

OHIO UNIVERSITY  
ATHENS, OHIO 45701

BOARD OF TRUSTEES

February 8, 1982

TO: Those listed below\*

FROM:: Robert E. Mahn, Secretary, Board of Trustees

*Robert E. Mahn*

SUBJECT: Minutes of the January 30, 1982 Meeting of the Board

Enclosed for your file is a copy of the January 30 minutes.  
The draft of the minutes will be presented for approval at the next  
stated meeting of the Board.

REM:vg

Enclosure

\*Chairman and Members of the Board

Mr. Johnson

Mr. Axline

Dr. Ping

✓ Mr. Mahn (2)

Dr. Bruning

Mr. Peebles

Mr. Kurlinski

Dr. Harter

Mr. Kennard

Archivist (2)

Resident Auditor

Mr. Burns

*Mr. Geiger*

MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF OHIO UNIVERSITY

Saturday, January 30, 1982, 11:00 A.M.

Room 319, Alden Library, Ohio University Campus  
Athens, Ohio

I. ROLL CALL

Eight members were present, namely, Milton J. Taylor, Chairman, G. Kenner Bush, Vice Chairman, Frank C. Baumholtz, Priscilla S. D'Angelo, Dean W. Jeffers, J. Grant Keys, William D. Rohr and Fritz J. Russ. This constituted a quorum.

Donald A. Spencer was unable to attend. Trustee Emeritus Fred H. Johnson and Robert P. Axline, Jr., who sits with the Board by invitation as President of the Ohio University Alumni Board of Directors, were present. President Charles J. Ping and Secretary Robert E. Mahn were present.

II. APPROVAL OF MINUTES OF THE MEETING OF  
October 3, 1981

Mr. Russ moved that the minutes be approved as distributed. Mr. Keys seconded the motion. Approval was unanimous.

III. COMMUNICATIONS, PETITIONS AND MEMORIALS

Secretary Mahn reported that none had been received.

IV. ANNOUNCEMENTS

There were no announcements.

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## V. REPORTS

President Ping and N. Joseph Welling, Director of the Telecommunications Center, made reports. These follow:

President Ping

### STATEMENT ON BUDGET TO BOARD OF TRUSTEES January 30, 1982

The major issue before the Board of Trustees is the mid-year report of the operating budget. These calm and orderly revisions reflect little of the current chaos of the State of Ohio and may cloak the real issues.

#### 1. Major Responsibility

Before dealing with the impact of the announced cuts I want to identify the key premise in my argument. The federal government has two major responsibilities: the economy and national security. The State also has two principle areas of responsibility: Welfare (apparently this is to be a growing area of activity) and education. The defense budget nationally provides for national security. It insures that we as a nation have a future. At the state level the education budget has a similar function -- to insure that we have a future.

#### 2. Destruction of Public Education

The budget reductions have begun not just to erode but to jeopardize the future of education in the State of Ohio. The mathematical solution being discussed will destroy public education. It will result in massive closings of public schools or the dramatic curtailment of program. It will erect economic barriers to higher education and university education will be limited to those who can afford to pay the bill. If recent experience is translated into future policy, it will lead to program reduction and a crippling or a retreat from graduate education and research. In short, it will destroy the capacity of education to insure a future to the State of Ohio.

#### 3. History of Support

The current crisis would be less damaging if we started from an adequate base. Ohio enrolls far fewer students in post secondary education than the national average; Ohio has fewer institutions and places for students than other midwestern states. And Ohio supports education at a low level. The support per student places Ohio 47th out of 50 states. In the last two years what was already a bad situation has further deteriorated. Ohio stands 50th out of 50 states in the increase over the past two years in support of higher education. The spendable dollars have dropped dramatically in that period - from \$1520 per student in 1979-80 to \$12.49 in 1981-82.

#### 4. Consequences

The state is not pruning some valuable but non-essential service. Ohio is cutting away the ability of university education and research to secure the future. The impact is as predictable as a declaration of unilateral disarmament by the federal government in the face of a growing threat to peace and security in the world.

This great industrial heartland of the United States stretching from Western New York and Pennsylvania across Ohio, Michigan, Indiana, Wisconsin, Illinois on to eastern Missouri is a deeply troubled region. Forbes Magazine described the region last spring as the new New England and predicted a grim struggle for recovery. For the industrial heartland hope lies in the development of leadership, hope lies in the nurture of human capital. Basically, Ohio's security rests in education.

Mr. Welling

TELECONFERENCE REPORT

On May 4 the Life Long Learning office and the Telecommunications Center will produce a two-hour teleconference in cooperation with the Council for the Advancement of Experiential Learning. This live television presentation will be distributed by satellite to twelve locations including Atlanta, Denver, Memphis, Miami, Boston, Philadelphia, Detroit, Minneapolis, Los Angeles, Portland or Seattle, Chicago or New York. It will be viewed by participants in workshops at those locations, and they will exchange questions through telephone calls to our panelists in Athens.

The theme of the teleconference will be "New Alliances for Learning in the 1980's".

This presentation will also be viewed by educational service directors at about 200 public television stations participating in the PBS Adult Learning Service. It will include the use of segments from TRANSITIONS, a television series about experiential learning produced by Ohio University. The teleconference will be used to promote the availability of TRANSITIONS nationally for participating public television stations and the higher education institutions working with them.

This spring, after the teleconference, PBS will license and distribute TRANSITIONS to participating stations. They will record the programs and make them available on tape to local institutions.

This is the first CAEL/OU teleconference, with plans in development for others. TRANSITIONS is our first cooperative production. A second series of programs is in production now and will be available next fall.

## VI. UNFINISHED BUSINESS

The Secretary reported no unfinished business.

## VII. NEW BUSINESS

Chairman Taylor stated that Board committees had, at their respective meetings, discussed the matters being presented to the Board. Chairmen, or committee members designated by them, presented the matters for action.

### A. BUDGET, FINANCE AND PHYSICAL PLANT COMMITTEE MATTERS (Mr. Jeffers, Chairman of Committee)

1. Treasurer's Financial Report for year Ended June 30, 1981,  
and Auditor's Report for Residence and Dining Halls

Mr. Baumholtz moved approval of the resolution. Mr. Jeffers seconded the motion. Approval was unanimous.

### RESOLUTION 1982--596

BE IT RESOLVED that the Board of Trustees accepts the Treasurer's Financial Statement for the year ended June 30, 1981, and Auditor's Report for Residence and Dining Auxiliary, and the Reports are deposited with the Secretary.

The Financial Statement and Auditor's Report are filed with the minutes.

2. Revised Budget for 1981-82

Mr. Jeffers complimented President Ping on his statement on Ohio's fiscal crisis. He invited Mr. Russ to present the resolution.

By invitation of Mr. Russ, President Ping summarized the revisions. They are contained in the following statement which the President had prepared for the Agenda:

January 19, 1982

TO: Ohio University Board of Trustees  
FROM: Charles J. Ping, President

RE: MID-YEAR REVISION OF THE 1981-82 OPERATING BUDGET FOR ATHENS GENERAL PROGRAMS,  
COLLEGE OF OSTEOPATHIC MEDICINE AND REGIONAL HIGHER EDUCATION

Planning and budgeting at Ohio University and other state universities have been complex and frustrating endeavors. The operating budget submitted for your approval in June assumed the enactment of a permanent state budget early in July with modest increases in State support. Regretably, the permanent appropriations bill was delayed and Ohio University had to operate under an interim state spending plan for the first third of the year. The appropriations bill, ASHB 694, which finally was enacted in November included increased state support for Ohio University of approximately \$2,920,000 over the Trustees approved budget and \$3,219,000 over the interim spending plan adopted in July following the State imposed 3% underspending mandate.

Based upon the expectation of increased funding as a result of the passage of ASHB 694, I sent you a report developed by the University Planning Advisory Council and the Provost which proposed a revision to the budget adopted in June. Among the major recommendations made by the University Planning Advisory Council was the 2% compensation increase for faculty and corresponding reduction in student fees proposed in the resolution adopted by the Board in June. Also proposed were an increase in the number of course sections offered in areas of high student demand, funding for increased library acquisitions, repair and maintenance of campus facilities, departmental supplies and equipment acquisitions, and provisions for partial replacement of reductions in federal support for student employment.

Information released by the Governor's budget director at a press conference on January 14 and subsequently confirmed by leaders of both houses of the Legislature indicates that state revenue will fall far short of expectations and that significant spending reductions will be required from the support levels contained in ASHB 694.

Given the precarious nature of the State's financial condition and the near certainty that the actual state support for Ohio University will be significantly reduced from the levels proposed in ASHB 694, I believe it most prudent to propose that the Board not adopt a revised budget based upon either the support level contained in ASHB 694 or some estimated reduction from that level. Rather, the revised budget I am submitting for adoption will differ from the budget adopted in June only in that it recognizes the distribution of the Civil Service Paybill, minor reallocations among various budget units and carry-forward allocations from the previous year's budget.

While the precise magnitude of the spending reductions needed to reduce state spending to available revenue is not yet known, reductions as high as 18 to 19 percent for the remainder of this fiscal year have been described by state officials. The specific effects of such cuts upon Ohio University will not be known for several weeks, but could be expected to result in a loss of about 9% of our state support proposed in ASHB 694, or about \$3,580,000. Reductions of this magnitude not only will preclude addressing any of the spending proposals recommended in the planning report of December 21, but almost certainly will require reductions from the spending levels approved in the June budget. These reductions will include strict review of vacant positions, delay of equipment and supply purchases, and increased economies of operation. Meetings will be scheduled within the next two to three weeks with the heads of budget units to identify specific spending reductions which can be achieved.

I hope that by the time of the board meeting, I will have received additional information as to precisely what effect the anticipated budget reductions will have for Ohio University. In any event, I do not expect that the support levels will exceed those anticipated in our June budget. Hopefully, they will not be significantly less.

\* \* \*

Mr. Russ then moved approval of the resolution, which Mr. Rohr seconded. Approval was unanimous.



RESOLUTION 1982-- 597

WHEREAS, the General Assembly had not approved an appropriation bill for fiscal 1981-82 when the Board of Trustees adopted the operating budget at their June 27, 1981 Meeting, and

WHEREAS, the approved budget contained expected income from the state that included funding levels for Ohio University contained in H. B. 167, which had been passed by the House of Representatives, less seven percent due to revised estimates of state revenues, and

WHEREAS, the General Assembly adopted an interim appropriation bill for the period July 1 to November 15, 1981, which amounted to a reduction of three percent of the state's fiscal 1980-81 expenditures, and

WHEREAS, the General Assembly adopted Am. Sub. H. B. 694 (Appropriation Bill) November 15, 1981, and

WHEREAS, the Office of Budget and Management reported January 14, 1982 that state revenues are overestimated and predicted a shortfall approximating \$1 billion by June 30, 1983, and

WHEREAS, changes in state subsidy cannot be made at this time because solutions for balancing Am. Sub. H. B. 694 have not been finalized by the state, and

WHEREAS, Am. Sub. H. B. 694 mandated salary increases for civil service employees in the amount of 75 cents per hour or ten percent whichever is greater, and

WHEREAS, adjustments are being made to expenditures resulting from the carry forward of unspent 1980-81 funds,

NOW, THEREFORE, BE IT RESOLVED that the revised 1981-82 budgets for unrestricted income and expenditures as presented in Exhibits I and II are hereby appropriated subject to the following provisions:

1. The Provost, with the approval of the President may make adjustments in expense allocations, providing the total of such expenditures does not exceed available unrestricted income.
2. The Treasurer shall report to the Chairman of the Budget, Finance and Physical Plant Committee on a quarterly basis changes to the expected unrestricted income and allocations of that income.

OHIO UNIVERSITY  
1981-82 REVISED BUDGET  
UNRESTRICTED INCOME  
ALL PROGRAMS

	1981-82 Original Budget	1981-82 Revised Budget	Increase/ (Decrease)
Income:			
State Appropriations			
Subsidy			
General University Programs	\$27,080,000	\$27,080,000	\$ -0-
College Of Medicine	5,503,000	5,503,000	-0-
Regional Higher Education	5,336,000	5,336,000	-0-
Total Subsidy	37,919,000	37,919,000	-0-
Civil Service Pay Bill			
General University Programs	-0-	507,000	507,000
College Of Medicine	-0-	42,000	42,000
Regional Higher Education	-0-	51,000	51,000
Total Civil Service Pay Bill	-0-	600,000	600,000
Total State Appropriations	37,919,000	38,519,000	600,000
Student Fees			
General University Programs	26,811,000	26,876,000	65,000
College Of Medicine	857,000	857,000	-0-
Regional Higher Education	4,451,000	4,451,000	-0-
Total Student Fees	32,119,000	32,184,000	65,000
Other Income			
General University Programs	4,000,000	3,979,000	(21,000)
College Of Medicine	109,000	109,000	-0-
Regional Higher Education	61,000	61,000	-0-
Total Other Income	4,170,000	4,149,000	(21,000)
Lifelong Learning	1,161,000	1,161,000	-0-
Total Income	75,369,000	76,013,000	644,000
Beginning Balance:			
Allocated			
General University Programs	-0-	1,041,000	1,041,000
College Of Medicine	-0-	63,000	63,000
Regional Higher Education	-0-	291,000	291,000
Total Allocated	-0-	1,395,000	1,395,000
Unallocated	100,000	426,000	326,000
Total Beginning Balance	100,000	1,821,000	1,721,000
Total Income And Beginning Balance	\$75,469,000	\$77,834,000	\$2,365,000

OHIO UNIVERSITY  
1981-82 REVISED BUDGET  
UNRESTRICTED EXPENDITURES  
ALL PROGRAMS

	<u>1981-82 Original Budget</u>	<u>1981-82 Revised Budget</u>	<u>Increase (Decrease)</u>
I. President			
A. Office Of The President	\$ 292,000	\$ 288,000	\$ (4,000)
Board of Trustees			
University Memberships			
Legal Counsel			
Legislative Liaison			
B. Affirmative Action Office	129,000	142,000	13,000
C. Institutional Contingency Fund	400,000	436,000	36,000
President Total	<u>821,000</u>	<u>866,000</u>	<u>45,000</u>
II. Provost			
A. General	831,000	822,000	(9,000)
Office of the Provost			
Summer Session Office			
Faculty Senate			
Ohio University Press			
Legal Affairs			
Ombudsman			
B. Academic Programs			
1. Arts and Sciences	14,830,000	15,255,000	425,000
2. Business Administration	2,089,000	2,180,000	91,000
3. Communications	2,227,000	2,224,000	(3,000)
4. Education	2,510,000	2,548,000	38,000
5. Engineering	2,391,000	2,387,000	(4,000)
6. Fine Arts	4,043,000	4,061,000	18,000
7. Graduate College and Research	1,056,000	1,312,000	256,000
8. Health and Human Services	2,761,000	2,769,000	8,000
9. Honors Tutorial	171,000	96,000	(75,000)
10. International Studies	493,000	525,000	32,000
11. Medicine	6,469,000	6,574,000	105,000
12. University College	390,000	398,000	8,000
Sub-Total	<u>39,430,000</u>	<u>40,329,000</u>	<u>899,000</u>
C. Support and Services			
1. Library	2,328,000	2,459,000	131,000
2. Learning Resources	206,000	211,000	5,000
3. Information Systems, Analytical Research and Computer Services	1,831,000	1,970,000	139,000
Sub-Total	<u>4,365,000</u>	<u>4,640,000</u>	<u>275,000</u>

II. Provost, Continued

D. Regional Higher Education

1. Office of the Vice Provost	\$ 281,000	\$ 540,000	\$ 259,000
2. Belmont Campus	1,332,000	1,341,000	9,000
3. Chillicothe Campus	1,753,000	1,766,000	13,000
4. Ironton Academic Center	790,000	794,000	4,000
5. Lancaster Campus	2,321,000	2,343,000	22,000
6. Zanesville Campus	1,833,000	1,843,000	10,000
7. Portsmouth Resident Credit Center	278,000	279,000	1,000
8. Development Incentive	428,000	428,000	-0-
9. Campus Service	832,000	856,000	24,000
10. Telecommunications	607,000	613,000	6,000
11. Lifelong Learning	1,623,000	1,712,000	89,000
Sub-Total	12,078,000	12,515,000	437,000

E. Intercollegiate Athletics	1,457,000	1,543,000	86,000
Provost Total	58,161,000	59,849,000	1,688,000

III. Vice President and Dean of Students

A. General	201,000	233,000	32,000
Office of the Vice President and Dean of Students			
B. Resident and Dining Halls Auxiliary			
Resident and Dining Halls (Reported Separately)			
Baker Center Food and Beverage	63,000	65,000	2,000
C. Student Services			
1. Admissions	491,000	500,000	9,000
2. Registration, Records and Scheduling	634,000	667,000	33,000
3. Financial Aid	1,375,000	1,345,000	(30,000)
4. Career Planning and Placement	203,000	208,000	5,000
Sub-Total	2,703,000	2,720,000	17,000
D. Unified Health Service	1,134,000	1,174,000	40,000
E. Student Organizations and Activities	626,000	653,000	27,000
Student Life			
Student Senate			
The Post			
Baker Center			
Cultural Affairs			
Student Activities Support			
Vice President and Dean of Students Total	4,727,000	4,845,000	118,000

IV. Vice President for Operations			
A. General	\$ 278,000	\$ 293,000	\$ 15,000
Office of the Vice President for Operations			
University Facility Planning			
Administrative Senate			
B. Fiscal Management			
1. Treasurer and Controller	966,000	1,002,000	36,000
Bureau of Inspection			
Insurance			
2. Materials Management and			
Purchasing	208,000	202,000	(6,000)
3. Stores Receiving	220,000	217,000	(3,000)
4. Debt Service (Convocation			
Center; Lindley Hall			
Rental)	460,000	460,000	-0-
Sub-Total	1,854,000	1,881,000	27,000
C. Physical Plant			
1. Physical Plant Operations	4,226,000	4,375,000	149,000
Administration			
Maintenance			
Housekeeping			
Utilities			
Grounds			
2. Capital Improvements	170,000	332,000	162,000
3. Rental Properties	41,000	41,000	-0-
4. Purchased Utilities	2,410,000	2,410,000	-0-
Sub-Total	6,847,000	7,158,000	311,000
D. Personnel			
1. Administration	291,000	293,000	2,000
President 1699			
Supplemental Retirement			
Medicade			
Retirees Sick Pay			
2. Unemployment Compensation	100,000	100,000	-0-
3. Faculty and Staff Benefits	587,000	587,000	-0-
Sub-Total	978,000	980,000	2,000
E. Support and Services			
1. Security	597,000	623,000	26,000
2. Other Services	342,000	395,000	53,000
Airport			
Garage			
Mail Service			
Sub-Total	939,000	1,018,000	79,000
Vice President for Operations			
Total	10,896,000	11,330,000	434,000

V. Vice President for University Relations

A. Office of the Vice President for University Relations	\$ 81,000	\$ 95,000	\$ 14,000
B. Development Alumni Affairs	413,000	420,000	7,000
C. Publications Graphics Cutler Service Bureau	249,000	258,000	9,000
D. Public Information	<u>121,000</u>	<u>118,000</u>	<u>(3,000)</u>
Vice President for University Relations Total	864,000	891,000	27,000

VI. Transfer To Plant Funds

A. Airport Navigational Landing Equipment	-0-	18,000	18,000
B. Richland Avenue Steam Line	<u>-0-</u>	<u>35,000</u>	<u>35,000</u>
Total Transfer To Plant Funds	-0-	53,000	53,000
Total Expenditures	<u>\$75,469,000</u>	<u>\$77,834,000</u>	<u>\$2,365,000</u>

### 3. Capital Budget for 1983-1988

The tentative timetable for capital requests, which follows, served as a basis for discussion in committee of the whole of capital requests to be submitted to the Board of Regents. Members had available for reference the "Space Utilization and Management Study (SUMS)."

Mr. Jeffers moved approval of the resolution. Mr. Keys seconded the motion. Approval was unanimous.

SPACE UTILIZATION AND MANAGEMENT STUDY and Tentative Timetable for Capital Requests

	SUMS Recommendation	Current Status	1981-1987 University Capital Request Biennium	Funded by Am. Sub. H. B. 552	Comment
<u>1977-1979 Biennium</u>					
Projects:					
Grosvenor Hall (pp. 216-217)	Complete	Complete	N/A	N/A	--
Administrative Annex (pp. 238-239)	Discontinue	Vacated	N/A	N/A	--
Brown House (pp. 242-243)	Discontinue	Leased	N/A	N/A	--
Chubb House (pp. 248-249)	Discontinue	Leased	N/A	N/A	--
McBee #2 (pp. 266-267)	Discontinue	In Use	1985-1987 Biennium	No	Replacement space requested.
Old Heating Plant (pp. 272-273)	Discontinue	In Use	1985-1987 Biennium	No	Replacement space requested.
<u>1979-1983 Biennia</u>					
Projects:					
Ambulatory Clinic (Parks Hall) (pp. 113-119)	Renovate	Under Construction	1981-1983 Biennium	Yes	Occupancy January 1983
Engineering Complex (Crook Hall) (pp. 159-166)	Renovate	Under Design	1981-1983 Biennium	Yes	Occupancy September 1984
Industrial Technology Building (pp. 260-261)	Discontinue	In Use	1981-1983 Biennium	Yes	Discontinue after Eng. Complex Completed
Engineering Building (pp. 250-251)	Discontinue	Under Design	1981-1983 Biennium	Yes	Discontinue after Eng. Complex Completed



	SUMS Recommendation	Current Status	1981-1983 University Capital Request Biennium	Funded by Am. Sub. H. B. 552	Comment
Clippinger Building Remodeling (pp. 151-158)	Renovate/Expand	In Use	1981-1983 Biennium	No	--
Chemistry Building (pp. 246-247)	Discontinue	In Use	--	No	Discontinue after Clippinger remodeling
Pilcher House (pp. 278-279)	Discontinue	Vacated	None	No	Lease being negotiated
Baker Center Renovation (pp. 15-23)	Renovate	In Use	1985-1987 Biennium	No	--
Irvine Hall (pp. 220-221)	Renovate	Completed	N/A	N/A	--
Zoology (pp. 288-289)	Discontinue	Discontinued		N/A	Discontinued after Irvine occupied

#### 1983-1985 Biennium

##### Projects:

McGuffey Hall Restoration (pp. 97-101)	Restore	In Use	1985-1987 Biennium	No	--
Grover Center Replacement	Project dropped from further consideration.				
Natatorium Replacement	Construct	March 1982 con- struction start.	1981-1983 Biennium	Yes	Occupancy Sept. 1983
Natatorium (pp. 270-271)	Discontinue	In Use	--	--	Discontinue after Natatorium Replacement completed
Haning Hall Conversion (pp. 258-259)	Convert to other uses	In Use	None	No	--
Foundry (pp. 252-253)	Discontinue	In Use Via Lease	1985-1987 Biennium	No	Replacement space requested.
Glass Blowing (pp. 254-255)	Discontinue	In Use Via Lease	1985-1987 Biennium	No	Replacement space requested.

	SUMS Recommendation	Current Status	1981-1987 University Capital Request Biennium	Funded by Am. Sub. H. B. 552	Comment
Seigfred Hall (pp. 189-197)	Renovate/Expand	None	1985-1987 Biennium	No	Replacement Space for Foundry and Glass Blowing
Porter Hall (pp. 121-130)	Renovate	In Use	1983-195 Biennium	No	--
Botany Laboratory Building (pp. 240-241)	Discontinue	In Use	1983-1985 Biennium	No	Discontinue after Porter Hall renovation completed
Galbreath Chapel	Project dropped from further consideration				

#### 1985-1987 Biennium

##### Projects:

Convocation Center (pp. 37-45)	Renovate	Partial Renova- tion Completed	None	No	--
James Hall (pp. 71-79)	Renovate	In Use as Resi- dence Hall	1987-1989 Biennium	No	--
Jennings House (pp. 262-263)	Discontinue	In Use	1983-1985 Biennium	No	Replacement space requested.
Tupper Hall (pp. 266-287)	Discontinue	In Use	1983-1985 Biennium		Replacement space requested.
Carnegie Hall (pp. 31-35)	Renovate	In Use	1981-1983 Biennium	No	--
Morton Hall (pp. 103-111)	Renovate	In Use	1981-1983 Biennium	No	--
Bentley Hall (pp. 25-29)	Renovate	In Use	1985-1987 Biennium	No	--
Scott Quadrangle (pp. 282-283)	Discontinue	In Use	None	N/A	Replacement space requested.
Lindley Hall (pp. 264-265)	Discontinue	In Use	None	N/A	Replacement space requested.

SUMS Recommendation	Current Status	1981-1987 University Capital Request Biennium	(rounded by Am. Sub. H. B. 552)		4 Comment
Putnam Hall (pp. 280-281)	Discontinue	In Use	None	N/A	Replacement space requested.
Trisolini Gallery (pp. 284-285)	Discontinue	In Use	None	N/A	Replacement space requested.
Memorial Auditorium (pp. 175-183)	Renovate/Expand	In Use	1983-1985 Biennium	No	Replacement space requested.

#### 1987-1989 Biennium

##### Projects:

35 Park Place (pp. 274-275)	Discontinue	In Use	None	N/A	--
Wilson Hall (pp. 143-147)	Renovate	In Use	None	N/A	--
New Ice Rink	Construct	(No further action taken)			
Radio/RTV/Comm. Bld. (pp. 131-141)	Renovate	In Use	None	N/A	--
Burson House (pp. 244-245)	Discontinue	In Use	None	N/A	Replacement space requested.
McCracken Hall (pp. 89-95)	Renovate	In Use	1985-1987 Biennium	No	--
Ellis Hall (pp. 57-62)	Renovate	In Use	1985-1987 Biennium	No	--
Gordy Hall (pp. 256-257)	Discontinue	In Use	None	N/A	--
McKee House (pp. 268-269)	Discontinue	In Use	None	No	--
Kantner Hall (pp. 81-88)	Renovate	In Use	1983-1985 Biennium	No	--
Physical Plant Bldgs (pp. 276-277)	Discontinue	In Use	1985-1987 Biennium	No	Replacement space requested.

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			1981-1987 University Capital Request Biennium	( Funded by Am. Sub. H. B. 552	Comment
Copeland Hall (pp. 47-56)	Renovate	In Use	1983-1985 Biennium	No	--
New Gymnastics	Construct	(No further action taken)			

THE SPACE UTILIZATION AND MANAGEMENT STUDY is limited in its consideration to capital needs of facilities. There are two other non-facility categories that are funded through the state capital process.

The first is the assessment due the Hocking Conservancy District for flood protection at an annual cost of approximately \$375,000.

The second is a broad category designated as "Utilities and Renovations" which have gone to support tunnels and utility distribution systems, roof replacements, etc.

Prepared by the Facilities Planning Office  
January 25, 1982

OHIO UNIVERSITY  
INTER-OFFICE COMMUNICATION

DATE January 12, 1982

TO President Charles Ping

FROM Alan H. Geiger, University Facilities Planner  
and Director of Construction

*A. Geiger*

SUBJECT 1983-1988 Capital Budget

The recently enacted capital appropriations bill, Amended Substitute House Bill 552, provides for the submission of future capital budgets in even year of the regular session of the General Assembly. Edward Q. Moulton, Chancellor of the Ohio Board of Regents wrote each institution on January 5, 1982 notifying them that both the institution and Ohio Board of Regents will be required to submit a capital plan to the Office of Budget and Management by the early Spring 1982. Chancellor Moulton provided no specific submission dates for our capital information. However, assuming the capital submission will be after our Board of Trustees meeting January 30th I have prepared a resolution empowering the President in consultation with the Board's Budget, Finance and Physical Plant Committee to submit Ohio University's 1983-1988 Capital Plan to the Ohio Board of Regents.

AHG:ntk

Enc.

xc: Gene Peebles

1983-1988 CAPITAL BUDGET

RESOLUTION 1982-- 598

WHEREAS, Amended Substitute House Bill 552, requires the submission of future capital budgets in the even year of regular session of the General Assembly of the State of Ohio, and

WHEREAS, Edward Q. Moulton, Chancellor of the Ohio Board of Regents has notified Ohio University that capital budgets must be forwarded to the Office of Budget and Management by Spring 1982, and

WHEREAS, the Board of Trustees on April 12, 1980 by Resolution 514, approved the Consultant's report on "Space Utilization and Management" as the guide to campus development and capital requests for the next decade, with the provision that specific plans for biennial capital funding and recommendations for demolition of buildings require further Board action, and

WHEREAS, the Board on April 11, 1981 by Resolution 569, adopted a 1981-1987 capital plan, and

WHEREAS, administrative officials wish to prepare a 1983-1988 Capital Budget updated by projects contained in Amended Substitute House Bill 552,

NOW, THEREFORE, BE IT RESOLVED that the Ohio University Board of Trustees does hereby empower the President or his designee in consultation with the Budget, Finance and Physical Plant Committee and in accordance with the approved guidelines to prepare and submit to the Ohio Board of Regents a 1983-1988 Capital Budget for Ohio University as updated by capital projects provided for in Amended Substitute House Bill 552.

4. Project Engineer for Utility Tunnel Completion

Mr. Baumholtz moved approval of the resolution. Mr. Bush seconded the motion. Approval was unanimous.

OHIO UNIVERSITY  
INTER-OFFICE COMMUNICATION

DATE January 12, 1982

TO President Charles Ping

FROM Alan H. Geiger, University Facilities Planner  
and Director of Construction

*A. Geiger*

SUBJECT Utility Tunnel Completion Project

Amended Substitute House Bill 552 provides \$2,050,000 for Utilities and Renovations projects for Ohio University. Following discussions among Vice President Gene Peebles; Director of the Physical Plant, Chuck Culp and University Facilities Planner, Alan H. Geiger; and you it was concluded that the highest priority use of the Utilities and Renovations funds would be the completion of the University utility tunnel and distribution system. The project being proposed will extend the University's tunnel and utility distribution from the Clippinger Building to Morton Hall. Once this tunnel and utility distribution project is complete the University system will be a complete utilities loop permitting the back-feeding of University and other utilities from both ends of the distribution system, should a disruption occur. This should provide the greatest opportunity for maintaining the continuous use of University facilities under most circumstances. I have prepared a resolution which speaks to the appointment of a project engineer and ask that the Board of Trustees consider it at their January 30, 1982 meeting.

AHG:ntk

Enc.

xc: Gene Peebles  
Chuck Culp



APPOINTMENT OF PROJECT ENGINEER FOR  
UTILITY TUNNEL COMPLETION PROJECT

RESOLUTION 1982--599

WHEREAS, the 114th General Assembly, Regular Session, 1981-1982, did pass Amended Substitute House Bill 552 appropriating \$2,050,000 for Utilities and Renovations, and

WHEREAS, University officials wish to complete the tunnel and utilities distribution system so as to provide maximum flexibility in operation and maintenance of said systems, and

WHEREAS, it is necessary to complete the University tunnel and utilities distribution system in the area from the Clippinger Building to Morton Hall in order to achieve greatest operating efficiency, and

WHEREAS, University officials wish to proceed as rapidly as possible with the preparation of plans and specifications for the Utility Tunnel Completion Project in order to insure continuous campus utilities distribution,

NOW, THEREFORE, BE IT RESOLVED that the Ohio University Board of Trustees does hereby empower the President or his designee in consultation with the Budget, Finance and Physical Plant Committee to recommend to the Deputy Director, Division of Public Works, a Project Engineer and authorizes the preparation of plans and specifications for the Utility Tunnel Completion Project.

5. Associate Engineer for Athens Campus Energy Conservation Projects

Mr. Russ moved approval of the resolution. Mr. Rohr seconded the motion. Approval was unanimous.

OHIO UNIVERSITY  
INTER-OFFICE COMMUNICATION

DATE January 11, 1982

TO Charles J. Ping, President

FROM Alan H. Geiger, University Facilities Planner  
and Director of Construction

SUBJECT Energy Conservation Grants

Ohio University has been awarded Energy Conservation Grants totaling \$42,203 through the National Energy Conservation Policy Act-Title III Program. Of this amount \$24,775 is for an energy retrofit to the Anderson Animal Research Building and \$17,428 for technical assistance audits in Grosvenor, Ellis, Chubb, Seigfred and Bentley Halls. The total project cost for each will be twice the federal amount with additional funding coming from state or local sources.

With the passage of Amended Substitute House Bill 552 I expect that state funds will soon be made available for the University to use in matching the federal grants. Pending a final decision regarding the availability of state monies, the University has identified operating monies that might be utilized as matching funds so that engineering work on these projects might begin. Accordingly, I have prepared a resolution which recommends the selection of a project engineer. If no local funds are utilized in these projects, I will follow previous procedures and our Board of Trustees will not be required to approve plans and specifications nor recommend awarding of contracts.

AHG:ntk

Enc.

xc: Gene Peebles  
John Burns

ENERGY CONSERVATION GRANTS

RESOLUTION 1982--600

WHEREAS, Ohio University has been awarded Federal Energy Conservation Grants totaling \$42,203 through the National Energy Conservation Policy Act-Title III Program. Of this amount, \$24,775 is for energy retrofitting the Anderson Research Building and \$17,428 for technical assistance energy audits in Grosvenor, Ellis, Chubb, Seigfred and Bentley Halls, and

WHEREAS, these particular grants are a continuation of federally supported energy conservation measures on the Ohio University Campus, and

WHEREAS, the Deputy Director, Division of Public Works has concurred in the continued use of H. A. Williams and Associates, Inc. as Associate Engineer for energy conservation projects on the Ohio University Campus, and

WHEREAS, Ohio University has identified operating monies to be used as matching funds for the federal grants pending availability of state funding through the Ohio Board of Regents.

NOW, THEREFORE, BE IT RESOLVED that the Ohio University Board of Trustees approves and recommends to the Deputy Director, Division of Public Works, the firm of H. A. Williams and Associates, Inc. as Associate Engineer for energy conservation measure projects in the Anderson Psychology Animal Research Building and Grosvenor, Ellis, Chubb, Seigfred and Bentley Halls.

## 6. Food Franchise in Baker Center Cavern Area

Mr. Jeffers stated that the Board could legally enter into the agreement being proposed. He moved approval of the resolution. Mr. Keys seconded the motion. Approval was unanimous.

Interoffice Communication

Date: January 15, 1982

To: President Ping and Members, Ohio University Board of Trustees

From: Carol Harter *Carol Harter*

Subject: Potential for Food Franchise in Baker Center Cavern Area

Students have long been interested in reviving food service in the currently unused Cavern, Baker Center's large cafeteria area. As you may recall, the University operated its own food service in that area for many years but found the costs and annual losses prohibitive.

Because capital planning and funding have been substantially delayed at the state level, alternate uses for Baker Center (described in the Space Utilization and Management plan) will probably not be possible for at least another decade. Because students (particularly those living off campus), parents, and staff have expressed a continuing need for full-menu food service in a convenient campus location, staff have pursued the possibility of offering a contract to an external food franchiser through the competitive bidding system. A number of companies have expressed an interest in bidding and the process is underway.

The conditions under which a proposal will be considered include the following:

1. a five-year lease will be offered after which time either party has the option to discontinue the service or renew for an additional five years;
2. a full fast-food menu will be offered, including breakfast;
3. all renovation, advertising and other relevant activity will be carefully monitored by the University;
4. the University will have the potential to earn--on a percentage of sales basis--money which will defray some of the costs associated with catering and banquet services performed by university operations.

The plan has several obvious advantages including extended service to students, appropriate utilization of space, and new revenue generation. Many staff members, including the Facilities Planner and Legal Counsel, have worked to create specifications which will protect Ohio University and yet offer an attractive opportunity to a private franchiser. Local vendors have been particularly encouraged to consider submitting proposals.

While we will submit plans to appropriate state offices for their review, the first step in the process should be review by the Board of Trustees, approval of the purposes of a potential lease, and the granting of Trustee authority to enter into specific negotiations.

A description of the space involved, a copy of the University specifications, and an appropriate resolution are attached.

CCH/rs

RESOLUTION 1982--601

WHEREAS, the Ohio University presently has unused space in Baker Center which has been previously used for food service for students and the University community; and

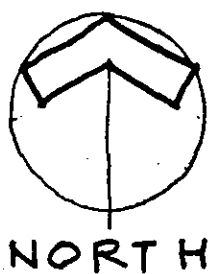
WHEREAS, the Ohio University wishes to provide optimal services to its students and the University community through well planned and efficient use of its facilities; and

WHEREAS, one optional use of the excess space would be to lease the premises to a privately owned restaurant to provide food services; and

WHEREAS, the Ohio University, through action of its Board of Trustees, may enter into such a lease within the provisions of State law; and

WHEREAS, the Ohio University staff, under the direction of the Vice President and Dean of Students, has reviewed the feasibility of such a lease and has concluded that such would be beneficial to the University;

NOW, THEREFORE BE IT RESOLVED, that the Ohio University Board of Trustees hereby authorizes the President or his designee to enter into negotiations with potential lessees to provide food service in Baker Center; and further authorizes the President or his designee to approve the terms and conditions of any such lease for an initial period of five years; and to arrange for execution of such a lease in accordance with provisions of State law.



RADIO - TV BLD'G.

BAKER CENTER

EAST UNION ST.

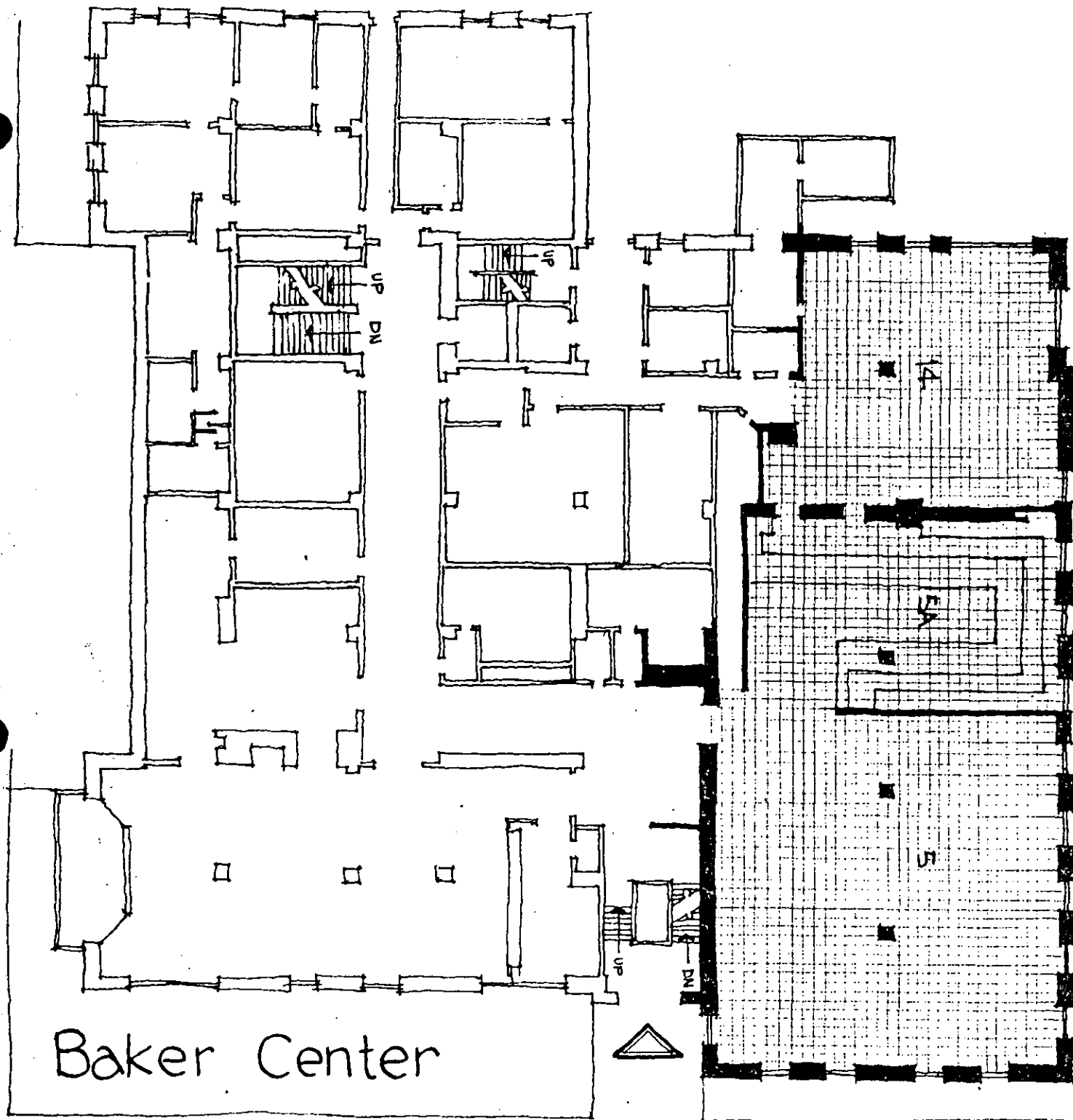
SOUTH COLLEGE ST.

Site Plan

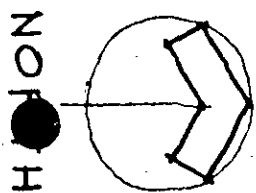
SCALE: 1" = 50'

31





SOUTH COLLEGE ST.



SCALE: 1" = 20'

Floor Plan

SOLICITATION OF PROPOSALS FOR LEASE OF SPACE IN BAKER CENTER  
FROM OHIO UNIVERSITY FOR FOOD SERVICE OPERATIONS

1. INTRODUCTION

Ohio University invites you to submit a proposal for a lease of currently existing space (formerly known as the Cavern) on the ground floor of Baker Center, located on the campus of Ohio University, Athens, Ohio. It is the intent of the University that this space be used as a cafeteria/fast-food service area specializing in the production and service of a full fast-food menu (including breakfast), and grilled-menu items available for take-out.

2. AWARD

The acceptance of any of the proposals will be based upon the best all-around food service program presented to the University. Major considerations will be quality, taste, value, menu pricing, selection, operating hours, appeal to college youth market, merchandising and advertising programs, financial ability of the Lessee, financial return to the University and any other factor the University considers to be pertinent. Once proposals have been received, they shall be carefully reviewed. An investigation may be made of the company making the proposal, its personnel and operations. A visit may be made, at the expense of the University, to the company's operations to assist the University in its choice of Lessee.

3. PERIOD OF LEASE

The lease shall commence at a time mutually agreeable to the Lessee and the University but no later than September 1, 1982. The contract shall extend until June 30, 1987, and may be renewed by written agreement of both parties for additional one (1) year periods for five (5) additional years.

4. PERFORMANCE BOND

The successful Lessee shall be required to submit a performance bond in the sum of \$25,000 prior to the beginning of the lease. In the event the lease is extended as provided in the paragraph above, the bond will be required for the additional period.

5. SPECIAL CONDITIONS

The potential Lessee shall not base the proposal on verbal information from any employees of the University. It is the responsibility of the Lessee to be fully acquainted with all conditions involving the renovation area of Baker Center space. Failure of the Lessee to examine the premises shall not relieve their responsibility for the full performance of the contract nor shall extra compensation be allowed for conditions disclosed after the execution of the lease. Any changes, verbal understanding or the unusual conditions must be written into the lease between the Lessee and the University.

6. SCOPE OF OPERATIONS AND GENERAL CONTRACTUAL REQUIREMENTS AND ARRANGEMENTS

- a. The space available for use by the Lessee shall be limited. The University will allow the Lessee to share with the currently operating University Food Service, the use of the loading dock area of Baker Center and will allow the Lessee reasonable access to the leased space from the loading dock.
- b. All renovations and refurbishing required will be at the expense of the Lessee. The Lessee shall submit drawings of perspectives of the space as it will look after any renovation has been completed. Plans and specifications must be approved by the University by its President or his designee as appropriate state agencies and must be in compliance with all applicable local and state building fire and health codes before any initiation of any work. The Lessee will install on the premises such furniture, furnishings, equipment, trade

fixtures, and other personal property which is necessary to operate the space as a food service enterprise.

All such furniture, furnishings, equipment, trade fixtures and personal property of the Lessee shall be installed and maintained at its sole expense and risk. At termination of the lease the space will be returned to its original condition and the University may negotiate for a purchase of the value of the installed furnishings and fixtures. As part of the renovation no exterior signage will be permitted.

- c. The University shall provide its existing facilities and fixtures. The Lessee shall be responsible for the installation of additional electric and gas lines, plumbing, drains, fans, duct work, etc., which shall be at the sole cost of the Contractor, and provide plans and specifications of these additional improvements as part of 6(b). The Lessee will maintain all existing and installed facilities and fixtures at its sole expense.
- d. The University shall provide, maintain, and repair all existing heating and air conditioning at no charge to the Lessee; all other maintenance and repair shall be at the Lessee's sole cost. The University shall provide gas, additional electricity, water and sewage as required by the Lessee, but shall be reimbursed by the Lessee for this usage. This usage shall be determined or estimated by metering or other methods, such as calculating the consumption rate of individual sources of utility consumption by the amount of time each source is used per given period and the current cost of each utility to the University. The current (Sept., 1981) cost of natural gas to the University is \$4.02 per thousand cubic feet (McF) and the current (Sept., 1981) cost of electricity to the University is \$.042 per kilowatt hours (KWH). These rates are adjusted monthly and any adjustment will be passed on to the Lessee. The University will invoice the Lessee monthly for these utility costs and payment will be due within thirty (30) days of receipt.

- e. The Lessee shall be responsible for removing all trash and garbage from University property. Telephone services shall be provided by the Lessee.
- f. The Lessee shall be responsible for the maintenance of the premises in a clean, orderly and sanitary condition, free of pests. Pest control shall be coordinated with the University Department of Environmental Health and Safety.
- g. The Lessee shall be responsible for providing and installing all necessary signs at the doorway inside Baker Center identifying the space and the hours of service. All interior signs must be approved in advance by the University by the President or his designee.
- h. The Lessee is responsible for posting prominently the prices for all items sold inside the space. Any change in price or portion of an item must be by agreement between the University and the Lessee prior to instituting any change.
- i. The schedule of hours and days of service must remain as established by the Lessee and the University. Any deviation from the agreed schedule must be approved by the University through the President or his designee and signs must be posted one week prior to any change in the service schedule. The regular University year does not include summer sessions, vacations or break periods. During these periods, the Lessee shall provide reasonable services as agreed upon by the University and the Lessee.

7. INSURANCE

The Lessee shall maintain, during the life of the lease, workers' compensation and comprehensive general liability insurance. Comprehensive General Liability includes, but is not limited to; consumption or use of products, existence of equipment or machines on location and contractual obligations to customers.

KIND OF INSURANCE:

WORKERS' COMPENSATION	(statutory)
BODILY INJURY LIABILITY	\$500,00 each person and \$1,000,000 for several persons per occurrence
PROPERTY DAMAGE LIABILITY	\$1,000,000 each occurrence
CASUALTY INSURANCE	In the amount of the replacement value of the furniture, equipment and inventory

All policies shall identify the University as an insured and the Lessee shall hold the University harmless for any actions brought against the Lessee for his negligence. Copies of certificates of insurance shall be furnished to the University. In the event that the Lessee shall fail to maintain and keep in force product liability, public liability, property damage and workers' compensation insurance, as herein provided after determination of the University, the University shall have the right to cancel and terminate this Lease forthwith and without notice. In the event the Lessee shall fail to carry out and comply with any of the other remaining covenants, conditions and agreements to be performed in respect hereto, the University may notify the Lessee of such failure of default and demand that the same be remedied within ten (10) days, and in the event of failure to comply, the University shall take immediate steps to cancel and terminate the contract. In such case, it may be incumbent upon the Lessee to continue operations until relieved by a newly selected Lessee. In the case of extenuating circumstances that can be substantiated by the Lessee or where, in the judgment of the University, the Lessee is making a bona-fide effort to correct a non-compliance situation, the University will extend the period of remedy to a mutually agreeable length of time beyond ten days.

8. OTHER CONDITIONS OF THE LEASE

- a. This agreement shall not be sublet, assigned or otherwise transferred by the Lessee in whole or in part without the prior written consent of the University; including transfer to a separate or wholly owned subsidiary created to operate the food-service program under this Lease.
- b. The Lessee shall comply with all statutes, ordinances and regulations of federal, state or county and city governments applicable to the operation of the food service program including those rules and regulations for compliance set by the University's Office of Environmental Health and Safety, and the Lessee shall pay all taxes and assessments determined to be owed by any agency of the State which are applicable to the Lessee or to the University that result from the Lease.
- c. The Lessee will pay to the University an agreed upon Commission as a percentage of gross sales as agreed to by the parties in the lease. Gross sales will be defined in the lease to mean all receipts from the food service products, of every kind and character, without any deduction therefrom, except current applicable sales tax, wheresoever derived by the Lessee as a result of its operation of the Lease.
- d. The Lessee will provide the financial records pertaining to the specific operation located in Baker Center be available for review by University personnel at reasonable times; and provide the Treasurer of the University an independent CPA audit of the financial records at the end of Lessee's fiscal year (3).
- e. The University shall have the right of approval, not to be unreasonably withheld, of the operation thereof by the Lease with respect to prices, quality and extent of food services, the method used in providing food service, opening and closing hours and generally with respect to operational matters; and the University has the right of supervision as to the sanitation and the maintenance of said premises, all of which

shall be maintained at a level satisfactory to the University; and the University shall have the right to make reasonable regulations with regard to such matters which the Lessee agrees to comply with. The University shall have access to all areas of said premises during normal service hours; and University Security and maintenance Personnel shall have the right of access to all areas of said premises at all times to protect the University in cases of emergency. It is also understood that all space occupied by the Lessee shall be subject to inspection by the University's Department of Environmental Health and Safety at reasonable times.

- f. The Lessee shall employ and pay all food service employees which shall be employees of the Lessee and not of the University. If the Lessee desires to employ part-time help, University students shall be given first priority in selection.
- g. The Lessee shall be responsible for maintaining good public relations with the various publics which utilize Baker Center. The Lessee's personnel shall be trained to relate to customer requests and complaints. The University reserves the right to request removal of objectionable Lessee personnel. No special privileges concerning the purchasing of food will be given to University employees.
- h. Lessee agrees that it shall not advertise any connection with the University, its Board of Trustees, or any agency thereof, nor make use of the University's promotion or endorsement of Lessee's operation unless it has received prior written approval from the University.
- i. Lessee must agree and warrant that it will not discriminate or permit discrimination, in its operation or employment practices, against any person or group of persons on the grounds of race, color, religion, national origin or sex in any manner prohibited by the laws of the United States or the State of Ohio, the City of Athens or the University, and further agrees to provide information concerning its employment practices and procedures to



any government agency having jurisdiction over such matters.

- j. Lessee shall conform to all rules and regulations of the University to prevent interference with established academic and non-academic programs of the institution, its faculty, staff, students, alumni and guests.
- k. The University reserves the right to reject or accept any and all proposals without any statement of reasons thereof. Final acceptance shall be subject to the parties entering into a written Lease.
- l. There shall be no automated coin operated vending machines in the leased space.

9. CRITERIA FOR EVALUATION OF PROPOSAL

Each proposal must include the following specific information:

- 1. A drawing of the perspective of the space after completion of any necessary renovation and the estimated time necessary for renovation.
- 2. Typical menus; including portions, prices and quality of food.
- 3. Suggested hours of operation.
- 4. A listing of equipment to be furnished by the Lessee in order to begin operations.
- 5. Operational utility requirements with attention to peak demand periods for gas and electricity usage.
- 6. Evidence of other successful food service operations. List locations and contact person(s).
- 7. Other information pertaining to special entertainment, programs, contests, etc., that could be considered as additional services to students.

8. A projected gross sales revenue for the operation for periods of September 1, 1982 to August 31, 1983 (or any combination of one calendar year which includes the University's academic year from September to June). Also, included will be:

1. a proposed percentage commission of gross sales to be paid to the University pursuant to paragraph 8(c) of this solicitation;
2. or in the alternative a base yearly rent to be paid to the University for the lease, with a provision for commissions based on a percentage of gross sales or overages;
3. or in the alternative a base rental yearly rent to be paid for each of the five (5) years of the Lease;
4. or in the alternative any other plan of base rent or commissions the University can reasonably evaluate.

Proposals should be forwarded by 10:00 AM Thursday, January 28, 1982, to Mr. Gerald Evans, Director, Material Management & Purchases, Scott Quad, Ohio University, Athens, Ohio 45701.

The University has copies of the general construction and prior renovation drawings of the space to be leased available for a \$25.00 non-refundable fee. The University does not warrant the accuracy of the drawings, and an examination of the premises may be arranged. For further information regarding the drawings or arrangements for a site visit, contact Mr. Evans.

7. Ohio Public Facilities Commission Resolution

Mr. Baumholtz moved approval of the resolution. Mr. Bush seconded the motion. Approval was unanimous.

OHIO UNIVERSITY  
INTER-OFFICE COMMUNICATION

DATE January 12, 1982

TO President Charles Ping

FROM Alan H. Geiger, University Facilities Planner  
and Director of Construction

*A. Geiger*

SUBJECT Board Resolution Pertaining to Facilities to be Financed  
by the Ohio Public Facilities Commission

The current method of financing capital improvements by the Ohio Public Facilities Commission brings Ohio University into the picture in terms of documents required as a part of that fiscal process. The Ohio Public Facilities Commission requires two documents.

First, a resolution by the Ohio University Board of Trustees authorizing certain University officials to complete and sign forms for individual capital projects. This resolution also authorizes the Ohio Public Facilities Commission to utilize institutional sites for the appropriate capital projects and agrees that Ohio University will perform the functions and responsibilities with respect to such capital projects.

Second, the Ohio Public Facilities Commission requires the completion of Certification Forms, OPFC #101 and 101-A. These forms identify specific capital projects, and with respect to these capital projects certify that plans have been approved, that land may be used by the Commission and that the institution will perform the functions and responsibilities of a using agency. These forms are to be signed by the officials designated in the accompanying Board of Trustees' resolution. I have prepared a resolution which speaks to this issue and ask that the Board of Trustees consider it at their January 30, 1982 meeting.

Thank you.

AHG:ntk

Enc.

xc: Gene Peebles  
Bill Kennard

BOARD RESOLUTION PERTAINING TO FACILITIES TO BE  
FINANCED BY THE OHIO PUBLIC FACILITIES COMMISSION

RESOLUTION 1982-- 602

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF Ohio University,  
that:

The President or the Provost of Ohio University is hereby authorized to complete and sign, on behalf of Ohio University, Ohio Public Facilities Commission Forms Nos. 101 and 101-A for any or all of the projects for Ohio University provided for by or pursuant to the appropriation made under Section 11 of Amended Substitute H. B. 552 enacted by the 114th General Assembly and such projects provided for by or pursuant to appropriations made in future enactments of the Ohio General Assemblies, and that

This Board of Trustees in its behalf, agrees to undertake performance of the functions and responsibilities of a using governmental agency, and of a designated governmental agency to the extent it is such, as provided in the Regulations of the Ohio Public Facilities Commission, with respect to the aforesaid projects.

The above is a certified true copy of a resolution adopted by the Board of Trustees of Ohio University on January 30, 1982.

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Robert E. Mahn, Secretary

January 30, 1982

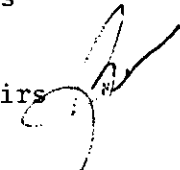
8. Land Acquisition for the Ohio University  
Southern Regional Campus at Ironton

Mr. Russ moved approval of the resolution. Mr. Jeffers seconded the motion. Approval was unanimous.

Interoffice Communication

Date: January 14, 1982

To: The President and Board of Trustees

From: John F. Burns, Director/Legal Affairs 

Subject: Land Acquisition for the Ohio University Southern Regional Campus  
at Ironton

As a result of the recent passage of the Capital Improvement Bill, Am. Sub. H.B. 522, \$4,000,000 has been appropriated to Ohio University for development of the Southern Regional Campus at Ironton.

The initial steps in development have involved discussions and negotiations to identify and acquire the site, which has included the present Southern Regional Campus Advisory Board; and selection of the architect for the building, which will be presented to the Board for approval by a separate resolution.

The Site Selection Committee that was charged with identifying an appropriate location for the campus has recommended that a 7.5 acre site adjacent to Ironton High School be selected (see attached drawing). The Advisory Board and University Officials wholeheartedly concur in this selection and negotiations have commenced to acquire the property.

The site is made up of four separate parcels, with the Ironton City School Board owning the major portion of the land; and the three remaining parcels are homes on Liberty Street, on which the campus will face. Fortunately, the acquisition of the School Board's property does provide access to Liberty Street so access to the site and building the facility are not conditioned in acquiring the three homes.

Negotiations with the Ironton School Board have been completed and a Purchase Agreement has been entered into between the Parties, which is subject to the Controlling Board's approval for release of funds. It calls for a payment of \$264,000, which represents the actual costs for the School Board to acquire the property; \$15,000 to assist them in moving their baseball field and approximately \$8,000 to pay the current assessments on the property. In the judgment of the University Officials involved in these negotiations, this was a very fair price in light of the two appraisals of the property we had made.

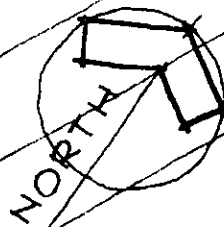
We have also started negotiations with the homeowners. At this point the negotiations have been very general with a focus on the University's concern with what the impact development of the campus will have on each of them; and we have also made preliminary offers based on the two appraisals we have. All of the parties are mature couples who are supportive of the campus development; two are willing to relocate in principle; and one wishes to remain in their home. We have approached the parties and plan to continue to do so with an objective of acquiring their properties as soon as possible; but also with the flexibility of allowing them to remain in their homes for the immediate future. As part of this flexibility we intend to take possession of a portion of each

of their rather extensive backyards which are an integral part of the site development plan. This type of arrangement can be accomplished with a purchase-lease-back agreement or perhaps a life estate depending on the details of each family's financial and tax situation. Actually, the flexibility in which the University has approached acquisition of the properties can be quite beneficial to the families and we will try to work with each family to our mutual benefit. It is difficult to project when acquisition of these properties can be obtained and even more difficult to determine when final possession may be taken to complete the campus plan. However, it is important to start this process in order to have the Board of Trustees' approval to present to the Controlling Board for release of the necessary funds when needed. Therefore, the accompanying resolution is presented for the Board's approval authorizing the President to proceed with the negotiations and seek release of the appropriated funds for the Southern Regional Campus.

Dr. James Bryant, Vice Provost for Regional Higher Education  
Mr. Gene Peebles, Vice President for Operations  
Mr. Alan Geiger, University Planner



IRONTON  
HIGH SCHOOL



PROPERTY ACQUIRED  
FROM THE  
IRONTON  
BOARD OF EDUCATION  
(1.5 ACRES)

PROPERTY  
TO BE  
ACQUIRED

PROPERTY  
TO BE  
ACQUIRED

PROPERTY ACQUIRED  
FROM THE  
IRONTON  
BOARD OF EDUCATION

PROPERTY TO BE  
ACQUIRED

KEMP LANE

AVENUE

LIBERTY

RESOLUTION 1982--603

WHEREAS, The General Assembly has been appropriated \$4,000,000 for the development of the Ohio University Southern Regional Campus in Am. Sub. H.B. 522; and

WHEREAS, Ohio University officials have initiated negotiations for land acquisition based on a site recommended by the Southern Regional Campus Advisory Board; and

WHEREAS, the University has entered into a Purchase Agreement for the major portion of the site with the Ironton School Board for \$264,000, which Agreement is subject to the approval of the Board of Trustees and the Controlling Board; and

WHEREAS, the University is currently involved in negotiations with owners of the three remaining portions of land constituting the site.

NOW, BE IT RESOLVED that the Board of Trustees hereby authorizes the President or his designee to seek release of the funds for purchase of the land for the site for the Southern Regional Campus from the State Controlling Board; and specifically authorizes the purchase of the property from the Ironton City School Board for \$264,000 and the three remaining tracts of land upon approval of the terms and conditions for such purchases by the President.

9. Architect for Building Project at the  
Southern Ohio University Regional Campus  
at Ironton

Mr. Jeffers moved approval of the resolution. Mr. Bush seconded the motion. Approval was unanimous.

OHIO UNIVERSITY  
INTER-OFFICE COMMUNICATION

DATE January 20, 1982

TO President Charles Ping

FROM Alan H. Geiger, University Facilities Planner  
and Director of Construction

*A. Geiger*

SUBJECT Approval of Architect for Design of Ironton Campus Project

Amended Substitute House Bill 552 provides a capital appropriation totaling \$4,000,000 for the planned Ironton Campus. Of this amount, approximately \$3.2 million is available for construction of the facility, architect fees, etc. and \$800,000 will be used for land acquisition and movable equipment. Jim Bryant, Bill Dingus, Gene Peebles and I interviewed architects for the project and I have prepared for consideration a resolution recommending the firm of Ames, Elzey, Thomas & Partners as Associate Architects and authorizing the preparation of plans and specifications for the new facility at the Ironton Campus. I will be prepared to discuss this resolution and the project in general when the Board of Trustees consider this matter at their January 30, 1982 meeting.

AHG:ntk

Enc.

xc: James Bryant, Regional Higher Education  
Bill Dingus, Director, Ironton Campus  
Gene Peebles, Vice President for Operations

APPROVAL OF ARCHITECT FOR DESIGN OF  
IRONTON CAMPUS PROJECT

RESOLUTION 1982-- 604

WHEREAS, the 114th General Assembly, Regular Session, 1981-1982 did pass Amended Substitute House Bill 552 making an appropriation available for the planned Ironton Campus, and

WHEREAS, University officials have been proceeding with the acquisition of land for the Ironton Campus subject to Ohio University Board of Trustees and State Controlling Board approvals, and

WHEREAS, the Deputy Director, Division of Public Works, has provided University officials with a roster of architects to interview for the Ironton Project,

NOW, THEREFORE, BE IT RESOLVED that the Ohio University Board of Trustees does hereby recommend the firm of Ames, Elzey, Thomas & Partners as Associate Architect to the Deputy Director, Division of Public Works, and authorizes the preparation of plans and specifications for the Ironton Campus Project.

10. Engineer for Regional Campuses Energy Conservation Projects

Mr. Jeffers moved approval of the resolution. Mr. Keys seconded the motion. Approval was unanimous.

**OHIO UNIVERSITY**  
**INTER-OFFICE COMMUNICATION**

DATE January 11, 1982

TO President Charles Ping

FROM Alan H. Geiger, University Facilities Planner  
and Director of Construction

*A. Geiger*  
*(O)*

SUBJECT Approval of Engineer for Regional Campuses Energy  
Conservation Projects

Amended Substitute House Bill 552 provides a \$500,000 capital appropriation for energy conservation projects on the Belmont County, Chillicothe, Lancaster and Zanesville Campuses. The purpose of the appropriation is to reduce energy consumption at those campus locations. Accordingly, the major thrust of these projects will be quick-fix items resulting in short term pay back periods and long term energy reduction. Approximately \$125,000 including architect fees, etc. is to be spent at each campus location.

I have included a resolution recommending an engineer and authorizing the preparation of plans and specifications for the project for the Board of Trustees consideration and approval at their January 30, 1982 meeting.

AHG:ntk

Enc.

xc: James Bryant, Vice Provost for Regional Higher Education  
Gene Peebles, Vice President for Operations  
E. Robert Bovenizer, Dean, Belmont Campus  
Ann Harrold-Doering, Dean, Chillicothe Campus  
Craig Laubenthal, Acting Dean, Zanesville Campus  
Ray Wilkes, Dean, Lancaster Campus

APPROVAL OF ENGINEER FOR REGIONAL CAMPUSES  
ENERGY CONSERVATION PROJECTS

RESOLUTION 1982--605

WHEREAS, the 114th General Assembly, Regular Session, 1981-1982, did pass Amended Substitute House Bill 552 making a capital appropriation of \$500,000 available for energy conservation projects at the Ohio University Regional Campuses of Belmont County, Chillicothe, Lancaster and Zanesville, and

WHEREAS, University officials wish to proceed with the energy conservation projects in order to reduce energy consumption where possible at the regional campuses.

NOW, THEREFORE, BE IT RESOLVED that the Ohio University Board of Trustees does hereby recommend the appointment of Philip S. Absi & Associates as Associate Engineer to the Deputy Director, Division of Public Works, and authorizes the preparation of plans and specifications for the Regional Campuses Energy Conservation Projects.



11. Architect for Chillicothe Campus  
Roof Renovation, Site Improvements  
and Equipment

Mr. Jeffers moved approval of the resolution. Mr. Keys seconded the motion. Approval was unanimous.

OHIO UNIVERSITY  
INTER-OFFICE COMMUNICATION

DATE January 11, 1982

TO President Charles Ping

FROM Alan H. Geiger, University Facilities Planner  
and Director of Construction

*A. Geiger*

SUBJECT Approval of Architect for Chillicothe Campus Roof Renovation,  
Site Improvements and Equipment

Amended Substitute House Bill 552 provides a capital appropriation totaling \$900,000 for roof renovation to Bennett Hall at \$200,000, additional parking and equipment for Shoemaker Center at \$450,000 and improvement to campus landscaping, drainage, and existing parking areas at \$250,000.

I have included a resolution recommending an architect and authorizing the preparation of plans and specifications for these projects for the Board of Trustees consideration and approval at their January 30, 1982 meeting.

AHG:ntk

Enc.

xc: James Bryant, Vice Provost for Regional Higher Education  
Gene Peebles, Vice President for Operations  
Ann Harrold-Doering, Dean, Chillicothe Campus

APPROVAL OF ARCHITECT FOR CHILLICOTHE CAMPUS ROOF RENOVATION,  
SITE IMPROVEMENTS AND EQUIPMENT

RESOLUTION 1982-- 606

WHEREAS, the 114th General Assembly, Regular Session, 1981-1982 did pass Amended Substitute House Bill 552 making a capital appropriation of \$900,000 available to the Chillicothe Campus for roof renovation to Bennett Hall, additional parking and equipment for Shoemaker Center and other campus site improvements, and

WHEREAS, University officials wish to proceed with these projects in order to prevent further deterioration to campus building and grounds and to provide needed parking and equipment additions.

NOW, THEREFORE, BE IT RESOLVED that the Ohio University Board of Trustees does hereby recommend the appointment of Granzow & Guss as Associate Architect to the Deputy Director, Division of Public Works, and authorizes the preparation of plans and specifications for the Chillicothe Campus Roof Renovation, Site Improvements and Equipment Projects.

12. Architect for Belmont County and  
Zanesville Campuses Roof Renovation  
and Site Improvements

Mr. Jeffers moved approval of the resolution. Mr. Keys seconded the motion. Approval was unanimous.

OHIO UNIVERSITY  
INTER-OFFICE COMMUNICATION

DATE January 11, 1982

TO President Charles Ping

FROM Alan H. Geiger, University Facilities Planner  
and Director of Construction

*A. Geiger*

SUBJECT Approval of Architect for Belmont County and Zanesville Campuses  
Roof Renovations and Site Improvements

Amended Substitute House Bill 552 provides a capital appropriation totaling \$750,000 for roof renovations and site improvements at the Belmont County and Zanesville Campuses. Specific projects to be undertaken include Belmont County Shannon Hall roof renovation at \$175,000; and Zanesville Campus Herrold Hall roof renovation at \$175,000, campus parking lot and driveway resurfacing and exterior lighting at \$175,000 and Elson Hall roof renovation at \$225,000. In addition, preliminary planning only will be undertaken for a revision to the entrance driveway to Muskingum Technical College.

I have included a resolution recommending an architect and authorizing the preparation of plans and specifications for these projects for the Board of Trustees consideration and approval at their January 30, 1982 meeting.

AHG:ntk

Enc.

xc: James Bryant, Vice Provost for Regional Higher Education  
Gene Peebles, Vice President for Operations  
E. Robert Bovenizer, Dean, Belmont Campus  
Craig Laubenthal, Acting Dean, Zanesville Campus

APPROVAL OF ARCHITECT FOR BELMONT COUNTY AND ZANESVILLE CAMPUSES  
ROOF RENOVATIONS AND SITE IMPROVEMENTS

RESOLUTION 1982--607

WHEREAS, the 114th General Assembly, Regular Session, 1981-1982 did pass Amended Substitute House Bill 552 making a capital appropriation of \$750,000 available for roof renovations and site improvements at the Belmont County and Zanesville Campuses, and

WHEREAS, University officials wish to proceed with these projects in order to prevent further deterioration to building and grounds on these campuses.

NOW, THEREFORE, BE IT RESOLVED that the Ohio University Board of Trustees does hereby recommend the appointment of Orville Varasso & Associates as Associate Architect to the Deputy Director, Division of Public Works, and authorizes the preparation of plans and specifications for Belmont County and Zanesville Campuses Roof Renovations and Site Improvements Projects.

13. Accepting for Deposit with Secretary:

- a. Report of Examination of Auditor of State  
for Period July 1, 1978, through June 30, 1979

RESOLUTION 1982--608

WHEREAS, the Auditor of State made no exceptions in his Report of Examination of Ohio University for the period July 1, 1978, through June 30, 1979.

THEREFORE, BE IT RESOLVED that the Report of Examination and the Auditor's Report for Residence and Dining Halls is filed with the Secretary.

Mr. Baumholtz moved approval of the resolution. Mr. Bush seconded the motion. Approval was unanimous.

- b. Report of Examination of Loan and Scholarship Programs by Auditor of State for Period July 1, 1978, through June 30, 1979

RESOLUTION 1982--609

WHEREAS, the Auditor of State made no exceptions in his Report of Examination of Loan and Scholarship Programs for the period July 1, 1978, through June 30, 1979,

THEREFORE, BE IT RESOLVED that the Report of Examination is filed with the Secretary.

Mr. Baumholtz moved approval of the resolution. Mr. Rohr seconded the motion. Approval was unanimous.



c. Report of Examination of Student Financial  
Aid Programs by Auditor of State for Period  
July 1, 1979, through June 30, 1980

RESOLUTION 1982--610

WHEREAS, the Auditor of State made no exceptions in  
his Report of Examination of Student Financial Aid Programs for the  
period July 1, 1979, through June 30, 1980.

THEREFORE, BE IT RESOLVED that the Report of Examination  
is filed with the Secretary.

Mr. Baumholtz moved approval of the resolution. Mr. Rohr  
seconded the motion. Approval was unanimous.

B. EDUCATIONAL POLICIES COMMITTEE MATTERS  
(Mr. Rohr, Chairman of Committee)

1. Honorary Degrees

Mr. Keys moved approval of the resolution. Mr. Rohr seconded the motion. Approval was unanimous.

Interoffice Communication

Date: January 8, 1982

To: Dr. Charles J. Ping, President of Ohio University

From: Arthur Marinelli, Chairperson, Ohio University Honorary Degree Committee

Subject: Unanimous Committee Recommendation to the President for Awarding Honorary Degrees to Herbert A. Einhorn and Marsetio Donosepoetro

Herbert A. Einhorn

The Ohio University Honorary Degree Committee is pleased to recommend to you the name of Herbert A. Einhorn, one of the nations most distinguished and prominent legal experts on corporate and securities law. His co-authored books have been leading scholarly treatises covering the law relating to corporate tender offers and proxy contests. He has been one of the leading practitioners of securities law as a senior partner in the law firm of Aranow, Brodsky, Bohlinger, Benetar & Einhorn. He has lectured and taught at Columbia Law School, New York University, the Practicing Law Institute and the American Manufacturers Association. He has championed the interests of retarded children and young adults as Chairman of the Board of Trustees of Camp Loyaltown, a charitable camp for retarded children and young adults in Hunter, New York. He is an honors graduate of Ohio University, and has been active in Ohio University Alumni Affairs. The degree, Doctor of Laws, seems to be an appropriate honorary degree to give in this case.

Marsetio Donosepoetro

The Ohio University Honorary Degree Committee is pleased to recommend Marsetio Donosepoetro, Rector of Airlangga University, the second largest university in Indonesia and Professor and Chairman of Clinical Pathology at Airlangga University. He has served as one of his nation's leaders in higher education in heading the "National Taskforce for Improvement of University Teaching" and heading taskforces for Improvement of Medical Education in Indonesia. He has served as the Vice-Chairman of the Indonesian Association of Pathology and the Chairman of the East Java Indonesian Medical Association.

He has studied university management training as an American Council on Education and Asia Foundation fellow at Ohio University. A number of Ohio University faculty have been associated with Airlangga University and a number of students from Airlangga University have received graduate degrees from Ohio University. The honorary degree Doctor of Science would seem to be an appropriate degree in this case.

AM/bs

RESOLUTION 1982-- 611

WHEREAS, the University Committee on Honorary Degrees has recommended that Ohio University honor the persons listed below through the conferral of an honorary degree, and

WHEREAS, it remains for the President to determine whether these persons wish to accept the award,

THEREFORE, BE IT RESOLVED that the degrees recommended be conferred at appropriate times in the future after the President has determined that the persons recommended wish to be honored.

Herbert A. Einhorn      Doctor of Laws  
Marsetio Donosepoetro   Doctor of Science

C. BOARD-ADMINISTRATION COMMITTEE MATTERS  
(Mr. Bush, Chairman of Committee)

1. Security Clearance Resolution

Mr. Bush moved approval of the resolution. Mr. Keys seconded the motion. Approval was unanimous.

Ohio University

**Interoffice Communication**

**Date:** November 24, 1981

**To:** Mr. Robert Mahn, Assistant to the President, Secretary, Board of Trustees and Ohio University

**From:** Adam J. Marsh, Manager, Office of Research and Sponsored Programs

**Subject:** Board of Trustees - Security Clearance Authorization

We will need a new resolution by the Board of Trustees concerning a security clearance for Ohio University. This new resolution should list the Managerial Group as in Resolution 1979-493, except that the name of Neil S. Bucklew should be omitted and the list of Trustees in exclusion-status should be updated.

After a new Provost is named we will have to go through this again and add his/her name to the Managerial Group. I tried to get approval to wait and do it all in one resolution rather than two, but was unsuccessful. Thanks for your help.



AJM/cb

RESOLUTION 1982--612

WHEREAS, Ohio University periodically has faculty and staff involved in research activity that requires them to have access to classified information, and

WHEREAS, the United States Government requires that the University obtain security clearance as a precondition of its faculty and staff having access to classified information necessary for their research, and

WHEREAS, the University has a Managerial Group, as described in the Industrial Security Manual for Safeguarding Classified Information, consisting of the named persons occupying the following positions: Charles J. Ping, President; James Bruning, Acting Provost; Ronald E. Barr, Associate Provost for Graduate and Research Programs; Adam J. Marsh, Director of the Office of Research and Sponsored Programs; and William L. Kennard, Treasurer, and

WHEREAS, this Managerial Group is delegated all of the Board of Trustees' duties and responsibilities pertaining to the protection of classified information under classified contracts awarded to Ohio University, and

WHEREAS, members, as named below, of the Board of Trustees and all officers of the University not named as members of the Management Group shall be effectively excluded from access to all classified information in the possession of Ohio University and shall not be processed for a personnel clearance, and

WHEREAS, the Management Group shall review and approve any classified research proposals at the University,

THEREFORE, BE IT RESOLVED that Ohio University, Cutler Hall, Athens, Ohio 45701, authorizes the President to take all necessary steps for designating replacements to the Managerial Group and to indicate replacement members of the Board of Trustees for the herein described Board of Trustees exclusion status: Milton J. Taylor, Chairman; G. Kenner Bush, Vice Chairman; Frank C. Baumholtz; Pricilla S. D'Angelo; Dean W. Jeffers; J. Grant Keys; William D. Rohr; Fritz J. Russ; Donald A. Spencer.

## 2. Comprehensive Review of the Presidency

Mr. Bush explained the procedure followed by the Board-Administration Committee (Bush, Keys, Taylor) in the review. He called on Mr. Keys to read the statement prepared by the Committee. This follows:



## PRESIDENTIAL REVIEW

The Board-Administration Committee of the Board of Trustees has completed its first comprehensive review of the presidency of Dr. Charles J. Ping. In accordance with university policy calling for annual and comprehensive reviews of senior administrators and deans, the comprehensive review of the president takes place every five years and is the responsibility of the Board.

This being the first formal presidential review to be conducted under relatively new procedures, the Committee has been anxious to develop a review process that is meaningful, accountable and constructive.

With the exception of an initial assessment by the president of his own perceptions of the presidency and performance, our review has consisted of interviews during January with thirty-seven individuals representing the current or recent leadership of every major constituency inside and outside the university. Interviews were conducted by the Committee during three day-long meetings, one in Columbus and two on campus. Committee interviews were supplemented with individual interviews by committee members as necessary.

Included in the interview process were the current and all past chairmen of the faculty and administrative senates spanning the presidency of Dr. Ping. The current and three former presidents of student senate were also consulted.

In addition, we met and talked individually with the current leadership of the Ohio Legislature, senior administrators, three deans, and individuals representing the Ohio University Alumni and Fund Boards, Osteopathic Advisory Board, non-academic employees' union, the Athens community, regional campuses, intercollegiate athletics and admissions.

The general areas of review included academic management and leadership, administrative management and leadership, budget and finance, fund raising and external relations, and personal characteristics.

It is the conclusion of the Board-Administration Committee that Ohio University stands today strong and prepared in the midst of a serious recession and additional cutbacks in state assistance.

Without exception, our consultations with Ohio University's many constituencies reaffirm our convictions as to the outstanding performance and leadership of President Charles J. Ping.

Mr. Keys moved that the Board approve the statement and that it be included in the minutes. Mr. Jeffers seconded the motion. Approval was unanimous.

#### RESOLUTION 1982--613

RESOLVED that the Board of Trustees approve the statement of the Board-Administration Committee titled "PRESIDENTIAL REVIEW" and that it be included in the minutes.

Mr. Taylor stated that he was often asked how much time a trustee devoted to his assignment and that his response was "as much as one wished." He said the review had been time-consuming and thanked Mr. Bush and Mr. Keys for their participation. Mr. Bush reminded members that Mr. Taylor, too, had contributed many hours.

#### VIII. ANNOUNCEMENT OF NEXT STATED MEETING DATE AND SITE

Chairman Taylor reminded members that the next meeting was scheduled for April 3, 1982, in Athens. Committee activities are scheduled for April 2.

#### IX. GENERAL DISCUSSION--ROLL CALL OF MEMBERS

#### X. ADJOURNMENT

Mr. Baumholtz, Mr. Russ and Mr. Rohr expressed pride in Board membership. They expressed the hope, and confidence, that the future would bring financial support sufficient to bring the University to the stature the Board wished for it. Mr. Rohr congratulated the President for his leadership in the face of fiscal adversity.

Mr. Bush expressed appreciation for the opportunity of representing the Board at a convocation in Malaysia in November. He said he was overwhelmed at the love and respect of that young nation for Ohio University and its programs.

He said it was a great tribute to the faculty and staff who had participated in the University educational program in Malaysia during the thirteen years of its existence.

Mrs. D'Angelo endorsed the President's statement on budget. She expressed pleasure at members being the constant beneficiaries of the fine things provided by the University. She cited the Friday luncheon with student leaders as an example.

Mr. Axline expressed appreciation for the continuing good relations between the Alumni Association and the University. He cited the Association's expansion numerically and in projects and programs. He called attention to recent instances of worldwide media coverage of the accomplishments of University faculty and staff, and to the upcoming 125th anniversary events of the Association.

Mr. Johnson expressed appreciation for the welcome he continued to receive. He characterized the report of the Board-Administration Committee as the finest ever of a Board Committee.

Mr. Keys expressed the Board-Administration Committee's gratitude to the 37 people who had participated in the presidential review process. He added his thank you to that of Mr. Bush to Mr. Taylor for his assistance.

President Ping cited the making of judgments as very close to the heart of a University -- including judgments designed to assist in his development. For that he expressed appreciation to the Board-Administration Committee and the full Board.

Mr. Taylor stated that the meeting was concluded. The time was 12:20 P.M.

#### XI. CERTIFICATION OF SECRETARY

Notice of this meeting and its conduct was in accordance with Resolution 1975--240 of the Board, which resolution was adopted on November 15, 1975, in accordance with Section 121.22(F) of the Ohio Revised Code and of the State Administration Procedures Act.

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Milton J. Taylor  
Chairman

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Robert E. Mahn  
Secretary



BUREAU OF INSPECTION AND SUPERVISION OF PUBLIC OFFICES

## REPORT OF EXAMINATION

OHIO UNIVERSITY

70705-77-3000-00

DISTRICT #4, ATHENS COUNTY

REGULAR EXAMINATION

JULY 1, 1978 THROUGH JUNE 30, 1979

FISCAL YEAR AUDITED UNDER GAAS: 1979

From Agenda

Full reports  
are filed  
with the  
official  
minutes.

**THOMAS E. FERGUSON**

**Auditor of State**



JAMES A. BOLDEN  
DEPUTY AUDITOR

## THOMAS E. FERGUSON

AUDITOR OF STATE  
COLUMBUS, OHIO 43216

RICHARD G. NUSS  
DEPUTY AUDITOR

CHARLES E. MAUGER  
DEPUTY AUDITOR

JOSEPH J. SOMMER  
DEPUTY AUDITOR

The Board of Trustees  
The Ohio University  
Athens, Ohio 45701

We have examined the accounts, records, files and financial reports of the Ohio University for the fiscal year ended June 30, 1979. Our examination was made in accordance with auditing standards as prescribed by the Auditor of State. Standards included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In connection with our examination, we also made a study of the Ohio University's system of internal accounting control and performed tests of compliance with federal and state requirements as applicable.

In our opinion, the aforementioned financial statements present fairly the financial position of the Ohio University at June 30, 1979, and the changes in fund balances and current funds revenues, expenditures and other changes for the fiscal year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding years.

A handwritten signature in cursive script, reading "Thomas E. Ferguson".

THOMAS E. FERGUSON  
Auditor of State

August 14, 1981

OHIO UNIVERSITY - ATHENS COUNTY

PREFACE

The accompanying financial statements consolidate the accounts of Ohio University and its regional campuses as of June 30, 1979. The accounts are maintained in accordance with the Uniform Manual of Accounts and Financial Reports for State Assisted Colleges and Universities, State of Ohio, 1976, published by the Auditor of the State of Ohio.

All accounts are classified into the following balanced fund groups:

Current Funds

This group accounts for funds which are available for current operating purposes. The current funds group consists of unrestricted and restricted funds.

Unrestricted:

Educational and General,

Funds which are unrestricted and available for general operating purposes.

Auxiliary Enterprises,

Funds which are available for the operation of the various enterprises operated primarily for students and staff.

Restricted:

Funds which are available for current operating purposes but only in compliance with restrictions specified by the donors or grantors.

Loan Funds

This group includes funds which are available for loans to students. Loans granted are receivables of the fund until they are repaid. At that time the money becomes available for new loans.

Endowment and Similar Funds

This group accounts for funds which are invested with only the investment available for the purposes established by the donor or, in the case of funds functioning as endowments, by the University.

OHIO UNIVERSITY - ATHENS COUNTY

PREFACE (cont'd.)

Plant Funds

This group accounts for funds which have been received or appropriated for the purpose of acquiring, constructing, or improving the physical property of the University. It is further subdivided into four (4) separately balanced groups: Unexpended; Renewals and Replacements; Retirement of Indebtedness; and, Investment in Plant.

Agency Funds

Included are funds received by the University as custodian or fiscal agent for others. They are disbursed on instructions and in behalf of those from whom received. They are not assets of the University.

With the exception of those instances cited in the report, the accounts, records, files and reports in regard to these fund groups were found to be adequate.



OHIO UNIVERSITY - ATHENS COUNTY

BOARD OF TRUSTEES

<u>Name</u>	<u>Term Expires</u>
Mrs. J. Wallace Phillips, Columbus	May 13, 1979
Dr. Charles E. Holzer, Jr., Gallipolis	May 13, 1980
William A. Lavelle, Athens	May 13, 1981
J. Grant Keys, Elyria	May 13, 1982
Donald A. Spencer, Cincinnati	May 13, 1983
G. Kenner Bush, Athens	May 13, 1984
Milton J. Taylor, Lancaster	May 13, 1985
Dean W. Jeffers, Columbus	May 13, 1986
William D. Rohr, Oxford	May 13, 1987
Frank C. Baumholtz, Cleveland	May 13, 1988

Officers

J. Grant Keys	Chairman
Donald A. Spencer	Vice Chairman
Robert E. Mahn	Secretary

OHIO UNIVERSITY - ATHENS COUNTY

ADMINISTRATIVE PERSONNEL

<u>Title</u>	<u>Name</u>
President	Charles J. Ping
Assistant to the President and Secretary of the University	Robert E. Mahn
Provost	Neil S. Bucklew
Vice Provost for Planning and Program Development	James L. Bruning
Vice Provost for Regional Higher Education	James C. Bryand
Vice President and Dean of Students	Carol Harter
Vice President of University Relations	Wayne Kurlinski
Vice President of Operations	C. Eugene Peebles
Treasurer and Controller	William L. Kennard

## OHIO UNIVERSITY - ATHENS COUNTY

### AUTHORITY

Ohio University operates under the authority provided in Chapters 3337, 3345 and 3347 of the Revised Code.

### HISTORY AND LOCATION

Ohio University, located in Athens, Ohio, was established in 1804 by an enactment of the Ohio General Assembly, as a coeducational degree granting university. During the period covered by the audit, the business offices were located in the Scott Quadrangle, University Terrace, Athens, Ohio.

### OFFICERS OF THE BOARD OF TRUSTEES

The President and Treasurer of Ohio University along with the officers of the Board of Trustees, elected on an annual basis, were elected at the board's April 15, 1978 meeting. All terms are July 1, 1978 to June 30, 1979.

### HYPOTHECATION OF FUNDS

The respective depositories hypothecated sufficient collateral to satisfy the requirements of Section 135.18, Revised Code.

### THE OHIO UNIVERSITY FUND, INC.

The Ohio University Fund, Inc. was established in 1954 as a private nonprofit corporation, serving as a gift-receiving and holding agency for Ohio University.

### THE OHIO UNIVERSITY MEDICAL ASSOCIATION, INC.

On March 1, 1978, Ohio University and Ohio University Osteopathic Medical College entered into an agreement with Ohio University Medical Associates, Inc. This agreement permits members of the medical faculty to be employed by the associates in the group practice of medicine in addition to the regular faculty duties.

OHIO UNIVERSITY - ATHENS COUNTY

AUDIT SCOPE

The examination was made in accordance with auditing standards as prescribed by the Auditor of State and accordingly included such tests of the accounting records and such other auditing procedures as were considered necessary in the circumstances.

Cash receipts and expenditures of the operating account, residence and dining hall account, construction accounts, payroll accounts, bond and interest accounts, petty cash accounts, student aid and loan fund accounts, students general fund and member accounts and college work-study program accounts were examined.

The accounting records were maintained and accounts were classified into five (5) balanced fund groups as prescribed by the Ohio Uniform Manual of Accounting for Higher Education.

REMARKS

Airport

During our review of the records and accounts of Ohio University Airport, a deficiency was noted in record keeping of time charged on maintenance of aircraft. To ensure accurate and proper billing, it is recommended that daily records be maintained by the mechanics of time spent for each aircraft on which maintenance is performed.

Athletics

During our examination of the Athletic Department, the following corrective measures were recommended. Detailed records and original documentation are to be retained to ensure an audit trail. The contract with a local merchant to pay ticket printing costs in consideration for advertising space on the reverse side of admission tickets should be a written contract. The advertising space should be offered to other merchants to gain the greatest benefit for Ohio University. Contrary to Amended Substitute Senate Bill Number 221, Section 19, for the 1978 and 1979 biennium, public funds were being advanced for travel of employees. This practice has been discontinued. Checks for replenishment of the petty cash fund are to be made payable to "Ohio University Petty Cash Fund" not to the name of the custodian.

Advances for team travel should be signed by the proper coach and the custodian of the fund records. The amount withdrew and the amount of returned funds should be included with the coach's signature. For proper maintenance of this fund, a separation of duties must be evidenced to ensure proper internal controls and should be reconciled at least monthly. A study has been in progress by

## OHIO UNIVERSITY - ATHENS COUNTY

### Athletics (cont'd.)

the Treasurer's Office of Ohio University to determine if a fund of this type should be continued. The study was commenced upon a recommendation made by the Auditor's Office.

### Bursars Office

On July 17, 1979, a theft in the Bursars Office of one thousand eighty eight dollars (\$1,088.00) was discovered by University officials. Between March and May, cash was missing from daily deposits. A former University employee was charged in a civil suit in which the Athens County Common Pleas Court dismissed the jury without prejudice. A claim for reimbursement was made upon the Buckeye Union Insurance Company for the missing funds. The reimbursement from the insurance company has been received.

### Deans Fund

Resolution 1978-143 by the Board of Trustees of Ohio University established a fund of one thousand dollars (\$1,000.00) per branch campus for entertainment of community and industry people that are not covered by the present university expense allotment for the regional campus deans. Ironton and Zanesville branches were the only branch campuses that accepted these funds. The fund is unauditable at the Zanesville branch for the 1979 fiscal year due to records not being made available for our review. It is recommended that detailed records of the deans fund be maintained by the custodian of said fund which are to be made available upon request.

### Inventory

A review of the Ohio University inventory procedures and records revealed that some individuals were not allowing property control to log the equipment purchased under grant contracts. Title of the equipment passes to Ohio University and it is recommended that the property be tagged and included on the inventory records. An instance was revealed where equipment was used for personal gain by an employee. It was also recommended that no Ohio University equipment be used for personal purposes.

### Student Financial Aids

An examination of the Student Financial Aid Office revealed inadequate safeguarding of confidential records. No attempt has been made to collect outstanding loans under the Nursing Loan Program at Portsmouth or Zanesville branches.

OHIO UNIVERSITY - ATHENS COUNTY

Student Financial Aids (cont'd.)

It was recommended that confidential records be properly safeguarded. Recommendations were made to develop a system for the collection of loans by the employment of a billing service. Also, to develop a procedure by which additional assistance is extended to the Student Financial Aid Office for the servicing of their accounts.

PRIOR AUDIT REPORTS

Bank Accounts

During the audit period, six (6) bank accounts (loan funds) were being maintained at a branch campus of Ohio University. The bank accounts were established and maintained by University branch campus personnel without the permission or knowledge of the chief fiscal officer. These bank accounts were commented upon in the prior audit report and, as of completion of this audit, corrective measures have been taken.

Internal Auditor

The development of an internal audit system for the University was recommended in the prior audit and no action has been taken upon the recommendation. The system is to provide independent appraisals within the University for review of operations as a service to management. The internal auditor is most effective when it reports directly to the president. This system would also broaden the review of financial controls.

OHIO UNIVERSITY - ATHENS COUNTY

CONCLUSION STATEMENT

The audit report, including recommendations and citations, was reviewed with and acknowledged by the following officials on May 26, 1981:

1. Mr. G. Kenner Bush, Board of Trustees
2. Dr. Charles Ping, President
3. Mr. William Kennard, Treasurer and Controller
4. Mrs. Angela Irwin, Examiner-in-Charge
5. Mr. George Bush, State Examiner

These officials were informed that they had five working days from the date of the post audit conference to respond to the audit report. The written response was received and made a part of this report.

May 29, 1981

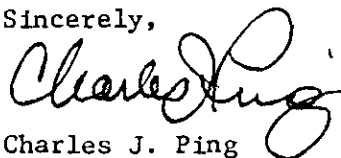
Mr. T. Bernard Burke, University Audits  
88 East Broad Street  
Columbus, Ohio 43216

Dear Mr. Burke:

The purpose of this letter is to acknowledge that Angela Irwin shared the Preliminary Audit Report of the University's financial records for the period of July 1, 1978 to June 30, 1979 with Mr. Bush, representing the Board of Trustees, Mr. Kennard and myself. The report was reassuring in that the financial records and reports do reasonably reflect the Institution's financial status and that there were no citations or findings for recovery.

The recommendations, as contained in the remarks section of the report, will be taken under consideration.

Sincerely,



Charles J. Ping

cc: Mr. G. Kenner Bush, Member of  
the Board Of Trustees  
Mr. William L. Kennard, Treasurer  
Mrs. Angela Irwin, Senior State Examiner



## EXAMINER CERTIFICATION

I, ~~we~~, the undersigned hereby certify that ~~we~~ we, have examined the books, records and accounts of the within named, Ohio University,  
Athens County, and I, ~~we~~ we, further certify that the foregoing is a true and accurate summation of the same as ~~we~~ we, verily believe.

BUREAU OF INSPECTION AND SUPERVISION  
OF PUBLIC OFFICES - STATE OF OHIO

Angela K. Irwin  
 State Examiner  
 Angela K. Irwin

George A. Bush  
 State Examiner  
 George A. Bush

## TYPIST CERTIFICATION

I hereby certify that the foregoing report is a true and correct copy of the original report of the examination of said taxing district.

Date August 17, 1981 Signed: Mary Williamson  
 Typist

Mary Williamson Helen Bush  
 Proofreader

\_\_\_\_\_  
 Area Supervisor

## BUREAU CERTIFICATION

A true and correct copy of this report is filed in the Offices of the Bureau of Inspection and Supervision of Public Offices at Columbus, Ohio.

THE BUREAU OF INSPECTION AND  
SUPERVISION OF PUBLIC OFFICES

By Victoria L. Maynard  
 Clerk

Date: SEP 21 1981



BUREAU OF INSPECTION AND SUPERVISION OF PUBLIC OFFICES

## **REPORT OF EXAMINATION**

OHIO UNIVERSITY  
NATIONAL DIRECT STUDENT LOAN, COLLEGE WORK-STUDY,  
SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT, BASIC  
EDUCATIONAL OPPORTUNITY GRANT, LAW ENFORCEMENT  
EDUCATIONAL, NURSING STUDENT LOAN AND SCHOLARSHIP,  
AND HEALTH PROFESSIONS LOAN PROGRAMS

70705-77-3000-01

DISTRICT # 4, ATHENS COUNTY

REGULAR EXAMINATION

JULY 1, 1978 THROUGH JUNE 30, 1979  
FISCAL YEAR AUDITED UNDER GAAS: 1979

**THOMAS E. FERGUSON**

**Auditor of State**

NATIONAL DIRECT STUDENT LOAN, COLLEGE WORK STUDY  
SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT,  
BASIC EDUCATIONAL OPPORTUNITY GRANT, LAW  
ENFORCEMENT EDUCATIONAL, NURSING STUDENT  
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OF  
OHIO UNIVERSITY-ATHENS COUNTY  
FOR THE YEAR ENDED JUNE 30, 1979

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NATIONAL DIRECT STUDENT LOAN, COLLEGE WORK STUDY  
SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT,  
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LOAN AND SCHOLARSHIP, AND HEALTH PROFESSIONS  
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OF  
OHIO UNIVERSITY-ATHENS COUNTY  
  
PART I INTRODUCTION

Background:

The Ohio University is an institution of higher education established by the Ohio General Assembly and operating under the Ohio law. The university is approved by the Office of Education to participate in the Student Financial Aid Programs. Our examination of the National Direct Student Loan Program, College Work-Study Program, Supplemental Educational Opportunity Grants Program, Basic Educational Opportunity Grants Program, Health Professions and Nursing Scholarship and Loan Programs at Ohio University was for the one year period ending June 30, 1979. The examination was directed toward the objectives set forth in the Audit Guides and Information Manuals for these programs prepared by the Department of Health, Education and Welfare. The Guideline Manual for Law Enforcement Education Programs was followed for the examination of the LEEP for the fiscal year beginning October 1, 1978 and ending September 30, 1979.

National Direct Student Loan (NDSL) Program:

During 1958, the university entered into an agreement to establish a NDSL Program under the National Defense Education Act of 1958 which was transferred in 1972 to Part E of Title IV of the Higher Education Act of 1965. The records of the institution indicate that loans aggregating \$7,224,142.00 have been made to 7644 students since the establishment of the program at the university. At June 30, 1979, approximately 17.4% of student loans receivable in repayment status were in default.

College Work-Study (CWS) Program:

On January 25, 1965, the university established the CWS Program pursuant to Title IV, Part C, of the Higher Education Act of 1965, as amended. During the year ended June 30, 1979, 1405 students participated in the program and expenditures for wages aggregated \$739,556.00 from Federal Funds, \$155,763.00 from University Funds, and \$29,126.00 from off campus agencies. During the audit period, \$10,169.00 was expended on the Job Location and Development Program which was established on July 1, 1977.

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PART I INTRODUCTION (Cont'd)

Background: (Cont'd)

Supplemental Educational Opportunity Grants (SEOG) Program:

The SEOG Program was established at the university on July 1, 1973, under Title IV, Part A, of the Higher Education Act of 1965, as amended. During the year ended June 30, 1979, 418 students were awarded \$182,303.00.

Basic Educational Opportunity Grant (BEOG) Program:

The university entered into an agreement with the Office of Education in July 1973 to participate in the BEOG Program. This program provided eligible students with a foundation of financial aid to help defray the costs of post-secondary education. During this period, \$2,157,133.00 was expended for Basic Grant awards to 2650 students.

Law Enforcement Education Program (LEEP):

The university established the program on September 1, 1970 through the Law Enforcement Assistance Administration of the U.S. Department of Justice. The Law Enforcement Assistance Administration operates on an October 1 to September 30 fiscal year. Thirty seven thousand, one hundred twenty-five dollars (\$37,125.00) was awarded to 83 students between October 1, 1978 and September 30, 1979.

Health Professions Loan Program (HPLP):

The HPLP Program was established at the university on July 1, 1976 under Title VII, Part C of the Public Health Service Act, as amended. During the year ended June 30, 1979, 16 students received loans totaling \$18,230.00.

Nursing Student Loan and Scholarship (NSLP) Programs:

Associate Degree Program-Zanesville Campus:

The NSLP Program was established October 22, 1965. During the year ended June 30, 1979, loans of \$1,900.00 and scholarships of \$6,165.00 were awarded to 13 students.

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PART I INTRODUCTION (Cont'd)

Background: (Cont'd)

Nursing Student Loan and Scholarship (NSLP) Programs: (Cont'd)

Baccalaureate Degree Program-Main Campus:

The NSLP Program was established July 1, 1976. During the year ended June 30, 1979, loans of \$3,000.00 and scholarships of \$2,000.00 were awarded to 3 students.

Both NSLP Programs were established under Title VIII, Parts B and D, of the Public Health Service Act, as amended.

The university officials responsible for overall administration of the programs are the treasurer and the director of student financial aid.

The financial aid office is responsible for application processing and loan approvals, as well as the school's compliance with the various regulations governing the school's participation in federal and state student financial aid programs.

The treasurer's office is responsible for the program's financial management and general ledger accounting. According to NACUBO, for good fiscal management, payments, collections, and quarterly financial reports of the loan fund should also be the treasurer's responsibility.

During the audit period, the institution received other student financial aid funds including \$808,967.00 from the state for the Ohio Instructional Grant Program.

Scope of Audit:

The audit of the National Direct Student Loan, College Work-Study, Supplemental Educational Opportunity, Basic Educational Opportunity Grant, Law Enforcement Education, Health Professions Loan, and Nursing Student Loan and Scholarship Programs was performed in accordance with the financial and compliance elements of the "Standards for Audit of Governmental Organizations, Programs, Activities and Functions" issued by the Comptroller General in June 1972 (Reprint 1974) and the audit guide or guideline manual for each program.

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PART I INTRODUCTION (Cont'd)

Scope of Audit: (Cont'd)

The purpose of the audit was to formulate an opinion on the basic financial statements taken as a whole and to determine if these programs were administered in accordance with applicable laws, regulations, terms of agreements and directives which are set forth in the audit guide or guideline manual.

The audit included:

1. Expressing an opinion on the balance sheets, related statement of changes in fund balances, and supplementary schedules.
2. Evaluation of the institution's policies, procedures, and practices used to administer the programs.
3. Determination of compliance with applicable sections of the Acts, Related Federal Regulations, and Office of Education Policies and Procedures.
4. Evaluation of the institution's system of internal control, accounting, reporting, and the controls maintained in the operation of and accounting for the funds provided for the programs.
5. Reconciliation of the information reported on the appropriate financial statements, with Forms OE-646, OE-255-3, LEEP-5, and HRA-36-13 for the years audited.

As part of our audit we obtained confirmation from selected students on BEOG and SEOG, students participating in the CWS, NSLP, and LEEP Programs and student NDSL loan balances. We mailed out requests for confirmations to students participating in these programs. Our sample constituted approximately 20% of the total number of students receiving student aid funds. We haven't received enough responses to draw a conclusion at this time, but our results will be included in our working papers and noted as a pending matter for next year's audit.

The audit covered the period July 1, 1978 through June 30, 1979.

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PART II - HIGHLIGHTS OF AUDIT RESULTS

Our qualified opinion on the financial statements appears elsewhere in this report. During the audit nothing of a major nature came to our attention which caused us to believe that the Ohio University had not generally administered its student aid programs in accordance with the Federal Regulations and Directives cited in the HEW Audit Guide for the various programs. However, certain areas of the institution's management of student aid programs were in need of improvement, specifically (1) no attempt has been made to collect nursing loans from students participating in the associate degree program at Zanesville since the program's inception, (2) no annual operating reports have been submitted for the Portsmouth Nursing Program since Shawnee State Community College took over the program in 1975; also, there has been no attempt to collect loans that were made prior to Shawnee State Community College taking over the program, (3) although there has been a major improvement, student files still lacked information concerning other student aid received (e.g. guaranteed student loans and private scholarships) resulting in overawards to some students because of a failure to adjust the students total financial aid package, (4) the only files safeguarded properly were the NDSL promissory notes in the Student Financial Aid Accountant's Office; the remaining files were not locked or fire proof and windows were not locked, thus making confidential records accessible to anyone. These matters are discussed more fully under the "findings and recommendations" section of this report.



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PART III - FINANCIAL

Auditor's Report on Financial Statements:

We have examined the balance sheets of the programs covered by this audit of Ohio University as of June 30, 1979, and the related statements of changes in fund balances for the year then ended. Our examination was made in accordance with the financial and compliance elements of the "Standards for Audits of Governmental Organizations, Programs, Activities and Functions," issued by the U.S. Comptroller General in 1972 (1974 Reprint). Accordingly, we conducted such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the aforementioned financial statements present fairly the financial position of the NDSL, CWS, SEOG, BEOG, LEEP, HPLP, and NSLP Programs at Ohio University at June 30, 1979, and the changes in their fund balances for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

The examination referred to above was directed primarily toward formulating an opinion on the aforementioned financial statements as of and for the year ended June 30, 1979 taken as a whole. The supplementary data included in Schedules 1 through 4 are presented for supplementary analysis purposes and are not necessary for a fair presentation of the financial position as of June 30, 1979 and the changes in fund balances for the year then ended. The supplementary data included in Schedules 1 through 4, (except where otherwise indicated), have been subjected to the auditing procedures applied in the examination of the basic financial statements and, in our opinion, are stated fairly in all material respects only when considered in conjunction with the financial statements of the NDSL, CWS, BEOG, SEOG, LEEP, NSLP, and HPLP Programs taken as a whole.

Exhibits and Schedules:

The amounts reported on the statement of change in fund balances for: the NDSL, CWS, SEOG agree with the amounts reported on OE Form 646; the BEOG Program agrees with the amounts reported on OE Form 255-3; the LEEP agrees with the amounts reported on Form LEEP-5; and the NSLP and HPLP agree with the amounts reported on Form HRA 36-13.

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PART III - FINANCIAL (Cont'd)

Findings and Recommendations - Financial:

During the course of the examination, it was determined that the percentage of loans in default was 17.4%. As is noted in the "Audit Guide for NDSL, CWS, and SEOG Programs, Department of Health, Education and Welfare," dated July 1978, it is a requirement that a default rate in excess of 10% be reported as a finding.

A billing service, which is now under consideration, would aid in decreasing the default rate. Also, the assignment of loans to the federal government will help bring the default rate into line. As of the completion of our examination, 408 NDSL delinquent accounts had been turned over to HEW, in accordance with the procedure set out in the Audit Guide published by HEW.

Shawnee State Community College took over the Portsmouth Nursing Program after the 1975 fiscal year. During the five years this program was under the administration of Ohio University, loans to students totaled \$15,530.00. From information obtained in the Financial Aid Office, no attempt has been made to collect any portion of this loan principal and the entire amount is still outstanding. No annual operating reports have been submitted since 1975 and there has been no attempt to collect these loans. The associate degree nursing program at Zanesville has made loans totaling \$47,660.00 to students as of June 30, 1979. The total loan principal collected was \$550.00 and the total loan principal cancelled was \$450.00, which left a loan principal receivable of \$46,660.00. From information obtained in the Financial Aid Office, no attempt has been made to collect these loans. If a new billing service is contracted with, these loans could be assigned to the billing company to expedite collections. Nevertheless, an annual operating report must be submitted each year for the Portsmouth Nursing Program until those loans are collected in full.

To be able to maintain accurate files on which to base awards and ensure that federal and university regulations are complied with, the Student Financial Aids Office must have a current listing of all financial aid being received by every student. This includes guaranteed student loans and any private or departmental scholarships, faculty and staff fee waivers, etc. Presently, there is no uniform procedure by which this additional aid is communicated to the Student Financial Aid Office.

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PART IV - INTERNAL ACCOUNTING AND  
ADMINISTRATIVE CONTROLS AND COMPLIANCE

We have examined the financial statements on the NDSL, CWS, SEOG, BEOG, LEEP, HPLP and NSLP Programs, Ohio University for the year ended June 30, 1979. Our opinion on the above statements is contained on Page 9 of this report. As a part of our examination, we have made a study of the institution's system of internal accounting control to the extent we considered necessary to evaluate the system as required by "Standards for Audits of Governmental Organizations, Programs, Activities and Functions" issued by the Comptroller General (GAO) in June 1972 (1974 Reprint). Under these standards the purpose of such evaluation is to establish a basis for reliance thereon in determining the nature, timing and extent of other auditing procedures that are necessary for expressing an opinion on the financial statements.

We have also made a study of those internal accounting control and administrative control procedures of Ohio University that we considered relevant to the criteria established by the Department of Health, Education and Welfare as set forth in Section 3.2, 3.3 and 3.4 of its Audit Guide issued July 1978. Our study included tests of compliance with such procedures during the period from July 1, 1978 through June 30, 1979.

The objective of internal accounting control is to provide reasonable, but not absolute assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability for assets. We understand that the objective of those administrative control procedures comprehended in the Department of Health, Education and Welfare criteria is to provide similar assurance as to compliance with its related requirements. The concept of reasonable assurance recognizes that the cost of a system of internal control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

There are inherent limitations that should be recognized in considering the potential effectiveness of any system of internal control. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgement, carelessness, or other personal factors. Control procedures whose effectiveness depend upon segregation of duties can be circumvented by collusion. Similarly, control procedures can be circumvented intentionally by management with respect either to the execution and recording of transactions or with respect to the estimates and judgments required in the preparation of financial statements.

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PART IV - INTERNAL ACCOUNTING AND  
ADMINISTRATIVE CONTROLS AND COMPLIANCE (Cont'd)

Further, projection of any evaluation of internal control to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions and that the degree of compliance with the procedures may deteriorate.

We understand that procedures in conformity with the criteria referred to in the second paragraph of this report are considered by the Department of Health, Education and Welfare to be adequate for its purpose in accordance with the provisions of the Higher Education Act of 1965 and related regulations, and that procedures not in conformity therewith indicate some inadequacy for such purposes. Based on this understanding and on our study, we believe the Ohio University procedures were adequate for the department's purposes except for the conditions described on Page 7 under "Findings and Recommendations- Internal Accounting and Administrative Controls and Compliance" section of this report. We believe the exceptions are not in conformity with the criteria referred to above.

This report is intended for use in connection with the grant to which it refers and should not be used for any other purposes.

FINDINGS AND RECOMMENDATIONS - INTERNAL  
ACCOUNTING AND ADMINISTRATIVE CONTROLS AND COMPLIANCE

In the course of the examination, it was discovered that student files were not properly safeguarded. Permanent records, parents confidential statements and emergency loan information were stored in unlocked filing cabinets. Also, windows in the office are not locked and, often, were left open, thus making these confidential records accessible to anyone. We recommended that locking filing cabinets be utilized for these records and that all windows in the Student Financial Aid Office be locked every evening.

During the course of our examination, financial aid office personnel were not fully cooperative with our requests. Thus, making it more difficult for us to perform our audit and causing us to prolong our stay over and above what we had planned.

NATIONAL DIRECT STUDENT LOAN, COLLEGE WORK STUDY  
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PART V - PRIOR AUDIT REPORTS

During the course of our examination, we observed that the filing system was vastly improved enabling us to verify adequate documentation awards and loans made to students.

A selfevaluation checklist of the student aid programs was still lacking. This checklist should be used for internal purposes to determine compliance of federal regulations and to evaluate the administration's practices and principles. Also, to provide continuous monitoring of the programs to assure they are being operated in an effective, efficient and economical manner.

The procedure concerned with collection of NDSL loans had not improved by the end of the audit period. But, since then a new employee has been hired and the collection rate has increased. Also, on December 21, 1979, authorization was granted by the university administration to contract with a commercial billing agency to service the NDSL accounts.

A contract is expected to be signed by July 1, 1980 which will immediately ensure due diligence in the process of collecting loans. The necessary internal controls concerned with the collection of NDSL loans are still lacking. There is no segregation of duties to safeguard against errors or theft. One person, the student financial aid accountant, currently handles the following duties - receipt of cash, depositing of receipts, posting to the ledger, reconciling of bank statements, and the formulation of financial statements. It is strongly recommended that these duties be divided among at least three people.

Work-study students should not be calculating the estimated financial need for students applying for financial aid. There is an opportunity for conflict of interest which should be avoided in any situation. This may require hiring additional employees in order to relieve work-study students of this task.

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OHIO UNIVERSITY-ATHENS COUNTY

CONCLUSION STATEMENT

The audit report, including recommendations and citations, was reviewed with and acknowledged by the following officials on June 12, 1980:

1. Dr. Charles J. Ping, President
2. Mr. William L. Kennard, Treasurer/Controller
3. Mr. John R. O'Neal, Dir. of Student Financial Aid

These officials were informed that they had five working days from the date of the post audit conference to respond to or contest the citations made.

No such written response was received.

## EXAMINER CERTIFICATION

I, or we, the undersigned hereby certify that I, or we, have examined the books, records and accounts of the within named, Ohio University,  
Athens County, and I, or we, further certify that the foregoing is a true and accurate summation of the same as I, or we, verily believe.

BUREAU OF INSPECTION AND SUPERVISION  
OF PUBLIC OFFICES - STATE OF OHIOJoseph E. Jackson

State Examiner

Larry E. Grubbs

State Examiner

## TYPIST CERTIFICATION

I hereby certify that the foregoing report is a true and correct copy of the original report of the examination of said taxing district.

Date Dec. 27, 1980 Signed: Heidi M. Leckie

Typist

Heidi M. Leckie Mary Jo Kice

Proofreader

Area Supervisor

## BUREAU CERTIFICATION

A true and correct copy of this report is filed in the Offices of the Bureau of Inspection and Supervision of Public Offices at Columbus, Ohio.

THE BUREAU OF INSPECTION AND  
SUPERVISION OF PUBLIC OFFICESBy Victoria L. MaynardClerk EmDate: SEP 17 1981



BUREAU OF INSPECTION AND SUPERVISION OF PUBLIC OFFICES

## REPORT OF EXAMINATION

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OHIO UNIVERSITY - STUDENT FINANCIAL AID PROGRAMS - FEDERAL

70705-77-3000-00

DISTRICT #4, ATHENS COUNTY

SPECIAL INVESTIGATION - FEDERAL PURPOSE

JULY 1, 1979 THROUGH JUNE 30, 1980

FISCAL YEAR AUDITED UNDER GAAS: 1980

**THOMAS E. FERGUSON**  
**Auditor of State**



NATIONAL DIRECT STUDENT LOAN, COLLEGE WORK-STUDY,  
SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT,  
BASIC EDUCATIONAL OPPORTUNITY GRANT  
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NURSING STUDENT LOAN AND SCHOLARSHIP,  
AND HEALTH PROFESSIONS LOAN PROGRAMS  
OHIO UNIVERSITY-ATHENS COUNTY

INTRODUCTION

Background:

The Ohio University is an institution of higher education established by the Ohio General Assembly and operating under the Ohio law. The University is approved by the Office of Education to participate in the Student Financial Aid Programs. Our examination of the National Direct Student Loan Program, (NDSL), College Work-Study Program, (CWS), Supplemental Educational Opportunity Grants Program (SEOG), Basic Educational Opportunity Grants Program (BEOG), Health Professions and Nursing Scholarship and Loan Programs (HPLP, NSLP) at Ohio University was for the one year period ending June 30, 1980. The examination was directed toward the objectives set forth in the Audit Guides and Information Manuals for these programs prepared by the Department of Education. The Guideline Manual for Law Enforcement Education Programs was followed for the examination of LEEP for the fiscal year beginning October 1, 1979 and ending September 30, 1980.

National Direct Student Loan (NDSL) Program:

During 1958, the University entered into an agreement to establish a NDSL Program under the National Defense Education Act of 1958 which was transferred in 1972 to Part E of Title IV of the Higher Education Act of 1965. The records of the institution indicate that loans aggregating \$7,621,517.00 have been made to 7,956 students since the establishment of the program at the University. On June 30, 1980, approximately 19.69% of student loans receivable in repayment status were in default.

College Work-Study (CWS) Program:

On January 25, 1965, the University established the CWS Program pursuant to Title IV, Part C, of the Higher Education Act of 1965, as amended. During the year ended June 30, 1980, 1,503 students participated in the program and expenditures for wages aggregated \$886,050.00 from federal funds, \$189,702.00 from University funds and \$31,811.00 from off campus agencies. During the audit period \$17,127.00 was expended on the Job Location and Development Program which was established on July 1, 1977.

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Supplemental Educational Opportunity Grants (SEOG) Program:

The SEOG Program was established at the University on July 1, 1973, under Title IV, Part A, of the Higher Education Act of 1965, as amended. During the year ended June 30, 1980, 431 students were awarded \$191,113.00.

Basic Educational Opportunity Grant (BEOG) Program:

The University entered into an agreement with the Office of Education in July 1973 to participate in the BEOG Program. This program provides eligible students with a foundation of financial aid to help defray the costs of postsecondary education. During the year \$3,765,373.00 was expended for basic grant awards to 4,158 students.

Law Enforcement Education Program (LEEP):

The University established this program on September 1, 1970, through the Law Enforcement Assistance Administration of the U.S. Department of Justice. The Law Enforcement Assistance Administration operates on an October 1, to September 30, fiscal year. Fourteen thousand, five hundred twenty-four dollars (\$14,524.00) was awarded to students between October 1, 1979 and September 30, 1980.

Health Professions Loan Program (HPLP):

✓ The HPLP Program was established at the University on July 1, 1976, under Title VII, Part C of the Public Health Service Act, as amended. During the year ended June 30, 1980, 13 students received loans totaling \$15,200.00.

Nursing Student Loan and Scholarship Programs (NSLP):

Associate Degree Program-Zanesville Campus:

✓ The NSLP at Zanesville was established October 22, 1965, under Title VII, Part C and F, and Title VIII, Parts B and D of the Public Health Service Act, as amended. During the year ended June 30, 1980, loans of \$8,630.00 and scholarships of \$6,160.00 were awarded to 26 students.

Baccalaureate Degree Program-Main Campus:

The NSLP at Athens was established July 1, 1976. During the year ended June 30, 1980, no loans or scholarships were awarded under this program.

NATIONAL DIRECT STUDENT LOAN, COLLEGE WORK-STUDY,  
SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT,  
BASIC EDUCATIONAL OPPORTUNITY GRANT,  
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OHIO UNIVERSITY-ATHENS COUNTY

The University officials responsible for overall administration of the programs are the Treasurer and the Director of Student Financial Aid.

The Financial Aid Office is responsible for application processing and loan approvals, as well as the institution's compliance with the various regulations governing the institution's participation in federal and state student financial aid programs.

The treasurer's office is responsible for the programs' financial management and general ledger accounting. According to the National Association of College and University Business Officers, for good fiscal management, payments, collections and quarterly financial reports of the loan fund, should also be the treasurer's responsibility.

During the year ended June 30, 1980, the institution received other student financial aid funds including \$990,838.00 from the state for the Ohio Instructional Grant Program.

SCOPE OF AUDIT

Our audit of the National Direct Student Loan, College Work-Study, Supplemental Educational Opportunity, Basic Educational Opportunity Grant, Law Enforcement Education, Health Professions Loan, and Nursing Student Loan and Scholarship Programs was performed in accordance with the financial and compliance elements of the "Standards for Audit of Governmental Organizations, Programs, Activities and Functions" issued by the Comptroller General in June 1972 (Reprint 1974) and the audit guide or guideline manual for each program. The purpose of the audit was to formulate an opinion on the basic financial statements taken as a whole and to determine if these programs were administered in accordance with applicable laws, regulations, terms of agreements and directives which are set forth in the audit guide or guideline manual.

The audit included:

1. Expressing an opinion on the balance sheets, related statement of changes of fund balances and supplementary schedules.
2. Evaluation of the Ohio University policies, procedures and practices used to administer the programs.
3. Determination of compliance with applicable sections of the acts, related federal regulations and Department of Education policies and procedures.

NATIONAL DIRECT STUDENT LOAN, COLLEGE WORK-STUDY,  
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OHIO UNIVERSITY-ATHENS COUNTY

The audit included: (Cont'd)

4. Evaluation of the institution's system of internal control, accounting and reporting, and the controls maintained in the operation of and accounting for the funds provided for the programs.

5. Reconciliation of the information reported on the appropriate financial statements, with forms OE-646, OE-255-3, LEEP-5, and HRA-36-13 for the year audited.

As part of our audit, we obtained confirmation from selected students on BEOG and SEOG awards, students participating in the CWS, NSLP and LEEP Programs and student NDSL loan balances. We mailed out 1441 requests for confirmations to students participating in the campus base programs. This is about 25% of the total number of students receiving student aid funds. We received 1140 confirmations back from the students of which        were correct and 133 responses indicated they were not in agreement. Three hundred and one of the confirmations were not returned by the students and the balance of 88 were returned by the post office. Alternative auditing procedures were applied to all noncorresponding accounts.

The audit covered the period July 1, 1979 through June 30, 1980, and field work was performed during the period March 16, 1981 through April 3, 1981 at the institution's business and student financial aid offices.

NATIONAL DIRECT STUDENT LOAN, COLLEGE WORK-STUDY,  
SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT,  
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OHIO UNIVERSITY-ATHENS COUNTY

FINANCIAL

Auditor's Report on Financial Statements:

We have examined the balance sheets of the programs covered by this audit of Ohio University as of June 30, 1980, and the related statements of changes in fund balances for the year then ended. Our examination was made in accordance with the financial and compliance elements of the "Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the U.S. Comptroller General in 1972 (1974 Reprint). Accordingly, we conducted such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances. The "Guide for Audits of NDSL, CWS and SEOG Programs, Department of Education," dated June 1980 and "Guide for Audits of BEGG Programs, Department of Education," dated June 1978 were used as a guide in the examination.

In our opinion, the aforementioned financial statements present fairly the financial position of the NDSL, CWS, SEOG, BEOG, LEEP, HPLP and NSLP Programs at Ohio University at June 30, 1980, and the changes in their fund balances for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

The examination referred to above was directed primarily toward formulating an opinion on the aforementioned financial statements as of and for the year ended June 30, 1980 taken as a whole. The supplementary data included in Schedule 1 through 4, are presented for supplementary analysis purposes and are not necessary for a fair presentation of the financial position as of June 30, 1980 and the changes in fund balances for the year then ended. The supplementary data included in Schedule 1 through 4, have been subjected to the auditing procedures applied in the examination of the basic financial statements and, in our opinion, are stated fairly in all material respects only when considered in conjunction with the financial statements of the NDSL, CWS and SEOG Programs taken as a whole.

Findings and Recommendations-Financial:

During the course of the examination, it was determined that the percentage of loans in default was 19.69%. As is noted in the "Audit Guide for NDSL, CWS and SEOG Programs, Department of Education," dated June 1980, it is a requirement that a default rate in excess of 10% be reported as a finding. Regulations governing the NDSL Program set forth certain due diligence procedures to insure the collection of amounts due and payable to the program by student borrowers. During the period under examination, the institution did not have a billing system that would render a statement of account to each borrower as required by the program procedures. Subsequent to June 30, 1980, the institution entered into a contract with Wachovia Services, Inc., (A billing service) which should comply with the due diligence guidelines.

NATIONAL DIRECT STUDENT LOAN, COLLEGE WORK-STUDY,  
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NURSING STUDENT LOAN AND SCHOLARSHIP,  
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OHIO UNIVERSITY-ATHENS COUNTY

INTERNAL ACCOUNTING AND  
ADMINISTRATIVE CONTROLS AND COMPLIANCE

Auditor's Report on Internal Accounting and  
Administrative Controls and Compliance:

We have examined the financial statement on the NDSL, CWS, SEOG, BEOG, LEEP, HPLP and NSLP Programs, Ohio University, for the year ended June 30, 1980. Our opinion on the above statements is contained on Page 3 of this report. As a part of our examination, we have made a study of the institution's system of internal accounting control to the extent we considered necessary to evaluate the system as required by "Standards for Audits of Governmental Organizations, Programs, Activities and Functions" issued by the Comptroller General (GAO) in June 1972 (1974 reprint). Under these standards, the purpose of such evaluation is to establish a basis for reliance thereon in determining the nature, timing and extent of other auditing procedures that are necessary for expressing an opinion on the financial statements.

We have also made a study of those internal accounting control and administrative control procedures of Ohio University that we considered relevant to the criteria established by the Department of Education as set forth in Sections 3.2, 3.3 and 3.4 of its Audit Guide issued June 1980. Our study included tests of compliance with such procedures during the period from July 1, 1979 to June 30, 1980.

The objective of internal accounting control is to provide reasonable, but not absolute, assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability for assets. We understand that the objective of those administrative control procedures comprehended in the Department of Education criteria is to provide similar assurance as to compliance with its related requirements. The concept of reasonable assurance recognizes that the cost of a system of internal control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily require estimates and judgments by management.

There are inherent limitations that should be recognized in considering the potential effectiveness of any system of internal control. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other personal factors. Control procedures whose effectiveness depend upon segregation of duties can be circumvented by collusion.

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NURSING STUDENT LOAN AND SCHOLARSHIP,  
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OHIO UNIVERSITY-ATHENS COUNTY

Auditor's Report on Internal Accounting and  
Administrative Controls and Compliance: (Cont'd)

Similarly, control procedures can be circumvented intentionally by management with respect either to the execution and recording of transactions or to the estimates and judgments requires in the preparation of financial statements. Further, projection of any evaluation of internal control to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions and that the degree of compliance with the procedures may deteriorate.

Findings and Recommendations-Internal Accounting  
and Administrative Controls and Compliance:

During the review of internal control procedures, it was noted that the safeguarding of unused checks and custody of facsimile signature plates was under the control of one person. A separation of these duties is needed to insure against the opportunity of unauthorized check being issued.

The control of the general ledger and custody of the promissory notes to the National Direct Student Loan Program, was under the control of one person. To insure against possible collusion, it is recommended that these duties be separated.

No effective attempt has been made by the University to collect loans made to students on the Portsmouth or Zanesville Nursing Programs. In order for the University to satisfactorily demonstrate due diligence in its efforts to collect these loans, it is recommended that a billing agency be engaged to institute a procedure for repayment of these loans. No fiscal operating report has been filed with the federal granting agency for the Portsmouth Nursing Program. Accordingly, it is recommended that a fiscal report be immediately submitted to the National Institute of Health. These recommendations were made in the prior audit report by the State Auditor, but have not been implemented by the University.



NATIONAL DIRECT STUDENT LOAN, COLLEGE WORK-STUDY,  
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OHIO UNIVERSITY-ATHENS COUNTY

PRIOR AUDIT REPORTS

To be able to maintain accurate files on which to base awards and ensure that federal and university regulations are complied with, the Student Financial Aids Office must have a current listing of all financial aid being received by every student. This includes guaranteed student loans, and any private or departmental scholarships, faculty and staff fee waivers, etc. Presently, there is no uniform procedure by which this additional aid is communicated to the Student Financial Aid Office.

CONCLUSION STATEMENT

The audit report, including recommendations and citations, was reviewed with and acknowledged by the following officials on May 26, 1981:

1. Mr. G. Kenner Bush, Board of Trustees
2. Dr. Charles J. Ping, President
3. Mr. William L. Kennard, Treasurer/Controller
4. Mr. John R. O'Neal, Director of Student Financial Aid

These officials were informed that they had five working days from the date of the post audit conference to respond to or contest the citations made.

Such written response was received and made a part of this report.

OHIO UNIVERSITY  
ATHENS, OHIO 45701

OFFICE OF THE PRESIDENT  
CUTLER HALL

May 29, 1981

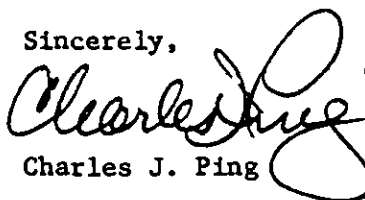
Mr. T. Bernard Burke, University Audits  
88 East Broad Street  
Columbus, Ohio 43216

Dear Mr. Burke:

The purpose of this letter is to acknowledge that Angela Irwin shared the Preliminary Audit Report of the Financial Aids Office for the period July 1, 1979 to June 30, 1980 with Mr. Bush, representing the Board of Trustees, Mr. O'Neal, Mr. Kennard and myself.

Your recommendations, as contained in the remarks section of the report, will be taken under consideration.

Sincerely,



Charles J. Ping

cc: Mr. G. Kenner Bush, Member of the  
Board of Trustees  
Mrs. Angela Irwin, Senior State Examiner  
Mr. John R. O'Neal, Registrar; Director  
of Student Financial Aids  
Mr. William L. Kennard, Treasurer

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## EXAMINER CERTIFICATION

~~I~~ we, the undersigned hereby certify that ~~I~~ we, have examined the books, records and accounts of the within named, Ohio University, Athens County, and ~~I~~ we, further certify that the foregoing is a true and accurate summation of the same as ~~I~~ we, verily believe.

BUREAU OF INSPECTION AND SUPERVISION  
OF PUBLIC OFFICES - STATE OF OHIO

George Bush  
State Examiner

Ernest Hubbard  
State Examiner

## TYPIST CERTIFICATION

I hereby certify that the foregoing report is a true and correct copy of the original report of the examination of said taxing district.

Date July 16, 1981 Signed: Helen M. Reeder  
Typist

Helen M. Reeder Kristine M. Heteny  
Proofreader

\_\_\_\_\_  
Area Supervisor

## BUREAU CERTIFICATION

A true and correct copy of this report is filed in the Offices of the Bureau of Inspection and Supervision of Public Offices at Columbus, Ohio.

THE BUREAU OF INSPECTION AND  
SUPERVISION OF PUBLIC OFFICES

By Victoria L. Maynard  
Clerk

OCT 15 1981

Date: \_\_\_\_\_

OHIO UNIVERSITY  
ATHENS, OHIO 45701

BOARD OF TRUSTEES

Board of Trustees  
of  
Ohio University

Report of Action of Board-Administration Committee  
meeting in Executive Session on January 30, 1982.

Present were the three members. G. Kenner Bush,  
Chairman, J. Grant Keys, Milton J. Taylor and the Secretary,  
Robert E. Mahn.

In accordance with authority granted the Committee  
by Resolution 1981--587 (June 27, 1981), the Committee set  
President Charles J. Ping's annual base salary at \$71,200  
effective November 15, 1981.



Robert E. Mahn  
Secretary

January 30, 1982

Ohio University

Interoffice Communication

Date: February 5, 1982

To: William L. Kennard, Treasurer

From: Robert E. Mahn, Secretary of The Board of Trustees

Subject: PRESIDENT'S BASE SALARY

At their January 30, 1982 Meeting, the Board of Trustees set the President's base annual salary at \$71,200 effective November 15, 1981 and approved the attached memorandum of understanding.



Robert E. Mahn

REM:bjq

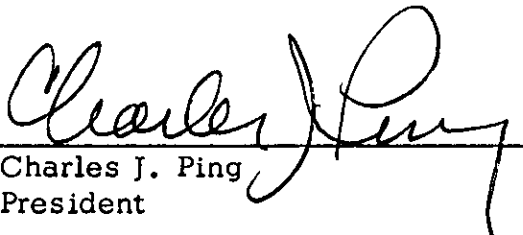
Attachment

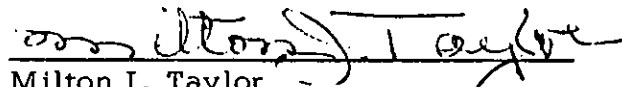
## MEMORANDUM OF UNDERSTANDING

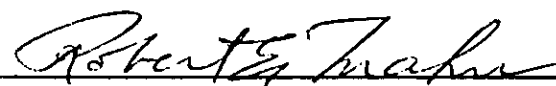
This memorandum revises the continuing terms of appointment for Charles J. Ping as President of Ohio University described in the Memorandum of Understanding dated July 6, 1979, signed by Donald A. Spencer as Chairman of the Board of Trustees. Effective date of this Memorandum of Understanding is January 30, 1982.

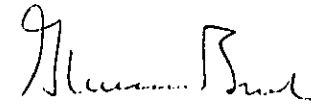
1. Base Salary. Base salary is subject to annual review.
2. Continuing Appointment. At any time after five years of service the President may choose to resign his administrative appointment and accept a continuing faculty appointment. He shall be granted the rank of Trustee Professor and shall hold that rank until resignation or retirement. Initial academic salary will be established at that time by the Board Administration Committee but in no case will it be less than three-fourths of the then current presidential salary. Salary increments equal to at least the average faculty adjustments shall be added in succeeding years to the base salary for this academic appointment as Trustee Professor. The terms of the appointment as Trustee Professor shall include the continuation of provision for supplemental retirement payments in the stated percentage and all insurance provisions included in the presidential contract.
3. Retirement Program. The University will pay institutional contribution to the Ohio Retirement Program. In addition, the University will provide a supplemental retirement annuity in an amount equal to twenty-five (25) per cent of base salary.
4. Disability Insurance. The University will pay premium for disability coverage.
5. Travel Insurance. The University will provide a travel insurance policy in the amount of \$600,000.
6. Life Insurance. A life insurance policy in an amount equal to four times the base salary will be provided by the University.
7. Health Insurance. Full family coverage will be provided under the University Health Insurance Program.
8. Housing. As a condition of appointment, the President will occupy the official University residence. All utilities and telephone will be furnished. Staff for the house will include a full-time cook, a housekeeper and gardener as needed.
9. Expense Allowance. An annual entertainment and expense allowance of \$12,000 will be payable monthly. In addition, any travel expenses incurred on official university business will be fully reimbursed.

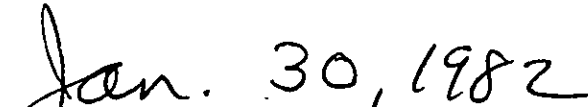
10. Transportation. The University will provide either an automobile or an annual car allowance in the amount of \$3,000. If an automobile is provided, it will be available for personal use with the understanding that all operating expenses incurred in personal use will be paid by the President. If a car allowance is chosen by the President, the payment will be in a lump sum at the start of the year. University airplane will be available for official university travel.
11. Physical. The University will provide an annual executive physical. The results will be available to the Chairman of the Board if requested.

  
Charles J. Ping  
President

  
Milton J. Taylor  
Chairman, Board of Trustees

  
Robert E. Mahn  
Secretary of the Board

  
G. Kenner Bush  
Chairman, Board Administration Committee

  
Date