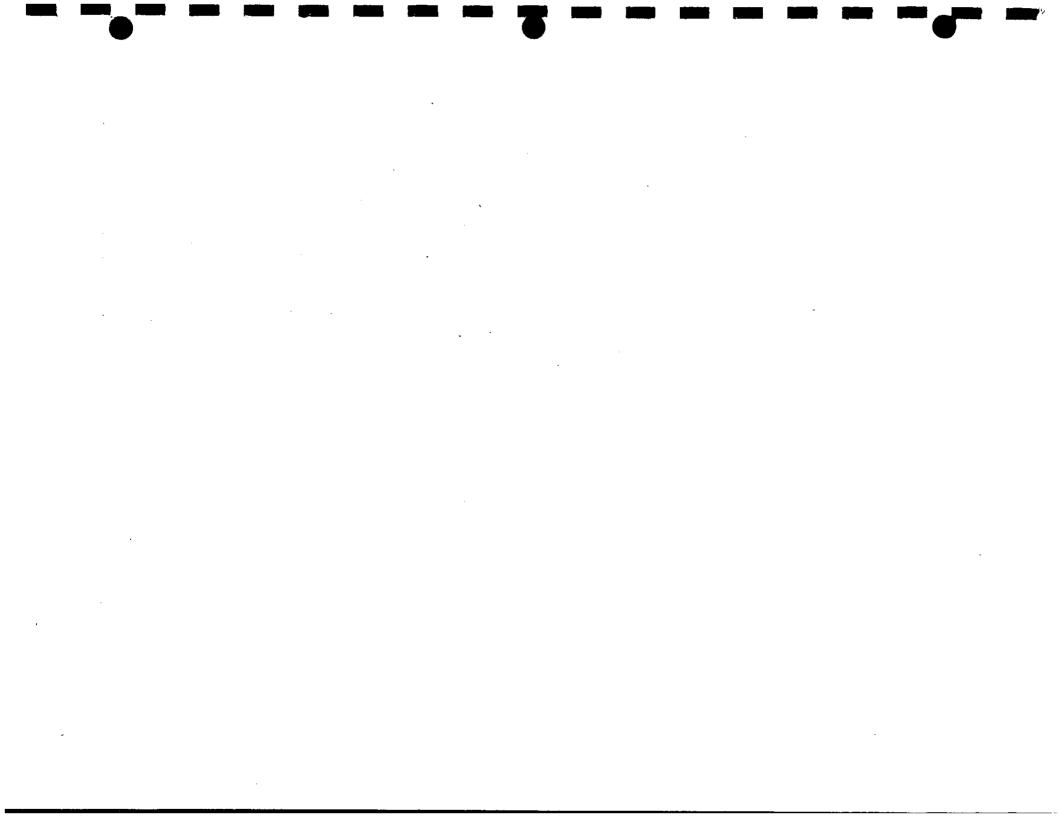


resources. The second, integral with the first, is an indication of what changes in the planning unit's activities may be required in order to meet its objectives. The third, building from the other two, is development of an itemized set of objectives and activities that can neither be considered nor undertaken with current resources alone. They will require consideration for additional resources and support as part of the university commitment to program enhancement.

In keeping with the aim of a decentralized planning process, the first two phases are intended to allow each planning unit to establish priorities in conformity with the Educational Plan. It is our intention to give planning units a chance to think through their operations and to specify areas of need.

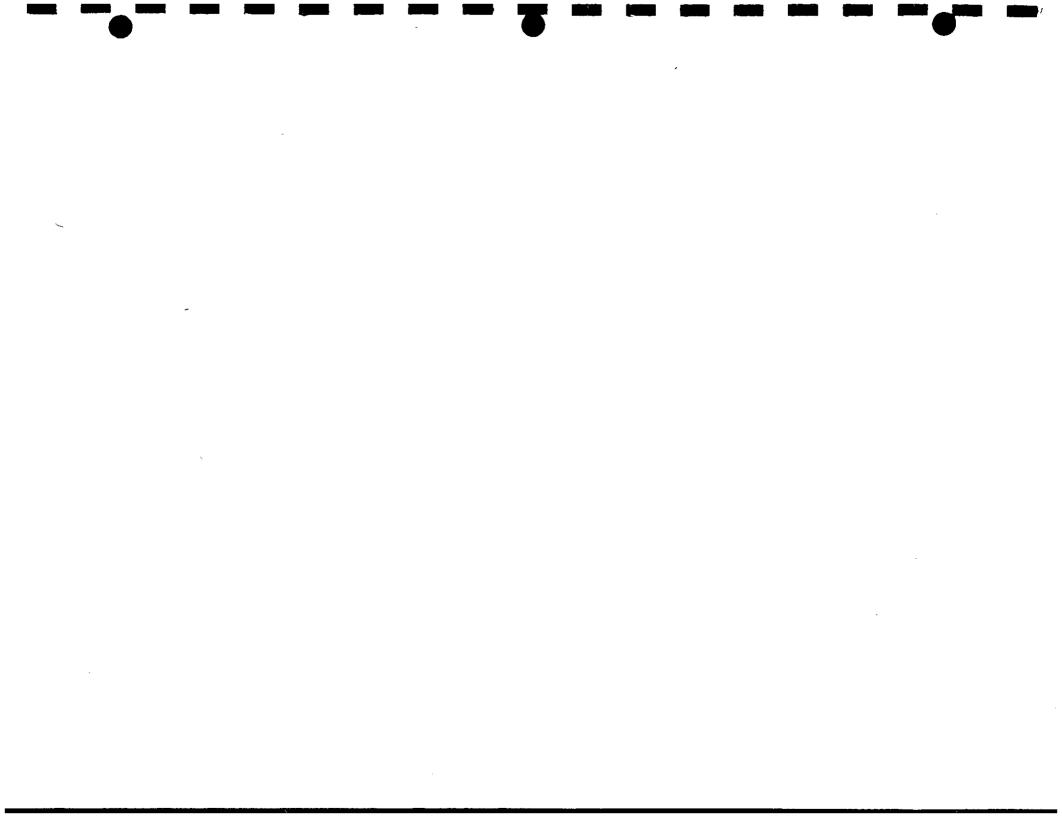
A byproduct of the second phase may often be identification of objectives or activities that can only partially be met or accomplished with present funding. These unmet needs would be added to whatever new program thrusts are developed. Both would than be considered as items of program enhancement.

In summary, the Program planning process may be visualized as an integrated approach to allocating University resources according to both present and future missions. While changes in the University structure will inevitably take place over a period of time, the program planning process is designed so such changes occur in an open and orderly fashion. The key is to move from the existing state of the University to our vision of the future. This will be done through efforts of each planning unit and through program enhancement at the University level.



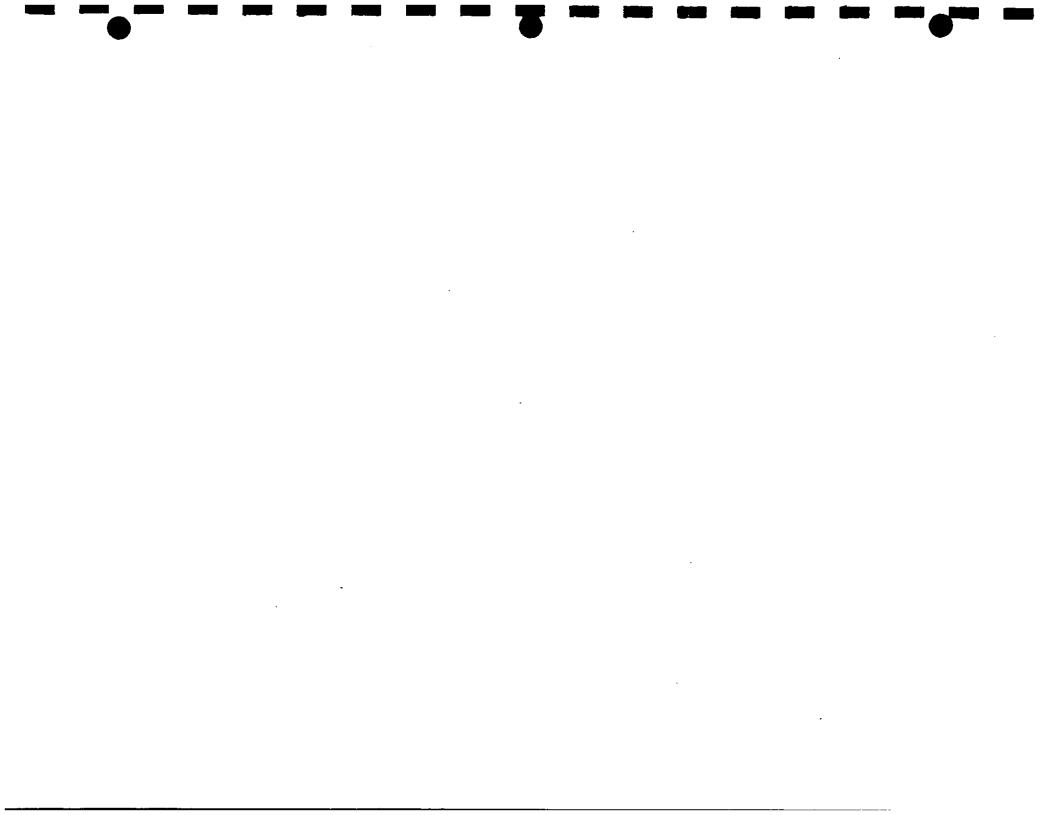
## OHIO UNIVERSITY

# Program Planning Process



# PROGRAM PLANNING PROCESS <u>Table of Contents</u>

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Appendic	es	
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IV.	Guidelines for Planning Unit Objectives	
٧.	Income Estimates	13
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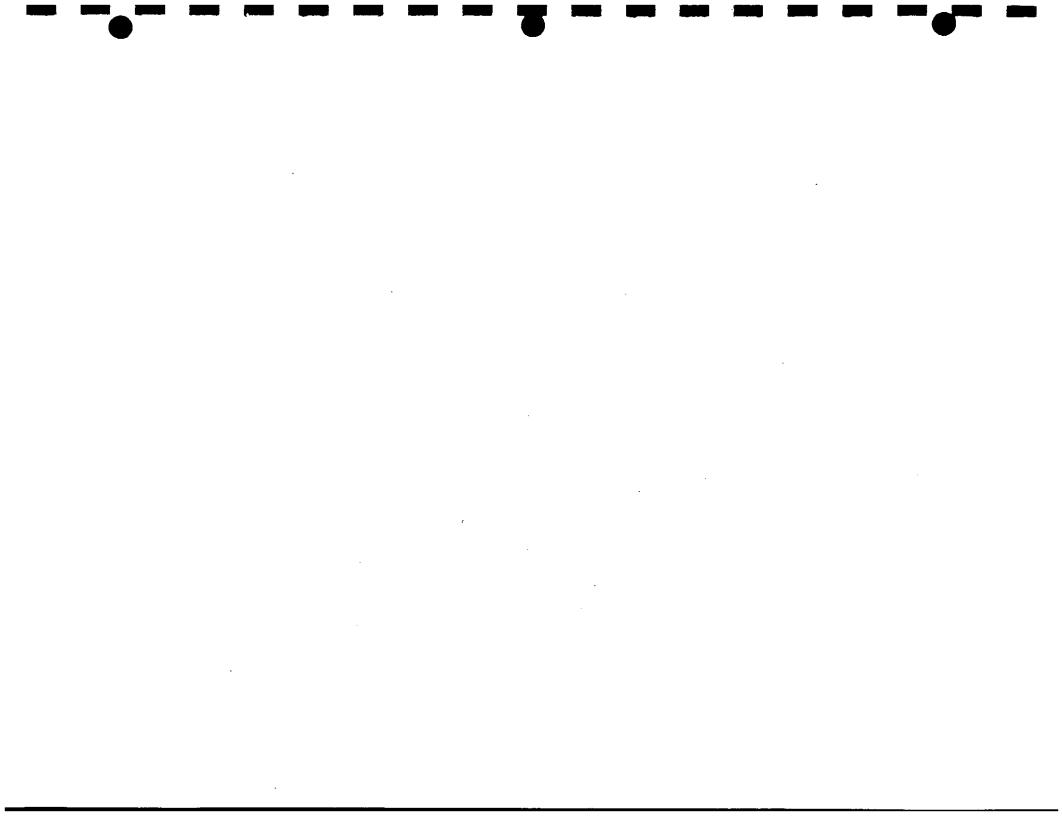
### PROGRAM PLANNING PROCESS

Ohio University is committed to a process of planning and resource allocation that is comprehensive, program based, and long term. Implemented after an extensive evaluation of environment and confirmation of goals and directions, the planning design is as follows:

- It will acknowledge the role of established governance mechanisms of the University. Appropriate units such as Deans' Council, Faculty and Administrative Senates, and Curriculum Council will have advisory, review, and consultative roles on germane matters.
- 2. It will be an ongoing process and its implementation will conform with the Educational Plan.
- Its operation will be integrated into an overall University approach to decisionmaking.
- 4. Its decentralization will involve not only academic, service, and support units in the development of the detailed plan but its subsidiary components in a deliberate rather than a directive approach. This will assure meaningful participation by all.
- It will institute a phased-in development of a Planning Information System to provide aggregate and detailed data to all planning units.

## Structure and Procedure

Each planning unit (there are 19) shall appoint a committee for planning to initiate, develop, evaluate, review, and recommend a program plan to cover



the next three years. The dean or administrator shall designate a planning officer to act as coordinator and staff to the unit planning process. Each dean or administrator shall establish planning groups in each department, school, focus area, division, etc. that the dean or administrator deems appropriate to the overall mission of the program planning unit.

In September all program planning units shall develop a set of program objectives for 1978-79, 1979-80, and 1980-81 and rank them in order of their greatest value.

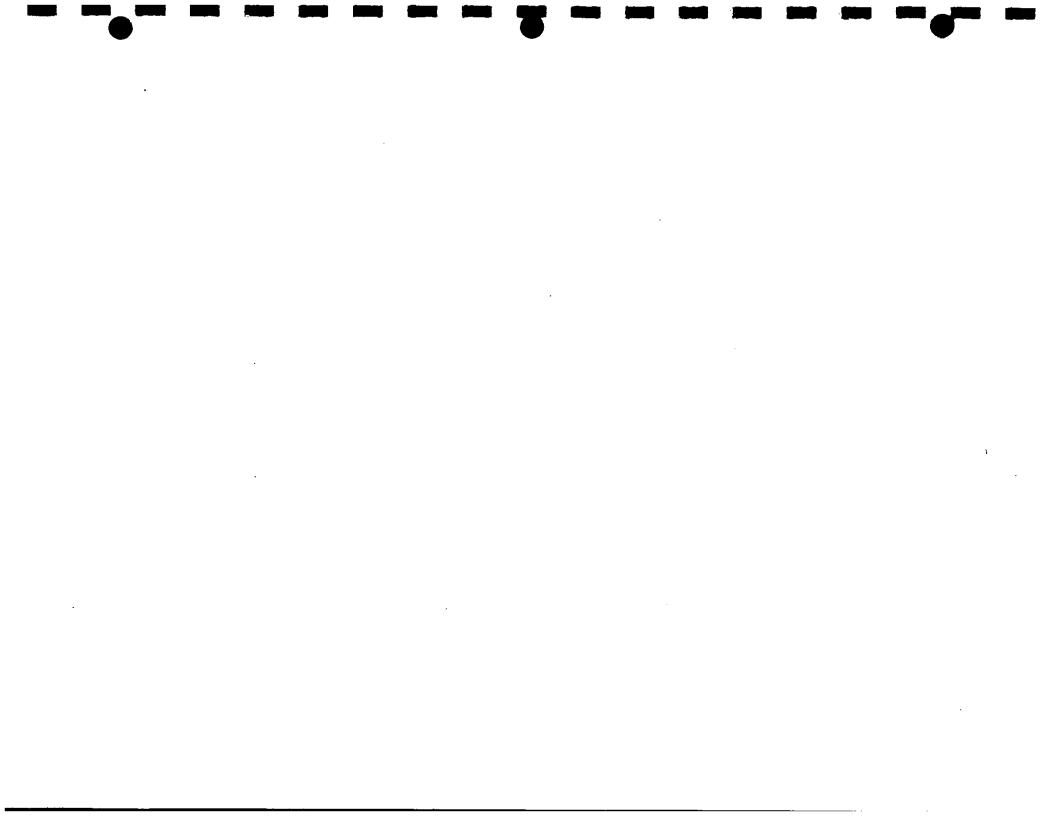
The program objectives shall be due in the Office of the Provost by November 15. Each subsequent year, program objectives for the new three years shall be updated by the planning unit. This is to be done with increasing specificity as planning proceeds and as institutional goals and resource expectations become clearer.

Simultaneously, while program objectives are being evaluated by the Office of the Provost and the University Planning Advisory Council, all program planning units will develop a detailed plan. An ongoing process of consultation will expedite its development by indicating any discord in unit program objectives.

The Office of the Provost shall provide to all planning units the following planning guidelines:

- 1978-79 -- base budget figure and additional resources projected
- 2. 1979-80 and 1980-81 -- projected operating budget estimates

While these three estimates will cover operating academic and support services, they will not include the following annual pools of dollars which will be retained centrally:



- Program enhancement for quality and growth
- 2. Compensation improvement
- 3. Extraordinary inflation allowances for goods and services
- 4. Institutional operating reserve

The Office of the Provost will also provide the income estimate which will be composed of the following elements:

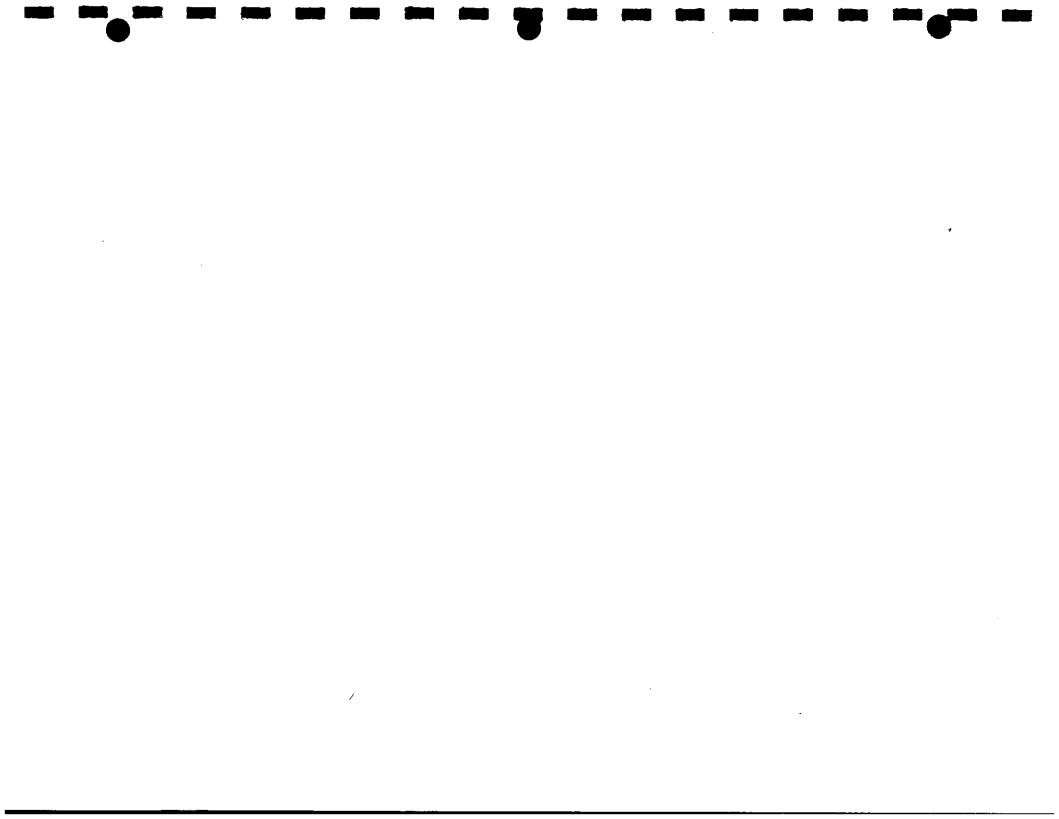
- Enrollment projections
- 2. Tuition income
- 3. Philanthropy
- 4. State appropriations
- 5. Other income

When all program planning units have prepared their program objectives according to priorities, they will then prepare unit program plans for 1978-79. These plans are due by February 1.

The unit program plans will be accompanied by unit requests for funds from University program enhancement and extraordinary inflation pools. These documents will be reviewed as a final step in development of a University plan. The University operating budget and related resource allocation decisions for 1978-79 will be based on this activity. The University plan will be prepared for final review by April 15 in order to be approved for enactment by July 1.

As a guide to individual program planning units, the following summary data elements will be provided:

- 1. Historical allocations by organizational entity
- 2. Student enrollments by program and course
- 3. Projections of future enrollments (3 years) by program and course



- 4. Faculty and staff ratios by program, course or activity for previous years
- 5. Allocations of resource by Regents Model Categories (9)
- 6. Comparative allocations by category for a group of institutions of higher education similar to Ohio University

A University Planning Advisory Council shall be established as an advisory body to the Office of the Provost. Its composition:

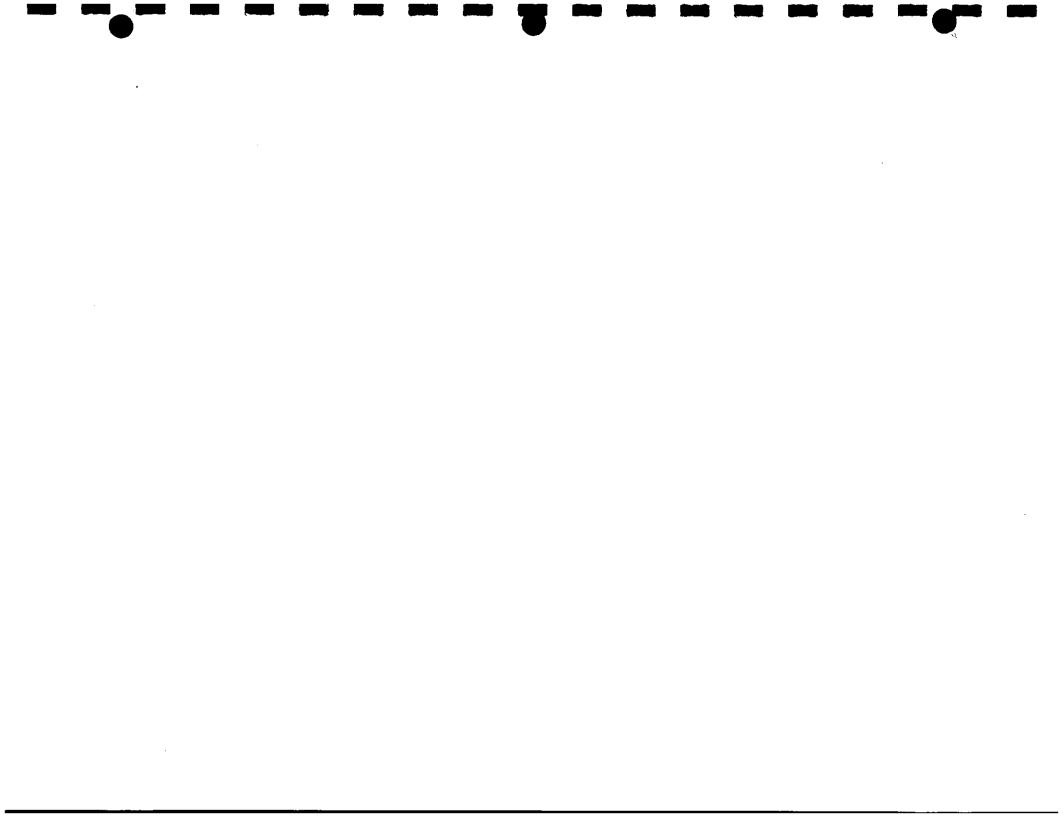
- 8 faculty (five to include the president of the Faculty Senate and the Executive Committee; three others to be nominated in consultation with the Provost)
- 3 members of the Deans' Council named by the Provost
- 3 members (presidents of the Administrative Senate, Student Senate\*
  and the Graduate Student Council)
- 2 administrators at large appointed by the Provost in consultation with University Vice Presidents

\*If the president of the Student Senate is not an undergraduate student, the Provost shall appoint an additional student member who shall be an undergraduate student.

The 16 members of the University designated above will comprise the University Planning Advisory Council to be chaired by the Provost. Approximately one-third of its membership will change each year. While appropriate University personnel will be designated as staff (as the agenda warrants), the Provost may from time to time appoint to subcommittees of the Council ad hoc members of the faculty and staff whose specialized expertise will be of assistance.

The University Planning Advisory Council will subsume the current function of the Budget Advisory Committee and the Building Priorities Committee. Its assignments follow:

1. It will review the program planning unit program objectives and their assigned priorities to insure conformity with the University Educational Plan.



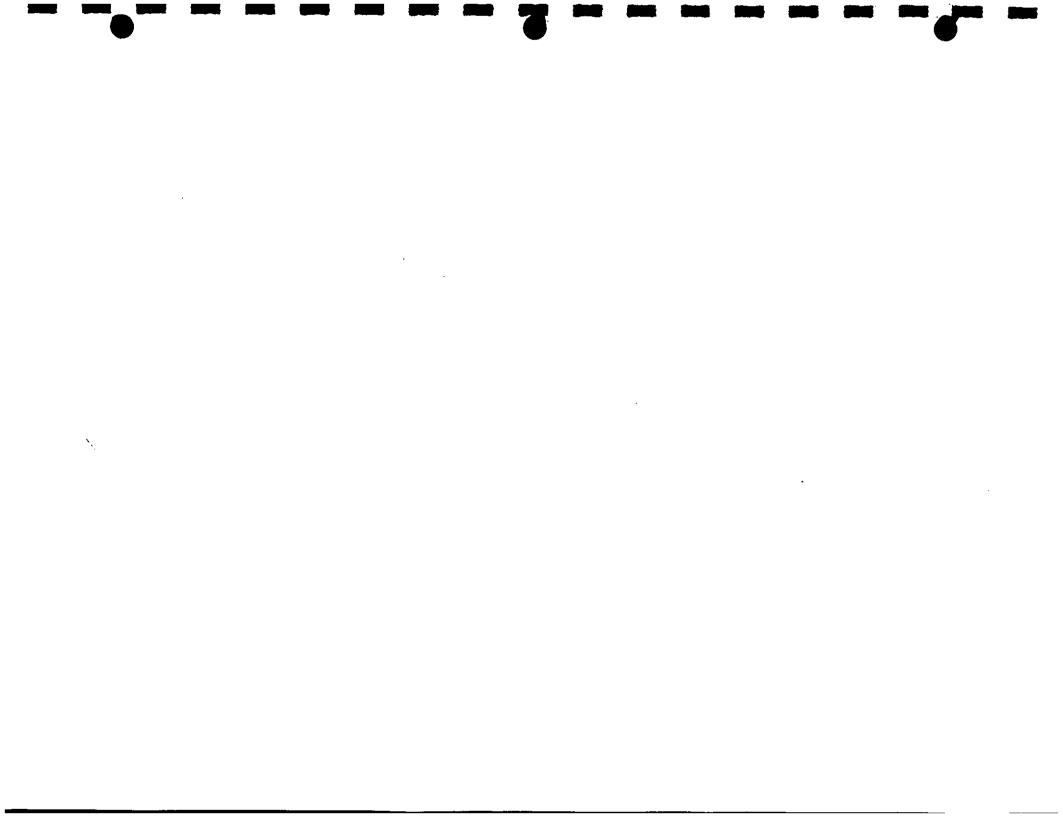
- 2. It will advise on the integration of all planning unit program plans into the total University Plan.
- 3. Council subcommittees shall advise on budget as well as capital planning. They will review annual as well as tri-annual income estimates. These shall be the basis for the planning unit budget base and new resource allocation figures issued as planning guidelines for Year I of the process and projections for Years II and III.
- 4. It will establish a continuing subcommittee on special planning opportunities to consider and evaluate proposals that recommend major changes in scope or direction not feasible or appropriate to the interests or responsibilities of all program planning units. Its goal is to nurture innovation that might well be ignored by the organizational and hierarchial thrust of the planning structure.

After the University Planning Advisory Council has concluded its review evaluation and advisory function, the Provost will transmit through the President the completed University Plan and its subplans such as capital and budgetary requests to appropriate administrative/governance bodies outside the University.

## Concluding Remarks

The result of the process will be the three-year University Plan in congruence with the University Educational Plan.

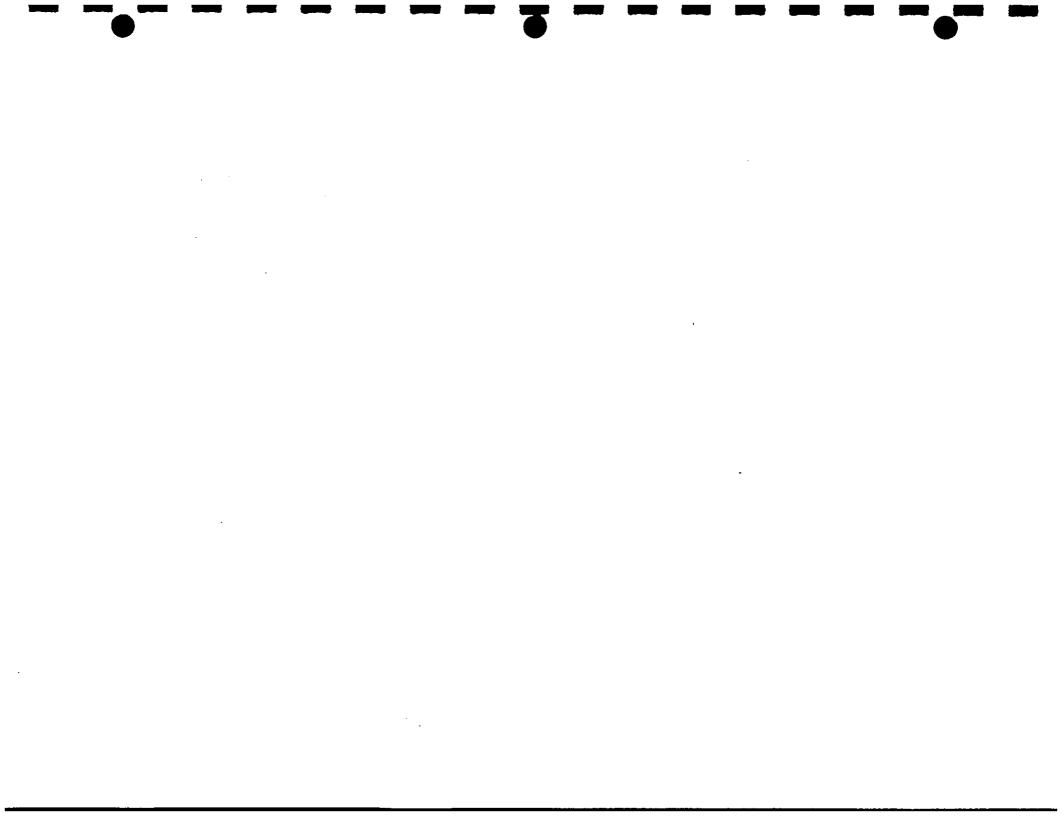
It will set the three-year plan for current operations. Year 1 will be the most detailed and specific, while Years II and II will be less so. Each year the continuing process will specifically determine the following year's operations based on continuing input from all program planning units as well as increasing detail and analysis of external factors such as enrollments, regential requirements, and funding levels. The future third year will begin to be described in agreement with the Educational Plan in more concrete detail. It will be based on parameters developed by the Office of the Provost and the program planning units. Obviously the planning

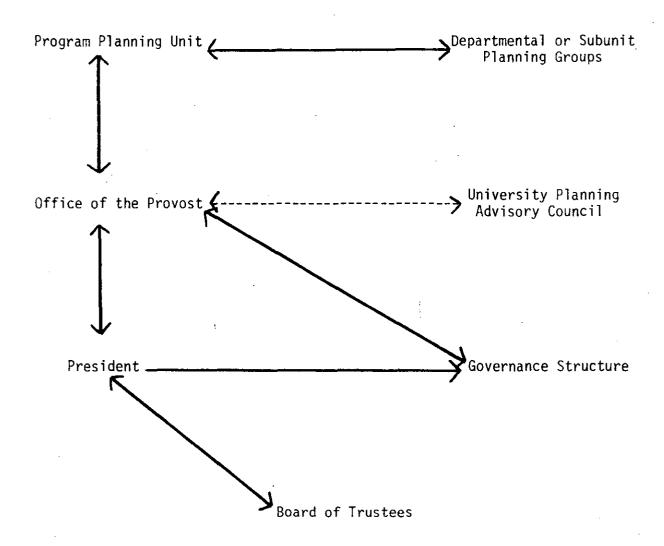


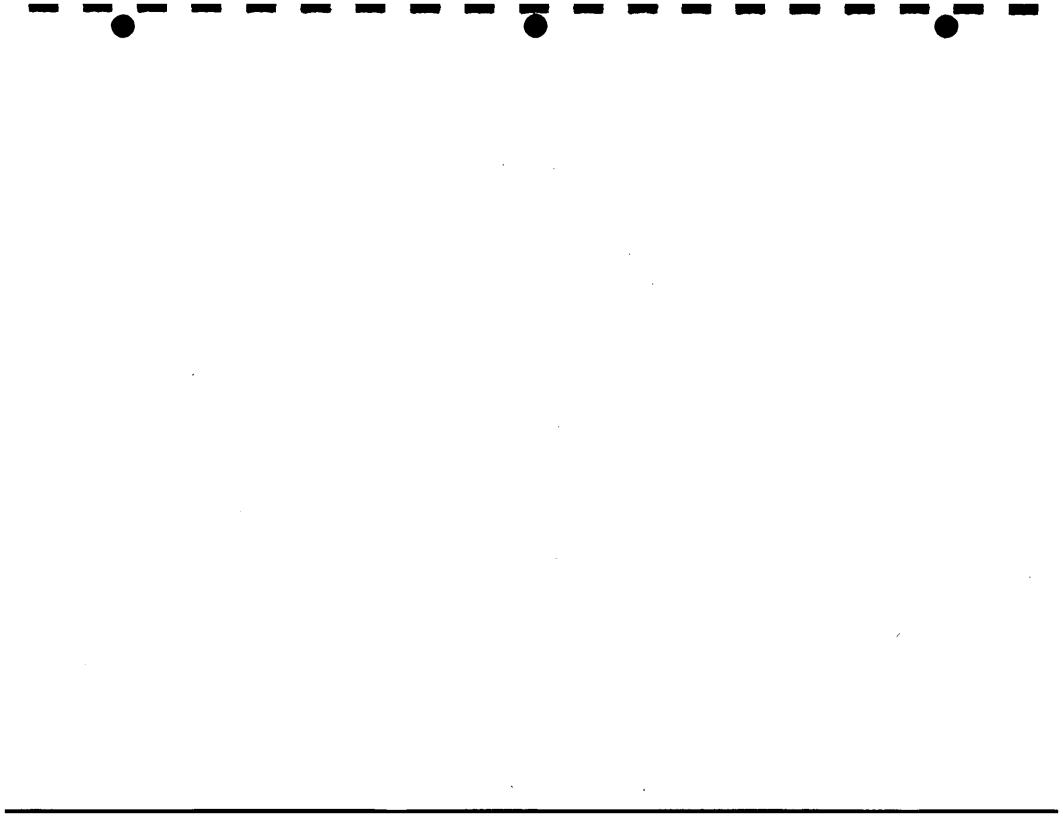
process will be more intense in 1978-79 than during 1979-80. In other words, every other year, when we deal with very hard detail, the process will be more intensive and it will be less so in the alternate years.

In planning program objectives and a detailed plan, each planning unit will find it most helpful to consider the following:

- 1. Program enhancement for quality performance of existing programs
- 2. New program thrusts or redirection of existing programs
- 3. Changes in emphasis and focus of institutional activities that might require reallocation of resources

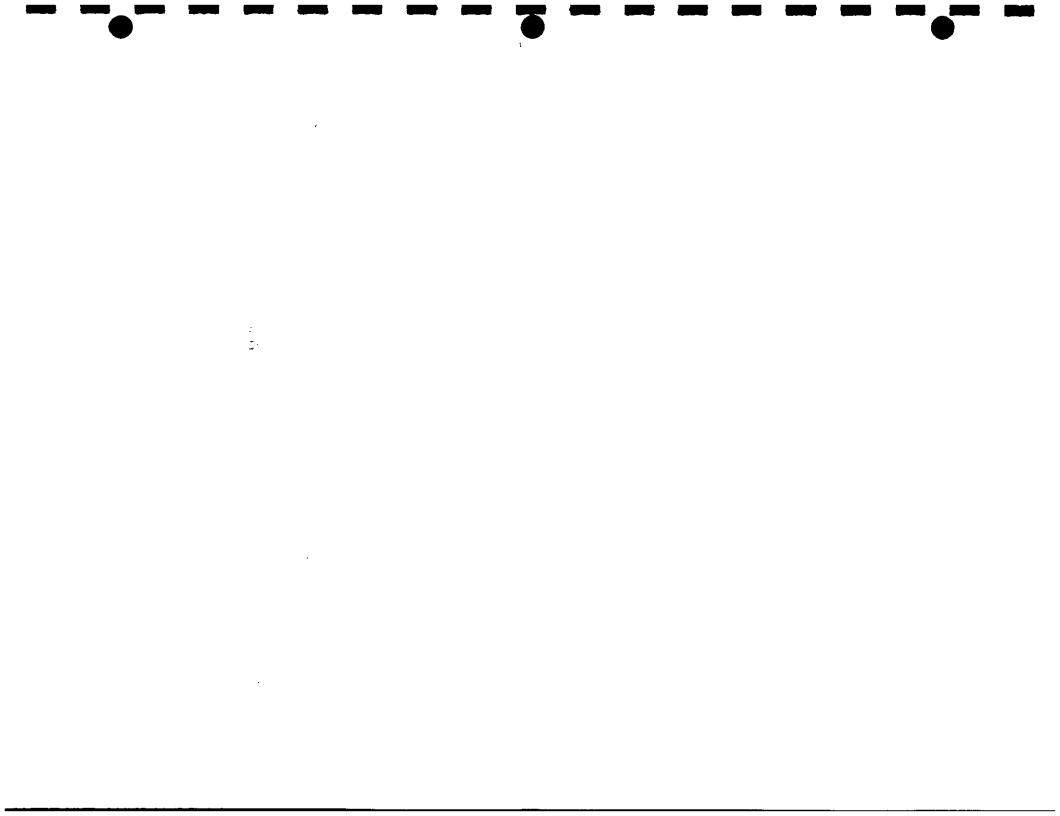






APPENDIX I

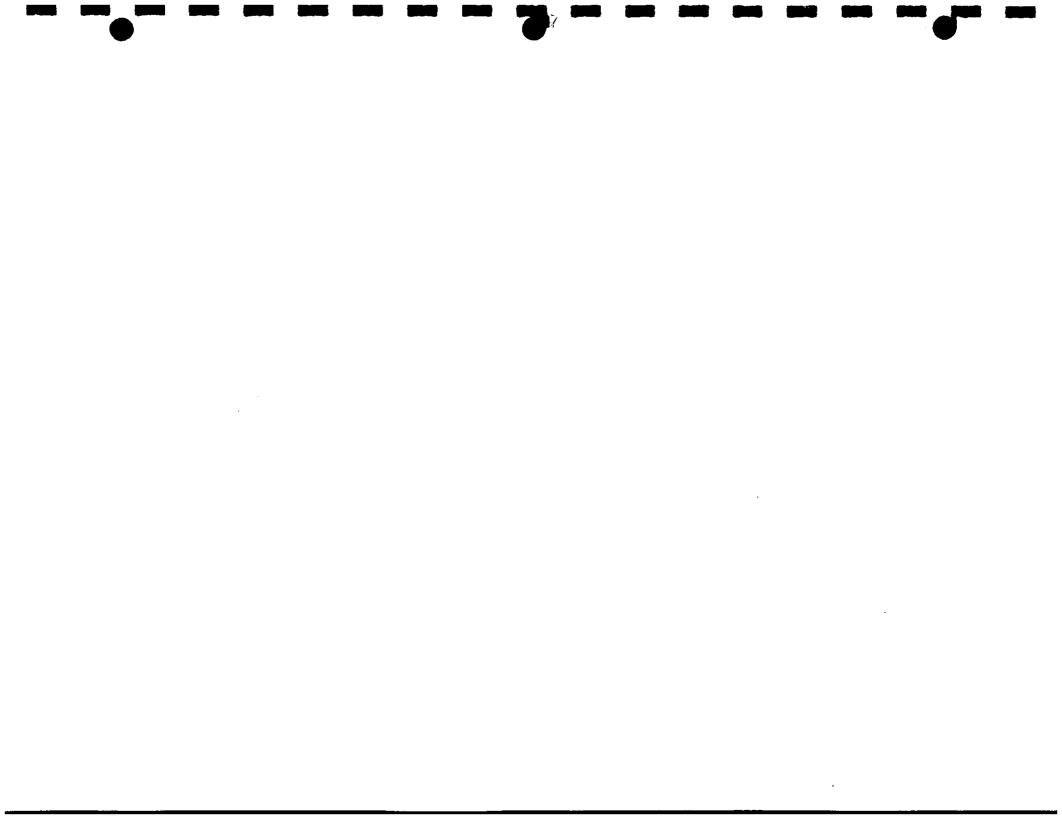
PROGRAM PLANNING UNITS



### APPENDIX I

## PROGRAM PLANNING UNITS

- Center for Afro-American Studies
- 2. College of Arts and Sciences
- 3. Athletics
- 4. Business Administration
- 5. Communications
- 6. Education
- 7. Engineering and Technology
- 8. Fine Arts
- 9. Graduate College
- 10. Honors Tutorial College
- 11. Institutional Services
  Institutional Administration
  Information Systems
  Learning Resources
  Legal Affairs
  Ohio University Press
- 12. International Studies
- 13. Library
- 14. College of Medicine
- 15. Operations
- 16. Regional Higher Education and Outreach Services
  Continuing Education
  Telecommunications
- 17. Student Affairs
- 18. University College
- 19. University Relations

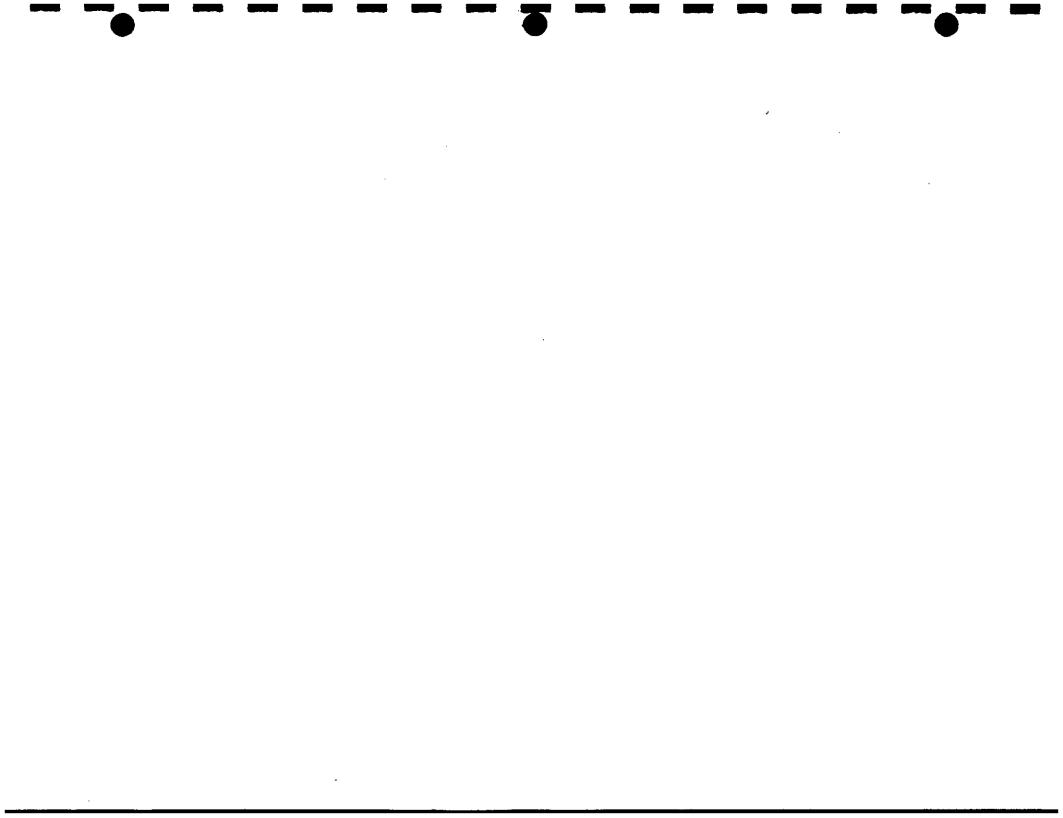


APPENDIX II

PLANNING SCHEDULE

FOR

1978-1979



### APPENDIX II

## PLANNING SCHEDULE FOR 1978-1979

Early	September
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- Planning process to be implemented:
  - . planning materials distributed
  - . University Planning Advisory Council appointed
  - . unit planning officers named and briefed

## September 25

- Each planning unit will meet with the Office of the Provost to prepare its case for funds from planning unit enhancement pool (Planning Form 2)
- President will address the University community on Educational Plan for next decade
- Board of Trustees adopts Educational Plan for the next decade

## October 10-15

- Planning parameters are provided each planning unit

## November 15

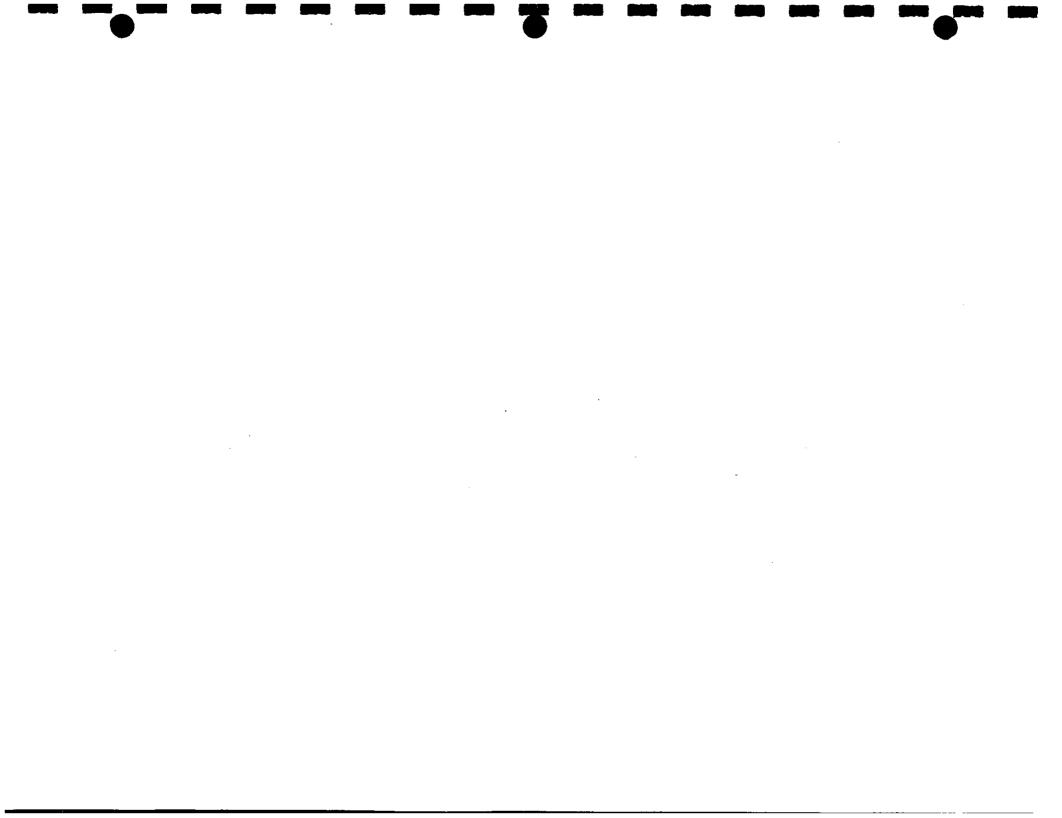
 Each planning unit will submit a statement of objectives for the three-year planning period (Planning Form I)

#### February 1

- Each planning unit will submit a Program Plan for 1978-1981 with accompanying requests for funds from the University program enhancement pool and extraordinary inflation pool (Planning Forms 3, 4 and 5)

#### April 15

 The University Plan will be prepared for review and approval. This plan will describe the major planning and resource allocation decisions recommended from the planning cycle just completed

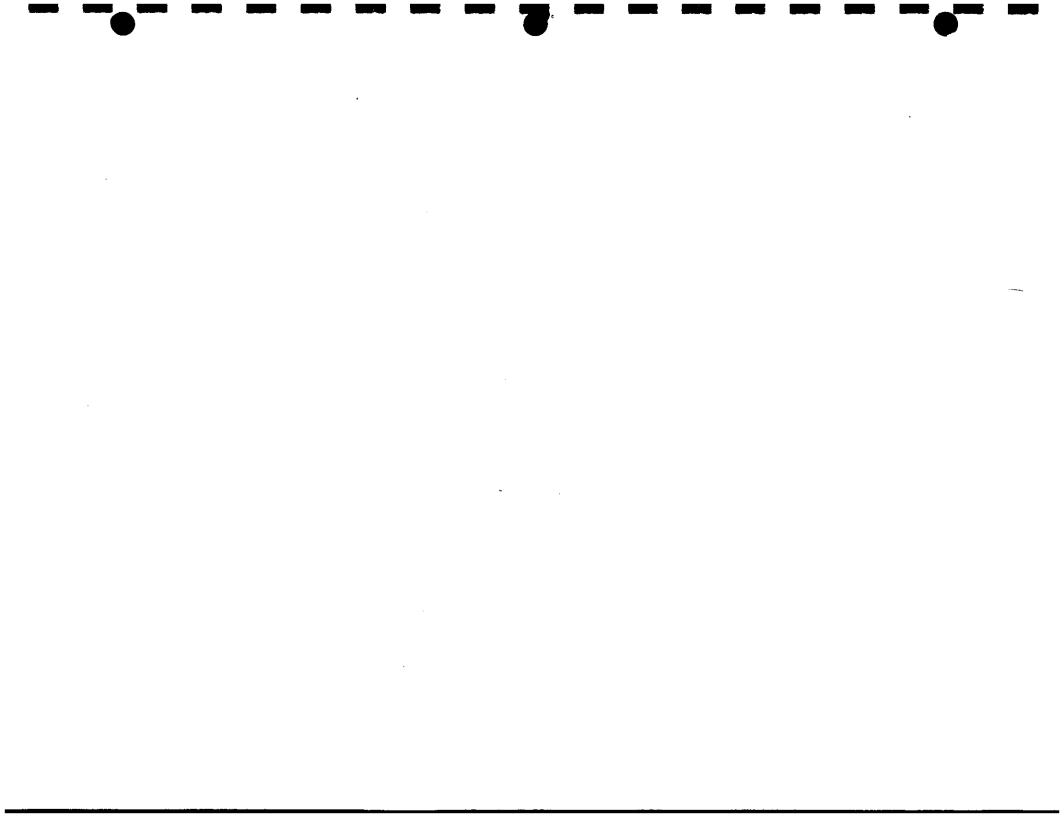


APPENDIX III

FACTORS FOR DISTRIBUTION

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POOL RESOURCES



#### APPENDIX III

#### FACTORS FOR DISTRIBUTION OF POOL RESOURCES

#### I. Planning Unit Program Enhancement Pool

In October the Office of the Provost will provide budget planning parameters to all program planning units. They will include current resources plus distribution of an additional component, that of the Planning Unit Program Enhancement Pool.

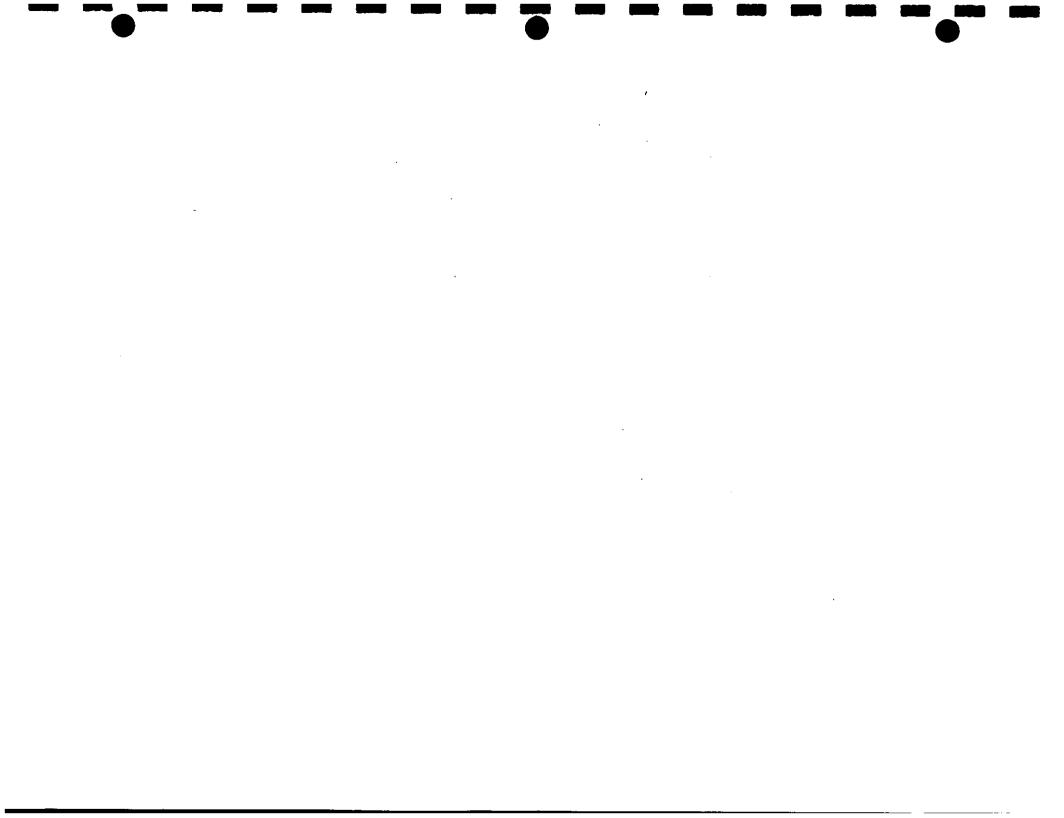
This specific pool will be largely distributed to overcome significant current budget inadequacies. For the first few years it may be necessary to make adjustments that are catch-up in nature. During recent years the general financial situation of the University did not permit adequate response to changing levels of enrollment or service. In some cases it was necessary to reduce resources despite critical needs. Distribution of these funds will be designed to address the more critical or pressing situations. Consideration will also be given to special requirements mandated by University governance bodies or institutional policies such as composition program or handicapped legislation. In general, the Office of the Provost will attempt to distribute program planning unit enhancement funds on a ratio of one third for one-time requests and two thirds for continuing base adjustments.

During the 1977-78 planning cycle, advice from the Budget Advisory Committee of the previous year will be sought. Familiar with many of the unfunded critical needs from their earlier deliberations, they will be able to use this experience to review fund requests from this pool. In subsequent years the University Planning Advisory Council will carry out this review role prior to final distribution. Tentative allocation of these funds will be reviewed with other groups such as the Deans' Council, Faculty Senate Executive Committee, and the University Executive Officers.

#### II. University Program Enhancement Pool

Distribution of the University pool for program enhancement for quality and growth will be based on proposals from the program planning units. While these proposals may request sole funding from the central pool, they normally will be shared by the central pool and program planning unit. They will be evaluated by the University Planning Advisory Council and recommended to the Provost for final determination. A portion of the University enhancement pool will be used for one-time only support (approximately one third) with funds to return to the central pool for redistribution in subsequent years. Criteria for ranking these proposals follows:

- 1. Does it fulfill the Educational Plan?
- 2. Does it enhance the quality, viability or growth of a currently-operating program?

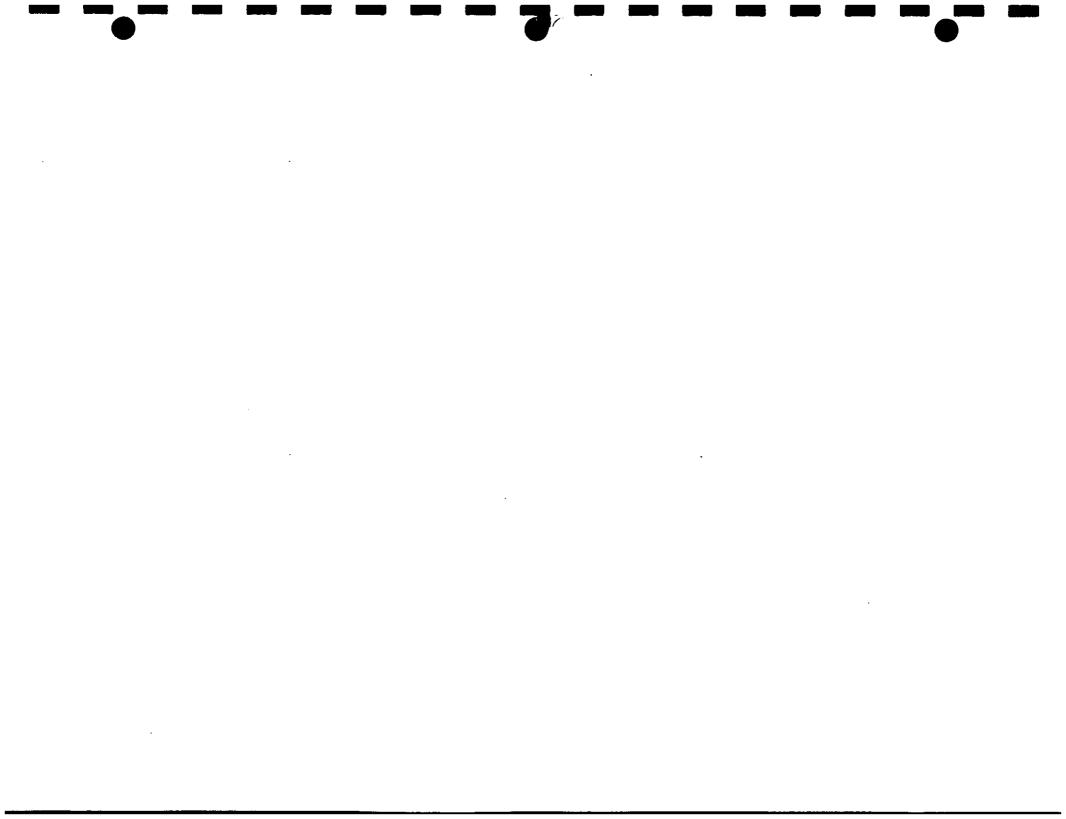


#### Appendix III (Cont'd)

- 3. Will it enhance the quality or viability of a new program?
- 4. Will it develop programs of high quality in areas recommended in the Educational Plan and where there is a societal need?

#### III. Extraordinary Inflation Pool

This pool will be used to respond to extraordinary inflation pressures beyond normal increases that are to be handled by the program planning units which may present cases of unusual inflation for consideration by the University Planning Advisory Council. Final determination of pool distribution will be made by the Office of the Provost.

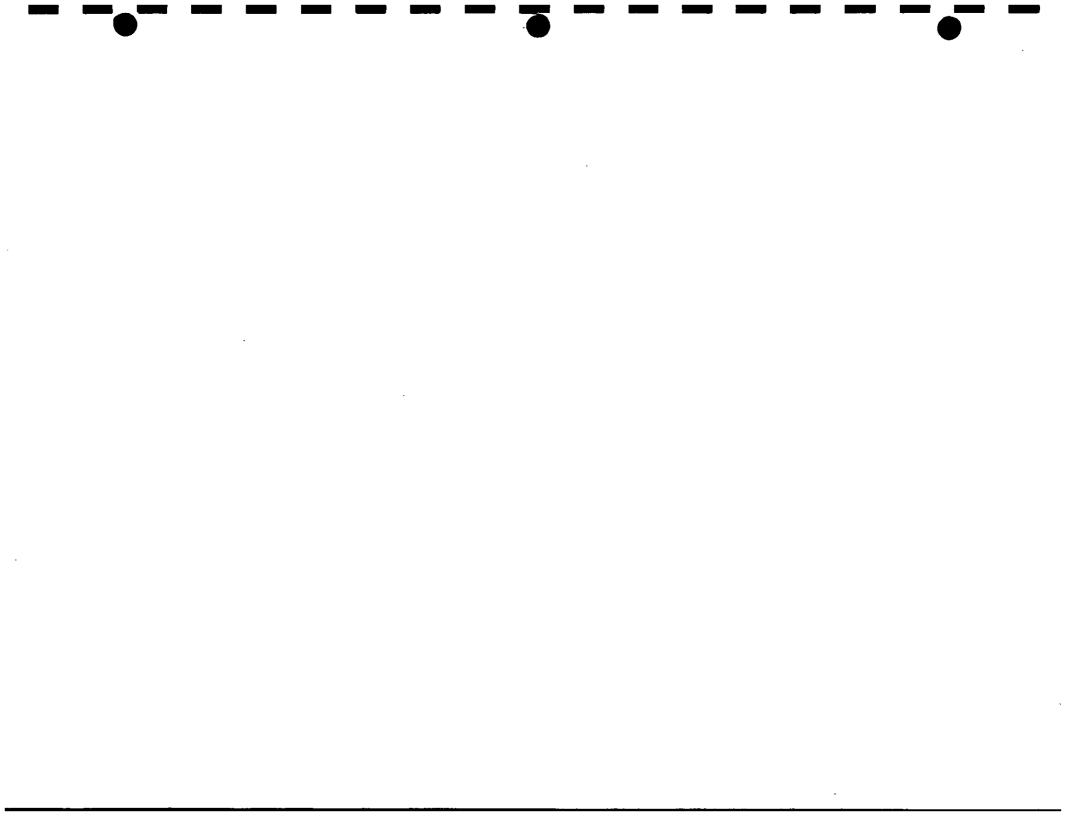


APPENDIX IV

GUIDELINES FOR DEVELOPMENT

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PLANNING UNIT OBJECTIVES



#### APPENDIX IV

#### GUIDELINES FOR DEVELOPMENT OF PLANNING UNIT OBJECTIVES

While one dictionary refers to a goal as "the result or achievement toward which effort is directed; aim; end," for the purposes of planning we will describe "goal" as a positive statement about desired end results.

Goals then are something that you strive to attain. They are in fact a directing force toward which every evolving institution should work and they then become a basis for planning and decision-making.

It therefore behooves every major institution to continually review its general program in relation to its goals. Such an analysis should guide each department in setting priorities that will match those in an overall University plan.

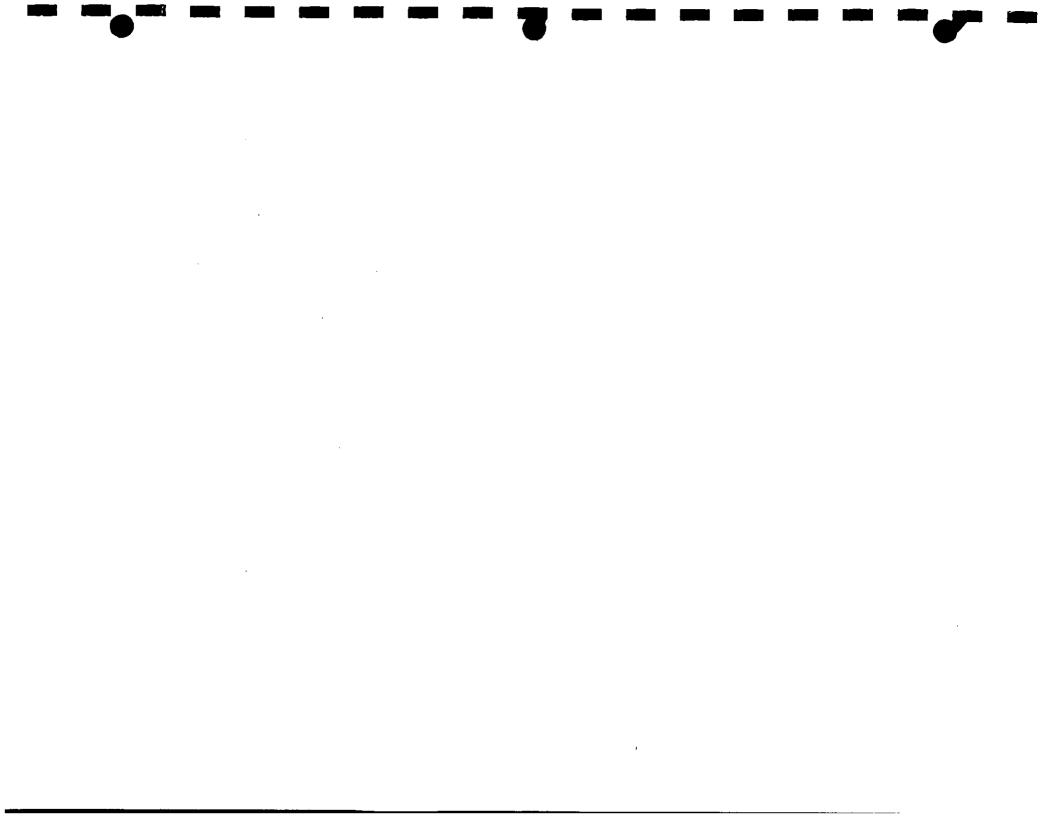
A program objective then becomes a desired result. It should then be clear, measurable, and capable of being completed within a reasonable period of time.

Its characteristics are:

- it should relate to an overall University goal
- it should be measurable
- it should specify method of measurement and criteria for evaluation of end result
- it should state the amount of time needed for implementation
- it should state resources that are needed

In summary, objectives are the specific means by which each planning unit may respond to new directions or improvements in current programs.

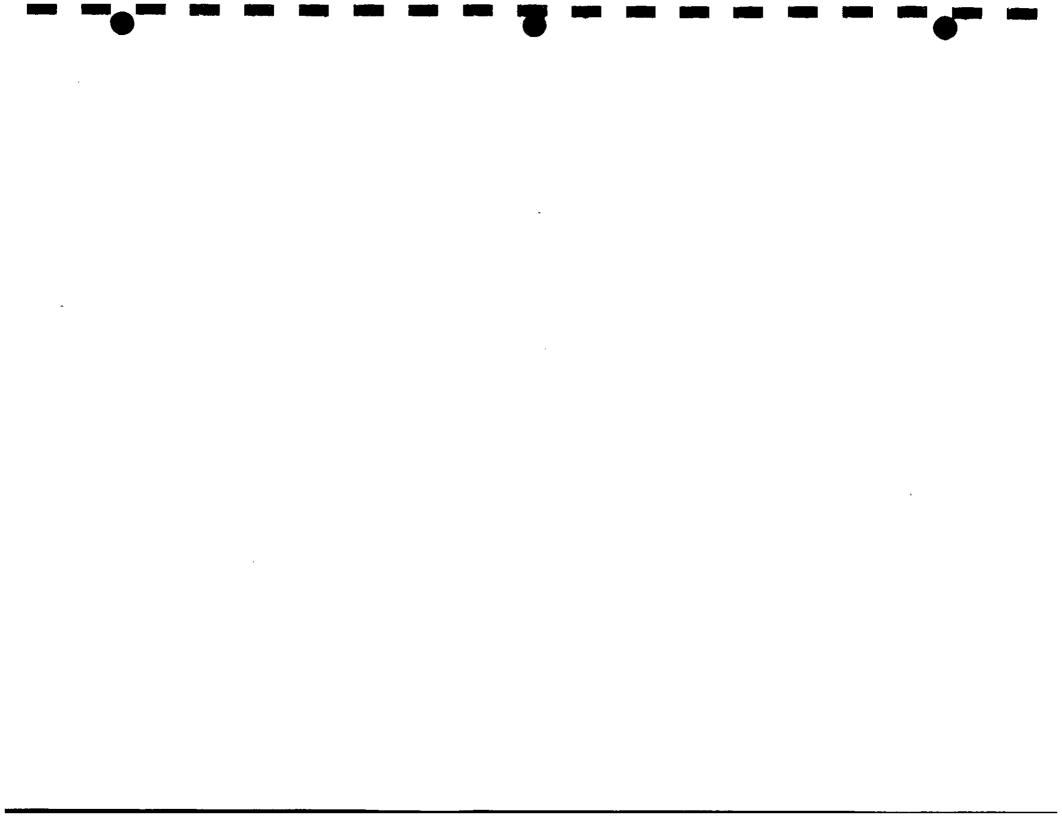
The Office of the Provost is preparing additional materials to provide guidance to planning units as they develop statements of objectives. This material will be reviewed with the planning officers in the near future.



APPENDIX V

GENERAL UNIVERSITY PROGRAMS

INCOME ESTIMATES FOR PROGRAM PLANNING



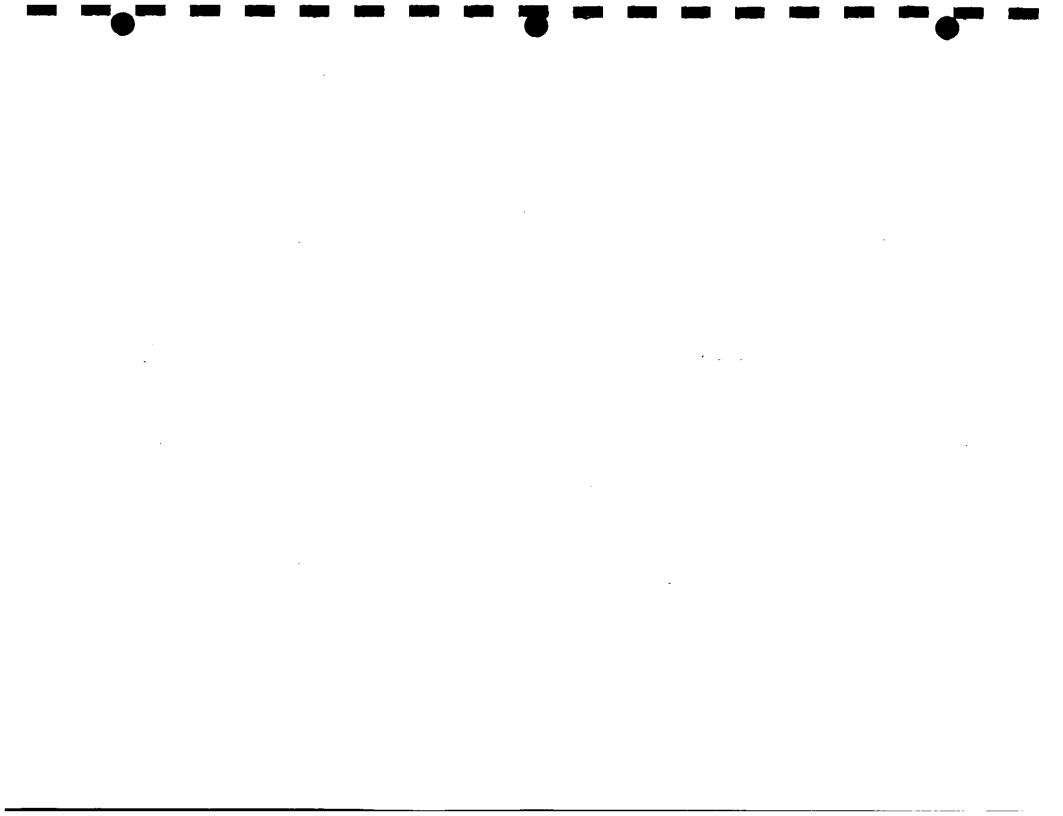
#### OHIO UNIVERSITY

### GENERAL UNIVERSITY PROGRAMS INCOME ESTIMATES FOR PLANNING

Income Source	1976-77 <u>Actual</u>	1977-78 Preliminary	1978-79 Estimated	1979-80 Estimated	1980-81 Estimated
State Appropriation	\$20,001,943	\$20,509,000	\$22,364,000	\$24,539,000	\$26,460,000
Student Fees	14,390,252	16,418,000	17,702,000	18,932,000	20,001,000
Other Income	2,290,113	2,516,000	2,728,000	2,864,000	3,000,000
TOTAL I & G INCOME	\$36,682,308	\$39,443,000	\$42,794,000	\$46,335,000	\$49,461,000

#### NOTES:

- I. The State appropriation for the 1977-79 biennium is an actual one. Subsidy income for the next biennium assumes a seven percent annual increase in program subsidy rates applied to FTE enrollment estimates. These estimates were then adjusted to reflect the portion of actual FTE fully funded recently.
- 2. The fee schedule proposed for FY 77-78 was applied to headcount enrollment projections for future years and calculated fee estimate adjusted for a net five percent fee increase for each of the three program planning years.
- 3. A net five percent annual increase was assumed for other sources of income which includes miscellaneous fee charges such as parking fines, application fees, interest on investments, branch and medical school overhead recovery and income from private gifts.
- 4. The income estimate for general University programs does not include the Medical School, Regional Higher Education or the Extension Division.



#### OHIO UNIVERSITY

### PRELIMINARY DISTRIBUTION OF GENERAL UNIVERSITY RESOURCES

CATEGORY	1976-77 Actual	1977-78 Actual	1978-79 Estimated	1979-80 Estimated	1980-81 Estimated
Base Budgets*	\$36,682,308	\$39,443,000	\$39,547,000	\$42,479,000	\$45,933,000
Compensation Increases					
Contract		•	1,602,000	1,731,000	1,869,000
Civil Service			232,000	241,000	248,000
University Reserve and Contingency	·			•	
University Reserve			200,000	200,000	100,000
Central Pool Contingency			113,000	163,000	170,000
			-		•
Planning Enhancement Pools*				4	
Planning Units			400,000	600,000	400,000
University	•		500,000	621,000	541,000
Extraordinary Inflation		·	200,000	300,000	200,000
TOTAL EVALUES AUDOST	\$36,682,308	\$39,443,000	\$42,794,000	\$46,335,000	\$49,461,000
TOTAL EXPENSE BUDGET	350,002,500	333,443,000	342,/34,000	340,335,000	747,401,000

<sup>\*</sup>Base budgets for 1979-80 and 1980-81 are reduced from prior year total expense budgets by the return to Planning Enhancement Pools of funds used for one-time expenditures.

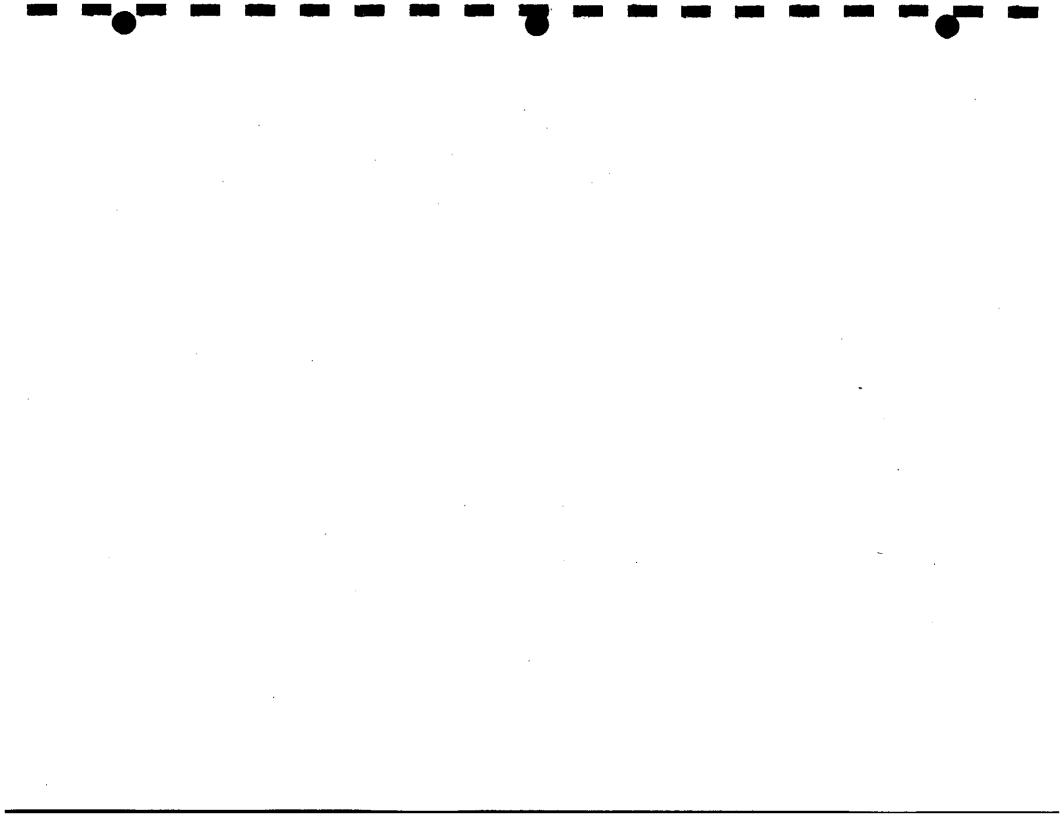
Civil Service compensation increases represent only annual step increases. No provision is made for legislatively mandated pay increases.

Contract increases of 8% are assumed for the next three years.

Office of the Provost

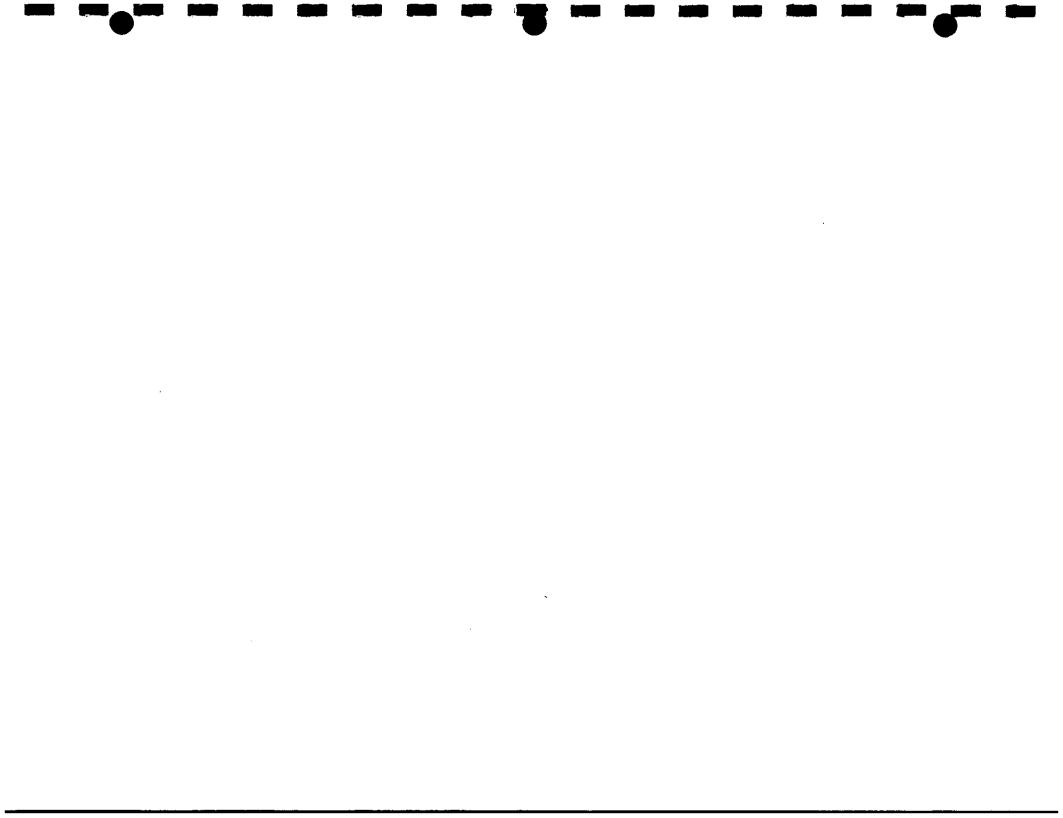
September, 1977

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APPENDIX VI

INFORMATION ASSISTANCE FOR PROGRAM PLANNING



#### APPENDIX VI

#### INFORMATION ASSISTANCE FOR PROGRAM PLANNING

To aid in the planning and resource allocation process, various kinds of analytical information to be provided will include historical data as well as estimates of relevant information for the period covered by the planning process.

For the last few years, a variety of management reports with particular relevance for planning have been disseminated intermittently. An attempt will be made to assemble these into a single comprehensive report for each department with corresponding aggregate summaries by college or area. A composite set of reports/associated summaries will be made available to all program planning units. While completion of the system analysis/computer programming is expected to cover several months, it is not anticipated that these documents will be completed during the first phase of the planning process.

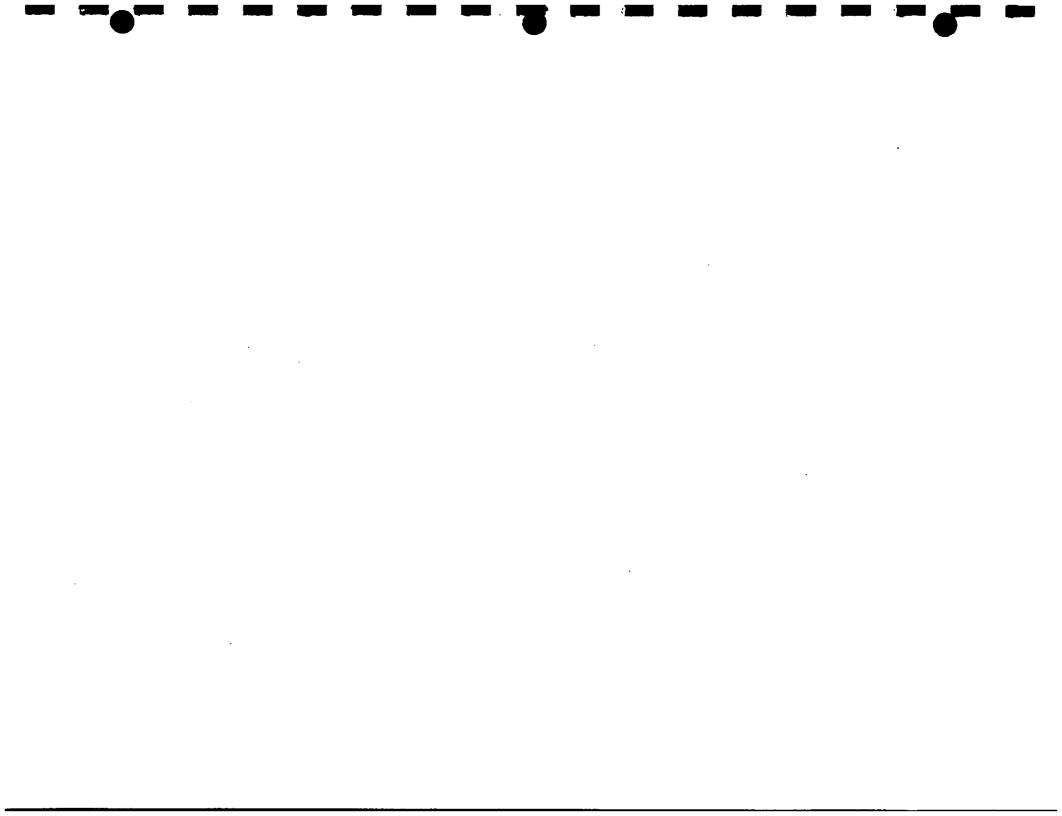
Planning unit managers are urged to make use of available planning data in various analytical studies prepared and distributed in the past. These analyses, to be updated on a regular basis, will be made available to all planning units.

While major reports may be useful in the planning process, they will be supplemented by others as the planning process evolves and there is a need for new or different types of planning information. They are:

- Enrollment Projections: The current enrollment projections through 1980 were distributed on December 20, 1976. These projections will be updated with actual enrollments for Fall 1977 and will provide the basis for the income estimates. Information from the computerized student flow model also contain projections by campus, residency type, and student rank for each student major.
- Student Attrition: One aspect of the process for projecting enrollments involves study of the flow of students through various major/rank combinations during enrollment at Ohio University. Net enrollment is the result of new admissions, graduation, and attrition. Useful for planning is the attrition pattern for each student major which has been summarized.

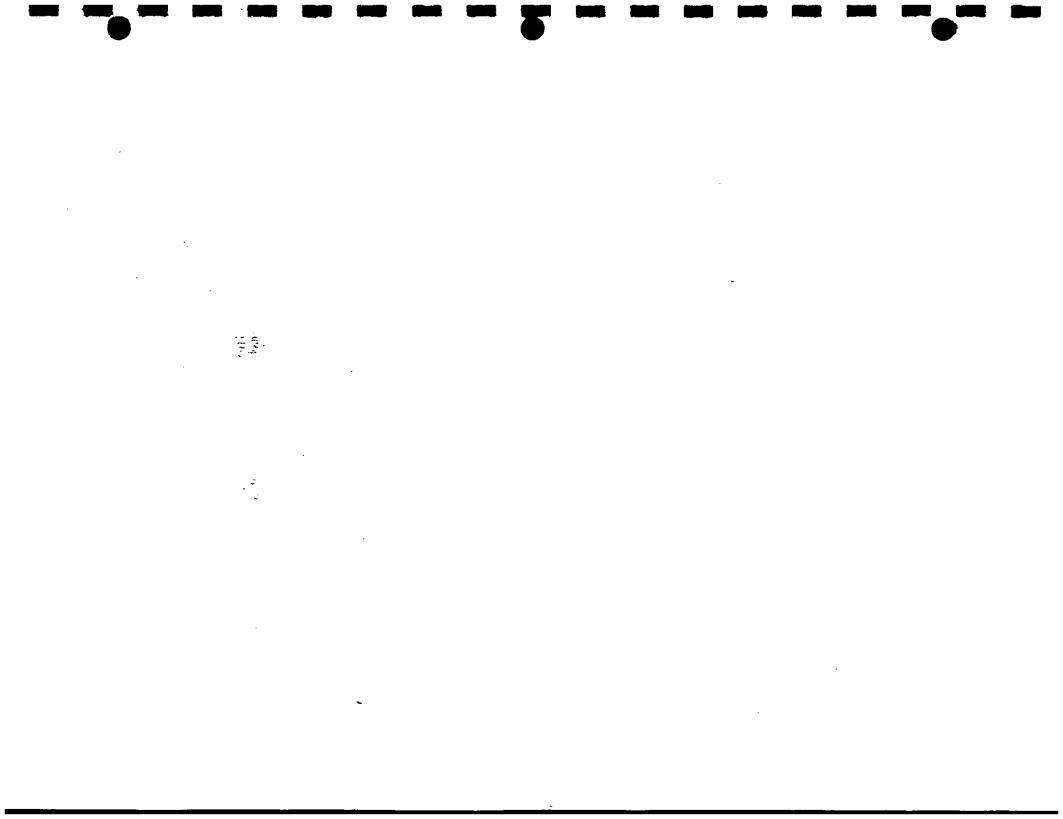
In addition to quarterly attrition information noted above, each entering freshman class since Fall 1971 has been "tracked," the results of which are soon to be released.

- <u>Miscellaneous Student Information</u>: In addition to projection of future student enrollment, numerous studies describing student characteristics and various patterns of student credit hour activity include:



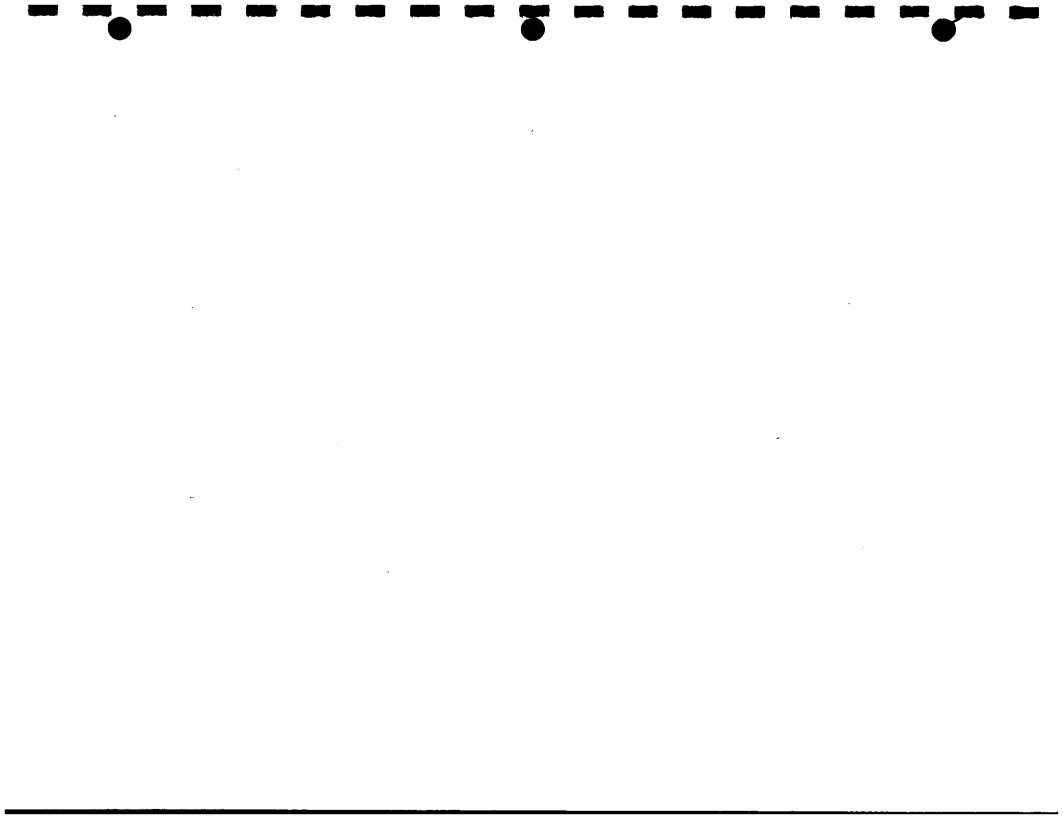
#### Appendix VI (Cont'd)

- a. Estimates of the potential pool of new freshmen based on a county-by-county review of high school enrollments, birth rates, and grade/age progressions.
- b. Summary of the state and institutional origin of transfer students for the past few years.
- c. Student headcount enrollment by virtually any categorical breakdown desired (race, sex, age, residence, class rank, hours carried, etc.).
- d. Pattern of student relocation among the campuses of Ohio University.
- e. The induced course load matrix system. The system describes the profile of student credit hour generation by student major (specific students across all departments) and departmental service (all majors being served by a specific department) required to serve all students. The ICLM profiles are used to anticipate instructional impact of increases/decreases in size of various student majors.
- f. Analysis of class size and student/faculty ratios by department and college.
- g. Weighted student credit hour information by department and college. Summary reports are prepared each fall quarter showing WSCH by department since Fall 1974. There are also detailed reports of enrollments, credits, and WSCH by course section generated each quarter and in an annual composite summary.
- Comparative Information: Data that compares Ohio University to other institutions has been collected and summarized to aid in the planning process. While much of it cannot be summarized at the departmental level due to differing organizational structures of various institutions as well as procedures used by the Regents for collection of data, it can be helpful to evaluate program alternatives. Among the major sources of comparative information are:
  - a. Higher Education in Ohio Master Plan: 1976. A limited number of copies of this Regents publication are available. Copies will be made available to each major organizational unit.
  - b. Regents Expenditure Models. A voluminous computer-generated document known as the Resource Analysis is prepared by the Regents. It summarizes the pattern of expenditures for all 12 state universities and contains enrollment and staffing information for each course level and support services. Information from this source will be summarized and distributed as appropriate.



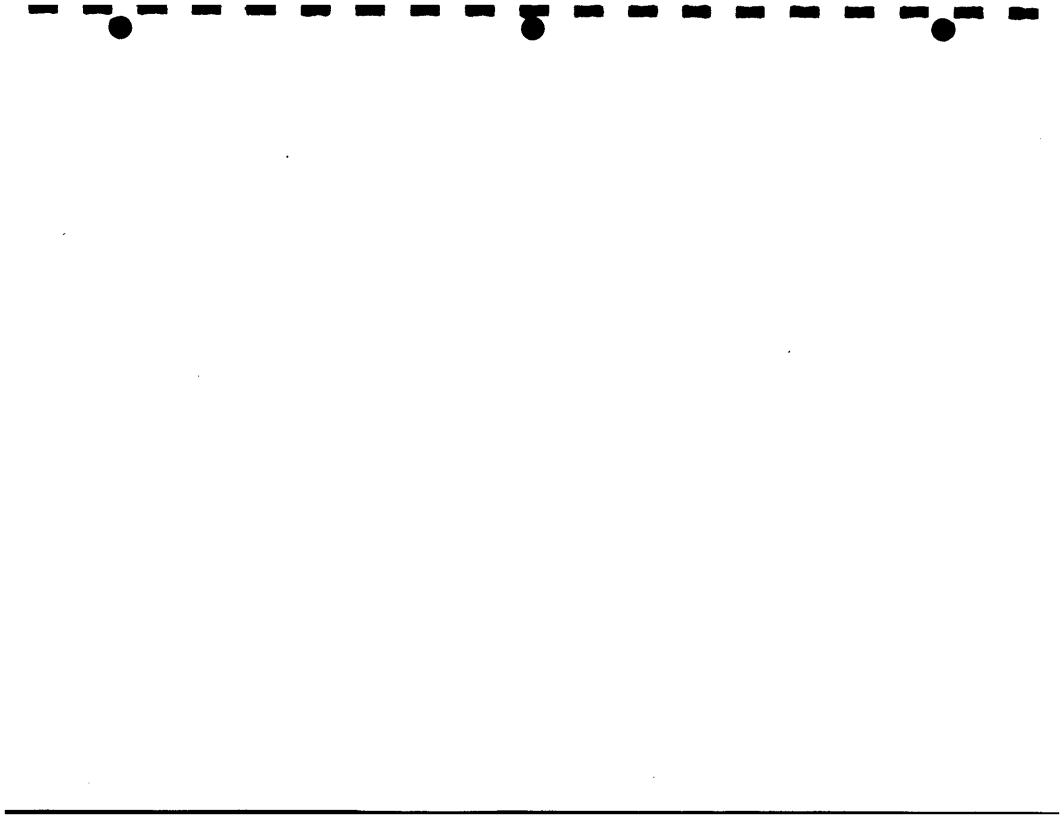
#### Appendix VI (Cont'd)

- c. The concept of weighted student credit hours is based on the faculty workload rates contained in the Regents Program Expenditure Models. These rates can be combined with enrollment projections to estimate the staffing needs of various departments. An analysis of these "induced" staffing requirements will be prepared and distributed as appropriate.
- Personnel Information: The capability exists to produce reports describing student information in virtually any form. It is anticipated that a similar capacity to summarize and report personnel information will be possible during the current year. Information on contract employee status by salary, rank, tenures, sex, age, etc., will be made available as the planning process dictates. Currently much of this historical information has been limited to salary data and FTE employment status.
- Unit Costs: The costs per weighted student credit hour have been studied for each department and college over the past several years. These unit costs are based on total annual output of weighted student credit hours and final actual expenditures for each department. Direct departmental and fully-allocated costs are computed.



APPENDIX VII

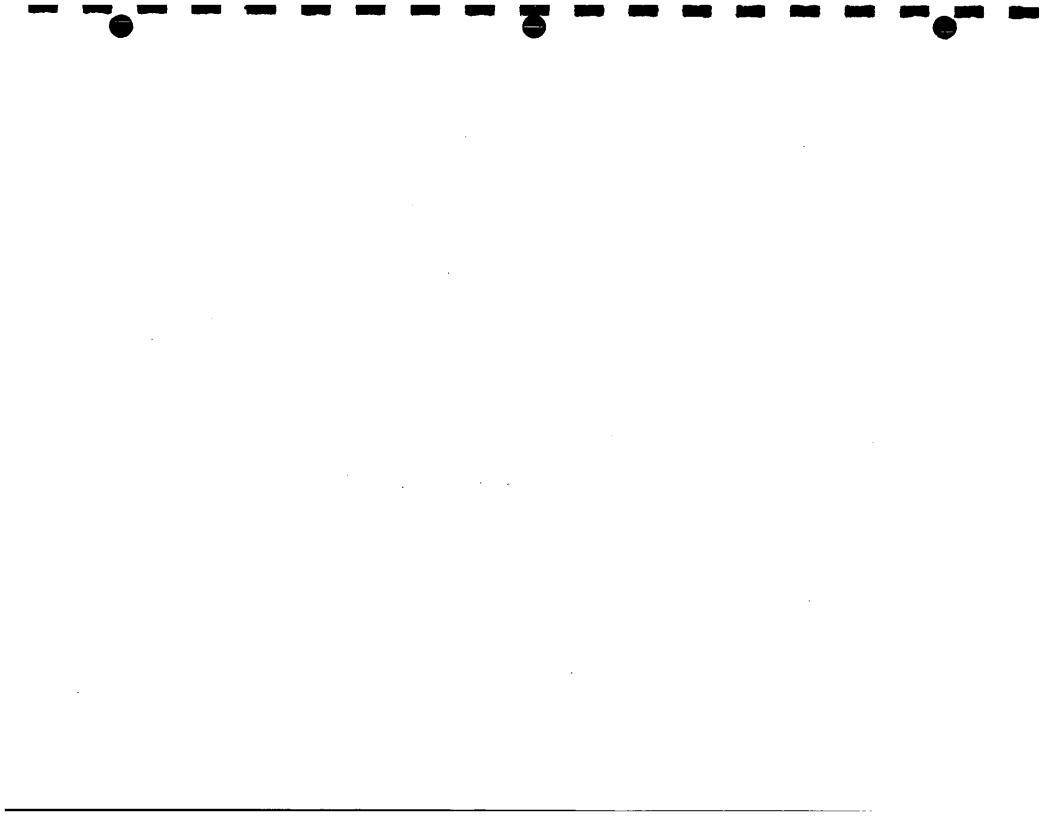
PROGRAM PLANNING INSTRUCTIONS AND FORMS



# Instructions for Completing Planning Form 1

#### PROGRAM PLANNING UNIT OBJECTIVES

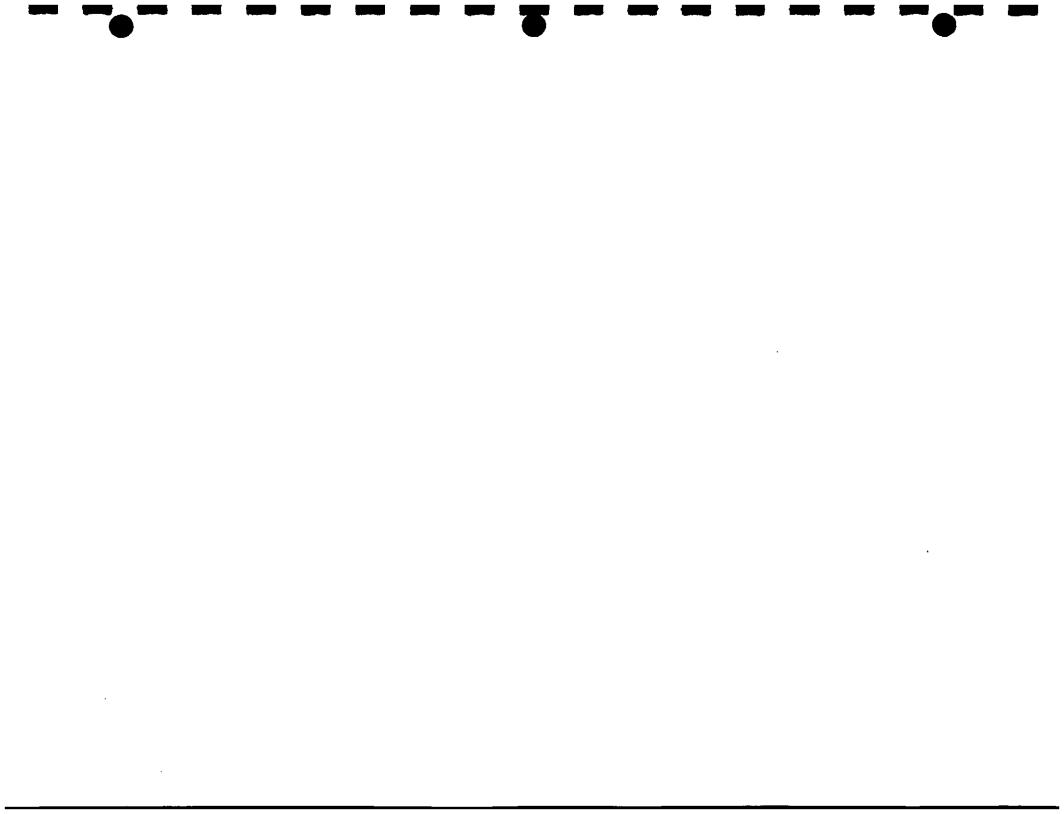
- Each planning unit will prepare objectives designed to implement goals and directions of the University as described in the <u>Educational Plan</u>. General guidelines for their preparation are included in Appendix IV of the planning process description published by the Office of the Provost.
- 2. Objectives are to be listed concisely according to priority. They should normally be completed or well begun during the three-year planning cycle and some clear indication as to timing of activity during the planning period provided. While terse, every effort should be made to make these objectives cogent and persuasive.



#### BUDGET PLANNING FORM 1

## PROGRAM PLANNING UNIT OBJECTIVES 1978-79, 1979-80, 1980-81

PROGRAM PLANNING UNIT:		
SUBMITTED BY:	(Program Planning Officer)	· · · · · · · · · · · · · · · · · · ·
	ogram Planning Unit to be achieved during the t ng to priority. This form due in duplicate in vember 15.	
Priority	Objectives	



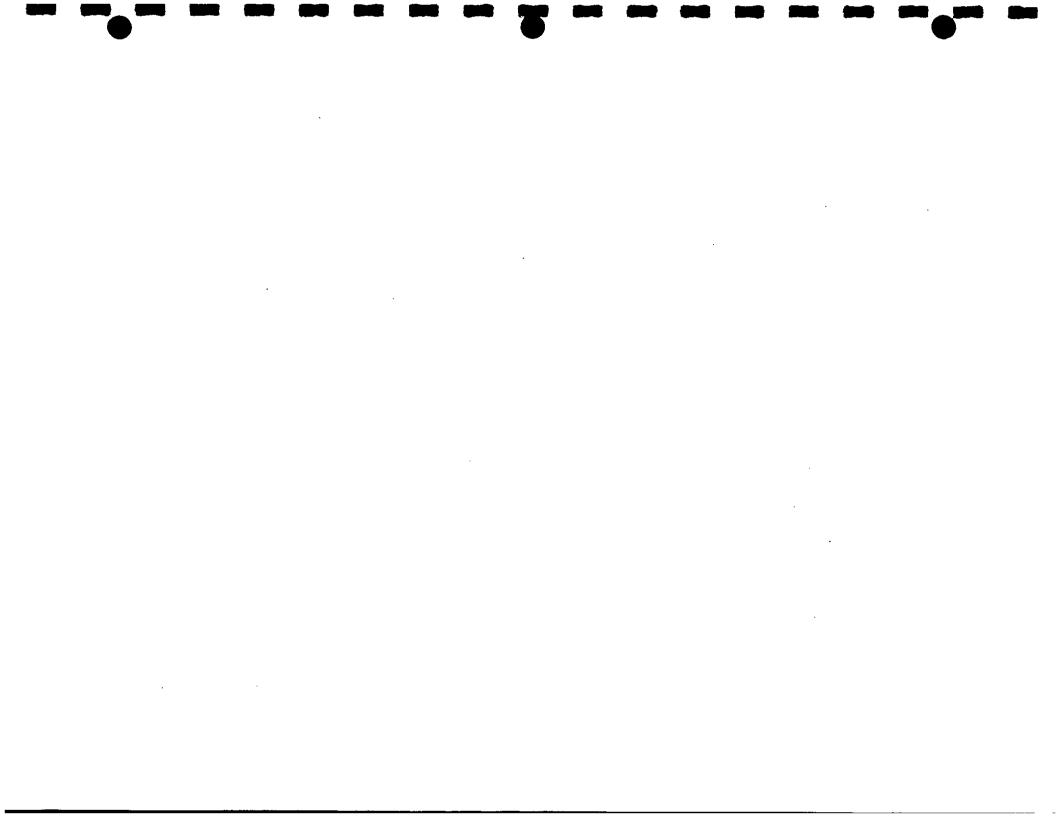
## INSTRUCTIONS FOR COMPLETING PLANNING FORM 2

Summary of Requests for Planning Unit Program Enhancement Funds

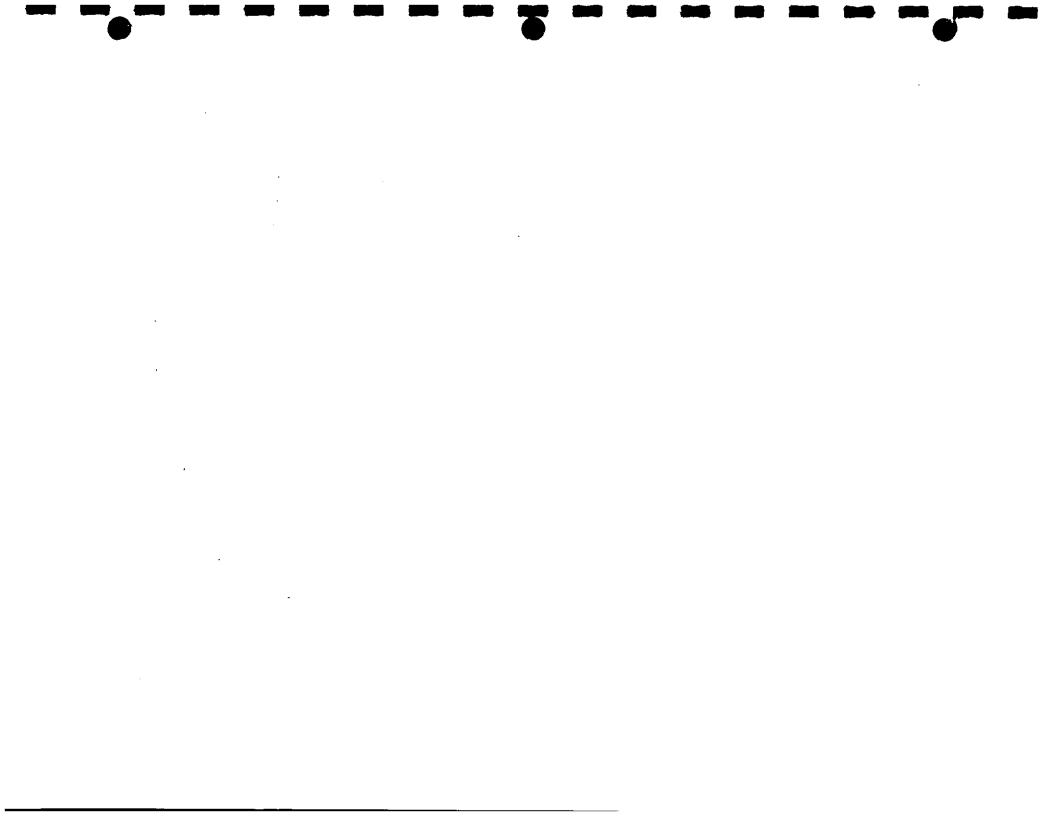
1. The pool for planning unit program enhancement will be basically distributed to overcome significant current budget inadequacies. For the first few years it may be necessary to make adjustments that are catch-up in nature. During recent years the general financial situation at the University did not permit adequate response to changing levels of enrollment or service. In some cases it was even necessary to reduce resources despite critical needs. The distribution of these funds will be designed to meet the more critical and pressing situations. Consideration will also be given to special requirements mandated by University governance bodies or institutional policies such as composition program and the handicapped.

During the 1977-78 planning cycle advice from last year's Advisory Committee will be sought. Familiar with the many unfunded critical needs, they will be able to use their experience to review requests from this pool. In subsequent years the University Planning Advisory Council will carry out this review role. Prior to final distribution, tentative allocation of these funds will be reviewed with other groups such as the Council of Deans, the Faculty Senate Executive Committee, and the University Executive Officers.

- 2. Use this form to request funding for costs beyond your FY 77-78 base budget that are associated with current operations. These requests may be for one-time funding or continuing additions to the budget base. In general the Office of the Provost will attempt to distribute the Planning Unit Program Enhancement funds on a ratio of one third for one-time requests and two thirds for continuing-base adjustments. Do not include funding for new programs and major changes in current program thrust here.
- 3. Since the pool for Planning Unit Program Enhancement represents about one percent of the University operating budget, only requests accorded highest priority by your planning unit should be included. The cumulative sum of funding requests may not exceed two percent of the combined FY 77-78 base budgets included in each program planning unit. Although the two percent may be requested, available resources will permit funding of requests that in the aggregate represent about one-percent of the FY 77-78 budget base.
- 4. The program enhancement funding requests submitted to the Office of the Provost is a composite for all budget units included in the Program Planning Unit. While similar PF-2 forms may be used to request proposals from various budget units, only the composite Program Planning Unit request will be forwarded to the Office of the Provost.
- 5. Requests <u>must</u> be placed according to priority. Each request must be assigned a priority rather than aggregating all requests from a host of departments and sending them forward.



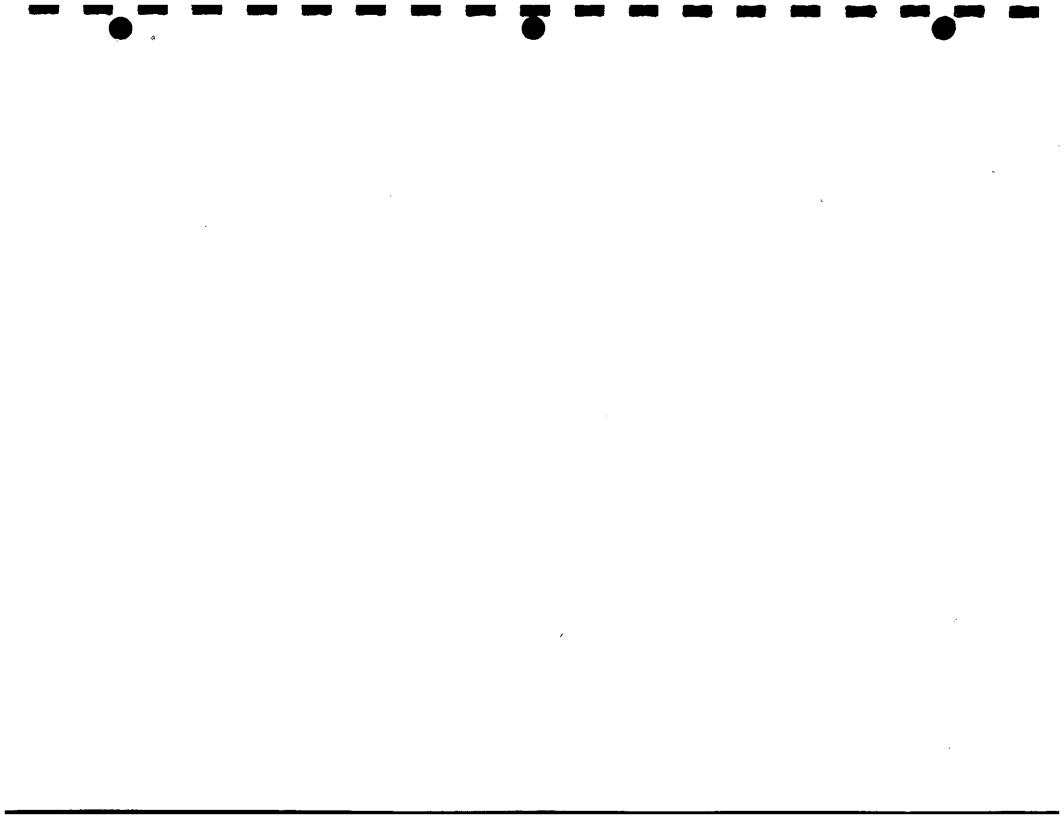
- 6. The description of each funding request should be brief, no more than a short paragraph. If additional detail or elaboration is required to judge a specific funding request it will be solicited. Each program planning unit will have an opportunity to discuss its requests with the Office of the Provost before September 25.
- Funding requests which require only one-time funding rather than continuing commitments shall be indicated by placing an asterisk (\*) next to the project cost.
- 8. Two draft copies of composite PF-2 form for each orogram planning unit are due on the day of the scheduled Provost conference. The final revision of PF-2 will be due on or before September 25.
- 9. The program planning units will receive their base and pool dollar entitlements between October 10 and 15.



#### PLANNING FORM 2

### SUMMARY OF REQUESTS FOR PLANNING UNIT PROGRAM ENHANCEMENT POOL FUNDS

SUBMITTED BY:		<u> </u>		<del></del>			
(Program Planning Officer)							
List funding requests in priority orderunning total.	r with cost of	f each	request	and	cumulative		
Priority					Cost_	_	
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#### INSTRUCTIONS FOR COMPLETING

#### PLANNING FORM 3

Each Planning Unit must submit a PF-3 form describing each department and also a summary of the departmental information.

#### PF-3 Forms Describing Each Department (A)

- 1. List every budgeted (original budget) position on the form using name/title of the individual to designate the position. Also list the names of those for whom there is a continuing commitment but not budgeted in the current year, such as tenured faculty on leave without pay who will return next year. The last two columns are to be used for FTEQ and salary information about these positions. Those funded this year should also be repeated in the right-hand columns. However, do not use for summer, Civil Service positions, graduate students or stipends or 300-900's.
- 2. For those on leave this year, write "on leave" in the FTEQ and salary columns. If there was a temporary replacement, note "Replacement for Above" on the line below name of individual on leave.
- 3. The sum of column "77-78 Budgeted Salaries" should equal the department's original salary budget.
- 4. FTE quarters are the equivalent number of quarters of full-time employment during the year. The typical faculty member works three quarters while fiscal year personnel work four quarters. In summer, while full-time for ten weeks is equivalent to one FTEQ, full time for five weeks equals one half of an FTEQ. Graduate students on stipends, as a rule of thumb, count as one-third of an FTE per quarter and one FTEQ per academic year.
- Use a separate chart for position funded by grants.
- 6. Add columns or categories to the PF-3 form if needed for clarity. Mitigations and other income sources should also be noted.

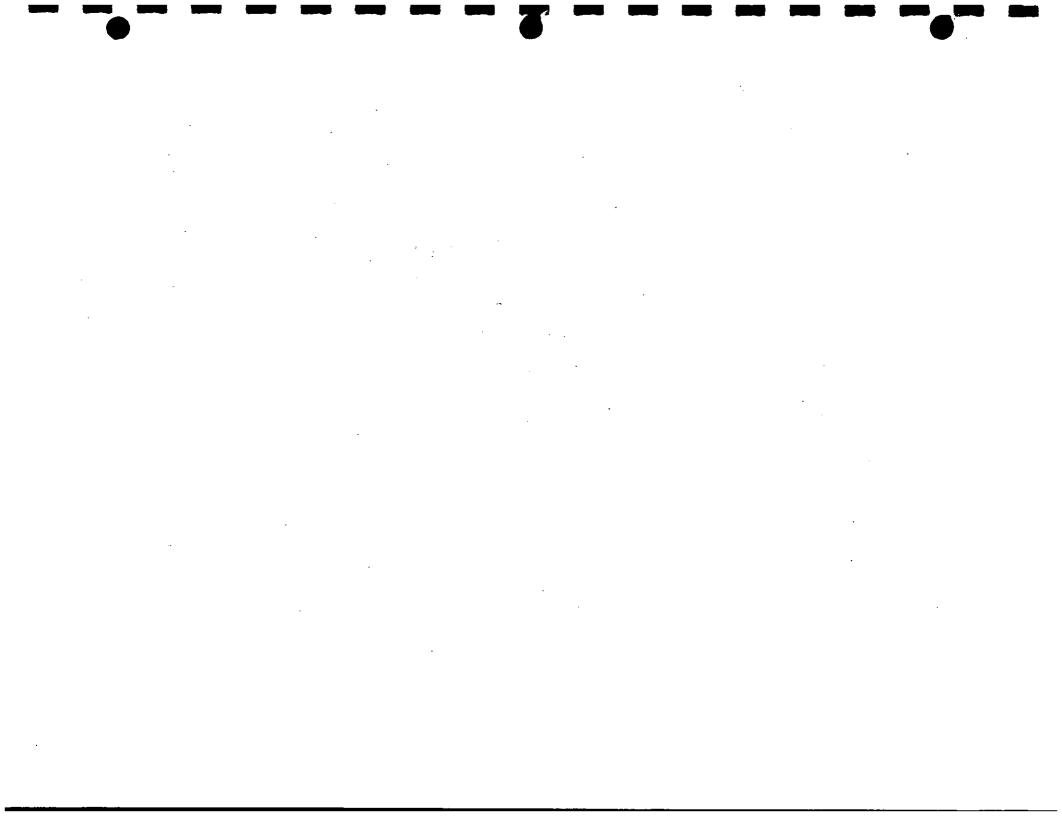
#### Summary PF-3 Form (B)

List the number from each department under every category, then subtotal. The summary will provide the budget total for the unit, the current year's FTEQ, and the salary and FTEQ for all continuing commitments. Here again the form need not be rigidly adhered to. Additional information should be provided if helpful.

The second column is a comparison summary describing how planning parameter resources for 1978-79 compare with 1977-78 category by category.

#### Description of Changes PF-3 Form (C)

This form lists each significant change from 1977-78 program and describes its impact on objectives of the planning unit.



#### PLANNING FORM 3 - RESOURCES - 1977-1978

	77-78	77-78	FTEQ	SALARIES
	FTE IN	BUDGETED	FOR ALL	FOR ALL
RANK OR TITLE	QUARTERS	SALARY	CONT. POSITIONS	CONT. POSITIONS

- I. Contract Positions Names:
  - A. Instructional
  - B. Administrative
  - C. Summer

TOTAL CONTRACT POSITIONS

II. Civil Service Positions
Names:

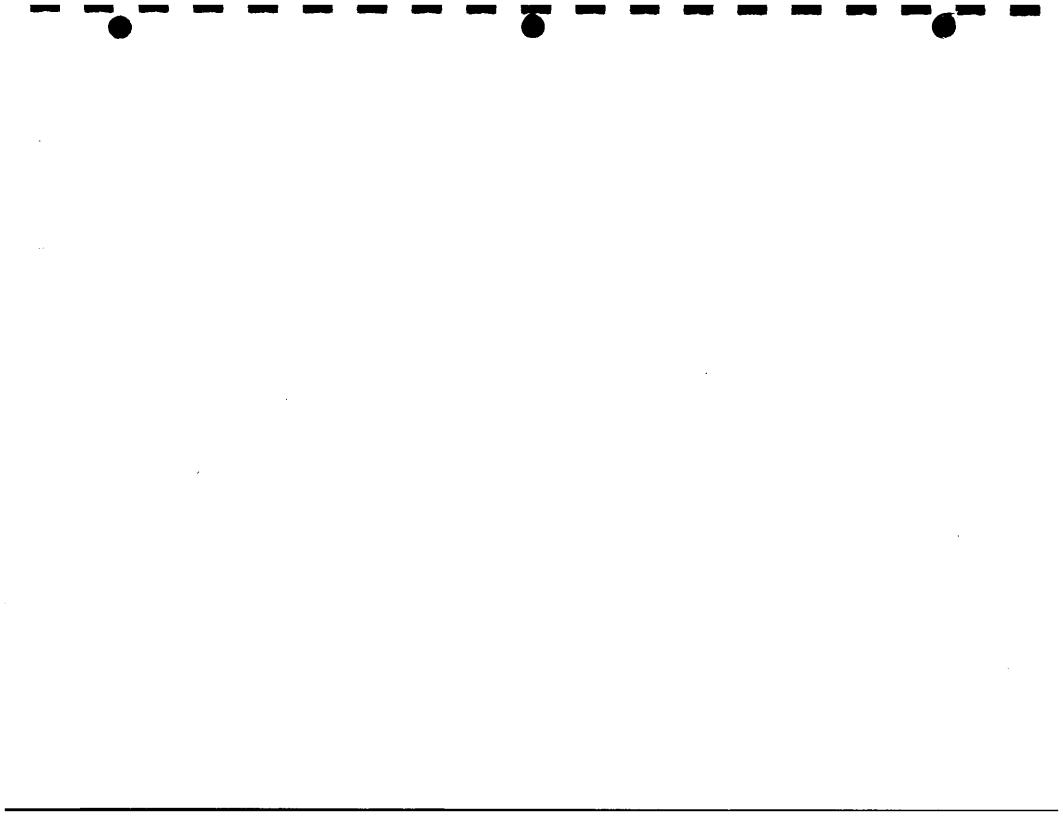
TOTAL CIVIL SERVICE POSITIONS

- III. 200's
- IV. Graduate Students on Stipends
- V. 300-900's

TOTAL

This form is to be completed for each department. It serves as a record of distribution of resources within authorized 1977-78 budget total for each department.

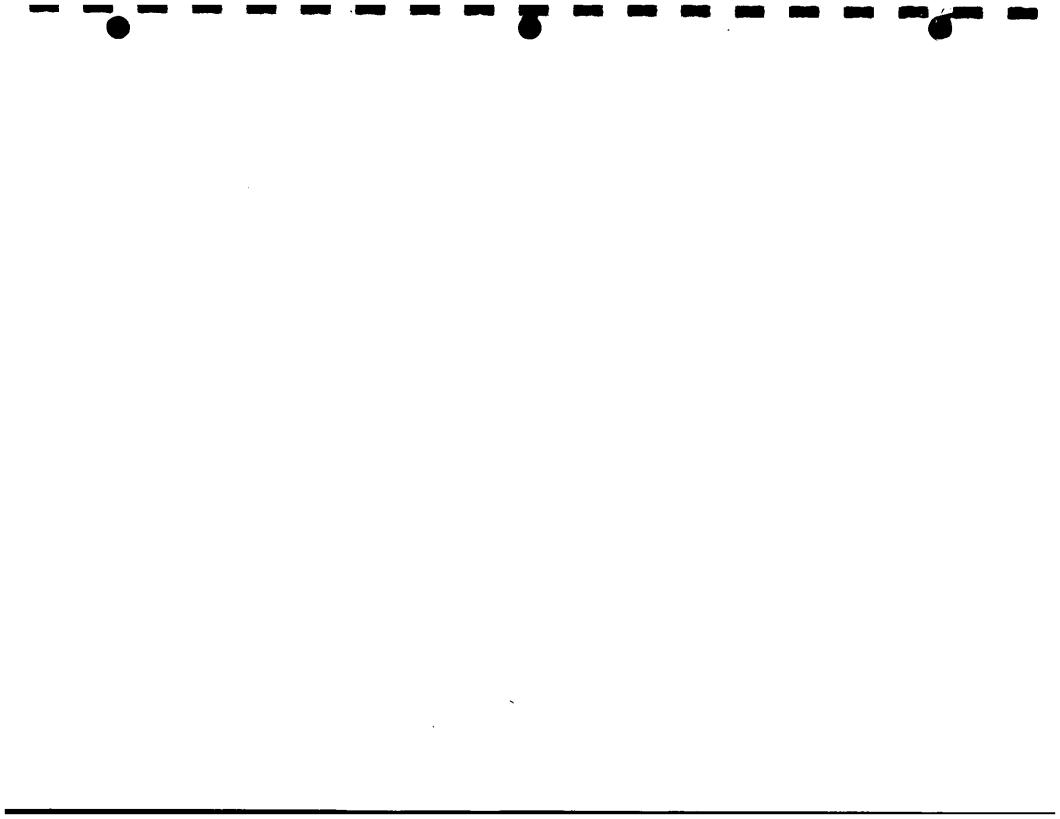
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### PLANNING FORM 3 - RESOURCES

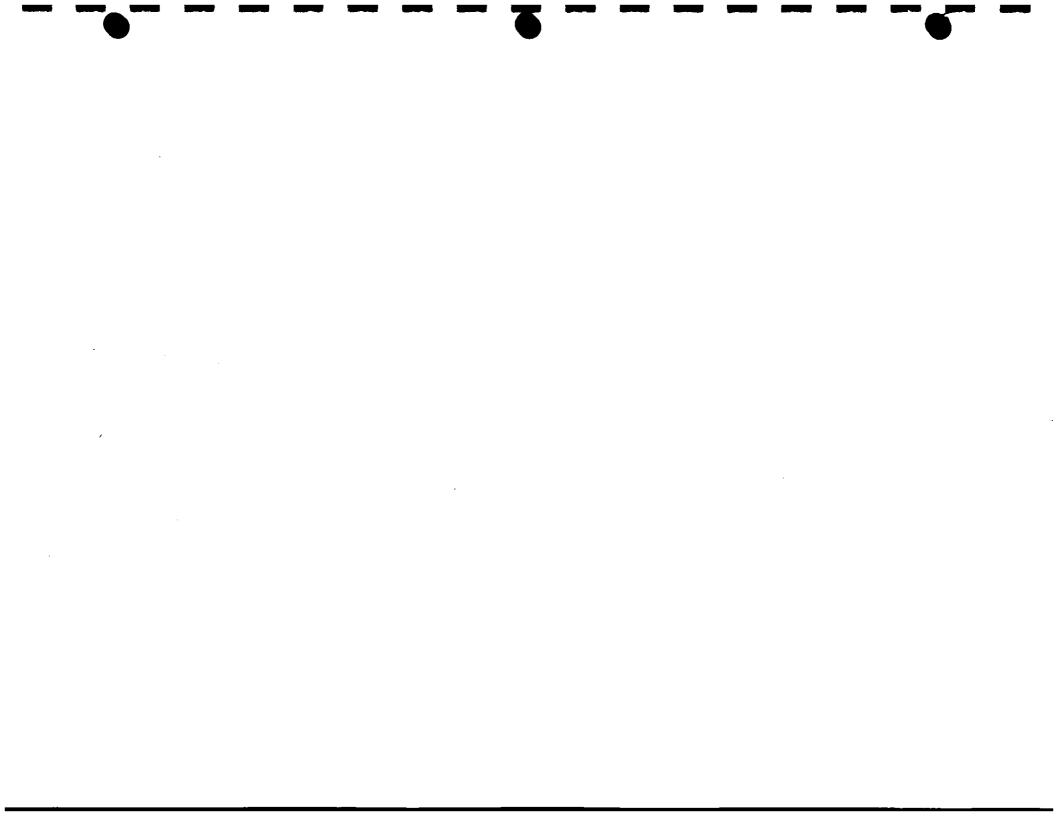
SUMMARY

		1977-78 Base		1978-79 Planning	
1.	Contract Positions			•	
	A. Instructional				•
	B. Administrative				•
	C. Summer				
	Total Contract Positions				25
ΙΊ.	Civil Service Positions				
III.	200's				
·IV.	Graduate Stipends				•
٧.	300-900's		(current		(authorized
	TOTAL	\$	authorized base)	\$	planning parameter)



# PLANNING FORM 3 Summary of Program Changes

Each planning unit is to describe in brief narrative form each of the significant changes instituted by the unit (from 1977-78 base program to 1978-79 planning parameter program). Each change should be described in terms of how it contributes to the objectives of the planning unit.

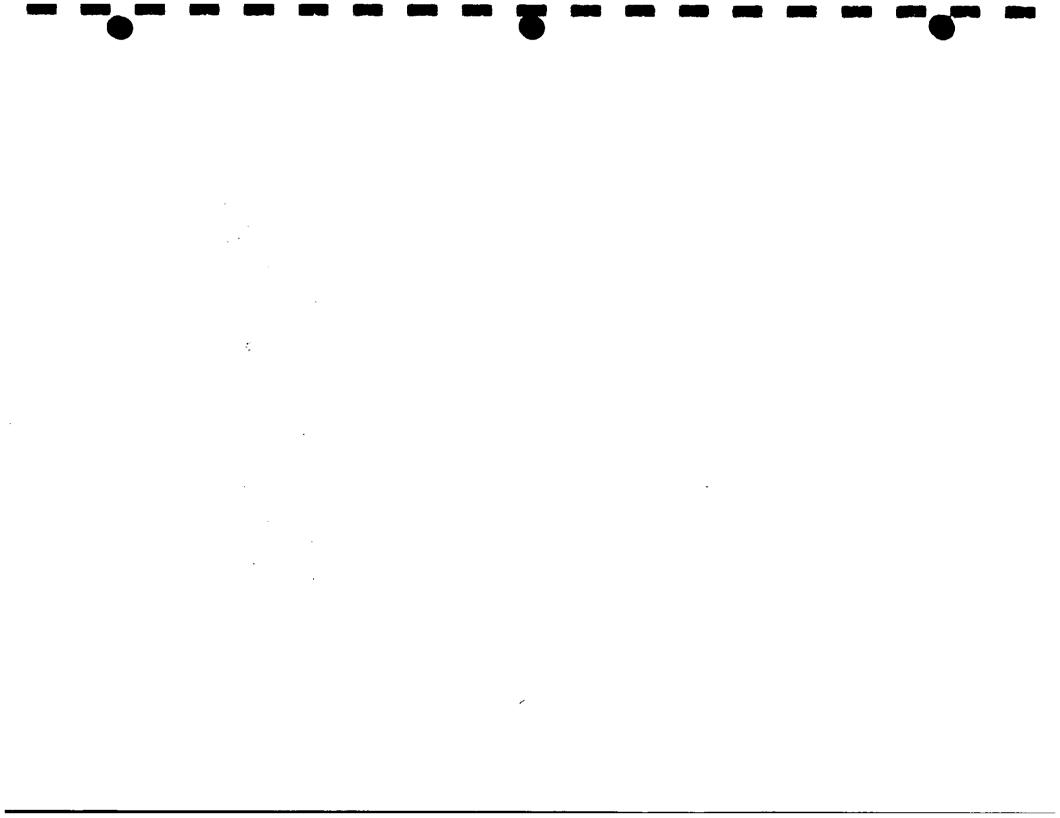


#### INSTRUCTIONS FOR COMPLETING

#### PLANNING FORM 4

Summary of Requests for University Program Enhancement Pool

- 1. Use this form only for requests to fulfill the educational plan, enhance the quality, viability or growth of currently-operating or new programs, enhance the quality or viability of a new program or develop needed new program. Submit a brief description and how the program meets the criteria.
- 2. Total support for the proposal may be requested from the enhancement pool but the normal expectation is that costs will be shared by the program planning unit and the enhancement pool.
- 3. Requests which require one time only support are encouraged. Such requests should be designated with an asterisk (\*) on the forms.
- 4. Submit two copies of the form by February 1, 1978.



#### **BUDGET PLANNING FORM 4**

# SUMMARY OF REQUESTS FOR UNIVERSITY PROGRAM ENHANCEMENT POOL

SUBMITTED BY:	(Progr	am Plann	ing Officer	·)	
	·				
ist funding requests acc	conding to n	riority	total cost	of each request	amount
ist funding requests acc requested from the enhanc	ement pool,	and its	cumulative	cost:	, amount
Proposal Proposal			!	Cost	Amount Requeste
					<u>No.quee</u>
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#### INSTRUCTIONS FOR COMPLETING

#### BUDGET PLANNING FORM 5

#### Summary of Requests for Extraordinary Inflation Funds

The pool of funds established for budget needs associated with extraordinary cost increases amounts to less than one-half of one percent of the FY 77-78 base operating budget. Budget units are expected to accommodate normal inflationary increases within their existing budget allocations.

- 1. List according to priority requests for funds from the central pool for extraordinary inflation.
- 2. Each specific request will be assigned a priority order rather than a single priority for combined requests of a specific planning unit.
- 3. Present a brief justification indicating the rationale for funding this request from the central pool for extraordinary inflation.
- 4. Two copies of the composite PF-5 form for each Program Planning Unit are due in the Office of the Provost by February 1, 1978.

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# BUDGET PLANNING FORM 5 FUNDING REQUESTS FOR EXTRAORDINARY INFLATION

Summary of Requests for Extraordinary Inflation Pool Funds

PROGRAM PLANNI							
SUBMITTED BY:				······································			· · · · · · · · · · · · · · · · · · ·
		(	Program Pla	inning Of	ficer)	,	
ist requests extraordinary	in priority inflation.	order fo	or proposals	s to be f	unded f	rom Central	Pool for
Priority		,					Co
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ANNUAL REPORT

TO THE

BOARD OF TRUSTEES

ON THE

EMPLOYMENT OF

WOMEN & MINORITIES

 $\mathsf{AT}$ 

OHIO UNIVERSITY

TABLE I FACULTY BY STATUS

F A L L 1 9 7 6

FALL 11977

			M	I A L	E		
	Sum of B & H	Sum of C thru G	Ori e e	Black uius oin	Hispanic	Asian or Pac. Isl.	Amer.Ind.or Alaskan Nat.
,	(A)	(B)	(C)	(D)	(E)	(F)	(G)
MAIN Tenured F/T	510	455	428	5	3	18	1
Tenurable	84	53	47	6	<u> </u>		
Non-Tenurable	49	35	33	1		1	
Tenured P/T	5	3	3		 		
Tenurable	1						
Non-Tenurable	32	21	20	1			
Subtotal	681	567	531	13	3	19	1.
BRANCHES - Tenured F/T	68	54	53				1
Tenurable	15	11	9		. 1	1_	
Non-Tenurable	5	4_	4				
Tenured P/T							
Tenurable	1	1	1				
Non-Tenurable	8	4	4				
Subtotal	97	74	71	-	1	1	1
TOTAL	778	641	602	13	4.	20	2

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31	28		1	٦.	1
14	13	1			
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114	107	3	1	2	1
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4	4				
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137	130	3	7	2	1

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		MALE						ĺ
	Sum of B & H	Sum of C thru	Ori ون	Black uig	Hispanic	Asian or Pac. Isl.	Aher.Ind.or Alaskan Nat.	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	
MAIN Tenured F/T	518	462	428	7	3	23	1	
Tenurable	96	-62	56	6				
Non-Tenurable	36	24	22	1		1		
Tenured P/T	4	2	2					
Tenurable	4	1	1					
Non-Tenurable	54	27	26	7				
Subtota1	712	578	535	15	3	24	1	
BRANCHES Tenured F/T	69	54	53				1	
Tenurable	14	10	8		1	1		
Non-Tenurable	6	5	5					
Tenured P/T	1	1	1					
- Tenurable	1	1	1					
Non-Tenurable	3	2	2					
Subtotal	94	73	70	-	1	1	1_	
TOTAL	806	651	605	15	4	25	2	

Sum H:

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	MALE						
	Sum	Sum	No Hisp Ori		ıic	or Isl.	nd.or n Nat.
•.	В & Н	C thru G	White	ВЗаск	Hispanic	Asian Pac. I	Amer.Ind. Alaskan M
•	(A)	(B)	(C)	(D)	(E)	(F)	(G)
MAIN		200	000		,		
Professor	215	209	200	· ·	1	8	<u> </u>
Assoc. Professor	223	200	189	2	~~···	8	1
Asst. Professor	133	93	80	8	2	3_	
Instructor	49	30	28	2			
Lecturer	23	11	11				
Subtotal	643	543	508	12	3	19	1
BRANCHES Professor	1	1	1				
Assoc. Professor	19	16	15	•			1
Asst. Professor	52	43	41		7:	1	
Instructor	15	8	8		ļ 		
Lecturer	1		]	ļ .			
Subtotal	88	69	66	_	1	1	1
TOTAL	731	612	574	12	4	20	2

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	23	21	]		ן							
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•	119	113	2	1	2	1						

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	В & Н	C thru G	White	Black	Hispanic	Asian Pac. I	Amer.lnd. Alaskan
	(A)	(B)	(C)	(D)	(E)	(F)	(G)
MAIN Professor	235	227	212		1	14	
Assoc. Professor	225	200	188	4		7	1_
Asst. Professor	132	87	74	8	2	3	
Instructor	41	25	23	2			
Lecturer	17	9	9			<u></u>	
Subtotal	650	548	506	14	3	24	1
BRANCHES Professor	1	1	1				
Assoc. Professor	20	17	16				1
Asst. Professor	53	43	41		1	1	
Instructor	14	.7	7				
Lecturer	1	1	. 1	ļ 			<u> </u>
Subtotal	89	69	66	-	1	1	1
TOTAL	739	617	572	14	4	25	2

of

thru M (H)

23

		MALE						
		Sum of B & H	Sum of C thru G	tе		Hispanic	Asian or Pac. Isl.	Amer.Ind.or Alaskan Nat.
MAIN		(A)	(B)	(C)	(D)	(E)	(F)	(G)
TENURE	essor	211	205	196		1	8	
	c. Professor	211	190	180	1		8	1
Asst	Professor	.72	51	43	4	2	2.	
Inst	ructor	4	. 3	3				
Lect	urer	12	6	6				
	Subtotal	510	455	428	5	3	18	1
BRANCH TENURE Prof		1	1	1				
Asso	c. Professor	18	15	14				1
Asst	. Professor	44	36	36				
Instructor		5	2	2	ļ			
	Subtotal	68	54	53	_	_	-	1
	TOTAL	578	509	481	5	3	18	2
		<del>-</del>						

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Sum of I thru M	Muite Siro White	Black nig	Hispanic	Asian or Pac. Isl.	Amer. Ind. or Alaskan Nat.						
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21	21										
1	1		-								
6	6										
55	53	1	_	l I	- -						
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8	8										
3	3										
14	14	_	_	-	_						
69	67	1	-	1							

•	MALE									
	Sum of B & H	Sum of C thru	ori Ori	Black us u	Hispanic	Asian or Pac. Is1.	Amer Ind. or Alaskan Nat.			
MAIN TENURED	(A)	(B)	(C)	(D)	(E)	(F)	(G)			
Professor	233	225	210		1	14				
Assoc. Professor	208	185	174	3		7	1			
Asst. Professor	64	44	36	4	2	2				
Instructor	4	4	4							
Lecturer	9	4	4							
Subtotal	518	462	428	7	3	23	1			
BRANCHES TENURED Professor	1	 	       1							
Assoc. Professor	20	17	16				1			
Asst. Professor	45	35	35							
Instructor	3	1	1							
Subtotal	69	54	53	_	-		1			
TOTAL	587	516	481	7	3	23	2			

Sum H: of O

thru M

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		Sum .of B &	of C thru	te e	n gin gin	Hispanic	Asian or Pac. Isl.	Amer.Ind.or Alaskan Nat.		
MA TN		Н	G		<del> </del>		<del>                                     </del>			
MAIN TENUR/	\BLE	(A)	(B)	(C)	(D)	(E)	(F)_	(G)·		
Prof	essor	2	2	2				<u></u> .		
Asso	c. Professor	9	7	7						
Asst	. Professor	47	31	27	4					
Inst	ructor	26	13	11	2					
=	Subtotal	84	53	47	6	-		-		
BRANCH TENURA Prof					-					
Asso	c. Professor	1.	1	1						
Asst	. Professor	8	7_	5	,	1_	1			
Inst	ructor	5	2	2		· 				
Lecturer		7 .	1	1			ļ			
,	Subtotal	15	11	9	_	1	11			
	TOTAL	99	64	56	6	1	1	_		

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Assoc. Professor	17	15	14	1			·
Asst. Professor	60	37	34	3			
Instructor	17	8	6	2			
Subtotal	96	62	56	6	_	_	_
BRANCHES TENURABLE Professor				۶.	_		
Assoc. Professor							
Asst. Professor	7	7	5		1	1.	
Instructor	6	2	2				
Lecturer	1	1	1				
Subtotal	14	10	8	_	1	1	
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Professor		2	2	2				
Associate		3	3	.2	1			
Assistant		14	.11	10			1	
Instructor		19	14 -	14				
Lecturer		11	5	5				
Subtota	1	49	35	33	1	-	1	_
BRANCHES NON-TENURABLE Professor	·							·
Associate								
Assistant								
Instructor		5	4	4				,
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Associate	· .						
Assistant	8	6	4	1		1	
Instructor	20	13	13				
Lecturer	8	5	5				
Subtotal	36	24	22	1	_	1	-
BRANCHES NON-TENURABLE Professor							
Associate							
Assistant	.1	1	1				
Instructor	5	4	4				
Subtotal	6	5	5	-	-	-	-
TOTAL	42	29	27	1	-	1	-

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<u>9 - 10 months</u>			<u> </u>	`		<u>`</u>	× = /
Administrative	18	16	16				
Prof. Non-Faculty	31	18	16	1		1	
Technical	- 11						
Subtotal	60	34	32	1	-	1	,
<u>11 - 12 months</u> Administrative	207	116	158	7		1	
Prof. Non-Faculty	72	56	55	1			·
Technical	62	47	46	ı			
Subtotal	341	269	259	9		1	-
BRANCHES  9 - 10 months							
Administrative	1	1	1				
Subtotal	1	1	1	-	_	-	_
<u>]1 - 12 months</u> Administrative	21	18	18				
Prof. Non-Faculty	6	3	3				
Technical	2	2	2				
Subtotal	29	23	23	-	-	_	-
TOTAL	431	327	315	10	-	2	-

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Prof. Non-Faculty		16	14	1		1	,		22
Technical Subtotal	53	30	28	1	 	1	_		23
11 - 12 months Administrative	205	156	147	8		1			49
Prof. Non-Faculty	69	59	57	1	1				10
Technical Subtotal	53 327	42	41	10	1	1			11
Subtotal BRANCHES 9 - 10 months Administrative	327	257	245	10			-		70
Subtotal	1	1	1	-	<b>-</b>	_	_		_
11 - 12 months Administrative	21	17	17_						4
Prof. Non-Faculty	4	3	3		ļ				_1
Technical					-				
Subtotal	25	20	20	-	-	-	-		5
TOTAL	406	308	294	11	1 1	2		]	98

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MAIN & BRANCHES	(A)	(B)	(C)	(D)	(E)	(F)	(G)
\$ 5,000 - 7,499	26	10	9	1			
\$ 7,500 - 9,999	708	222	210	12			
\$10,000 - 12,999	354	202	198	4			
\$13,000 and above	72	- 54	-53	J			
TOTAL	1160	488	470	18	-	-	_

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152	150	2						
18	18							
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\$ 7,500 - 9,999	650	206	195	11			
\$10,000 - 12,999	395	1.84	179	5		i 	
\$13,000 and above	87	65	65				
TOTAL	1158	476	459	17	-	-	-

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#### RESOLUTION 1977--

WHEREAS, by Resolution 1975-185, approved on March 10, 1975, the Board of Trustees authorized the President, or his designated representative, to grant right-of-entry to the State of Ohio, Department of Highways, to parcels of land affected by construction of the State Route 682 by-pass, and

WHEREAS, this right-of-entry was granted pending completion of negotiations with regard to compensation and damages for University property affected directly or indirectly by highway construction over subject parcels of land, and

WHEREAS, the State of Ohio, Department of Highways, has now offered compensation and damages for the affected parcels of land,

NOW, THEREFORE, BE IT RESOLVED that the Board authorizes the President, or his designated representative, to conclude negotiations with the Department of Highways for compensation and damages and to designate a portion of the funds received for landscaping.

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#### RESOLUTION 1975-185

WHEREAS, the State of Ohio, Department of Highways, has developed plans for construction of the State Route 682 By-pass, the relocation of Hooper Street and the Appalachian Highway, all of which will affect property owned by Ohio University, and

WHEREAS, the Department of Highways now anticipates that bids for the projects could be taken as early as June 1975, and has requested that Ohio University grant Right-of-Entry over parcels designated as 270WL, 270WL-1, 270WL-2, 270AWD, 270T and 270X so the bidding process can proceed, and

WHEREAS, it has been agreed that said Right-of-Entry is to be granted pending completion of negotiations with regard to compensation and damages for University property affected directly or indirectly by highway construction over subject parcels of land, and

WHEREAS, in order not to delay progress on the construction projects and to provide additional time for officials of the University to evaluate the impact said construction will have upon the tracts of land involved,

NOW, THEREFORE, BE IT RESOLVED that the Ohio University Board of Trustees does hereby authorize the President, or his designated representative, to execute the attached Right-of-Entry document.

## 5. RESOLUTION GRANTING EASEMENT'S TO THE OHIO POWER COMPANY--ZANESVILLE CAMPUS

Mr. Johnson asked Vice President for Regional Higher Education Bryant to present this. Referring to the material that follows, Dr. Bryant stated that he considered this an acceptable proposal.

#### Board of Trustees Lunch at Baker Center September 30, 1977

Dr. Harter described her experiences at Harvard as a participant in the summer executive development program. Mr. Peebles described the Exxon project. Both reports were part of the President's effort to bring to the Board the importance of staff development programs.

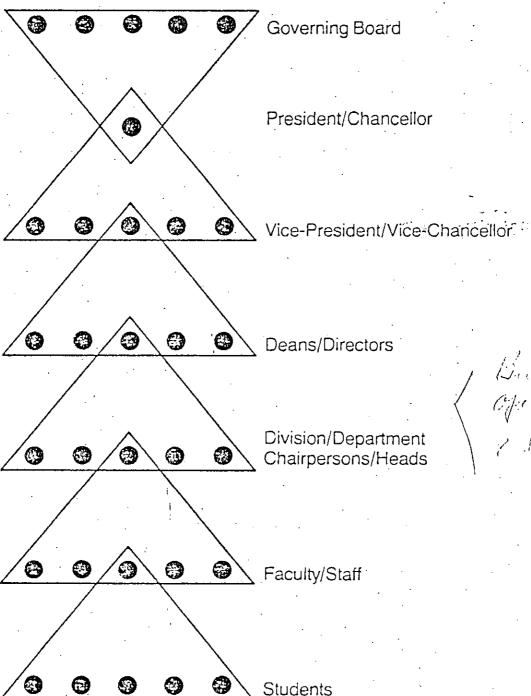
Robert E. Mahn, Secretary

Prepared for record. Not distributed.

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Distributed by Reebles



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Page D

#### 4.3 Objectives of the Needs Assessment Survey

- 1) Increase awareness and understanding among faculty, management, and staff members.
- 2) Report employee perceptions of the institution's policies, practices, and programs in useable form.
- 3) Define areas of need, where changes may be called for.
- 4) Develop action plans for management development and training programs, based on group discussions.
- 5) Compare survey reports, <u>aggregated</u> by colleges, divisions, schools or other institutional units, within the institution and with other similar institutions.
- 6) Measure progress. Results from a second survey will provide comparative data on work group perceptions.
- 7) Provide research data. Survey data will be aggregated and made available for research purposes.

#### OHIO UNIVERSITY

#### INTER-OFFICE COMMUNICATION

DATE July 25, 1977

TO Directors of Operations Area

FROM Gene Peebles, Vice President for Operations

SUBJECT Management Development and Training Program for Colleges and Universities

I am enclosing the following information of the Exxon Program for your <u>review and study preparatory</u> for our first "work group" session in the near future:

Bulletins 1 and 2 of December 1976 and May 1977

Manager's Handbook:

Pages 16-39 suggests some relationships between management leadership variables and indexes and identifies potential administrative action

Pages 40-43 identifies purpose and objectives

Form P-2 - work sheet to record survey subjects for discussion

Analysis of survey results

Survey questionnaire for non-instructional managers

The major thrust of the management program is to identify staff development and training needs and design programs or provide help to individuals in improving management effectiveness.

As you review the survey results, please remember that <u>each</u> and <u>every issue/problem identified may not be amenable to training activity, or development work. Our discussions may indicate that particular issues and negative situations may be improved by changes in policy or regulations, etc.</u>

I am requesting some input from each of you prior to our first "work group" session for the purpose of strengthening our discussion. List on Form P-2 the issue/problem items in priority sequence which you think deserve discussion in the "group" session -- at least six items. I am establishing Monday, August 8, as the goal for receipt of the input.

GP:eb Attachments

xc: Ivan Harper

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#### OHIO UNIVERSITY

#### INTER-OFFICE COMMUNICATION

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DATE August 10, 1977

FROM.

TO\_

•

SUBJECT Exxon/HEMI Project .

Gene Peebles

Directors

Agenda for Meeting Friday (8-12-77) at 2:00 p.m.

I have collated and summarized individual input regarding desired discussion at our staff meeting. The attached <u>list reflects those</u> items mentioned by more than one person (first six items mentioned by three or four).

I used the wording from the original questionnaire. My current plan is to discuss each item listed hopefully to determine if some training/development activity is to be recommended. We will not go into detailed planning at this session unless our discussion clearly indicates what is desired. Instead, following discussion of all items you wish to review, we will meet later for the purpose of planning desired recommendations, discussing whether we would prefer institutional action, etc.

I do not intend to limit discussion to these items, but will let time demands and your particular concerns determine how much discussion we have beyond those listed on the attached.

Hopefully, the list gives us a good starting point for discussion. Please note that the survey technique used in the project is only a "tool" for producing the report which you have reviewed. That in turn is to be used for an open discussion of our work group, perceptions about group, organizational, and individual improvements. The exercise can only be productive if our discussion is constructive and sensitive to realistic changes we would hope to accomplish, either internally or campus-wide.

GP:eb Attachment

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## $V_{\bullet}/P_{\bullet}$ FOR OPERATIONS "WORK GROUP"

## DISCUSSION ITEMS

#### HIGHER EDUCATION MANAGEMENT INSTITUTE SURVEY

	$\cdot$ . $\cdot$ .	•		
	Question	Response Language	Mean	SD
33	To what extent do our personnel services re: staff orientation		<i>,</i> :.	
	meet your needs as a manager	Very little/some	2.71	( .95)
61	How clear and specific are the institutions goals and objectives		,	
•	to you	Somewhat clear	3.25	(1.04)
36	To what extent do our personnel services re: skill development			
	meet your needs as a manager	Very little/some	2.25	( .89)
37	To what extent do our personnel services re: management development			
	programs meet your needs as a manager	Very little/some	2. 37	(1.06)
75	To what extent do you feel there		·	•
	is a proper balance among academic and non-academic		2 12	(1.05)
	expenditures	Some	3.13	(1.25)
94	How adequate do you find the following facilities and services at this institution physical		,	
	plant maintenance	Not adequate/ somewhat adequate	2.87	(1.46)
	* * * *	the ste	•	•
90	(Set I)		• .	
	How much do different colleges and		,	
•	departments plan together and coordinate their efforts	Some	3.87	( 99)
-38	To what extent do our personnel	and the second		
	services re: personnel contract administration meet your needs	Somo	3.00	(1.69)
1.1.	as a manager	Some	5.00	(1.02)
44	How effective is the institution in getting funds beyond normal	-		
	sources (fees/appropriations) for physical plant additions or	Not effective/	. 2 04	( 00)
	improvements	somewhat effective	2.86	(90) ساتمران

Question			Response Language	Mean	SD	
73	How much management education			·		
	have you had <u>since</u> assuming your current position	1	Very little/some	2.62	(1.30)	
8	How much emphasis would you like to have on planning decisions			•		
	in the physical plant		Considerable	5.37	(1.30)	
27	To what extent do the following admin. systems and services meet					
-	your needs as a manager administrative data processing			• •		
	services		Some/considerable	4.50	( .93)	

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#### OHIO UNIVERSITY

#### INTER-OFFICE COMMUNICATION

			. D	DAIE			
TO	Directors Operations Area				•		
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FROM	Gene Peebles	•					
						•	
SUBJECT	Exxon/HEMI Project 1. Summar	y of "Work S	Session	" 8/12/77			

2. Discussion subjects suggested by directors

Following is a summarization of the conclusions reached on the agenda items discussed. Please critique and suggest change as required in our next "work session".

#### 33 Staff Orientation

Although the orientation services by Personnel are inadequate, the consensus of the Directors was that orientation could be carried out more effectively in the departments and that other needs carried a higher priority than staff orientation.

#### 61 Clear and specific institutional goals and objectives

Unless goals and objectives are specific and clear, implementable and measurable, the improvements and changes identified will not be accomplished. There is perspective as to our major mission -academic programs -- but at the same time, there is deep concern as to how the Operations area as one of sixteen planning areas can receive adequate consideration in identification of its proper support role.

#### 36-37 Personnel Needs -- Skill Development and Management Development

This is a very important concern, more needs to be done by the University in both areas. The most significant improvements can probably best be made at the department level; implementation to be by the department head. Time needs to be made available -- but most importantly funds must be added to budgets to cover such needs.

#### 75 Balance among academic and non-academic expenditures?

This question has many interpretations. Basically feel there is little understanding and prescription for what the desired (or required) levels of "support" are to be for the academic functions. Recommend rephrasing question to deal with instruction and support versus academic/non-academic.

#### 94 Adequacy of Physical Plant maintenance services and facilities

Basically we must raise the institutional priority for major maintenance and capital repair items versus new buildings or renovations -- and then to attempt to retain maintenance activities at some priority. We need a major allocation of funds now, for example for roof work.

#### 90 Different colleges and departments plan together

Present staffing levels do not permit proper planning activities to take place, i.e. key people are over-involved with support work and lack time and assistance to properly and efficiently coordinate plans. One suggestion for change might be to eliminate most standing committees (which tend to "make work" and take time) and let key people use this time for coordination through the existing organizational structure.

#### 38 Personnel contract administration meet your needs as a manager

As the Provost's office was supplemented to handle faculty and contract employees, there was consensus that existing service is adequate in the Provost's Office and the Personnel Office. Although centralization of services could be concentrated in the Personnel Office, there are other needs with higher priority.

Enclosed are copies of the discussion subjects suggested by each Director as requested at the end of the discussion session.

Our next "work session" is scheduled for 8:30 a.m., Thursday, September 1, 1977.

GP:eb Enclosures

# Board of Trustees Budget, Finance and Physical Plant Committee Meeting September 30, 1977, 1:30 p.m. (Meeting convened at 1:50 p.m.)

- 1. NEGOTIATIONS WITH DEPARTMENT OF TRANSPORTATION FOR COMPENSATION. It was agreed to have Bush present this at the Board meeting.
- 2. IRVINE HALL RENOVATION PROJECT.
  It was agreed to have Taylor present this at the Board meeting.
- 3. SATELLITE TERMINAL RECEIVER.
  Our share is \$25,000, provided through private funds. Switchover date is
  August 2, 1978. It was agreed to have Jeffers present this at the Board meeting.
- 4. EXAMINATION OF AUDITOR OF STATE.

  It was agreed to have Bush present this at the Board meeting.
- 5. ELABORATION ON 1977-78 OPERATING FUND BUDGET. Kennard made the report.
- 6. REVIEW OF DEFERRED URGENT MAINTENANCE PROJECTS.

  It was agreed that the document distributed by Mr. Peebles would be studied for the next meeting. President Ping stated that the purpose of this was to give members an understanding of a large capital request, if made. The Board, he said, might have to serve as a buffer in priorites allocations.
- 7. REPORT ON INVESTMENT INCOME.
  It was agreed that Mr. Kennard would send this to members.
- 8. REPORT ON DORMITORY REFINANCING.
  Mr. Kennard explained his handout and listed questions to be resolved. It was agreed that a legal firm should be employed without commitment as to go ahead. A description of parameters will be sought.

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- 9. REPORT ON SPACE MANAGEMENT AND UTILIZATION STUDY. Mr. Geiger presented this.
- 10. PURCHASE OF CHILLICOTHE LAND.

Dr. Bryant explained the proposal. The Secretary was asked to restate the resolution. Jeffers agreed to present this at the Board meeting.

- 11. REPORT BY PEEBLES ON EAST STATE PROPERTY.
  Reported was the possibility that Sears and Penny might be interested in developing the remaining East State property.
- 12. INVESTMENTS IN COMPANIES DOING BUSINESS IN SOUTH AFRICA. The President explained that he wanted authorization for three things:
  - a. From Andrecom its policies and the businesses involved.
  - b. From Andrecom suspension of further investments in businesses until policy is set.
  - c. Committee to review matter and report at January meeting.

Jeffers observed that interference with Andrecom might give rise to the issue of trustee responsibility. He advised doing nothing.

Members present were Bush, Jeffers and Taylor. President Ping and Secretary Mahn were present.

Robert E. Mahn, Secretary

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Mr. Johnson reminded the Board of the events leading to the present possibility of completion of this Appalachian Highway segment and urged continued support of the project. He moved approval of the resolution, which Mr. Spencer seconded. Approval was unanimous.

#### RESOLUTION 1975-185

WHEREAS, the State of Ohio, Department of Highways, has developed plans for construction of the State Route 682 By-pass, the relocation of Hooper Street and the Appalachian Highway, all of which will affect property owned by Ohio University, and

WHEREAS, the Department of Highways now anticipates that bids for the projects could be taken as early as June 1975, and has requested that Ohio University grant Right-of-Entry over parcels designated as 270WL, 270WL-1, 270WL-2, 270AWD, 270T and 270X so the bidding process can proceed, and

WHEREAS, it has been agreed that said Right-of-Entry is to be granted pending completion of negotiations with regard to compensation and damages for University property affected directly or indirectly by highway construction over subject parcels of land, and

WHEREAS, in order not to delay progress on the construction projects and to provide additional time for officials of the University to evaluate the impact said construction will have upon the tracts of land involved,

NOW, THEREFORE, BE IT RESOLVED that the Ohio University Board of Trustees does hereby authorize the President, or his designated representative, to execute the attached Right-of-Entry document.

# 5. RESOLUTION GRANTING EASEMENTS TO THE OHIO POWER COMPANY--ZANESVILLE CAMPUS

Mr. Johnson asked Vice President for Regional Higher Education Bryant to present this. Referring to the material that follows, Dr. Bryant stated that he considered this an acceptable proposal.

#### OHIO UNIVERSITY

#### INTER-OFFICE COMMUNICATION

		DATE_September 29, 19//
TO	Dr. Charles Ping. President	
FROM	Neil S. Bucklew, Provost	
	1977-78 Budget for Submission to Board of Trus	tees

Attached is an adjusted 1977-78 unrestricted budget for all University programs. The Board resolution adopting the current year's budget anticipated the need for the adjustments which are here reflected.

Now that the budget is in its final form, I would like to call attention to some of its important features:

- 1. This budget provides funding for all known commitments for all budget units.
- 2. Contract employees received a compensation increase averaging 6%.
- 3. Step increases were provided for civil service personnel.
- 4. Most budget units endured a 1% reduction.
- 5. The College of Medicine provided \$400,000 of overhead funds to the main campus; \$200,000 of that was spent in direct support of the College.
- 6. Funding was supplied for a few critical improvements:
  - a. The Library received \$50,000
  - b. Women's Intercollegiate Athletics was given \$38,000
  - c. The College of Engineering was given funds for a secretary
  - d. The last installment of a three step process to implement the Overhead Return Policy was completed.
- The Convocation Center and Lindley Hall financing is carried by the general fund.
- 8. The NDSL requirement was fully funded.
- Funds have been allocated for all formally approved capital improvement projects.

NSB:jm Attachment

### OHIO UNIVERSITY 1977-78 BUDGET UNRESTRICTED INCOME ALL PROGRAMS

	<u>Original</u>	Adjustments and Allocations	Adjusted Budget
Income			
State Appropriation			
General University Programs	\$20,509,000	\$ -0-	\$20,509,000
College of Medicine	3,172,000	-0-	3,172,000
Regional Higher Education	3,502,000	-0-	3,502,000
Total Appropriation	27,183,000	-0-	27,183,000
Student Fees	·	,	
General University	16,536,000	-0-	16,536,000
College of Medicine	137,000	-0-	137,000
Regional Higher Education	2,676,000		2,676,000
Total Student Fees	19,349,000	-0-	19,349,000
Other Income and Resources			
General University Programs	2,298,000	100,000	2,398,000
College of Medicine	40,000	-0-	40,000
Regional Higher Education	85,000	-0-	85,000
Total Other Income	2,423,000	100,000	2,523,000
Extension and Continuing Education	538,000	-0-	538,000
Workshops and Conferences	1,272,000	-0-	1,272,000
Total Income	50,765,000	100,000	50,865,000
Beginning Balance			
Allocated			
General University	-O <b>-</b>	134,000	134,000
College of Medicine	-0-	(57,000)	(57,000)
Regional Higher Education	46,000	<u>-0-</u>	46,000
Total Allocated	46,000	77,000	123,000
Unallocated	-0-	14,000	14,000
Total Income and Resources	\$50,811,000	\$191,000	\$51,002,000

# OHIO UNIVERSITY 1977-78 BUDGET UNRESTRICTED EXPENDITURES ALL PROGRAMS

		Original	Adjustments	Allocations	Adjusted Budget
I.	President A. Office of President Board of Trustees University Memberships	\$ 222,000	\$ 32,000	\$ -0-	\$ 254,000
	Equal Opportunity Office				
	Legal Counsel				
	Legislative Liaison				
	B. Institutional Reserve	181,000	(48,000)	-0-	133,000
	President Total	403,000	(16,000)	<b>-</b> 0 -	387,000
II.	Provost				
	A. General	429,000	118,000	-0-	547,000
	Office of Provost				
	Summer Session Office				
	Faculty Senate				
	Ohio University Press Ohio University Review				
	Legal Affairs				
	Bookstore Coordinator				
	Ombudsman				
	Kennedy Lecture				
	Reinstatement of Designated Funds	200,000	(200,000)	-0-	-0-
	B. Academic Programs				
	1. Afro-American Studies	265,000	,	-0-	262,000
	<ol><li>Arts and Sciences</li></ol>	9,021,000	·	22,000	9,054,000
	3. Business Administration	1,835,000		-0-	1,840,000
	4. Communications	1,640,000		-0-	1,641,000
	5. Education	3,186,000 1,329,000		(9,000) 1,000	3,165,000 1,337,000
	<ul><li>6. Engineering</li><li>7. Fine Arts</li></ul>	2,477,000		5,000	2,493,000
	8. Graduate College	1,977,000		66,000	2,052,000
	9. Honors Tutorial	151,000		-0-	135,000
	10. International Studies	176,000	•	-0-	174,000
	11. Medicine	3,349,000		(57,000)	3,292,000
	12. University College	262,000		-0-	255,000
	Sub-Total	25,668,000	4,000	28,000	25,700,000
	C. Support and Services				
	l. Library	1,670,000	•	40,000	1,711,000
	2. Learning Resource Center	149,000	(3,000)	-0-	146,000
	3. Information Systems, Analytical	1 214 000	12 000	-0-	1,327,000
	Research and Computer Services Sub-Total	1,314,000 3,133,000		40,000	3,184,000
	Sub local	3,233,000		,	<b>-,</b> , ,
	D. Regional Higher Education	115,000	) <b>-</b> 0-	-0-	115,000
	<ol> <li>Office of Vice Provost</li> <li>Belmont Campus</li> </ol>	945,000		<b>-</b> 0-	945,000
	3. Chillicothe Campus	1,155,000		<del>-</del> 0-	1,155,000
	4. Ironton Academic Center	414,000		-0-	414,000
	5. Lancaster Campus	1,515,000		-0-	1,515,000
	6. Zanesville Campus	1,208,000		-0-	1,208,000
	7. Portsmouth Resident Credit Center	140,000	0	-0-	140,000

I.   Provost, continued   B.   Regional Higher Education, continued   B.   Campus Services   Telecommunications   426,000   45,000   -0-   474,000   10.   Retension and Continuing Education   979,000   -0-   -0-   979,000   11.   Workshops and Conferences   937,000   -0-   -0-   -0-   937,000   -0-   -0-   -0-   937,000   -0-		•	Original	Adjustments	Allocations	Adjusted Budget
S. Campus Services   711,000   5 -0   5 -0   8 711,000     9. Telecommunications   426,000   48,000   -0   -0   474,000     10. Extension and Continuing Education   1979,000   -0   -0   -0   937,000     11. Workshops and Conferences   915,000   48,000   -0   -0   937,000     E. Intercollegiate Athletics   915,000   15,000   -0   930,000     E. Thercollegiate Athletics   915,000   150,000   168,000   38,954,000     E. Thercollegiate Athletics   915,000   168,000   38,954,000     E. Thercollegiate Athletics   915,000   168,000   38,954,000     E. Thercollegiate Athletics   915,000   168,000   169,000     O. Thercollegiate Athletics   925,000   169,000     E. Student Ball Auxiliary   925,000   925,000   925,000     E. Residence and Dining Hall Auxiliary   925,000   925,000   925,000     E. Student Services   925,000   925						
9. Telecommunications 10. Extension and Continuing Education 11. Workshops and Conferences 237,000 -00- 973,000 20- 973,000 20- 973,000			A 711 000	<b>A A</b>	<b>A</b> 0	4 711 000
10. Extension and Continuing Education 979,000 -00- 979,000 11. Workshops and Conferences 937,000 -00- 937,000 Sub-Total 8,545,000 48,000 -0- 8,593,000 E. Intercollegiate Athletics 915,000 15,000 -0- 930,000 70- 930,		· -		•		
11, Workshops and Conferences   327,000   -0-   -0-   8,753,000     Sub-Total   25,553,000   48,000   -0-   8,593,000     E. Intercollegiate Athletics   915,000   15,000   -0-   930,000     Provost Total   38,890,000   (4,000)   68,000   38,954,000     III. Vice President and Dean of Students   116,000     Office of the Vice President and Dean of Students   116,000     Office of the Vice President and Dean of Students   25,000     B. Residence and Dining Hall Auxiliary Residence and Dining Halls (A) Baker Center Food and Beverage   25,000     C. Student Services   25,000   27,000   27,000     A. Admissions   2. Registration, Records & Scheduling   492,000   4,745,000     3. Financial Aid   745,000   179,000   179,000     4. Placement   179,000   179,000   179,000     5. Student Organizations & Activities   457,000     E. Student Organizations & Activities   457,000     Student Senate   457,000   170,000   -0-   3,230,000     F. Student Activities   457,000   170,000   -0-   3,230,000     NOTE: (A) Resident and Daining Hall Plan Reported Separately     IV. Vice President for Operations   A. General   3,000   206,000     Office of Vice President   -0-   709,000     Burcau of Inspection   180,000   150,000     A. Brical Management   1. Treasurer and Controller   -0-   709,000     Burcau of Inspection   150,000   150,000   150,000     A. Debt Service (Conwo Center; Lindley Hall Reneat)   -0-   655,000     Lindley Hall Reneat)   -0-   655,000			-	•		•
E. Intercollegiate Athletics 915,000   15,000   -0- 930,000   Provost Total   38,845,000   15,000   -0- 930,000   E. Intercollegiate Athletics 915,000   15,000   -0- 930,000   Provost Total   38,890,000   (4,000)   68,000   38,954,000    III. Vice President and Dean of Students   116,000   Office of the Vice President and Dean of Students   116,000   B. Residence and Dining Hall Auxiliary   Residence and Dining Halls (A)   345,000   Baker Center Food and Beverage   25,000    C. Student Services   345,000   3,763,000   3,763,000   3,763,000   3,763,000   4,765,000   3,763,000		<del>_</del>				•
E. Intercollegiate Athletics 915,000 15,000 -0- 930,000 Provost Total 38,890,000 (4,000) 68,000 38,954,000  III. Vice President and Dean of Students A. General 116,000 Office of the Vice President and Dean of Students  B. Residence and Dining Hall Auxiliary Residence and Dining Halls (A) Baker Center Food and Beverage 25,000  C. Student Services 1. Admissions 345,000 2. Registration, Records & Scheduling 492,000 3. Financial Aid 492,000 4. Placement 139,000 1.721,000  D. Unified Health Services 911,000  E. Student Organizations & Activities Student Life Student Conter Lindley Hall Genter Cutural Activities Student Activities Student Activities Student Office Once The Post Baker Center Lindley Hall Center Cutural Activities Student Office Of Vice President and Dean of Students Total 3,159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General Office of Vice President for operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller -0- 709,000 Britanum C 2. Purchasing -0- 167,000 3. Stores and Receiving -0- 1655,000 4. Debt Service (Convo Center; Lindley Hall Rentat) -0- 6555,000						
### Provost Total ### 38,890,000 (4,000) 68,000 38,954,000  ### 111. Vice President and Dean of Students		Suo-Total	8,343,000	48,000	-0-	8,393,000
111. Vice President and Dean of Students						
A. General Office of the Vice President and Dean of Students  B. Residence and Dining Hall Auxiliary Residence and Dining Halls (A) Baker Center Food and Reverage  C. Student Services 1. Admissions 2. Registration, Records & Scheduling 3. Financial Aid 492,000 4. Placement Sub-Total  D. Unified Health Services  E. Student Organizations & Activities Student Life Student Senate The Post Baker Center Lindley Hall Center Cutural Activities Support Vice President and Dean of Students Total 3,159,000 71,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General Office of Vice President for Operations Facilities Planning Administrative Senate  1. Treasurer and Controller Burcau of Inspection Insurance 2. Purchasing 3. Stores and Receiving 4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000		Provost Total	38,890,000	(4,000)	68,000	38,954,000
Office of the Vice President and Dean of Students  B. Residence and Dining Hall Auxiliary Residence and Dining Halls (A) Baker Center Food and Beverage  C. Student Services 1. Admissions 345,000 2. Registration, Records & Scheduling 492,000 3. Financial Aid 745,000 4. Placement 139,000 5. Student Organizations & Activities 911,721,000  D. Unified Health Services 911,000  E. Student Organizations & Activities 457,000 Student Life Student Senate The Post Baker Center Lindley Hall Center Cutural Activities Support Vice President and Dean of Students Total 3,159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller -0- 709,000 Burdan Insurance 2. Purchasing -0- 167,000 3. Stores and Receiving -0- 167,000 4. Debt Service (Convo Center; Lindley Hall Realt) -0- 655,000	III.	Vice President and Dean of Students				
B. Residence and Dining Halls (A)   Resident Services   Student Services   Student Services   Student Activities   Student Dining Hall Plan Reported Separately   Student Sendent   Student Sendent   Student Sendent   Student Activities   Student Activ		A. General			•	116,000
B. Residence and Dining Hall Auxiliary Residence and Dining Halls (A) Baker Center Food and Beverage  C. Student Services  1. Admissions 2. Registration, Records & Scheduling 3. Financial Aid 4. Placement 5. Sub-Total 5. Student Organizations & Activities 5. Student Organizations & Activities 5. Student Life 5. Student Life 5. Student Life 5. Student Expose 8. Student Activities 911,000  E. Student Reacte The Post Baker Center Lindley Hall Center Cutural Activities Student Footal  7. Students Total 7. Students Total 7. Treasurer and Controller For Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller Jnsurance 2. Purchasing 3. Stores and Receiving 4. Debt Service (Convo Center; Lindley Hall Rental) 5. Food 6.55,000						
Residence and Dining Halls (A) Baker Center Food and Beverage  C. Student Services  1. Admissions 2. Registration, Records & Scheduling 3. Financial Aid 4. Placement Sub-Total  D. Unified Health Services  E. Student Organizations & Activities Student Life Student Life Student Life Student Renate The Post Baker Center Lindley Hall Center Cutural Activities Support Vice President and Dean of Students Total 3,159,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller Burcau of Inspection Insurance 2. Purchasing 3. Stores and Receiving 4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000		Dean of Students	-			
### Baker Center Food and Beverage   25,000    C. Student Services   345,000    1. Admissions   345,000    2. Registration, Records & Scheduling   492,000    3. Financial Aid   745,000    4. Placement   139,000    5. Student Organizations & Activities   911,000    E. Student Organizations & Activities   457,000    Student Life   Student Senate   The Post    Baker Center   Lindley Hall Center    Cutural Activities   Student Activities   Student Activities    Students Total   3,159,000   71,000   -0-   3,230,000    NOTE: (A) Resident and Dining Hall Plan Reported Separately    IV. Vice President for Operations   A. General   3,000   206,000    Office of Vice President   500   000    Office of Vice President   -0-   709,000    Burcau of Inspection   1. Treasurer and Controller   -0-   709,000    Burcau of Inspection   1. Treasurer and Receiving   6,000   150,000    4. Debt Service (Convo Center;   1. Lindley Hall Rental)   -0-   655,000    1. Lindley Hall Rental)   -0-   655,000    2. Purchasing   -0-   655,000    4. Debt Service (Convo Center;   1. Lindley Hall Rental)   -0-   655,000    4. Debt Service (Convo Center;   1. Lindley Hall Rental)   -0-   655,000    2. Description   1. Student   1. St		B. Residence and Dining Hall Auxiliary				
C. Student Services  1. Admissions 2. Registration, Records & Scheduling 3. Financial Aid 4. Placement Sub-Total  D. Unified Health Services  E. Student Organizations & Activities Student Life Student Senate The Post Baker Center Lindley Hall Center Cutural Activities Student Activities Support Vice President and Dean of Students Total  J. 159,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller Burcau of Inspection Insurance 2. Purchasing 3. Stores and Receiving 4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000		Residence and Dining Halls (A)				
1. Admissions   345,000   2. Registration, Records & Scheduling   492,000   3. Financial Aid   745,000   4. Placement   139,000   139,000   1,721,00		Baker Center Food and Beverage				25,000
2. Registration, Records & Scheduling 3. Financial Aid 4. Placement Sub-Total 745,000 4. Placement Sub-Total 745,000 7		C. Student Services				
3. Financial Aid 4. Placement Sub-Total  D. Unified Health Services  E. Student Organizations & Activities Student Life Student Senate The Post Baker Center Lindley Hall Center Cutural Activities Support Vice President and Dean of Students Total  3,159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller Burcau of Inspection Insurance 2. Purchasing 3. Stores and Receiving 4. Debt Service (Convo Center; Lindley Hall Rental)  -0- 655,000		1. Admissions				345,000
4. Placement Sub-Total 139,000 1,721,000  D. Unified Health Services 911,000  E. Student Organizations & Activities 911,000  Student Life Student Senate The Post Baker Center Lindley Hall Center Cutural Activities Support Vice President and Dean of Students Total 3,159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General 3,000 206,000 Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller -0- 709,000 Burcau of Inspection Insurance 2. Purchasing -0- 167,000 3. Stores and Receiving 6,000 150,000 4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000		2. Registration, Records & Scheduling				-
Sub-Total  D. Unified Health Services  E. Student Organizations & Activities Student Life Student Senate The Post Baker Center Lindley Hall Center Cutural Activities Student Activities Support Vice President and Dean of Students Total  J. 159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller Burcau of Inspection Insurance 2. Purchasing J. Stores and Receiving 4. Debt Service (Convo Center; Lindley Hall Rental)  -0- 655,000						
D. Unified Health Services 911,000  E. Student Organizations & Activities 457,000 Student Life Student Senate The Post Baker Center Lindley Hall Center Cutural Activities Support Vice President and Dean of Students Total 3,159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General Office of Vice President for operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller Burcau of Inspection Insurance 2. Purchasing 3. Stores and Receiving 4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000						
E. Student Organizations & Activities 457,000  Student Life Student Senate The Post Baker Center Lindley Hall Center Cutural Activities Support Vice President and Dean of Students Total 3,159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General 3,000 206,000  Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller Burcau of Inspection Insurance 2. Purchasing -0- 167,000 3. Stores and Receiving 6,000 150,000  4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000		Sub-Total				1,721,000
Student Life Student Senate The Post Baker Center Lindley Hall Center Cutural Activities Support Vice President and Dean of Students Total 3,159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller Burcau of Inspection Insurance 2. Purchasing 3. Stores and Receiving 4. Debt Service (Convo Center; Lindley Hall Rental)  -0- 655,000		D. Unified Health Services				911,000
Student Senate The Post Baker Center Lindley Hall Center Cutural Activities Student Activities Support  Vice President and Dean of Students Total 3,159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General 3,000 206,000  Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller Burcau of Inspection Insurance 2. Purchasing 3. Stores and Receiving 4. Debt Service (Convo Center; Lindley Hall Rental)  -0- 655,000		E. Student Organizations & Activities				457,000
The Post Baker Center Lindley Hall Center Cutural Activities Student Activities Support Vice President and Dean of Students Total 3,159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General 3,000 206,000  Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller -0- 709,000 Burcau of Inspection Insurance 2. Purchasing -0- 167,000 3. Stores and Receiving -0- 655,000		Student Life				
Baker Center Lindley Hall Center Cutural Activities Student Activities Support Vice President and Dean of Students Total 3,159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General 3,000 206,000  Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller -0- 709,000 Burcau of Inspection Insurance 2. Purchasing -0- 167,000 3. Stores and Receiving -0- 655,000 4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000		Student Senate				
Lindley Hall Center Cutural Activities Student Activities Support Vice President and Dean of Students Total 3,159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General 3,000 206,000  Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller -0- 709,000 Burcau of Inspection Insurance 2. Purchasing -0- 167,000 3. Stores and Receiving 6,000 150,000 4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000		The Post				
Cutural Activities Student Activities Support Vice President and Dean of Students Total 3,159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller Burcau of Inspection Insurance 2. Purchasing 3. Stores and Receiving 4. Debt Service (Convo Center; Lindley Hall Rental)  -0- 655,000		Baker Center		•		
Student Activities Support Vice President and Dean of Students Total 3,159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General 3,000 206,000 Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller -0- 709,000 Burcau of Inspection Insurance 2. Purchasing -0- 167,000 3. Stores and Receiving 6,000 150,000 4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000		Lindley Hall Center				0
Vice President and Dean of Students Total 3,159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General 3,000 206,000 Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller -0- 709,000 Burcau of Inspection Insurance 2. Purchasing -0- 167,000 3. Stores and Receiving 6,000 150,000 4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000		Cutural Activities				1
Students Total 3,159,000 71,000 -0- 3,230,000  NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations A. General 3,000 206,000 Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller -0- 709,000 Burcau of Inspection Insurance 2. Purchasing -0- 167,000 3. Stores and Receiving 6,000 150,000 4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000				<del></del>		
NOTE: (A) Resident and Dining Hall Plan Reported Separately  IV. Vice President for Operations  A. General 3,000 206,000 Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller -0- 709,000 Burcau of Inspection Insurance 2. Purchasing -0- 167,000 3. Stores and Receiving 6,000 150,000 4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000						
IV. Vice President for Operations  A. General 3,000 206,000 Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller -0- 709,000 Burcau of Inspection Insurance 2. Purchasing -0- 167,000 3. Stores and Receiving 6,000 150,000 4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000		Students Total	3,159,000	71,000	-0-	3,230,000
A. General Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller Burcau of Inspection Insurance 2. Purchasing 3,000 206,000  -0- 709,000  -0- 709,000  -0- 167,000  3. Stores and Receiving 4. Debt Service (Convo Center; Lindley Hall Rental)  -0- 655,000	NOTE:	(A) Resident and Dining Hall Plan Reporte	ed Separately	y	•	
Office of Vice President for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller Burcau of Inspection Insurance 2. Purchasing 3. Stores and Receiving 4. Debt Service (Convo Center; Lindley Hall Rental)  -0- 655,000	IV.	Vice President for Operations				
for Operations Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller Burcau of Inspection Insurance 2. Purchasing 3. Stores and Receiving 4. Debt Service (Convo Center; Lindley Hall Rental)  -0- 655,000		A. General			3,000	206,000
Facilities Planning Administrative Senate  B. Fiscal Management 1. Treasurer and Controller Burcau of Inspection Insurance 2. Purchasing 3. Stores and Receiving 4. Debt Service (Convo Center; Lindley Hall Rental)  -0- 655,000		Office of Vice President				
Administrative Senate  B. Fiscal Management 1. Treasurer and Controller Bureau of Inspection Insurance 2. Purchasing 3. Stores and Receiving 4. Debt Service (Convo Center; Lindley Hall Rental)  -0- 655,000		for Operations				
B. Fiscal Management  1. Treasurer and Controller		Facilities Planning				
1. Treasurer and Controller  Bureau of Inspection  Insurance  2. Purchasing  3. Stores and Receiving  4. Debt Service (Convo Center;  Lindley Hall Rental)  -0-  709,000  -0-  167,000  6,000  150,000		Administrative Senate				
1. Treasurer and Controller  Bureau of Inspection  Insurance  2. Purchasing  3. Stores and Receiving  4. Debt Service (Convo Center;  Lindley Hall Rental)  -0-  709,000  -0-  167,000  6,000  150,000		B. Fiscal Management				
Bureau of Inspection Insurance  2. Purchasing			4		-0-	709,000
Insurance  2. Purchasing		Bureau of Inspection				-
3. Stores and Receiving 6,000 150,000 4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000						
3. Stores and Receiving 6,000 150,000 4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000		2. Purchasing			-0-	167,000
4. Debt Service (Convo Center; Lindley Hall Rental) -0- 655,000					6,000	•
Lindley Hall Rental) -0- 655,000					-	ŕ
		•			-0-	655,000
					6,000	

		-3-			
IV.	· Vice President for Operations, continued	<u>Original</u>	Adjustments	Allocations	Adjusted Budget
	C. Physical Plant				
	1. Physical Plant Operations			\$ -0-	\$ 3,091,000
	Administration			Ş -U-	\$ 3,031,000
	Maintenance				
	Housekeeping				
	Utilities				
	Grounds				
	2. Capital Improvements		,	-0-	141,000
	3. Rental Properties			-0-	41,000
	4. Purchased Utilities			-0-	1,505,000
	Sub-Total			-0-	4,778,000
	D. Personnel				
	1. Administration			-0-	154,000
	President 1699				
	Supplemental Retirement	•			
	Medicare				
	Retirees Sick Pay		,		
	2. Unemployment Compensation			-0-	49,000
	3. Faculty & Staff Educational			•	,,,,,,,
	Benefits			-0-	300,000
	Sub-Total			-0-	
	Jub Total			-0-	503,000
	E. Support and Service		•		
	1. Security			-0-	496,000
	2. Other Services		•	-0-	223,000
	Airport				
	Garage				
	Mail Service				
	Sub-Total			-0-	719,000
	Vice President for Operations				717,000
	Total	7,854,000	24,000	9,000	7,887,000
		7,054,000	24,000	2,000	7,007,000
V.	Vice President for University Relations				•
• •	A. Office of Vice President for				
	University Relations				E2 000
	B. Development				52,000
	•		•		209,000
	Alumni Affairs				
	C. Publications		•		178,000
	Graphics				
	Cutler Service Center				
	D. Public Information				105,000
	Sports Information				
	Vice President for University				
	Relations Total	505,000	39,000	-0-	544,000
	Total University	\$50,811,000	\$114,000	\$ 77,000	\$51,002,000

#### OHIO UNIVERSITY

#### INTER-OFFICE COMMUNICATION

		DATE September 23, 1977
TO	MR. GENE PEEBLES, V	ICE PRESIDENT FOR OPERATIONS
from	WM. CHARLES CULP	IW
SUBJECT	MAINTENANCE REQUIRE	MENTS OF GENERAL FUND FACILITIES

During the past week, members of the Physical Plant staff have attempted to identify, summarize and estimate the cost of performing maintenance needs which the Physical Plant Division cannot currently meet for financial reasons. Within the time available to us for completing this task, we reviewed data furnished to us over the past couple of years and called upon Alan Geiger and Bill Dombroski for information on matters they normally administer. To the extent possible, we tried to limit the identification of projects to maintenance needs of the existing plant and to exclude projects which amounted to improvements, or additions, to the plant. Some improvements, however, are included, such as energy conservation measures, as we wanted to identify additional ways of reducing purchased utility expenditures.

The estimated costs for each item were determined based on our prior experiences with contracting for maintenance projects to be completed. We were not able to obtain quotes within the time allotted and, as a result, the estimated costs may be over or under actual costs. The estimated costs were established with the assumption that the prescribed work would be defined, planned and supervised by a project engineer and/or architect, and that the work would be completed by contractors at prevailing wages rates. It should be noted that some of the identified projects could be completed by University personnel at a lower cost. Our ability to perform this work would depend, however, on the number and size of projects to be completed as related to our current staffing levels and current responsibilities. Enclosed are the following schedules for your review:

Schedule #	<u>Description</u>	Amount
A	Maintenance Requirements by Building - General Fund	\$5,998,800
В	Major Tunnel Maintenance	880,625
С	Miscellaneous Energy Conservation Measure Needs	136,000
D	Carpets, Drapes and Blinds and Classroom Furniture Replacement Estimates	673,000
E	Public Address Systems	69,500
F	Streets, Parking Lots and Grounds Maintenance	127,500

With the exception of interior building needs, the schedules noted above identify most of the University's General Fund maintenance problems. To determine the extent of the maintenance needs for the interiors of buildings, each building has to be inspected to make a comprehensive examination of the condition of items such as restroom fixtures, fire alarm systems, drinking fountains, stairs, clocks, lighting fixtures, radiators, etc. Unfortunately, we were unable to make such an examination within the time available.

As requested, we have attempted to select items from the aforementioned schedules that must be addressed within the next two years. Basically, we have attempted to identify those items which, if not corrected, will either (1) cause further significant deterioration of a facility and increase expenses beyond what is shown (roof repairs, for example); (2) cause the total collapse of entire system (tunnel upgrading, for example), or will be in such a condition that replacement cannot be avoided (downspouts that have deteriorated beyond repair, for example). As one might imagine, such an effort requires a certain amount of crystal ball work. Will the cornice of Ellis Hall totally deteriorate within the next two years if left in its present condition?

The attached summary of critical needs totalling \$1,135,825 identifies priorities we in Physical Plant see within the next two years by category. You will note that we have excluded the categories of interior painting; energy conservation measures; carpets, drapes and blinds and classroom furniture; public address systems; streets, parking lots and grounds; and locking systems from this consideration. The exclusion of these categories and the exclusion of items from other categories from the attached is solely the result of attempting to identify only the most critical needs as we see them. Others most certainly may not concur with our stated priorities and exclusions.

The information provided in this report does not include estimates of expenditures that may be required to bring the University Physical Plant into compliance with legislation associated with OSHA and Federal requirements for the handicapped.

WCC:eb

# OHIO UNIVERSITY Athens, Ohio

#### MAINTENANCE REQUIREMENTS OF GENERAL FUND FACILITIES

		SUMMARY OF CRITICAL NEEDS BY	CATEGORY	Y 1978-1980	
A.	Roofs, Gutters & Downspouts		D.	Miscellaneous Exterior Building Repairs	
	<ol> <li>Lindley Hall roof and patio</li> <li>Grover Center</li> <li>Memorial Auditorium</li> <li>Scott Quadrangle</li> <li>Engineering Building</li> <li>Pilcher House slate roof</li> <li>Old Heating Plant</li> </ol>	\$ 50,000 225,000 200,000 60,000 45,000 30,000 10,000		<ol> <li>Peden Stadium brickwork repair &amp; sealing</li> <li>Scott Quadrangle brickwork</li> <li>Engineering Building brickwork</li> <li>Natatorium (replace windows with brick)</li> <li>Ellis Hall cornice and slate entrance repairs</li> <li>Chubb Hall Stone Cornice         Sub-total     </li> </ol>	\$ 25,000 10,000 15,000 35,000 85,000 10,000 \$180,000
	Sub-total	\$620,000	E.	Elevators	
В.	Exterior Painting  1. Scott Quadrangle 2. Chubb Hall 3. Natatorium 4. Hudson Health Center 5. Kantner Hall 6. Lindley Hall 7. Baker Center 8. Trisolini Gallery 9. Galbreath Chapel Sub-total	\$ 10,000 4,000 5,000 4,200 5,000 7,500 6,000 2,000 4,500 \$ 48,200	F	1. Baker Center dumbwaiter replacement 2. Lasher Hall repairs 3. McBee #2 safety items 4. Radio-TV sump pump 5. Chemistry Hall machine room heat  Sub-total  HVAC Systems 1. Seigfred Hall 2. Radio-TV 3. Clippinger Hall 4. Haning Hall 5. McCracken Hall 6. Music Building 7. Peden Stadium 8. Scott Quadrangle 9. Carnegie Hall	\$ 7,000 1,000 3,200 1,000 1,000 \$ 13,000 5,000 10,000 6,000 20,000 3,000 4,000 5,000
C.	Window & Door Replacements		:	10. Convocation Center	25,000
	<ol> <li>Chubb Hall</li> <li>Scott Quadrangle</li> <li>Haning Hall</li> </ol>	\$ 35,000 66,000 20,000	G.	Sub-total Major Tunnel Maintenance	\$101,000
	<ol> <li>Lasher Hall</li> <li>Copeland Hall (doors only)</li> </ol>	15,000 5,000		Anderson Building to Richland Bridge     Park Place Turnel	\$110,000 215,625

Sub-total

TOTAL

\$325,625

\$141,000

Sub-total

## OHIO UNIVERSITY

### MAINTENANCE REQUIREMENTS BY BUILDING ASSUMPTIONS USED IN DEVELOPING SCHEDULE A

This schedule identifies maintenance needs we see in each of the ?? General Fund facilities in 9 categories. It should be noted that Dormitory and Dining Hall Auxiliary facilities have not been included in this analysis, and that these facilities have similar types of maintenance needs. A brief explanation of the assumptions used in developing each category for Schedule A follows:

Roofs, Gutters & Downspouts - A general assumption was made that any roof that had not been replaced in the last 20 years was approaching the point where expenditures would have to be made. Similarly, gutters and downspouts on a number of buildings are at the point where significant repairs or replacements are required.

Exterior Painting - With the exception of Grosvenor Hall, no exterior building painting has been performed since 1974 when Lasher, Haning and Putnam Halls were painted. This work has historically been contracted. As a general rule, exteriors should be painted every five years.

Interior Painting - Interior painting has historically been performed by University personnel. On the average, interiors should be painted every seven years. Some heavy use areas require painting annually whereas some other areas may only require painting every ten years. A painting staff of five cannot complete such a schedule.

<u>Window and Door Replacements</u> - Wooden doors and windows on certain buildings have deteriorated to the point where they should be replaced. The Natatorium and Chubb Hall are good examples. When replacing doors and windows, we should attempt to use materials that do not require painting.

Miscellaneous Exterior Building Repairs - Some facilities have special maintenance needs that must be addressed before further deterioration takes place. The Ellis Hall cornice is an example.

<u>Elevators</u> - The University has an elevator maintenance service contract, but this contract covers routine maintenance only. Additional maintenance needs should be addressed. The dumbwaiter at Baker Center, for example, should be replaced and safety features should be added to older elevators.

HVAC Systems - The condition of existing air conditioning, ventilation and heating equipment was considered in terms of age and current problems being experienced. Some systems require significant repairs and others are at the point where partial replacements must be considered. HVAC systems represent a significant investment by the University and should receive proper attention so as to avoid costly expenditures for replacement and repairs.

<u>Energy Conservation Measures</u> - Quick fix items, such as storm windows, insulating ceilings and walls, etc., and permanent changes in building heating systems were considered. Placing more buildings on steam heat, as opposed to gas, is a desired goal in this area.

Locking Systems - We presently have five buildings on the Best system. This system greatly reduces the problems of carrying many types of keys and provides greater flexibility in making lock repairs and replacements. The ultimate goal is to standardize our keying system thereby saving thousands of dollars and man hours. Given the age of our facilities, many systems are at the point where they should be replaced to provide better security.

On Schedule A, you will note that the age of each building is shown. The age was determined by using the original construction date for the facility. The following information regarding the age of the General Fund facilities may be worthy of note when discussing the maintenance requirements of our facilities:

AGE	- of Buildings	GROSS SQ. FT.
0-5 years	<b>3</b> ·	33,063
6-9 years	7	947,013
10-24 years	21	1,211,977
25-49 years	15	481,587
50-74 years	15	431,758
75-99 years	6	83,495
100-149 years	3	20,132
161 years	_1	<u>17,014</u>
Total	<u>71</u>	3,226,039

The average age of all 71 buildings is 40 years.

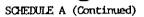
#### SCHEDULE A

# MAINTENANCE REQUIREMENTS BY BUILDING GENERAL FUND

Building	Years Age	Roofs, Gutters & Downspouts	Exterior Painting	Interior Painting	Window & Door Replacements	Misc. Exterior Bldg. Repairs	Elevators	HVAC Systems	Energy Conservation Measures	Locking Systems	<u>Total</u>
ALDEN LIBRARY	9	\$	\$	\$ 60,000	\$	\$	\$	\$ 10,000	\$	\$ 18,000	\$ 88,000
ANDERSON RES. (PSY)	4			5,000				1,000		1,500	7,500
ANIMAL RES. (ZOOL)	4			5,000				1,000		1,500	7,500
BAKER CENTER	24	15,000	6,000	55,000	67,500	15,000	7,000	45,000		22,000	232,500
BENILEY HALL	54	35,000	3,000	35,000	45,000			20,000		13,000	151,000
BIRD ARENA	19		1,000	15,000	16,000			65,000	49,000	1,500	147,500
BOTANY LAB	31		2,500	3,500					12,200	1,000	19,200
BOTANICAL RES.	5		1,500	5,000						2,000	8,500
BROWN	49	20,000	2,500	4,500		25,000			7,500	1,000	60,500
BURSON	57		1,500	3,000		12,000			3,500	1,000	21,000
BUSH ALRPORT	6		31,500	24,500		15,000		15,000		2,500	88,500
CARNEGIE	73	25,000	2,000	10,000	22,500			5,000		3,000	67,500
CHEMISTRY	31	30,000	3,000	15,000			1,000		10,000	3,000	62,000
CHUBB HALL	46	35,000	4,000	22,000	35,000	10,000		7,000		4,000	117,000
CHUBB HOUSE	<b>5</b> 7	6,000	3,000	10,000		10,000				2,000	31,000
CLIPPINGER	10		1,000	60,000				10,000		15,000	86,000
CONVOCATION CI	R. 9		1,000	62,000		45,000		40,000	15,000	18,000	181,000
COPELAND	21		3,500	25,000	35,000			15,000		10,000	88,500
CUILER	161	5,000	3,000	10,000		4,000				3,500	25,500
EDWARDS ACC.LA	B 10		1,000	7,500				3,000		2,000	13,500
ELLIS	75		5,500	40,000	41,000	85,000		20,000		12,000	203,500
ENGINEERING	29	45,000	2,200	35,000		15,000			13,000	10,000	120,200
EWING ANNEX (COLF COURSE)	?		1,200	1,500							2,700
FOUNDRY	57		2,500	2,500					35,000	1,000	41,000
GALBREATH CHAPI	EL 20	15,000	4,500	5,000						1,200	25,700
GARACE	27		1,500	2,500					26,000	1,000	31,000

### SCHEDULE A (Continued)

Building	Years Age	Roofs, Gutters & Downspouts	Exterior Painting	Interior Painting	Window & Door Replacements	Misc. Exterior Bldg. Repairs	Elevators	HVAC Systems	Energy Conservation Measures	Locking Systems	Total
GLASS BLOWING	57	\$	\$ 1,200	\$ 1,50	) \$	\$	\$	\$	\$ 7,500	\$ 1,000	\$ 11,200
GORDY	65	25,000	. 3,500	12,00	21,000			20,000			81,500
GROVER CENTER	17	225,000	3,000	25,00	25,000	•		2,500	30,000	10,000	320,500
GROSVENOR	15		6,000	55,00	)						61,000
HANING	71	30,000	4,500	10,00	20,000	25,000		10,000		7,500	107,000
HEALTH CENTER	27	5,000	4,200	20,00	25,000	15,000		5,000			74,200
HEATING PLANTS	10	10,000	1,500	6,50	)	20,000				1,000	39,000
INDUSTRIAL TECH	36	20,000	2,500	18,00	)	4,000	1,000		15,000	4,500	65,000
IRVINE	12		15,000	65,00	)					20,000	100,000
JANES	14		7,500	50,00	)					17,000	74,500
JENNINGS	<b>9</b> 7	20,000	1,800	7,50	)				4,000	1,500	34,800
KANINER	27	35,000	5,000	20,00	30,000					5,000	95,000
LASHER	52	40,000	5,000	10,00	15,000		1,000				71,000
LINDLEY	60	50,000	7,500	50,00	65,000			10,000			182,500
MAINTENANCE SHO	PS 17		2,000	5,00	0				104,500	8,000	119,500
MC BEE #2	52		4,000	20,00	o . —		3,200		50,000	3,000	80,200
MC CRACKEN	18	45,000	9,000	42,00	50,000	30,000	3,000	6,000		11,000	196,000
MC CUFFEY	138	25,000	4,000	6,50	0 1,500	3,000		é	5,000	2,500	47,500
MC KEE HOUSE	77		2,000	8,00	0				5,000	2,000	17,000
MEMORIAL AUD.	49	200,000	4,500	20,00	36,000	15,000		5,000		3,000	283,500
MORTON MATH HAL	L 7		1,500	57,00	0 .					15,000	73,500
MUSIC	7		1,500	45,00	0			20,000	2,000	15,000	83,500
NATATORIUM	28	75,000	5,000	15,00	0 7,500	35,000		5,000	15,000	2,500	160,000
NEUTRON LAB	8		1,000	1,00	0					1,000	3,000
29 PARK PLACE	78	30,000	5,500	9,50	0					3,000	48,000
35 PARK PLACE	77		3,000	7,50	0 1,500				9,000	2,000	23,000
PARKS HALL	15		6,000	25,00	0			12,000		10,000	53,000
PEDEN STADIUM	48		65,000	10,00	0	100,000		3,000	10,000	3,000	191,000



Building	Years Age	Roofs, Gutters & Downspouts	Exterior Painting	Interior Painting	Window & Door Replacements	Misc. Exterior Bldg. Repairs	Elevators	HVAC Systems	Energy Conservation Measures	Locking Systems	<u>Total</u>
PHYSICAL PLANT	11	\$	\$ 1,000	\$ 2,000	\$	\$	\$	\$	\$	\$ 1,000	\$ 4,000
PILCHER HOUSE	75	30,000	2,000	6,000	5,000	2,500		1,500	15,000	1,500	63,500
PORTER	18	45,000	4,500	40,000	57,000			6,000		12,000	164,500
PRO SHOP	27		250	250							500
PUTNAM	52	35,000	7,000	18,000	26,000			5,000	30,000	. 6,000	127,000
PUINAM STADIUM	52		1,000	3,000							4,000
RADAR LABS	12										
RADIO-TV	7		5,000	65,000	7,500		1,000	5,000		25,000	108,500
SCOTT QUAD	40	60,000	10,000	55,000	66,000	55,000		4,000	22,000		272,000
SEIGFRED	1.5	50,000	2,500	50,000				13,000	40,000		155,500
STORES, FACTORY	47		1,500	3,500			700		7,500		13,200
ST. TRISOLINI	117	30,000	2,000	8,000	5,000	2,700		500	5,000	2,000	55,200
TUPPER	62	35,000	5,000	20,000	30,000	10,000		1,500	10,000	7,000	118,500
TV TOWER	14		4,500	1,200							. 5,700
.WILSON , (DORM)	12		12,000	55,000						15,000	82,000
WILSON (GRAD)	138	25,000	4,000	6,500		2,500			5,000	2,500	45,500
WOMEN'S FIELD	17										
HOUSE ZOOLOGY	67	35,000	3,500	18,000	30,000	17,500	30,000	4,000	10,000	7,500	155,500
TOTAL		\$1,411,000	\$336,350	\$1,496,950	\$786,000	\$573,200	\$47,900	\$396,000	\$572,700	\$378,700	\$5,998,800

SCHEDULE B

#### MAJOR TUNNEL MAINTENANCE

	<u>Location</u>	Linear <u>Feet</u>	Estimated Cost
1.	Park Place Tunnel	670	\$215,625
2.	Richland Avenue Bridge to Park Place	650	172,500
3.	President Street Tunnel	600	181,250
4	Chubb Hall to College Street	500	129,375
5.	South College Street, East Union Street, University Terrace (Union Street to Natatorium) New Insulation and Vents		71,875
6.	Anderson Building to Richland Avenue Bridge	260	110,000
	Total		\$880,625

The University has approximately 4 miles of utility tunnels throughout the campus for the distribution of steam, electricity, domestic hot water and various communication systems. Most of the tunnels, and lines located therein, are over 60 years old and deterioration is evident. To ensure adequate continued service and to provide safe working conditions for tunnel maintenance personnel, an upgrading of certain tunnels is required.

SCHEDULE C

#### MISCELLANEOUS ENERGY CONSERVATION MEASURE NEEDS

	<u>Item</u>	Estimated Cost
1.	Heat Loss Survey	\$ 12,000
2.	Campus Wide Saver Tube Replacement	30,000
3.	Radiator Manual Thermostats	50,000
4.	Heat Traps for Building Entrances	35,000
5.	Night Setback Controls	8,000
6.	Tennis Court Light Controls	1,000
	Total	\$136,000

This category includes quick fix items for the entire campus. The goal is to conserve energy and reduce purchased utility expenditures.

SCHEDULE D

Carpet, Drapes & Blinds
and Classroom Furniture Replacement Estimates

Year	Carpet	Drapes & <u>Blinds</u>	Classroom Furniture	<u>Total</u>
1978 1979 1980 1981 1982 1983 1984 1985 1986 1987 1988 1989 1990	\$ 20,000 20,000 40,000 12,000 12,000 15,000 60,000 12,000 60,000 80,000 40,000 80,000 80,000	\$ 15,000 15,000 15,000 10,000 10,000 10,000 10,000 10,000 10,000 10,000 5,000 5,000 5,000	\$ 5,000 5,000 5,000 3,000 2,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000	\$ 40,000 40,000 60,000 25,000 24,000 26,000 71,000 23,000 71,000 91,000 46,000 86,000
Total	\$493,000	\$150,000	\$30,000	\$673,000

Bill Dombroski, Interior Designer of the University Planner's Office, provided information which we used for the development of projected annual expenditures that would be desired to provide for annual replacements on a planned basis. At the present time, no funds are budgeted in the University for such a program.

#### SCHEDULE E

#### FUBLIC ADDRESS SYSTEMS

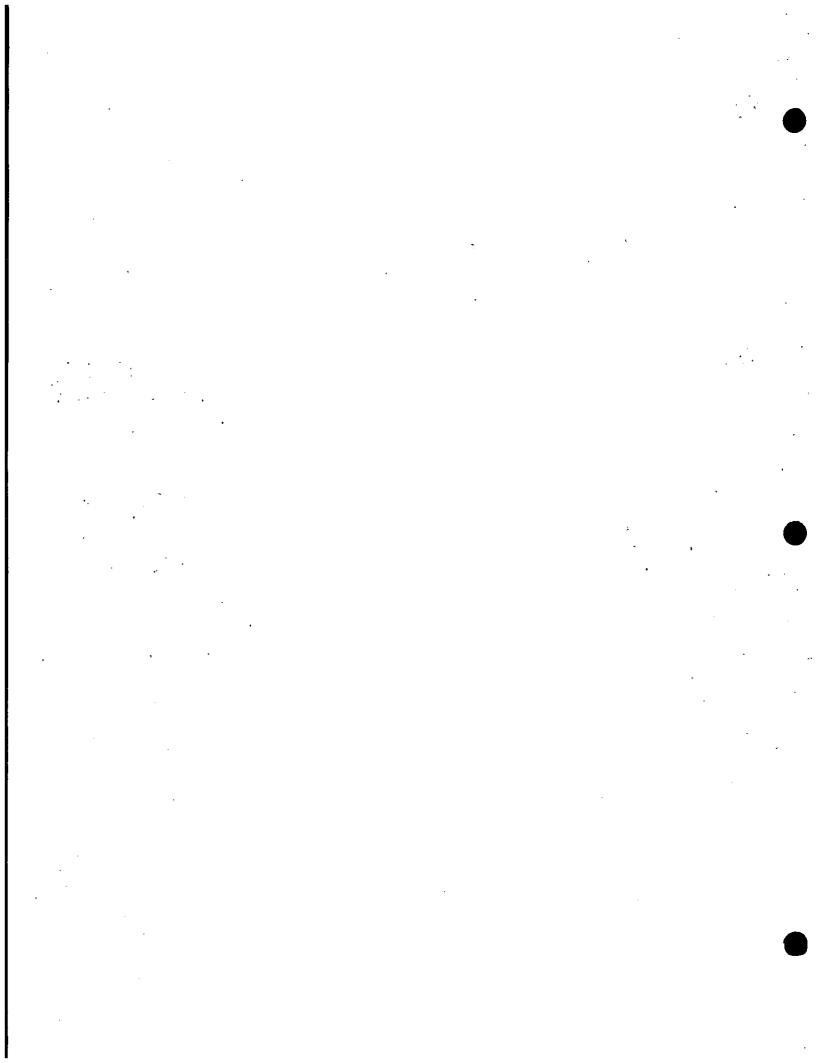
	Building	Cost
1.	Baker Center	\$15,000
2.	Bird Arena	€,000
3.	Convocation Center	2,500
4.	Morton Math	30,060
5.	Seigfred Hall	6,000
6.	Peden Stadium	10,000
	Total	<u>*69,500</u>

This information was taken from capital improvement requests that were submitted by the Director of Learning Resources. These projects involve upgrading current systems, replacement of current systems and adding to current systems. This list probably does not reflect our needs in this area.

SCHEDULE F

### STREETS, PARKING LOTS, & GROUNDS MAINTENANCE

Blacktop Scaling - Parking lots and streets have should be to prolong the life of existing surface	ve not been sealed and des.	Sidewalks - A number of concrete sidewalks need to some brick sidewalks are in need of repair.	be replaced and
1. Airport runway and taxi lanes 2. Scott Parking lot 3. Morton Hall lot 4. Health Center lot 5. Oxbow Drive 6. Garage lot 7. Convocation Center lot 8. Clippinger lot 9. Peden Stadium lot 10. North McKinley Avenue 11. Park Place lot 12. Porter/Bird Arena lot 13. Upper & lower Seigfred lots 14. Lasher lot 15. Haning Hall lot 16. Gordy Hall lot	\$ 35,000 850 1,250 300 3,750 900 12,500 2,400 8,000 1,700 350 3,400 2,700 700 350 350 350	1. South Green Drive to Richland Avenue bridge 2. Old Laundry building site on West Union 3. Clippinger 4. Repair Main Green sidewalks 5. Carnegie area sidewalks 6. McKee House area 7. Miscellaneous for entire campus 8. Rewire Main Green lights  SUB-TOTAL	\$ 1,000 1,000 1,000 5,000 2,000 1,500 5,000 8,000 \$ 24,500
SUB-TOTAL	\$ 74,500	This category identifies maintenance needs related parking lots and grounds of the University in all a dormitory areas.	
Fence Painting			
1. Tennis Courts 2. Putnam Stadium 3. Peden Stadium 4. Accelerator Lab 5. McBee #2	\$ 6,000 7,500 8,000 2,000 5,000		
SUB-TOTAL	\$ 28,500		





### Comparison 1972-73 vs. 1976-77

1972-73

1976-77

•	Budget Category	Budget	No. of Personnel	% of Total Gross Support	Budget	No. of Personnel	% of Total Gross Support
I.	Contractual Salaries & Benefits	\$ 191,947	12.75	5.1	\$ 188,171	9.75	5.7.
II.	Civil Services Wages & Benefits	2,818,106	373.8	75.3	2,684,621	222.00	80.8
III.	Misc. Wages & Benefits	8,053		0.2	7,028	,	0.2
IV.	300-900 Support  A. Supplies (300)  B. Travel (400)  C. Info & Comm (500)  D. Maint & Repairs (600)  E. Equipment	182,812 2,800 82,215 424,680 30,500		4.9 0.1 2.2 11.4 0.8	137,700 2,075 105,275 193,897 5,620		4.1 0.0 3.2 5.8 0.2
	Sub-Total 300-900	723,007		19.4	444,567		13.3
Less	Gross Budget (I, II, III & IV) s Dorm Support eneral Fund Support	3,741,113 326,561 \$3,414,552		8.7 91.3	3,324,387 361,707 \$2,962,680	3091000	. 10.7
Genera	al Fund Buildings	. 75			69	72	
Genera	al Fund Gross Square Footage	2,831,492			2,898,226	3, 15,5, 760	Rest
Genera	al Fund Cost/Square Foot	\$1.21		· +	PLIES. \$1.02	: .97	154 toplay

Prorchand Whitein Cost/pg ft:

898,224/H/ 1,36),000 /15

4,595,000

1,49 37 1.45

ASSUMES. 6.17 9/0 PATE

# ANNUAL DEBT SERVICE SAVINGS

#### OHIO UNIVERSITY

•		•	
,	01d Debt	New Debt	•
	Without Call	Without Call	Annua1
	Debt Service	Debt Service	Savings
Payment Period	Requirements	Requirements	(Loss)
, <del></del>			
7/1/77 through 6/30/78	\$ 612,353.75	\$ 522,366.25	\$ 89,987.50
7/1/78 through 6/30/79	1,325,376.25	1,260,772.50	64,603.75
7/1/79 through 6/30/80	1,326,301.25	1,262,442.50	63,858.75
7/1/80 through 6/30/81	1,326,401.25	1,258,372.50	68,028.75
7/1/81 through 6/30/82	1,330,470.00	1,268,317.50	62,152.50
7/1/82 through 6/30/83	1,328,507.50	1,262,242.50	66,265.00
7/1/83 through 6/30/84	1,330,513.75	1,265,335.00	65,178.75
7/1/84 through 6/30/85	1,327,363.75	1,267,477.50	59,886.25
7/1/85 through 6/30/86	1,329,132.50	1,263,757.50	65,375.00
7/1/86 through 6/30/87	1,329,813.75	1,264,147.50	65,666.25
7/1/87 through 6/30/88	1,329,407.50	1,258,625.00	70,782.50
7/1/88 through 6/30/89	1,327,913.75	1,266,912.50	61,001.25
7/1/89 through 6/30/90	1,325,020.00	1,258,892.50	66,127.50
7/1/90 through 6/30/91	1,320,707.50	1,254,685.00	66,022.50
7/1/91 through 6/30/92	1,314,920.00	1,254,082.50	60,837.50
7/1/92 through 6/30/93	1,312,445.00	1,247,142.50	65,302.50
7/1/93 through 6/30/94	1,313,023.12	1,248,687.50	64,335.62
7/1/94 through 6/30/95	1,306,641.87	1,243,540.00	63,101.87
7/1/95 through 6/30/96	1,303,257.50	1,241,652.50	61,605.00
7/1/96 through 6/30/97	1,292,857.50	1,228,130.00	64,727.50
7/1/97 through 6/30/98	1,290,457.50	1,232,627.50	.57,830.00
7/1/98 through 6/30/99	1,280,857.50	1,215,241.25	65,616.25
7/1/99 through 6/30/00	1,278,617.50	1,216,065.00	62,552.50
7/1/00 through 6/30/01	1,273,320.00	1,209,770.00	63,550.00
7/1/01 through 6/30/02	1,269,985.00	1,211,340.00	58,645.00
7/1/02 through 6/30/03	1,258,317.50	1,195,927.50	62,390.00
7/1/03 through 6/30/04	1,248,297.50	1,188,507.50	59,790.00
7/1/04 through 6/30/05	1,244,587.50	1,183,612.50	60,975.00
7/1/05 through 6/30/06.	1,241,572.50	1,181,103.75	60,468.75
7/1/06 through 6/30/07	1,233,850.00	1;180,673.75	53,176.25
7/1/07 through 6/30/08	1,235,787.50	1,176,945.00	58,842.50
7/1/08 through 6/30/09	1,227,156.25	1,174,750.00	52,406.25
7/1/09 through 6/30/10	1,217,956.25	1,164,300.00	53,656.25
7/1/10 through 6/30/11	1,207,775.00	1,155,595.00	52,180.00
7/1/11 through 6/30/12	1,181,818.75	1,128,945.00	52,873.75
	•		
•	\$44,402,783.74	\$42,212,985.00	\$2,189,798.74

### SOURCES AND USES OF FUNDS

### OHIO UNIVERSITY

SOURCES	
Par of refunding bonds	\$18,145,000.00
Accrued interest on refunding bonds	2,902.03
	\$18,147,902.03
USES	
Cost of acquired obligations purchased	
with refunding bond proceeds	\$17,633,000.00
Costs allocated to:	
Refunding bonds	92,500.00
Acquired obligations purchased with	
refunding bond proceeds	77,000.00
Discount (1.9%) on refunding bonds	344,755.00
Amount available for first debt service	
on refunding bonds	647.03
	\$18,147,902.03

FLOW OF FUNDS
OHIO UNIVERSITY

RequirementDate	Receipts From Acquired Obligations	Debt Service Requirements of Bond Issue to be Refunded	Balance
6/1/78	\$ 613,118.62	\$ 612,353.75	\$ 764.87
12/1/78	717,071.66	717,353.75	482.78
6/1/79	607,964.66	608,022.50	424.94
12/1/79	723,009.46	723,022.50	411.90
6/1/80	603,377.16	603,278.75	510.31
12/1/80	728,205.66	728,278.75	437.22
6/1/81	598,048.06	598,122.50	362.78
12/1/81	738,660.26	738,122.50	900.54
6/1/82	591,791.96	592,347.50	345.00
12/1/82	743,187.86	742,347.50	1,185.36
6/1/83	585,763.36	586,160.00	788.72
12/1/83	750,912.06	751,160.00	540.78
6/1/84 .	579,807.76	579,353.75	994.79
12/1/84	15,379,678.36	15,380,353.75	319.40
	\$23,960,596.90	\$23,960,277.50	

#### OHIO UNIVERSITY

#### INTER-OFFICE COMMUNICATION

DATE September 19, 1977

Members of the Budget, Finance and Physical Plant Committee

Charles J. Ping, President

SUBJECT Space Utilization and Management Study

The University's physical plant, built for 20,000, has been criticized as being too large for efficient operation for present use or for projected enrollments of around 15,000.

The University has selected Richard Fleischman Architects, Inc., of Cleveland to conduct the space utilization and management study of the Athens campus.

The request for release of funds is expected to be placed on the State Controlling Board schedule in October. If approved, as expected, work will be resumed with the State Architect's Office to finalize the contract between the consulting firm and the State of Ohio.

The study will comply with a suggestion of the Ohio Board of Regents as well as produce information for the University. It will be coordinated with programming for 1978-81, the planning phase which will begin following adoption of the University Goals and will produce a master plan for the years 1977 through 1985. In serving the Regents' request for a study, the space utilization findings will provide information which the state board will require for any future capital funding appropriations including building renovations.

The study will provide the University with evaluations which will be a basis for matching present and future space needs with present and future program plans.

The first step in the space study will be a detailed survey of the "state" of fit" existing between the physical plant and overall educational/ administrative program. Although basic survey information exists, more comprehensive data is expected to suggest new options. Extensive consultation will be held between the architectural firm and academic and administrative units to help define space needs. From the basic data and interview findings, the firm will prepare analyses of organization, normal use of facilities, needs for proposed program changes, and enrollment projections. Because present use of facilities has often evolved as space became available, attention will focus on future grouping of units to provide the most effective relationships. The aim will be for units to be where they ought to be, for the right reasons.

Considerations will include energy conservation, expected needs of instructional technology, and generation of income from existing land and buildings. From the standpoint of financial planning and the problem of coping with restricted resources, the study will offer an operating costs analysis of buildings.

From the survey and analysis phase, the architectural firm will move to specific recommendations which could require modification or adjustment in buildings, conceptual floor plans for building utilization, scheduling policies, square foot allocation policies, and hourly usage by unit.

The final phase in the space utilization and management study will be a plan for phasing improvements to minimize inconvenience and permit continuity of operation.

The study is particularly important to Ohio University at this time since it will permit the identification of physical plant areas including dormitories that should either be razed, renovated or where new construction is needed. The study will analyze the future development of the West Green Dormitory Area and its implications for the development of the medical school health-related activities and assess the University's capability to accommodate new programs such as the coal research institute.

The University's current facilities are among the oldest in the State. The study will permit the University to be, from a facilities standpoint, appropriately sized and efficiently managed.

I am enclosing a copy of the accepted proposal of Richard A. Fleischman Architects, which presents their proposed scope of services to meet the goals of the University.

There have been several discussions between University officials and Board of Regent staff members regarding the conduct and final result of the study. In spite of considerable pressure, the University has remained firm in its resolve to objectively conduct the study and to seek viable input from a variety of sources. I will review the history of these discussions to the committee during the October meeting.

Educational facilities are unique in general and colleges and universities are particularly unique in this era of retrenchment and contraction.

Unlike commercial facilities which are in a continuous state of expansion, remodeling and reorganization to keep pace with the competition, educational facilities have been content to construct individual buildings reflecting the fashion and enrollment of the moment with minimal attention directed to the primary objectives – the providing of an environment conducive to learning and the inherent flexibility to accommodate changing enrollment patterns. How can the physical space encourage interaction between students and faculty? How do you define that illusive environmental dimension that motivates both the teaching and learning process resulting in a more complete individual, interested and knowledgeable of the available opportunities but still allowing for the dream of what could be as opposed to what is.

Richard Fleischman Architects, Inc. has had a very intense involvement in programs of this nature starting as early as 1970. One of our earlier projects encompassed a \$23 million dollar, sixteen building complex. This project received considerable critical acclaim and resulted in commissions for a number of studies for other school districts all of which required the same creative interrogation in order to recognize the unique aspects of that particular district along with their aspirations and educational goals.

One consistent aspect of developing such a program has been the inherent change that has resulted through the interchange of ideas between the administration, staff and the architectural planners. This dialogue has invariably resulted in constructive change in the development of the final, approved program. Often there was a total reversal of the original objectives. It is necessary to recognize that the final plan, if it is to be a viable, useful instrument, must be flexible – able to adapt, change and be modified depending upon the clearly defined criteria and goals.

Our previous experience has provided the opportunity to develop a variety of formulae and building evaluators along with criteria for educational staff. This data is of significant value in the initial stage of a planning project where a comprehensive survey is required to identify general and specific characteristics and qualities of each specific building in the system. We have developed a unique library of procedures, equations, forms and evaluators that assist and help facilitate the survey and analysis of any grouping of educational facilities. This material is made available to our client in a variety of forms and presentations. We believe the efficiency and refinement that is exerted in the initial phase assists in the elimination of a considerable portion of the routine and mandatory workload permitting the creative firm greater freedom to participate more completely in the synthesis of a meaningful final recommendation in a logical and innovative manner.

This emphasis on the creative process recognizes how critical the total environmental evaluation is in both the interior and exterior physiognomy of the educational complex. It is this understanding of the sensitive use of space as a teaching tool that we believe make our firm unique.

The following is the Scope of Service description we deem appropriate to evaluate a comprehensive and integrated program for academic and administrative functions of the Ohio University Physical Plant at Athens, Ohio.

ONE

Scope of Services

### APPRAISAL OF EXISTING PHYSICAL CONDITIONS

This is basically a detailed survey to determine the state of fit which currently exists between the physical plant and the educational and administrative program.

The simple, direct task of collecting data cannot be minimized as to its importance as it serves as the basic block for future recommendations in providing innovative design options. It is a crucial aspect of the work demanding trained and experienced personnel always alert and conscious of potential problem areas at the existing buildings and sites. The scope of activity would include:

Confirmation of basic dimensions and photographing of existing conditions of buildings and sites / Analysis of physical characteristics / Primary Structural: footings, foundation, basement walls, slab on grade, load bearing structure, framed floors, roof framing, roofing, windows / Interior: partitions, flooring, ceiling, doors, toilet rooms, acoustical / Environmental Systems: HVAC, Plumbing, Electrical, Lighting, Emergency systems / Code Compliance: exits, corridors, hardware, extinguishers, sprinklers, hydrants, fire alarm, provisions for the handicapped.

# ANALYSIS OF FUNCTIONAL REQUIREMENTS TO BE ACCOMMODATED

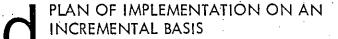
An analysis of the data assembled in the APPRAISAL to determine the specific situations and causes for misfit where they are found to exist. From the basic data and staff input assembled in the SURVEY phase, a thorough analysis will be made to assist in the formulation of recommendations. Included in this analysis process would be:

Examine existing organizational and management structure, programs and lines of authority / Document existing conditions / Physical inspection and observation of the existing facilities in normal use / Interviews with appropriate members of the staff / Interviews with student representatives / Assemble data with reference to student population projections / Make projections as to future directions that will impact upon the University / Analyze any proposed changes in organization, management, lines of authority and programs implemented in the near future or any changes foreseen in the not-so-near future / Consider jurisdiction or procedures which might impact upon the University procedure and available space / Consider (1) internal impact factor - changes which might result by virtue of local decision-making and (2) external factors mandated by virtue of decisions from the Board of Regents / Analysis of the many variables that could affect operational requirements in the future / Examination and analysis of patterns of movement of students and staff / Space and equipment needs of all departments and functions Environmental systems - mechanical and electrical Security systems - fire and closure / System for the handicapped.

# DOCUMENTATION OF PROPOSED IMPROVEMENTS/ALTERATIONS/REORGANIZATION

From the data and staff input assembled in the SURVEY and ANALYSIS phase, a thorough DOCUMENTATION would include:

Provide a general appraisal of the environmental characteristics of the University complex (excluding residential and dining complexes) / Use of materials, paint colors, graphics, furnishings / Examination in terms of modifying or adjusting the environment to bes accommodate the philosophy and needs of the University and its staff. Accommodation of contemporary management functions / Provide conceptual floor plans showing areas and utilization for each building on the campus exclusive of residential and dining facilities / Itemized list of building environment and ambience, both interior and exterior / Provide graphic displays, both two and three dimensional as may be required to delineate and explain recommendations / Examination and recommendation relative to: Scheduling policies, square foot allocation policies, square footage standards by unit, hourly usage by unit and type of space / Consideration and recognition of impact of: Energy conservation, space pricing, instructional technology, generation of income from existing land and buildings and space redevelopment.



This is to provide a plan for implementation recognizing the necessary phasing of improvements to allow for continuity of on-going operations with a minimum of interruption.

The scope of activity would include:

Establish priority of proposed improvements and reorganization of space as related to funding capabilities / Establish a time schedule in narrative description and graphic charts summarizing the entire process / Establish a table of organization indicating the responsible approving authority for the recommended course of action.

# ESTIMATE OF PROBABLE COST OF PROPOSED REORGANIZATION AND IMPROVEMENTS

This phase of the study provides an estimate of probable costs for recommended reorganization and improvements organized into groupings relating to logical increments in the work / Relate probable cost to funding capabilities and resources.

# RECOMMENDATIONS/CONTINUITY OF PROGRAM PRESENTATION OF REPORT

Presentation of report to the responsible Ohio University Administration and Staff and to the Ohio State Board of Regents or other state agencies as directed by the Ohio University Facilities Planner and Director of Construction / Included in this proposal is a total of four presentations and fifty (5) copies of the final report at the direct cost of printing.

# **DECLARATIONS**

- This Contract may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In the event of such termination, the Architect shall be compensated for services performed up to the termination date, including Reimbursable Expense outstanding.
- None of the employees have a contractual relationship with Ohio University. Richard Fleischman Architects, Inc. is the Architect presently involved with the following programs for the State of Ohio:
  - Kent State University / Health, Physical Education & Recreation Facility
  - Department of Mental Health & Mental Retardation / Apple Creek Cottage "A"
- Time to complete study:
  - . minimum / six (6) months
  - . optimum / ten (10) months
  - . maximum / twelve (12) months
- In the event Ohio University should choose to change or expand the scope of service, the fee shall be adjusted by negotiation.
- Richard Fleischman Architects, Inc. will not assign any interest or payments without prior written consent of Ohio University.

- The Architect will have no interest nor acquire any interest, direct or indirect, which will conflict with the completion of the Scope of Services.
- Any information, data or any other items given to the consultant by Ohio University shall be released only upon prior written approval of Ohio University.
- The responsible representative administering the proposal and securing approval for the work performed will be Alan H. Geiger, University Facilities Planner and Director of Construction who has been so designated by Ohio University.
- The representative of Richard Fleischman Architects, Inc. is Richard Fleischman, FAIA.
- All claims, disputes and other matters in question between the parties to this Contract, arising out of, or relating to this Contract or the breach thereof shall be decided by arbitration in accordance with the rules of the American Arbitration Association.

OHIO--ROSS CO. CHAYES 1273 Marinis VIS MIDBLITE SERRES (FOPOGRAPIES BI 74 HOXABELL IN GIVEN MUREE SEPTIMES. 45 (descent . Valley V A HOSPITAL CHILLICOTHE REFORMATORY Brewer, Heights CHILLICOT Challuothe = - ... Country Club 0

Reused

### RESOLUTION 1977--

WHEREAS, it is the intent of the Board of Trustees of Ohio University to acquire for resale the property herein described, and to arrange for this resale under the conditions described,

THEREFORE, BE IT RESOLVED that the Board authorizes the President, or his designee, to request consent from the federal government and proceed with negotiations to accomplish the resale, recognizing all facts and conditions herein set forth:

Ohio University was granted, on the 28th day of June, 1967, 53.3 acres more or less by deed recorded in Volume 348, Page 456 of the Ross County Deed Records.

This deed contains restrictions summarized as follows:

- (1) The property must be used for a period of 30 years for educational purposes according to a plan submitted at the time Ohio University received the above deed. The plan submitted to the Federal government proposed using the 53.3 acres for educational or recreational facilities.
- (2) During the 30 year period property could not be sold.
- (3) Annual reports are required reference the above referred to use and original plan compliance.

The deed allows the University to not comply with the above restriction against sale, (Vol. 348, Page 463 of the recorded deed, a copy of which is attached):

(quotation from the deed - property may be sold)
"for acquiring substitute or better facilities or
for relocating elsewhere".

Ohio University-Chillicothe could be better served by selling the above referred 53.3 acres and relocating the recreational facilities thereon to the main campus in the City of Chillicothe.

Ohio University does hereby resolve to exercise its right to purchase the above 53.3 acre tract pursuant to its right to purchase the property for \$49,300.00, less 3-1/3% of said amount, "for each 12 months during which the property has been utilized".

### OHIO UNIVERSITY - CHILLICOTHE CAMPUS

BOX 629 CHILACOTHE, OHO 45601

September 29, 1977

The Ohio University Board of Trustees Athens, Ohio 45701

Gentlemen:

This refers to the resolution passed unanimously by the Ohio University Regional Coordinating Council of Chillicothe, on September 28, 1977. The Council has asked that I mention briefly some of the points of discussion at that meeting in case they might be helpful to your Board in considering the sample resolution suggested by Mr. Blair.

The market value appraisals would indicate that money would become available to further enhance the recreational facilities at the main campus of the Chillicothe branch. It is felt by the Council that the community at large will be pleased to know of such new facilities and it would be our plan to announce publicly all the details of the transactions leading up to such new facilities, including the original grant of 1967.

We can not spell out, at this moment, the details of how the money will be spent until the final details of the current expansion are available. There are a number of popular athletic events for example requiring special facilities. The Board will concentract on developing a program and a respective allocation of funds in accordance with the intent of the deed and of the resolution which has been suggested.

Very Truly Yours,

J. S. Hamilton

Coordinating Council Member

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### OHIO UNIVERSITY

#### INTER-OFFICE COMMUNICATION

DATE September 29, 1977

To The President and Members of the Budget, Finance and Physical Plant Committee

FROM John F. Burns, Director, Legal Affairs

SUBJECT Former Federal land belonging to Ohio University at Chillicothe, Ohio

In 1967 the Federal government deeded a tract of land of approximately 53.3 acres to the President and Board of Trustees of Ohio University under the surplus property laws at that time. The deed contained certain requirements for the use and development of the land. Generally, that for 30 years that land must be continuously utilized for educational purposes, and for no other purpose; and if this condition was not met the land would revert to the Federal government at its option.

In recent years the land has not been used by Ohio Uni-versity; and we received the attached letter of August 8, 1977, from a representative of HEW. I have talked to their office and we have written them requesting an extension of time till October, to determine what action we should take in response to their letter.

At this time the members of the Ohio University Chillicothe Advisory Council have suggested that the University basically exercise the purchase option referred to in the August 8, 1977, letter and then sell the land, presumably at a substantial profit, to benefit the OU-C program. Enclosed is a letter from Mr. John Blair setting forth this proposal. This proposal entails a number of important policy, as well as technical implementation questions that Dr. Bryant wishes to discuss with you. We have to take some action with respect to the land in the near future and since action by the Board of Trustees will be required if certain of our options are exercised, you should be apprised of this now for your review and suggestions.

xc: Dr. James Bryant, Vice Provost, Regional Higher Education Mr. Gene Peebles, Vice President, Operations



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

REGION V

300 SOUTH WACKER DRIVE CHICAGO, ILLINOIS 60606 August 8, 1977

OFFICE OF THE REGIONAL DIRECTOR

Office of the Dean Ohio University Off-Campus Academic Programs Athens, Ohio 45701

Portion Federal Reservation Federal Reformatory Chillicothe, Ohio J-OHIO-595G

Dear Sir:

Reference is made to the above-referenced property which was transferred to Ohio University (Chillicothe Campus), by Quitclaim Deed, dated June 28, 1967.

Based on an On-Site Utilization Survey conducted by a representative from this office on July 13, 1977, it appears that subject real property has not been utilized (or nominally utilized) since 1975.

In accordance with the aforementioned Quitclaim Deed and "Conditions Subsequent" contained therein whereby property conveyed shall be utilized continuously for educational purposes in accordance with the proposed Program of Use as set forth in the application of record, it further appears that there are several approaches to the resolution of this problem, relevant to the disposition of said property. They are as follows:

- 1. Place the property in full utilization pursuant to the application of record on or before November 30, 1977.
- 2. Pay the Government the unamortized portion of the Public Benefit Allowance, or the current Fair Value of the property, less earned credit.
- 3. Return title to the United States of America by execution of an appropriate reconveying instrument.

In the event you elect to return title to subject property to the Government, you should request that title to the property be revested unto the United States of America (there are no statutory provisions providing for any reimbursement whatsoever to the Transferee for monies expended for the operation or maintenance of real property). For your information, please be advised that after revestment proceedings have been completed, the property is reported back to the General Services Administration for sale or other disposal action.

4. Agree to retransfer the property to another eligible health or educational Institution as directed by the Department of Health, Education, and Welfare.

The current nonuse (or nominal use) of said property now constitutes a breach of the transfer instrument. If we do not hear from you relative to your determination as to what alternative you choose to take, on or before September 9, 1977, we have no recourse but to take appropriate steps to initiate "Involuntary Revestment" proceedings as provided for in the aforecited Quitclaim Deed.

We trust that you understand our position and regret that your agency appears to have no further use for this property. Upon receipt of your letter of determination as to which alternative action you have elected to pursue (utilization of revestment), we will advise you of the required action to complete this matter in accordance with current regulations governing the disposition of surplus real property.

Please do not hesitate to call or write if there are any questions regarding this matter.

Sincerely yours,

Robert Prager Director, FPA



# OHIO UNIVERSITY - CHILLICOTHE CAMPUS BOX 629

CHILLICOTHE, OHIO 45601

OFFICE OF THE DIRECTOR

September 14, 1977

Robert Prager Director, FPA Department of Health, Education and Welfare Region V 300 South Wacker Drive Chicago, IL 60606

Ref: Portion Federal Reservation

Reformatory

Chillicothe, Ohio

J-OHIO-595G August 8, 1977

Dear Mr. Prager:

Thank you for your letter of August 8, 1977 regarding the above referenced property. Ohio University is now investigating alternatives for fuller utilization of the property consistent with the terms of the deed. The Ohio University Board of Trustees is meeting October 1, 1977 to discuss this matter and I would like to request the delay of action on this project until the various alternatives can be properly evaluated by the Board.

The University will be in contact with you next month to discuss a final disposition of the property.

Sincerely,

Edwin Hunt Badger Dean

:dlk

xc: John G. Blair

### RESOLUTION

Now comes the Ohio University Regional Council of Chillicothe,
Ohio, who did meet on the 28th day of September, 1977 and, by vote of
the Regional Council, do request that the Ohio University Board of
Trustees pass a resolution, the same or similar to the below sample
resolution.

Dated this 28th day of September, 1977.

OHIO UNIVERSITY REGIONAL COUNCIL

BY

ohn G. Blair, President

BY:

# SAMPLE RESOLUTION

Ohio University was granted, on the 28th day of June, 1967, 53.3 acres more or less by deed recorded in Volume 348, Page 456 of the Ross County Deed Records.

This deed contains restrictions summarized as follows:

relocating elsewhere"

Ohio University-Chillicothe could be better served by selling the above referred 53.3 acres and relocating the recreational facilities thereon to the main campus in the City of Chillicothe.

Ohio University does hereby resolve to exercise its right to purchase the chase the above 53.3 acre tract pursuant to its right to purchase the property for \$49,300.00, less 3-1/3% of said amount, "for each 12 months during which the property has been utilized".

Dated this day of	, 1977.
	THE OHIO UNIVERSITY BOARD OF TRUSTEES
	ВҮ:
	BY:

# Board of Trustees Educational Policies Committee Meeting September 30, 1977, 1:30 p.m. (Meeting convened at 1:50 p.m.)

The committee met with Provost Bucklew. Lavelle, Holzer, Phillips, and Spencer attended.

1. FACULTY IMPROVEMENT LEAVES.

Of the standby resolutions, the one outlining grievance procedure will not be used.

2. EDUCATIONAL PLAN.

This was endorsed for presentation to the Board.

- 3, 4, 5. These were reports not for action.
- 6. APPOINTMENT TO REGIONAL COORDINATING COUNCIL ZANESVILLE.

Fred Johnson will be recommended.

Robert E. Mahn, Secretary

Prepared for record. Not distributed.

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RESOLUTION	

Se used.

WHEREAS the Ohio University Board of Trustees at its April 18 meeting directed the administration to prepare new guidelines limiting in some appropriate way the number of leaves in force at any given time, and

WHEREAS the Trustees requested that the recommendations for leaves come before the Board at an earlier date,

NOW THEREFORE BE IT RESOLVED that Section 5 of the Faculty Improvement Leave be amended to include the following sentence:

"As a general guideline the university annually will award leaves to 5-6% of Group I faculty."

BE IT FURTHER RESOLVED that Section 11 be reworded to read:

"11. Application for professional leave shall be approved by the Trustees at their winter meeting; the faculty members will be notified within one week of the action taken by the Board. The Provost will establish dates for the internal review process. The application must include a well considered plan, presented with a reasonable degree of specificity, showing how the leave will contribute to the professional effectiveness of the applicant and the best interest of the university, e.g., teaching efficacy, research, and creativity."

BE IT FURTHER RESOLVED that the third sentence in Section 12 be changed to read:

"If the evaluation process results in a decision not to approve the application, the faculty member will be given, no later than one week after the trustees winter meeting, written notification of the action and all reasons for the action."

RESOLUTION		
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To be tod

WHEREAS the Ohio University Board of Trustees at its April 18 meeting directed the administration to prepare new guidelines limiting in some appropriate way the number of leaves in force at any given time, and

NOW THEREFORE BE IT RESOLVED that Section 5 of the Faculty Improvement Leave be amended to include the following sentence:

"As a general guideline the University annually will award leaves to 5-6% of Group I faculty,"

#### OHIO UNIVERSITY

### Inter-Office Communication

November 23, 1976

DATE

		.07.1	 ,
TO	All Faculty		 · · · · · · · · · · · · · · · · · · ·
FROM	Neil S. Bucklew, Provost		 
,		. '	
SUBJECT	Faculty Improvement Program		,

The following policy, recommended by the Faculty Senate and approved by the University Trustees, replaces present Section V(A) of the Faculty Handbook.

NSB:bcv

### V. A. Faculty Improvement Program

- The purpose of the Faculty Improvement Program is to enhance the professional skills of the faculty member through further education, study, research, or creative work. It is the spirit of the program to permit the faculty member maximum flexibility in planning, in his way, his professional development. Both faculty and students as well as the public will benefit from such improvement in professional competence.
- 2. At the end of each seven-year teaching period at Ohio University, each tenured faculty member having faculty status shall be eligible for professional leave. Department chairmen accrue time towards eligibility in the same way as other faculty members. All academic service to Ohio University will count toward eligibility regardless of the rank, campus, or overseas program at which it was performed. Every faculty member who has taken professional leave shall complete another seven years of service at Ohio University before he shall become eligible for another grant of professional leave.
- 3. Leaves of absence supported by other programs, such as Baker Awards, research grants, fellowships, etc., and leaves for the purpose of employment by another school or company will not be considered as substitutes for professional leave. However, the period spent on such special leaves of absence will not count as part of the accrual period for provessional leave.

- 4. Professional leave may consist of one quarter at full pay, two quarters at three-fourths pay, or three quarters at two-thirds pays. These rates are to be applied to the pay the faculty member normally would receive during the quarter(s) in which he is to be on leave.
- 5. Professional leave may be granted for a maximum of three quarters.
  Faculty on nine-month contracts will be granted leave only during the quarters covered by a contract. Professional leave may not be taken during the summer or other off quarter, though such quarters do count toward eligibility for professional leave. Faculty members on twelvemonth contracts will be granted leave at any time during the twelvemonth period of the contract, with the combined summer sessions considered to be one quarter.
- 6. A faculty member on professional leave will not hold a paid position unless that position can be shown to assist him professionally. Should he hold such a paid position during the period of the leave, however, the sum of the professional leave salary and additional funds in the form of grants, stipends, gifts, or pay shall not exceed the salary the faculty member would have received for that year without leave, excluding such funds as are applied to the special expenses of the leave for equipment, books, professional travel, services, higher cost of living elsewhere, etc. Should the sum exceed that amount, the university's contribution to his professional leave salary may be reduced accordingly.
- 7. A faculty member who does not wish to apply for professional leave the year he becomes eligible or who is denied leave for any reason, will not lose his eligibility and may apply in the following years. If a faculty member is denied leave for the convenience of the department, in spite of the fact that his proposal merits approval, every effort will be made to ensure that this denial is not continued another year.
- 8. Upon completion of professional leave, a faculty member starts accruing time toward eligibility for the award of his next professional leave as of the date of his resumption of normal academic duties. He does not begin to accrue time toward another leave while the leave for which he is already eligible is delayed either voluntarily or through denial of leave.
- 9. Professional leave shall be considered as part of university service. No faculty member shall, by virtue of being on professional leave, suffer a reduction or termination of his regular employee retirement or insurance benefits or of any other benefit or privilege he receives as a faculty member at Ohio University. Whenever such a benefit would be reduced because of a reduction in the faculty member's salary during the period of professional leave, the faculty member shall be given a chance to have the benefit increased to its normal level. Ohio University will continue to pay its portion of pension and insurance policies.

\* An Illustration of Professional Leave Pay Schedules. 9-month salary of \$1,5,000.

On Leave	Teaching	Pay to leave:	Pay for time teaching	Available for
	•			partial replace- ment
l qtr.	2 qtrs.	\$5,000	\$10,000	\$0
2 qtrs.	l qtr.	7,500(3/4 of \$10,000)	5,000(1/3 of \$15,000)	\$2,500
3 qtrs.	0	10,000(2/3 of \$15,000)	0	\$5,000

- 10. Faculty members will be expected to teach at Ohio University for at least three quarters after completion of their professional leave.
- 11. Application for professional leave is to be made in writing to the department chairman ordinarily no later than the first day of the Winter Quarter preceding the summer and/or academic year in which the leave is to be taken. The decision by the President on his application is to be made known to the faculty member in writing no later than March 1, though this decision is subject to trustee approval at their next meeting. The application must include a well-considered plan, presented with a reasonable degree of specificity, showing how the leave will contribute to the professional effectiveness of the applicant and the best interest of the university, e.g., teaching efficacy, research, and creativity.
- 12. The department will evaluate the faculty members' applications and the chairman will send all the applications and his recommendations to the appropriate dean. The dean will review all applications in his college and send them and his recommendations to the Provost, who will review them and make recommendations to the President for final approval or disapproval, subject to confirmation by the Board of Trustees. If the evaluation process results in a decision not to approve the application, the faculty member will be given, no later than March 1, written notification of the action and all reasons for the action. The written statement will be made by the person in the review process who first recommends disapproval of the application.
- 13. If a faculty member feels that his leave proposal has been unfairly appraised or for any other reason that he was denied professional leave unjustly, he will have the right to appeal the decision to his chairman, to the dean, to the Provost, and then to an appeal board which shall be the Professional Relations Committee of the Faculty Senate. This committee will normally interview the faculty member, his chairman, and his dean, and then make recommendations to the Provost for final action.
- 14. A report on the completed professional leave activities shall be submitted in writing through the same channels as the request for leave within three months following the return of the faculty member to his teaching duties at Ohio University. The department will evaluate the report. Evaluation of this report will play a significant role in the granting of future professional leaves.
- 15. No professional leave may be granted that requires a corresponding addition to the permanent faculty of Ohio University. Departments and regional campuses are expected to arrange for professional leaves on a "breakeven" or "no cost" basis; in some cases a "no cost" program may be desirable on a college wide basis. Duties of persons on professional leave normally will be assumed by the remaining faculty. If a faculty member is on leave with less than full salary, the remaining part of his budgeted salary may be used toward replacement of his services. The department chairman will describe how the proposed loss of teaching services will be compensated for, without impairment of the quality of the department's work. Faculty members of small instructional units and other singularly specialized faculty shall have equal opportunity for leave with all other faculty.

Regional campus faculty members shall submit requests for professional leave to the division coordinator. The division coordinator may forward the faculty member's application to the appropriate department at the Athens campus or to the most closely related department if no corresponding department exists. He shall take such action at the faculty member's request. The Athens department shall give advice on the merit of the faculty member's proposal and return it to the division coordinator, who shall take this advice into consideration in making his recommendations to the regional campus dean. The regional campus dean shall review all applications at his campus. He will send applications and his recommendations to the Provost, who will review them and make recommendations to the President for final approval or disapproval, subject to confirmation by the Board of Trustees. If the evaluation process results in a decision not to approve the application, the faculty member will be given written notification, no later than March 1. The written statement will be made by the person in the review process who first recommends disapproval of the application. The appeal procedure shall be through the division coordinator, the regional campus dean, the Provost, and then to the Professional Relations Committee of the Faculty Senate.

When more applications are recieved than a department can recommend for implementation for the coming year, it is suggested that decisions on which faculty members shall be recommended for leave be based on (A) the merit of the proposal and (B) the longevity of service to Ohio University since the last professional leave or since the beginning of employment at Ohio University if the faculty member has had no previous leave. Precedence over the above guidelines may be given in the following exceptional circumstances: (1) a previously approved proposal which could not be implemented for the sake of departmental convenience or because of the discontinuation of a previous sabbatical leave program should be given the highest priority if resubmitted; (2) special programmatic needs of a department, and (3) special opportunities available to a faculty member at a particular time.

<sup>\*</sup> These implementation guidelines comprise an addendum to the Trustee approved policy. They were recommended by the Faculty Senate and adopted by the University.

### RESOLUTION 1977--

BE IT RESOLVED by the Board of Trustees of Ohio University that the following person recommended for appointment by the President for a replacement term on the Regional Coordinating Council for Ohio University-Zanesville is hereby approved for membership on the Council.

Fred H. Johnson

Four Year Appointment

## OHIO UNIVERSITY

### Inter-Office Communication

	DATE September 26, 1977
то	Dr. James Bryant, Vice Provost, Regional Higher Education
FROM	Dr. James Karge Olsen, Dean, Zanesville Campus
SUBJECT	

This is to advise you that I have contacted Wilson Cole, Chair of the OUZ Regional Coordinating Council and he sees absolutely no problem of representation of the Campus' interest by Fred Johnson as a result of the fact that he resides in Franklin County. Both Wilson and I feel that Mr. Johnson because of his continuing interests in the area and long association with it can offer us only the best representation. We are, therefore, proceeding with the necessary steps to assure his appointment to our Council.

Thank you.

Form P-37