

**THE OHIO UNIVERSITY BOARD OF TRUSTEES
MINUTES OF April 8, 1995, MEETING**

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

FOCUS ON:

The Present and Future Use of Technology at Ohio University

Friday, April 7, 1995

Those presenting reports and a summary of each follows:

Mr. Thomas A. Reid, director of Communication Network Services (CNS) -- Mr. Reid's presentation covered two areas: (1) infrastructure of university technical communication systems and (2) using the World -Wide Web on the Internet to market and spread the Ohio University name. Mr. Reid's presentation on the World-Wide Web and its applications included the Ohio University Home Page, a tour of the campus that Internet users can access and practical applications such as requests for information that can be made by users directly to the Ohio University admissions office.

Ms. Nancy L. Rue, coordinator for Access and Information Services, University Libraries -- Ms. Rue's presentation reviewed two library search systems -- Alice II and Ohiolink. Alice II is a new in-house library service that enables students at any Ohio University campus to identify by computer where and at which campus resources within the Ohio University system are located. Ohiolink is a statewide system that enables users throughout the state to access materials from any participating institution within a 48 hour time frame. All procedures for Ohiolink and for Alice II can be accomplished from a computer at any Ohio University campus.

Mr. David R. Fritchley, director of Computer Services -- Mr. Fritchley's presentation focused on administrative computer services including phone-in registration, campus information system (registration information, weather, department information, etc. ...), electronic mail and the Degree Audit Reporting System (DARS) that provides student with a computerized report each quarter on progress toward their degree.

Mr. Douglas D. Mann, coordinator of Instructional Development, College of Osteopathic Medicine (COM) -- Mr. Mann's presentation reviewed the computerized curricular approach utilized by COM and presented on-line illustrations students use in medical case simulations that include digital x-rays, biopsy images, and sounds of hearts and lungs.

Professor Donald M. Flournoy, professor, School of Telecommunications -- Dr. Flournoy's presentation covered the general need for improved technology to deliver instruction, including local computer technology for classroom use, as well as technology that can be used to deliver distance learning opportunities on the Internet -- he mentioned a class from Texas A&M University that had 60,000 distance learning students enrolled. His presentation led to some excellent discussion of technology and the need for the University to explore nontraditional delivery systems.



Other Participants:

Ms. Peggy Sattler, graphic design manager for Instructional Media and Technology Services -- Ms. Sattler designed all of the slides used in the presentation.

Ms. Laura Windsor, library assistant -- Ms. Windsor assisted with communications regarding the library presentation.

Messrs. David Steertz, Robert Watkins, T. Curt Flood, CNS -- These technicians arranged the needed technical support and spent long hours ensuring that the technology was operational.

EXECUTIVE SESSION
1:00 p.m., Saturday, April 8, 1995
Bennett Hall, Room 223
Ohio University, Chillicothe Campus

On the motion by Mr. Emrick, and a second by Mr. Goodman, the Ohio University Board of Trustees resolved to hold an executive session to consider personnel matters under Section 121.22(G)(1), real estate matters under Section 121.22(G)(2), and legal matters under Section 121.22(G)(3) of the Ohio Revised Code.

On a roll call six members were present and voted aye, namely: Chair Hodson, Mr. Emrick, Mrs. Eufinger, Mr. Goodman, Mr. Grover, and Mr. Schey.

Trustees considered a proposal for lease of university land. Following discussion, trustees asked that the administration develop a policy regarding potential private development of university lands and that such policy provides for assistance of "special counsel" when appropriate.

Trustees reviewed proposals to purchase three parcels of land, two owned by the Ohio University Foundation and one by CSX Transportation, Inc. It was the consensus that the administration should proceed to acquire the CSX property and that talks should continue with representatives of the Foundation on acquisition of their properties.

Matters of litigation were reviewed along with a discussion of possible legal entities to meet changes in our health care teaching, training, and service requirements.

Discussion continued as to the evaluation of the president and the process to be followed. It was agreed that the chair, by the June meeting, would solicit individual trustee evaluations, collect, synthesize, and review with the president. The chair announced that the Board-Administration Committee will schedule time on campus to meet with the leadership of constituent groups regarding the evaluation of the president.

The status of the athletic director was reported, as was the possible status change of key staff people.

I. ROLL CALL

Six members were present, namely: Chair Thomas S. Hodson; Charlotte C. Eufinger; Charles R. Emrick, Jr.; N. Victor Goodman; B. Tad Grover, and Ralph E. Schey. Student Trustees Amanda L. Arnovitz and Melissa A. Cardenas also attended. This constituted a quorum.

President Robert Glidden, Secretary Alan H. Geiger and Mr. Terry Trimmer, president of the Ohio University Alumni Association Board, were present.

The April 7 and 8, 1995, trustee meeting dates were changed from the original agreed to dates of April 21 and 22, 1995. Because of the change, some members' schedules were negatively impacted. Dr. Strafford and Mr. Brunner were unable to attend because of previously scheduled out-of-state commitments. Mr. Leonard was able to be present for the Friday session and Mr. Goodman for the Saturday meeting.

This was the last regular trustees' meeting for retiring Trustee J. Craig Strafford, M.D. and Student Trustee Amanda L. Arnovitz. Members later in the meeting expressed their gratitude to Ms. Arnovitz for her service and asked that a proper occasion be found to pay tribute to Dr. Strafford for his service.

II. APPROVAL OF THE MINUTES OF THE MEETING

FEBRUARY 4, 1995
(previously distributed)

Mr. Grover moved approval of the minutes as previously distributed. Mrs. Eufinger seconded the motion. All agreed.

III. COMMUNICATIONS, PETITION AND MEMORIALS

Secretary Geiger reported there were none.

IV. ANNOUNCEMENTS

Secretary Geiger reported there were no announcements.

V. REPORTS

There were no reports.

VI. UNFINISHED BUSINESS

The Secretary reported no unfinished business.

VII. NEW BUSINESS

A. Budget, Finance and Physical Plant Committee

Mr. Schey presented and moved approval of the resolution. Mr. Emrick seconded the motion. Approval was unanimous.

PROGRAM PLANNING REPORT AND OUTLINE FOR 1995-96 BUDGET PLAN

RESOLUTION 1995 -- 1402

WHEREAS, the Ohio University Board of Trustees has been granted the full power and authority on all matters relative to the administration of the University.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees receives the "Ohio University Program Planning Report, March 1995" recommended by the President and approves the outline of the 1995-96 budget plan.

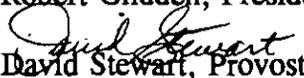
BE IT FURTHER RESOLVED that if the funding available from state subsidy and tuition should be different from the specific projections made in the "Ohio University Program Planning Report, March 1995," the President shall implement a fiscal plan which reflects the appropriate balance of revenue from state subsidy and tuition.

AND BE IT ALSO FURTHER RESOLVED that if the total funding available from tuition, state subsidy and other income should be significantly less than the projections included in the "Ohio University Program Planning Report, March 1995," the President shall propose an alternative fiscal plan which is commensurate with available revenue.

Ohio University

Office of the Provost
Cutler Hall
Ohio University
Athens, Ohio 45701-2979

March 17, 1995

TO: Robert Glidden, President
FROM: 
David Stewart, Provost
SUBJECT: Planning Report

Attached is the Ohio University Planning Report. The process which culminated in this series of recommendations regarding enrollment, income and expenditure projections, compensation increases, and fee changes began in September. Because of the uncertainty surrounding the state's budget at this time, three expenditures options have been recommended.

The recommendations included in the report summarize the FY 1995-96 plans for the Athens General Programs, Regional Higher Education, and the College of Osteopathic Medicine.

DS:je
Attachment

Ohio University

Planning Report

March 1995

University Planning and Budgeting activities which precede the adoption of the state's biennial budget are usually characterized by uncertainty. Only once in the past five biennia has there been sufficient confidence in the outcome of the legislative process for a budget plan to be formulated which did not require several possible income and expenditure options. This year is no exception.

The Governor's Budget Recommendations

Governor Voinovich released his budget recommendations and budget language in January. Historically, funding for higher education in Ohio has been close to the governor's recommendation each biennium. The legislature will occasionally add dollars but seldom lowers funding. However, the current political climate is cause for concern inasmuch there is some sentiment in Columbus for cutting the Governor's budget.

The Governor's budget message reflects the philosophy that the state must improve education, job development and quality of life without increasing taxes. While it is fair to say that the Governor did make education a priority in his recommendations for funding, school finance reform, the growth in health care costs, and other rapidly growing costs like prisons and human services limit his ability to alter the percentage of the state budget going to education.

The Governor's budget identifies Ohio's higher education system as the state's primary sources for post secondary opportunities but points out that with the state's limited financial resources, higher education must focus on areas that are of the greatest return. The total higher education budget is recommended to increase by 5.3 percent in FY 1996 and the instructional subsidy portion is recommended to increase by 4.5 percent.

There are several proposed formula revisions included in the calculations and the language of the bill. These changes will have a positive effect on the relative funding level for Ohio University as the institution will receive a larger share of the pool of state support.

These revisions include the following:

1. ***Physical Operations and Maintenance*** - In past calculations for subsidy, funding for physical plant operation and maintenance was based on each institution's total square feet of space. This has been replaced in the formula revisions with an enrollment-based allowance. The effect of the change is to reward efficient use of space. The correction will be phased in over several budget years, and the full effect will not be realized for three or four budget years. All institutions are assured of funding for physical plant at the current level. Increases in physical plant funding will be limited to a 12.5 percent adjustment to base in any one year, but the total will accumulate over the years.
2. ***Enrollment*** - Funding for enrollment growth has never been guaranteed under past formulas. The Ohio Board of Regents is now recommending that growth be funded at 50 percent in the first year, 75 percent in the second year, and 100 percent in the third year. Growth resulting from our higher retention rates will be rewarded by this change.
3. ***Other Calculations*** - Changes in the classification of courses will benefit Ohio University as the upper division courses of Health and Sport Sciences have been upgraded from Baccalaureate I to Baccalaureate II funding.

The revisions to the funding formula will have a different effect from institution to institution. Some will gain significant resources, others will lose. To ensure stability, each institution will be guaranteed no less than its present level of funding.

The Regents' recommendations include new funding in two areas: Performance Funding and Funding for Change. Both represent major state efforts to invest in programs with promise for the future. Performance Funding will be used to provide incentives to colleges and universities for meeting institutional performance standards and goals. Funding for change will assist institutions in meeting new challenges in areas of technology in teaching and promoting student access to higher education. Formulas for distribution of both funds have not yet been developed.

Impact on Ohio University

Within the context of modest budget increases, the University planning process will continue to focus on the allocation and reallocation of resources to enhance the quality of existing programs, to increase the diversity of faculty and staff, to promote improved campus safety and quality of life, and to enhance research, scholarship, and teaching.

Enrollment Projections

The number of graduating high school seniors declined significantly from 1977 to 1992. We are now in a period of modest recovery in the number of graduating high school seniors. During that period of decline in the pool of potential freshmen, the number of applicants to Ohio University has increased steadily. Applicants for 1995 admission are projected to reach an all time high, indicating that there continues to be a strong demand for admission to Ohio University. Early analysis also leads to the conclusion that standardized test scores and high school ranks will continue to increase for students admitted for the fall of 1995.

The targeted size of the freshman class for 1995-96 again will be 3,200. Since the retention rate is expected to stabilize between 83 and 87 percent, the overall enrollment on the Athens Campus will remain at approximately the 1994-95 level.

Income Estimates for Athens General Programs

Income sources for the Athens general program budget are (1) student-based instructional subsidies from the state, (2) student tuition and fees, and (3) other income from cash investment earnings, indirect cost recovery from grants and contracts, and various miscellaneous sources.

Given the pattern of state support for higher education described earlier, the Board of Regents has revised its fee assumptions. This refers to the student share of the cost of their education, and in the new budget document submitted by the governor, the fee assumption will decline from its present 50 percent to 48 percent. This is a composite number, inasmuch as there are three different fee assumptions for three different levels of instruction.

The recommendations which follow offer a worst case to best case continuum of options. The assumptions behind the state subsidy lines for each of the options below are described in more detail below.

Option A: Instructional subsidy would increase 3.3 percent over what was earned in 1994-95. Funding below the Governor's recommendations is likely to occur only if there is a serious effort to cut state funding. This could result from cuts in the federal budget and transfer to the states of federal mandates without corresponding funding. The assumption is that, if a further reduction in state support occurs, tuition fees would be increased by 6 percent for all undergraduate and graduate students.

Option B: The Governor's recommendation includes a 4.9 percent increase in instructional subsidy. The increase for the Athens Campus is projected at 7.8 percent due to inflationary increases, catch up funding for past actual enrollments, changes in the plant operation and maintenance funding from a

square footage to student FTE hours, and upgraded courses in the area of Health and Sport Sciences. Under this option, undergraduate and graduate tuition and the nonresident surcharge would increase by 4 percent, and there would be no increase in the general fee. There is no recommendation for an increase in the general fee due to a separate new fee for the Ping Student Recreation Center that is anticipated to be approved by the Board of Trustees at the June Board meeting. The 4 percent quarterly increase would be \$38 for undergraduate tuition, \$47 for graduate tuition, and \$54 for the nonresident surcharge. Ohio University ranked 5th in the state in undergraduate resident fees in 1994-95. Ohio University's fees are currently \$375 less than Kent State, and \$986 less than Miami. For 1994-95 Ohio University ranked 9th in the state for resident graduate fees with rates comparable to Cleveland State and Kent State.

Option C: This is the original Ohio Board of Regents proposal, and this option assumes that an additional \$92 million would be made available for support of higher education and that it would be distributed according to the subsidy formula. This would result in an increase in state support of 11.5 percent for the Athens Campus. As a result of added state support, there would be a recommendation of no increase in undergraduate tuition, graduate tuition, or the nonresident surcharge.

Table I

Income Budget Options

1995-96

	<u>Option A</u>	<u>Option B</u>	<u>Option C</u>
Tuition and Fees	\$ 87,437,000	\$ 85,442,000	\$ 82,932,000
Resident Tuition	6%	4%	0%
Graduate Tuition	6%	4%	0%
Nonres. Surcharge	6%	4%	0%
General Fee	6%	0%	0%
Instructional Subsidy	76,142,500	80,150,000	83,014,000
Other Income	<u>11,100,000</u>	<u>11,100,000</u>	<u>11,100,000</u>
TOTAL	\$174,679,500	\$176,692,000	\$177,046,000

Expenditure Plan for Athens General Programs

Expenditure Plan

Table II presents three expenditure plans proposed for the Athens General Programs for 1995-96 corresponding to each of the income options presented in Table I. Given the uncertainties in the state's budget situation, it is unlikely that state support in the form of student-based subsidy will be exactly that listed in any of the options in Table I. It is more likely that state support will fall somewhere between these options, necessitating a flexible spending plan that provides alternatives depending on the level of state support.

Table II presents the expenditure plan proposed for the Athens General Program for 1995-96. It begins with \$163 million in adjusted continuing base budgets carried forward into 1995 from the current year. This base includes continuing adjustments made during the year to accommodate the addition of continuing increases funded from the operating reserve and the removal of one-time-only spending authorizations.

Required Expenditure Increases

To the beginning base budget must be added increases associated with changes in utility rates, the costs of new facilities, and increases mandated by law or by the result of contractual agreements. The required expenditure increases total \$2,509,000 for 1995-96.

Purchased Utilities: Anticipated increases in utilities costs include new buildings and space brought back on line will total \$435,000. This includes the new Ping Center, Copeland Hall, and space at the Ridges. ***New Building and Facilities:*** These costs are associated with new buildings being occupied, renovated buildings being brought back into use, including Copeland Hall and additional space for temporary occupancy by faculty when their home building is being renovated. Additional space on The Ridges, for which the University will be responsible in the coming fiscal year, is included in these amounts. ***Multi-year Commitments:*** These funds include the cost of compliance with federal and state safety and environmental mandates, and UPAC awards that were spread over several years. ***Civil Service Bonus and Reclassification:*** These funds are required to meet negotiated wage settlements and the implementation of the bonus system accompanying the phase-out of the differential pay structure and longevity increases. ***Payroll Accrual and Miscellaneous Central Pool:*** Standard accounting rules require that certain anticipated expenses be accrued when the fiscal year ends prior to the completion of a bi-weekly pay period. This category also includes medicare contributions, which federal law requires that employers make for all new employees. ***Academic Challenge Round III:*** Academic Challenge restricted fund awards made in 1989 now must be incorporated into the general program budget. Under terms of the Academic Challenge program, awards totalling one percent of institutional subsidy were made at the beginning of the biennium and continued for six years as a separate line item administered through the Office of Research and Sponsored Programs. At the end

of the six-year period the Academic Challenge funds are rolled into the University's instructional subsidy and must be incorporated into the expenditure plan. **Modular Laboratory Lease:** With the growth in Biological Science majors, additional laboratory space was added temporarily in the form of modular units. These units have a four-year lease. **Library - CRL Membership:** The University library is applying for membership in the Center for Research Libraries.

Income - Related Expenditure Increases

Student Aid Matching: This is a new initiative that would increase the amount of funding for all general fund scholarships, grants, workstudy, and pace funds by the level of the tuition increase. **Graduate Student Fee Waivers:** These funds are required to keep graduate tuition waivers equal to the new tuition charges and to reflect changes in the mixture of resident and nonresident students. **Scholarships/Undergraduate/Minority/Special Talent:** This allocation would increase the undergraduate scholarship budget by \$500,000 after all three options of funding. **Senate Bill 140 Funding:** Additional funding is needed to pay for fees of high school students attending Ohio University under the S.B. 140 option. **Student Session Fee Waivers:** This reflects an increase in enrollment of graduate students on stipends in the summer quarter.

Compensation Increases

Compensation Increases: Recommended compensation increases are as follows for each option: Option A, 4 percent; Option B, 4 percent; and Option C, 5 percent. Options B and C also includes 1 percent compensation pool to be used to address special merit awards, salary equity needs, and the implementation of more consistent policies for the remuneration of chairs and school directors. It will be allocated by the Provost Office. There is no projected increase in the cost of the University's medical plan in 1995-96. This is the result of a slowdown in the increase of medical costs, cost containment practices by our employees and the switching from a minimum premium to a self-funding (ASO) health plan. **Wellness Program:** Modeled on the energy management pool concept--wherein a small percentage of each annual utilities increase is earmarked for energy saving projects--this year's compensation increase includes a set-aside for a wellness program. The sum of \$75,000, will be used to enhance a wellness plan for Ohio University employees that will promote healthier life choices and thereby reduce future medical care costs. This pilot program continues to be evaluated by UPAC for base funding. **Summer Rate Increase:** Proposed increases for summer teaching rates are 3 percent for Options A, and 4 percent for Options B and C.

Additional Expenditures

UPAC Planning Pool: The 23 planning units submitted 113 planning proposals totaling more than \$4,482,000. Evaluation by UPAC was based on the extent to which each

proposal was judged to (1) improve recruitment and retention, (2) increase income or reduce costs, (3) improve overall quality of campus life, (4) make better use of existing resources, and (5) encourage cooperation and joint programming among units.

UPAC recommends that approximately one-fourth to one-third of the proposals be approved for funding, including many of the university-wide and joint proposals. The release of UPAC funds should be delayed until fall enrollments, fee income, and subsidy income are confirmed. Two levels of funding are recommended: under Option A proposals ranked as priority 1 through 23 will require approximately \$1 million will be funded. The second options under B and C include proposals ranked 24 through 31 and will require an additional \$203,000.

Graduate Stipends Increase: The recommended increase in graduate student stipends is 6 percent. In addition, graduate students with fee waivers will have their fee waiver increased by the rate of the tuition increase. The fee waiver increase was included in the Income Related Expenditure section of the Expenditure Plan. **Supplies and Equipment:** A continuing pressing need across campuses is felt in this area, especially since recent decreases in budgets fell unequally on supplies and equipment allocations. UPAC recommended an increase in supplies and equipment budget distributed on an equal percentage to the planning units. Option A would provide a 1.8 percent increase, Options B and C a 6.2 percent increase. **Faculty Block Grant:** The growth in undergraduate enrollments caused UPAC to recommend that \$1,025,000 be allocated for new faculty positions separate from the UPAC planning pool. This grant allows the University to hire 21 entry-level faculty to respond to enrollment pressures and student demands.

Minority Faculty Recruitment Pool: Due to state budget cuts additional funds have not been allocated to the hiring of minority faculty in underserved areas in the last three years. Option A would add \$50,000 and Options B and C would provide \$100,000 for this purpose. **Campus Parking:** The growth in the number of students and staff on campus requires that additional resources be allocated to begin to solve the problem of a shortage of campus parking. Under Option A, \$150,000 would be allocated and \$250,000 under Options B and C. **Research Equipment Start-Up:** The hiring of new faculty will place pressure on departments to provide new faculty with necessary equipment to carry out their teaching and research mission. The recommended increase for Option A is \$100,000 and for Options B and C, \$200,000. **Increase University Reserve:** For years, the University's unallocated reserve has been \$400,000 or less three-tenths of a percent of the budget. The reserve is usually depleted by mid-year and only growth in mid-year income has permitted additions to the reserve in the past. Options B and C would add \$200,000 to the University reserve.

Table II

Option A Expenditure Plan Athens General Programs 1995-96

<u>Expense Category</u>	<u>Cost</u>	<u>Cumulative Cost</u>
Continuing Base		\$163,600,000
Required Expenditure Increases:		
Purchased Utilities	\$ 435,000	
New Building Costs/Ridges	350,000	
Multi-year Commitments	156,500	
CS Bonus and Reclassification	518,000	
Payroll Accrual & Misc. Central Pool	273,000	
Academic Challenge Rd. III	651,000	
Modular Lab Lease	100,000	
Library-CRL Membership	<u>26,000</u>	
Subtotal	2,509,500	166,109,500
Income Related Expenditure Increases:		
Student Aid & Educational Benefits	348,000	
Graduate Student Fee Waivers	534,000	
Scholarships/Undgrd/Minority/Spec. Talent	500,000	
Senate Bill 140 Funding	100,000	
Summer Session Fee Waivers	<u>250,000</u>	
Subtotal	1,732,000	167,841,500
Compensation Increases		
Health Plan Increases	0	
Fac./Staff Salary	3,700,000	
Wellness Program	75,000	
Summer Rate Increase	<u>51,000</u>	
Subtotal	3,826,000	171,667,500
Additional Expenditures		
UPAC Pool 1995-96	1,000,000	
Graduate Stipends Increase	390,000	
Supplies & Equipment	297,000	
Faculty Block Grant	1,025,000	
Minority Faculty Recruitment Pool	50,000	
Campus Parking	150,000	
Research Equip. Pool Start-up	100,000	
Increase Univ. Reserve to \$600K	<u>0</u>	
Subtotal	\$3,012,000	\$174,679,500

Table II

Option B Expenditure Plan Athens General Programs 1995-96

<u>Expense Category</u>	<u>Cost</u>	<u>Cumulative Cost</u>
Continuing Base		\$163,600,000
Required Expenditure Increases:		
Purchased Utilities	\$ 435,000	
New Building Costs/Ridges	350,000	
Multi-year Commitments	156,500	
CS Bonus and Reclassification	518,000	
Payroll Accrual & Misc. Central Pool	273,000	
Academic Challenge Rd. III	651,000	
Modular Lab Lease	100,000	
Library-CRL Membership	<u>26,000</u>	
Subtotal	2,509,500	166,109,500
Income Related Expenditure Increases:		
Student Aid & Educational Benefits	232,000	
Graduate Student Fee Waivers	356,000	
Scholarships/Undgrd/Minority/Spec. Talent	500,000	
Senate Bill 140 Funding	100,000	
Summer Session Fee Waivers	<u>250,000</u>	
Subtotal	1,438,000	167,547,500
Compensation Increases		
Health Plan Increases	0	
Fac./Staff Salary	3,700,000	
Dean Pool/Equity Pool/Dept. Chairs	925,000	
Wellness Program	75,000	
Summer Rate Increase	<u>68,000</u>	
Subtotal	4,768,000	172,315,500
Additional Expenditures		
UPAC Pool 1995-96	1,203,000	
Graduate Stipends Increase	390,000	
Supplies & Equipment	1,008,500	
Faculty Block Grant	1,025,000	
Minority Faculty Recruitment Pool	100,000	
Campus Parking	250,000	
Research Equip. Pool Start-up	200,000	
Increase Univ. Reserve to \$600K	<u>200,000</u>	
Subtotal	\$4,376,500	\$176,692,000

Table II
Option C
Expenditure Plan
Athens General Programs
1995-96

<u>Expense Category</u>	<u>Cost</u>	<u>Cumulative Cost</u>
Continuing Base		\$163,600,000
Required Expenditure Increases:		
Purchased Utilities	\$ 435,000	
New Building Costs/Ridges	350,000	
Multi-year Commitments	156,500	
CS Bonus and Reclassification	518,000	
Payroll Accrual & Misc. Central Pool	273,000	
Academic Challenge Rd. III	651,000	
Modular Lab Lease	100,000	
Library-CRL Membership	<u>26,000</u>	
Subtotal	2,509,500	166,109,500
Income Related Expenditure Increases:		
Student Aid & Educational Benefits	0	
Graduate Student Fee Waivers	0	
Scholarships/Undgrd/Minority/Spec. Talent	500,000	
Senate Bill 140 Funding	100,000	
Summer Session Fee Waivers	<u>250,000</u>	
Subtotal	850,000	166,959,500
Compensation Increases		
Health Plan Increases	0	
Fac./Staff Salary	4,625,000	
Dean Pool/Equity Pool/Dept. Chairs	925,000	
Wellness Program	75,000	
Summer Rate Increase	<u>85,000</u>	
Subtotal	5,710,000	172,669,500
Additional Expenditures		
UPAC Pool 1995-96	1,203,000	
Graduate Stipends Increase	390,000	
Supplies & Equipment	1,008,500	
Faculty Block Grant	1,025,000	
Minority Faculty Recruitment Pool	100,000	
Campus Parking	250,000	
Research Equip. Pool Start-up	200,000	
Increase Univ. Reserve to \$600K	<u>200,000</u>	
Subtotal	\$4,376,500	\$177,046,000

Regional Higher Education

The planning process for Regional Higher Education is similar to that of the Athens General Programs. Recommendations regarding expenses and income are made for Regional Higher Education by a planning advisory council.

Income Estimate

The instructional subsidy from the state and student tuition and fees are the primary sources of income for Regional Higher Education. The composite revenue forecast for Regional Higher Education programs is presented in Table III.

Table III

**Income Budget Options
Regional Higher Education
1995-96**

	<u>Option A</u>	<u>Option B</u>	<u>Option C</u>
Tuition and Fees	\$ 16,566,000	\$ 16,171,000	\$ 15,777,000
Resident Tuition	5%	3%	0%
Graduate Tuition	5%	3%	0%
Nonres. Surcharge	5%	3%	0%
General Fee	6%	0%	0%
Instructional Subsidy	13,324,500	14,025,000	14,671,000
Other Income	<u>119,000</u>	<u>119,000</u>	<u>119,000</u>
TOTAL	\$ 30,009,000	\$30,394,000	\$30,567,000

The instructional subsidy for the regional campus programs is projected to be between \$13,314,000 and \$14,671,000 depending upon option. In Options A and B the tuition and fee increases for Regional Higher Education are one percent less for undergraduate resident tuition and fees than those for other programs of the University. However, regional campus course enrollments are not as closely tied to student headcounts and the demographic pool of potential students as they are for Athens General Programs. Therefore, student fee revenue is more difficult to forecast.

Only minor changes are anticipated in the other income component of the Regional Higher Education budget. This income consists of various application fees, facilities rentals, miscellaneous charges, and special fees.

Expenditure Plan

The Regional Higher Education expenditure plan parallels the proposed plan for Athens General Programs. The proposed expenditures for 1995-96 are presented in Table IV.

Base expenditures to be carried forward from the current total \$28,176,000. Included in this amount are expenditures funded from campus and vice provost reserve after removal of one-time only allocations.

Required Expenditure Increases

Required expenditures include purchased utilities and service contracts, medicare for new employees, expenses associated with the occupancy of new buildings, bonus and reclassification costs for civil service employees, Academic Challenge Round III, and accrual.

Compensation Increases

The compensation pool for Option A is 4 percent, with 4 percent available for salary increases. Options B and C include a compensation pool of 5 percent, with 4 percent available as salary and 1 percent for special merit and equity.

Program Planning Pool

1995-96 UPAC pool: A UPAC pool of \$420,000 is included in Option A. The pool increases to \$500,000 for Options B and C.

Additional Expenditures

Supplies and equipment: Options B and C provide much needed increases for supplies and equipment, ranging from \$135,000 in Option B to \$308,000 in Option C.

Table IV

Option A

Expenditure Plan Regional Higher Education Programs 1995-96

<u>Expense Category</u>	<u>Cost</u>	<u>Cumulative Cost</u>
Continuing Base	\$28,176,000	
Required Expenditure Increases:		
New Building Costs	123,000	
Medicare	25,000	
Purchased Utilities	161,000	
CS Bonus and Reclassification	15,000	
Payroll Accrual & Misc. Central Pool	25,000	
Academic Challenge Rd. III	<u>250,000</u>	
Subtotal	599,000	28,775,000
Income Related Expenditure Increases:		
Student Aid & Educational Benefits	64,000	
Financial Aid	36,000	
SB.140 Funding	<u>50,000</u>	
Subtotal	150,000	28,925,000
Compensation Increases		
Fac./Staff Salary	604,000	
Summer Rate Increase	<u>60,000</u>	
Subtotal	664,000	29,589,000
UPAC Planning Pool	\$420,000	\$30,009,000

Table IV

Option B

Expenditure Plan Regional Higher Education Programs 1995-96

<u>Expense Category</u>	<u>Cost</u>	<u>Cumulative Cost</u>
Continuing Base	\$28,176,000	\$28,176,000
Required Expenditure Increases:		
New Building Costs	123,000	
Medicare	25,000	
Purchased Utilities	161,000	
CS Bonus and Reclassification	15,000	
Payroll Accrual & Misc. Central Pool	25,000	
Academic Challenge Rd. III	<u>250,000</u>	
Subtotal	599,000	28,775,000
Income Related Expenditure Increases:		
Student Aid & Educational Benefits	64,000	
Financial Aid	36,000	
SB. 140 Funding	<u>50,000</u>	
Subtotal	149,000	28,924,000
Compensation Increases		
Faculty/Staff Salary Increase	604,000	
Equity Pool	151,000	
Summer Rate Increase	<u>80,000</u>	
Subtotal	835,000	29,759,000
UPAC Planning Pool	500,000	30,259,000
Additional Expenditures		
Supplies and Equipment	<u>135,000</u>	
Subtotal	\$135,000	30,394,000

Table IV

Option C

Expenditure Plan Regional Higher Education Programs 1995-96

<u>Expense Category</u>	<u>Cost</u>	<u>Cumulative Cost</u>
Continuing Base	\$28,176,000	\$28,176,000
Required Expenditure Increases:		
New Building Costs	123,000	
Medicare	25,000	
Purchased Utilities	161,000	
CS Bonus and Reclassification	15,000	
Payroll Accrual & Misc.Cen. Pool	25,000	
Academic Challenge Rd. III	<u>250,000</u>	
Subtotal	599,000	28,775,000
Income Related Expenditure Increases:		
Student Aid & Educational Benefits	63,000	
Scholarships	36,000	
SB. 140 Funding	<u>50,000</u>	
Subtotal	149,000	28,924,000
Compensation Increases		
Faculty/Staff Salary Increase	604,000	
Equity Pool	151,000	
Summer Rate Increase	<u>80,000</u>	
Subtotal	835,000	29,759,000
UPAC Planning Pool	500,000	30,259,000
Additional Expenditures		
Supplies & Equipment	<u>308,000</u>	
Subtotal	\$308,000	\$30,567,000

Medical Education

Budget planning for the College of Osteopathic Medicine has proceeded independently, but in conjunction with the planning activities of the Athens General Programs and Regional Higher Education. Medical enrollments have been forecast according to a prescribed schedule of the College and its academic programs. Admission to the entering class of the College is granted on a competitive basis to a limited number of qualified applicants.

Income Estimates

Budget planning in the first year of a new biennium involves greater uncertainty prior to legislative actions. For that reason the college is following the University's model of projecting three income options and associated expenditure plans. Options A and B follow assumptions closely related to the Athens General Program. Option A projects the smallest subsidy increase of 3 percent with the largest tuition increase of 6 percent; Option B shows a higher increase in the instructional of subsidy 7.5 percent enabling a smaller tuition increase of 4 percent. In option C the maximum instructional subsidy is projected at an increase of 11.2 percent. Tuition increase is held at the 4 percent level to enable investment in new faculty appointments crucial to curricular revisions and expanded clinical services.

Tuition income is based on projected medical enrollment and with the exception of Option C, corresponds to planned increases for other undergraduate, graduate and professional programs in the University. Enrollment is based on beginning class size of 100 with a total projected enrollment of 408 medical students.

State appropriations, tuition and fee charges, and other income represent approximately 92.6 percent of the College's available budget. Health manpower line items (Family Practice, Primary Care, Gerontology, and Ohio Area Health Education Centers Subsidies) have not yet been awarded for 1994-95. Therefore, projections for a small increase of 3 percent are made on an estimated current year award, making the accuracy of the 1995-96 forecast less reliable.

To expand medical services and prepare for managed care mandates the College is reinvesting revenue of clinical services in the expansion of clinical faculty. MCI income is reduced during the period of reinvestment but expected to become an increasingly important portion of College income in the future. The realization of clinical revenue growth is expected in the next biennium. The dramatic growth in Other Income (316%) reflects the contribution of participating hospitals to the budget of the Centers for Osteopathic Regional Education (COREs) which will begin operation July 1, 1995. The College of Osteopathic Medicine is entering into a new partnership with teaching hospitals in Ohio to provide academic oversight and administration for all osteopathic predoctoral and postdoctoral

education programs in Ohio. The establishment of the CORRs will provide a true educational continuing medical education beyond. College leadership and expertise will support educational excellence throughout the continuum curriculum.

In addition to restricted state appropriations, tuition and fees, medical practice plan and other contract income, state and federal grants and contracts, research awards and private gifts and endowments make up the remainder of the revenue available to the College. A summary of the projected operating income is presented in Table V.

Table V

**Income Budget Options
College of Osteopathic Medicine
1995-96**

<u>Category</u>	<u>Option A</u>	<u>Option B</u>	<u>Option C</u>
Instructional Subsidy	\$ 9,907,000	\$ 10,344,000	\$10,695,000
Clinical Subsidy	4,270,000	4,270,000	4,270,000
Tuition	4,278,000	4,197,000	4,197,000
Nonresident Surcharges	167,000	164,000	164,000
Application Fees	30,000	30,000	30,000
MCI	2,000,000	2,000,000	2,000,000
Other Income	<u>1,796,000</u>	<u>1,796,000</u>	<u>1,796,000</u>
TOTAL	\$22,448,000	\$22,801,000	\$23,152,000

Expenditure Plan

The college of Osteopathic medicine's expenditures projections have been developed from an ongoing base of \$21,257,000.

Compensation increases are projected with 4 percent available for salary increases and 1 percent available for the Dean's Pool and equity and other special adjustments. Cost containment measures have been effective in controlling health plan costs. No increase is allocated for the health plan in 1995-96. Civil service bonuses and employee classifications are also included in the compensation increases.

Dr. Barbara Ross-Lee has defined 1995-96 as year of investment in the future. Investments will be made in faculty hiring and in several options to add space for education, health care and research programs. The acquisition of new space is critical since space has

become the most significant limiting factor to future progress. A large portion of the Dean's Planning Pool will be devoted to meeting the college's space needs. Funds available will also permit the addition of faculty in areas of greatest need.

Table VI summarizes the 1995-96 expenditure plan for the general operation budget of the College.

Table VI

**Preliminary Expenditure Plan
College of Osteopathic Medicine
1995-96**

<u>Category</u>	<u>Option A</u>	<u>Option B</u>	<u>Option C</u>
Continuing Base	\$21,257,000	\$21,257,000	\$21,257,000
Required Expenditure Increases			
Bonus and Reclass	25,000	25,000	25,000
Compensation Increases			
Faculty/Staff Salary Increases	503,000	503,000	629,000
Dean's Pool/Equity Adjustments	<u>0</u>	<u>126,000</u>	<u>126,000</u>
Subtotal	\$ 503,000	\$ 654,000	\$ 780,000
Program Planning Pool	275,000	375,000	475,000
Additional Expenditures			
Approved Fac. Positions	313,000	415,000	540,000
Equipment/Supply			
Increase Reserve	<u>75,000</u>	<u>100,000</u>	<u>100,000</u>
Subtotal	\$ 388,000	\$ 515,000	\$ 640,000
Total	\$22,448,000	\$22,801,000	\$23,152,000

Appendix A

Option A - 6% Schedule of Graduate and Undergraduate Student Fees Athens General Programs 1995-96

<u>Category</u>	<u>Proposed Increases</u>	
	<u>Quarter</u>	<u>Annual</u>
Undergraduate		
Tuition	\$ 56	\$168
General Fee	15	45
Nonresident Surcharge	82	246
Graduate		
Tuition	\$ 71	\$213
General Fee	15	45
Nonresident Surcharge	82	246

<u>Category</u>	<u>Actual 1994-95</u>		<u>Proposed 1995-96</u>	
	<u>Quarter</u>	<u>Annual</u>	<u>Quarter</u>	<u>Annual</u>
Undergraduate				
Tuition	\$ 941	\$2823	\$ 997	\$2991
General Fee	243	729	258	794
Nonresident Surcharge	1359	4077	1441	4323
Graduate				
Tuition	\$1187	\$3561	\$1258	\$3774
General Fee	243	729	258	774
Nonresident Surcharge	1359	4077	1441	4323

Appendix A

Option B -- 4% Schedule of Graduate and Undergraduate Student Fees Athens General Programs 1995-96

<u>Category</u>	<u>Proposed Increases</u>	
	<u>Quarter</u>	<u>Annual</u>
Undergraduate		
Tuition	\$ 38	\$114
General Fee	0	0
Nonresident Surcharge	54	162
Graduate		
Tuition	\$ 47	\$141
General Fee	0	0
Nonresident Surcharge	54	162

<u>Category</u>	<u>Actual 1994-95</u>		<u>Proposed 1995-96</u>	
	<u>Quarter</u>	<u>Annual</u>	<u>Quarter</u>	<u>Annual</u>
Undergraduate				
Tuition	\$ 941	\$2823	\$ 979	\$2937
General Fee	243	729	243	729
Nonresident Surcharge	1359	4077	1413	4239
Graduate				
Tuition	\$1187	\$3561	\$1234	\$3702
General Fee	243	729	243	729
Nonresident Surcharge	1359	4077	1413	4239

Appendix A

Option C -0% Schedule of Graduate and Undergraduate Student Fees Athens General Programs 1995-96

<u>Category</u>	<u>Proposed Increases</u>	
	<u>Quarter</u>	<u>Annual</u>
Undergraduate		
Tuition	\$ 0	\$ 0
General Fee	0	0
Nonresident Surcharge	0	0
Graduate		
Tuition	\$ 0	\$ 0
General Fee	0	0
Nonresident Surcharge	0	0

<u>Category</u>	<u>Actual 1994-95</u>		<u>Proposed 1995-96</u>	
	<u>Quarter</u>	<u>Annual</u>	<u>Quarter</u>	<u>Annual</u>
Undergraduate				
Tuition	\$ 941	\$2823	\$ 941	\$2823
General Fee	243	729	243	729
Nonresident Surcharge	1359	4077	1359	4077
Graduate				
Tuition	\$1187	\$3561	\$1187	\$3561
General Fee	243	729	243	729
Nonresident Surcharge	1359	4077	1359	4077

Appendix B

Option A - 5% Schedule of Graduate and Undergraduate Student Fees Regional Higher Education 1995-96

<u>Category</u>	<u>Proposed Increases</u>	
	<u>Quarter</u>	<u>Annual</u>
Eastern, Chillicothe, Lancaster, Zanesville		
Tuition	\$ 41	\$123
General Fee	5	15
Nonresident Surcharge	67	201
Southern Campus		
Tuition	\$ 40	\$120
General Fee	3	9
Nonresident Surcharge	2	6

<u>Category</u>	<u>Actual 1994-95</u>		<u>Proposed 1995-96</u>	
	<u>Quarter</u>	<u>Annual</u>	<u>Quarter</u>	<u>Annual</u>
Eastern, Chillicothe, Lancaster, Zanesville				
Tuition	\$ 824	\$2472	\$ 865	\$2595
General Fee	108	324	113	339
Nonresident Surcharge	1345	4035	1412	4236
Southern Campus				
Tuition	\$ 793	\$2379	\$ 833	\$2499
General Fee	67	201	70	210
Nonresident Surcharge	37	111	39	117

Appendix B

Option B - 3% Schedule of Graduate and Undergraduate Student Fees Regional Higher Education 1995-96

<u>Category</u>	<u>Proposed Increases</u>	
	<u>Quarter</u>	<u>Annual</u>
Eastern, Chillicothe, Lancaster, Zanesville		
Tuition	\$ 25	\$ 75
General Fee	3	9
Nonresident Surcharge	40	120
Southern Campus		
Tuition	\$ 24	\$ 72
General Fee	2	6
Nonresident Surcharge	1	3

<u>Category</u>	<u>Actual 1994-95</u>		<u>Proposed 1995-96</u>	
	<u>Quarter</u>	<u>Annual</u>	<u>Quarter</u>	<u>Annual</u>
Eastern, Chillicothe, Lancaster, Zanesville				
Tuition	\$ 824	\$2472	\$ 849	\$2547
General Fee	108	324	111	333
Nonresident Surcharge	1345	4035	1385	4155
Southern Campus				
Tuition	\$ 793	\$2379	\$ 817	\$2451
General Fee	67	201	69	207
Nonresident Surcharge	37	111	38	114

Appendix B

Option C - 0% Schedule of Graduate and Undergraduate Student Fees Regional Higher Education 1995-96

<u>Category</u>	<u>Proposed Increases</u>	
	<u>Quarter</u>	<u>Annual</u>
Eastern, Chillicothe, Lancaster, Zanesville		
Tuition	\$ 0	\$ 0
General Fee	0	0
Nonresident Surcharge	0	0
Southern Campus		
Tuition	\$ 0	\$ 0
General Fee	0	0
Nonresident Surcharge	0	0

<u>Category</u>	<u>Actual 1994-95</u>		<u>Proposed 1995-96</u>	
	<u>Quarter</u>	<u>Annual</u>	<u>Quarter</u>	<u>Annual</u>
Eastern, Chillicothe, Lancaster, Zanesville				
Tuition	\$ 824	\$2472	\$ 824	\$2472
General Fee	108	324	108	324
Nonresident Surcharge	1345	4035	1345	4035
Southern Campus				
Tuition	\$ 793	\$2379	\$ 793	\$2379
General Fee	67	201	67	201
Nonresident Surcharge	37	111	37	111

Appendix C

Option A Schedule of Medical Student Fees 1994-95

<u>Category</u>	<u>Proposed Increases</u>	
	<u>Quarter</u>	<u>Annual</u>
Medical		
Tuition	\$178	\$534
General Fee	15	45
Nonresident Surcharge	82	246

<u>Category</u>	<u>Actual 1994-95</u>		<u>Proposed 1995-96</u>	
	<u>Quarter</u>	<u>Annual</u>	<u>Quarter</u>	<u>Annual</u>
Medical				
Tuition	\$2969	\$8907	\$3147	\$9441
General Fee	243	729	258	774
Nonresident Surcharge	1359	4077	1441	4323

Appendix C

Option B & C Schedule of Medical Student Fees 1995-96

<u>Category</u>	<u>Proposed Increases</u>	
	<u>Quarter</u>	<u>Annual</u>
Medical		
Tuition	\$119	\$357
General Fee	0	0
Nonresident Surcharge	54	162

<u>Category</u>	<u>Actual 1994-95</u>		<u>Proposed 1995-96</u>	
	<u>Quarter</u>	<u>Annual</u>	<u>Quarter</u>	<u>Annual</u>
Medical				
Tuition	\$2969	\$8907	\$3088	\$9264
General Fee	243	729	243	729
Nonresident Surcharge	1359	4077	1413	4239

Appendix D

Athens General Programs

Planning Pool Summary

John Houk Memorial Grant Award \$10,000
(Graduate & Research Programs)

The John Houk Memorial Award Grant Committee (JHC) requests an increase of \$10,000 per year in base funding to support graduate student research projects. Since academic year 1990-91, there have been sharp increases in the number of proposals submitted and the amounts requested. Competition for these awards has increased dramatically, with many truly meritorious awards being denied funds. The JHC represents the only university-wide internal source for many graduate students to draw on to defray the costs of their research.

Publication & Postage Supplement for Admissions \$30,000
(V.P. for Administration)

The past several years Ohio University has attracted increased numbers of new freshman and transfer applications. Correspondingly, substantially more students request university information. In order to meet that increased information demands, the Admissions Office is requesting a supplement in the amount of \$30,000 for postage, publications, and production costs. This funding will allow us to provide timely and regular contact with prospective students and produce publications of sufficient quality to maintain and enhance student interest.

Library Acquisitions Funding \$75,000
(University-Wide Proposals)

The cost of library books and journals continues to inflate at a rate far beyond the Consumer Price Index and the Higher Education Price Index (HEPI). During the 1990s according to the HEPI, the cost of library books and journals has risen 45 percent. During the same period, Ohio University funding for acquisition of these resources has risen 26 percent. The results is that the growth rate of library collections has shrunk and journal subscription cancellations have become increasingly necessary.

Undergraduate Catalog Production Support \$19,000
(University Relations)

International economic forces have influenced the American paper market to increase prices greatly during the past year. Sixty percent of the cost of printing the Undergraduate Catalog is paper; the cost of the paper used for the text pages has increased 50 percent since January of last year. Also, efforts to improve the organization, ease-of-use, and design of the Undergraduate Catalog require the addition of pages to the document, which further increases production costs. In order to maintain paper and printing quality, and improve the effectiveness of the Undergraduate Catalog, these funds are requested.

Enhance Four-Year Renewable Scholarships \$24,040
(University-Wide)

This is a request for funding to increase the value of all University four-year renewable scholarships to correspond with tuition and fee increases. The University Scholarship Committee endorses this request to strengthen the recruiting of meritorious students. For the Third Century and John Newton Templeton Scholarships, which are currently \$3,000 per year, the proposals provides the 20 recipients in both programs with an increased award each year to match tuition and fees. Additionally, funding is requested to increase the number and value of the President's Scholarships from eight (8) \$1,500 renewable awards to ten (10) \$2,500 renewable awards.

Increase in Tutorial Instruction Funds \$25,000
(Honors Tutorial College)

Tutorial departments receive \$800/year per tutorial student. The college has been limited to funding for 200 students, and the funds are not used to augment faculty salaries but are the only recompense which departments receive for the additional effort of tutorials. These funds were to have been adjusted to the average faculty salary, according to a formula developed in 1972 (when the instructional funding was set at \$700 per student). Funding levels have not increased for the past four years. If funded, the request will allow full funding for students working in to tutorial programs and those accepted from on-campus.

Information Center/Help Desk Specialist \$40,000
(University-Wide Proposal)

This proposal was prepared by the joint technology committee of Computing and Technology Services, the Telecommunications Center, the University Libraries Instructional Media and Technology Services. Due to the extreme load on the Information Center, we are unable to meet many of the legitimate training and support requests called into the Help Desk. This is an especially

critical problem for the smaller departments on campus that have no dedicated support staff. In recent years, microcomputers have become an essential tool in the performance of scholarly activities and of daily administrative tasks. However, staffing for microcomputer training and support has actually decreased. The proposed Microcomputers have become an essential tool in the performance of scholarly activities and of daily administrative tasks. The proposed Microcomputer Training & Support Specialist would expand our ability to satisfy departmental needs in the use of microcomputing tools.

Base Budget Increase 3000-9000 Financial Aid Office \$50,000
(V.P. for Administration)

This proposal requests funding for a base increase of \$50,000 in the 3-9 category of the Financial Aid Office budget. This increase is needed to provide funds for supplies, publications, printing, telephone costs, postage, equipment, and training. Since the passage of the Higher Education Amendments of 1992, the number of students applying eligible to receive financial aid has increased significantly. The volume of records including multiple transactions, received has risen 118 percent, loans 44 percent since 1992. The operating budget has risen 8 percent and is actually \$11,201 lower than in 1991-92. Obviously, this decline in available dollars cannot accommodate the demand for services and the communication needed to inform students of the changing financial aid environment. Shortfalls have been covered by vacancies that remained unfilled for long periods of time so that badly needed funds could be recovered. However, this results in severe backlogs and compliance issues.

CHHS Records Management Officer \$22,465
(Health & Human Services)

Since 1980 the Office of Student Services for the College of Health and Human Services (CHHS) has been staffed by one professional and a secretary. Between 1980 and 1994 student enrollment in the college has nearly doubled, increasing from 1,263 to 2,298. The present staffing level is not sufficient to fulfill responsibilities of the Office, which include: student records management; coordination of transfer equivalency evaluations; entering data into SIS; coordination of academic advising; administration of University policies pertaining to student progression, retention, graduation. The addition of a part-time Records Management Officer is long overdue.

Computer Services Professional Development (Computer Services) \$15,000

The average percentage of an institution's computing center's budget that is allocated to professional development ranges from 1 percent to 2 percent. CaTS professional development budget amounts to .5 percent (\$20,000) of its total department budget. Technological advancements in recent years have been occurring at an exponential rate resulting in an increasing need for training on new releases of current software and hardware products. In addition, awareness training (to keep abreast of new and developing technologies) is quickly becoming a necessity. Therefore, in order to maintain a high level of service to the University, CaTS is proposing an ongoing annual increase of \$15,000 which will provide a professional development budget of .875% of the total CaTS budget.

Minority Access Grant Expansion (University-Wide) \$100,000

As a result of UPAC funding over the last two years, the University Minority Access Grant was established. This is a need-based fund to assist economically disadvantaged minority students. The existing fund of \$150,000 is used to bridge the ever-increasing "gap" between the students' available resources and educational costs. While this is certainly significant, a substantially larger amount of funding is needed to affect a dramatic increase in minority students enrollment. As costs continue to rise and federal grant dollars decrease, needy students who are able to attend continue to incur higher levels of indebtedness. Moreover, for many minority students, even borrowing at maximum levels is insufficient. Expansion of the program by \$100,000 will more effectively accommodate this unmet need.

Additional Student Wages/Work-Study (Library) \$49,000

The Library requests an increase of \$49,000 in student wages to: maintain service to library users threatened by a serious decline in federal work-study support; improve service in areas of high demand by adding student employees, and more effectively retain the most experienced and skilled student employees by offering more competitive wages. With insufficient regular staff, the Library depends on student labor to sustain operations for the 102 hours a week that is open while classes are in session. Yet a frozen student wage budget coupled with declining federal work-study support make it difficult to maintain existing staffing. There is also a problem retaining our most qualified students as other units on- and off-campus often offer higher wages. An increase of \$49,000 in the regular student employment budget would address all of these problems while enabling the Library to make more efficient use of its full-time classified and professional staff.

Support for South East Ohio Free-Net
(Telecommunications)

\$17,179

The Telecommunications Center seeks funds to add support for the Southeastern Ohio Regional Free-Net (SEORF), a new community-based information and education resource. Approved by President Glidden, and endorsed during his Inaugural Address, SEORF's purpose is to enable area residents to gain access to a wide range of on-line information. A 0.5 FTE Community Coordinator position is requested, to assist individuals and organizations to prepare information for use on SEORF, answer questions from users, and seek additional sources of financial support so that the Free-Net could expand to serve the residents of the area.

Card 2 Library Acquisitions Funding
(University-Wide)

\$75,000

This would provide an additional \$75,000 for library acquisitions funding.

College-Wide Supply Budget Increase A&S
(Arts & Sciences)

\$140,000

The College of Arts and Sciences has the lowest 3000-9000 supply and equipment budget per WSCH and faculty FTE of any college in the University. Yet, it is the college which has the most significant enrollment growth, and second to Engineering, the most laboratory-intensive courses in the University. Given the extensive demand for exam and test materials, computers, teaching equipment and their maintenance, as well as laboratory supplies and other forms of student and instructional support, departmental and college supply budgets have been unable to keep up. The modest general increase provided by UPAC each year have been welcome but insufficient to address our most serious problems. Not only are departments increasingly unable to pay for essential paper and postage, there has been a growing inability to provide proper lab supplies for undergraduates in fields such as Chemistry and Biological Sciences--two areas of most significant growth in the University. The College Planning Committee decided to submit a single college-wide proposal instead of several single department proposals. The supply budget problem is so severe throughout the College that it was felt the Dean's Office could distribute any increase to the several departments where the needs were critical.

Lab Coordinator/College of Engineering
(Engineering & Technology)

\$42,000

The Russ College of Engineering and Technology is striving to achieve instructional laboratories. One major and essential need is for the additional services of a Laboratory Coordinator who will perform the detailed design of experimental systems and conduct the assembly, setup and testing of new experimental equipment, assure that laboratory experiments are ready to operate, manage equipment storage and security and be responsible for the maintenance of equipment and the general quality of the laboratories. Benefits to be derived are enhanced instruction and more efficient use of faculty time. Although the faculty will be involved in the design of the laboratory experiments, considerable faculty time will be saved because the Laboratory Coordinator will implement the experiments thus freeing faculty time for other academic endeavors. Also, a net reduction in equipment expenditures through sharing across departmental lines will be possible. This proposal requests \$42,000 for salary and benefits for a laboratory.

Facilities Planner II
(V.P. for Administration)

\$52,000

The Facilities Planner II will provide additional support to the University Facilities Planning Office. This position will manage design/construction projects on a day-to-day basis. This includes construction projects from inception to completion, feasibility studies and consultant coordination. The office workload in terms of scope and responsibility has risen dramatically in the past 18 years because of two factors. First, state appropriation funding levels have risen from \$4,183,224 in July 1976 to \$24,764,000 in 1994 without an increase in staff levels. Secondly, the work the University Facilities Planning Office has increased because the dollar threshold for locally administering projects has increased. An architect (Facilities Planner II) is needed because of the nature and complexity of the building/renovation projects developed by the University. The cost for this position is \$52,000 per year.

Increase in 3000-9000 FAR
(Fine Arts)

\$66,795

The College of Fine Arts is requesting funding to increase the 3000-9000 operating budget. Each of the following schools has committed all or part of its UPAC allocation to this college-wide proposal: Art, Comparative Arts, Dance, and Theater. An increase in the operating budget is necessary to address critical problems in several areas, among them: the increased cost of productions (Theater and Dance) necessary to meet the educational requirements undergraduate and graduate students; maintenance/repair/replacement of audio-visual teaching equipment, computers and photography

equipment; the increased cost of instructional supplies and promotional/ recruitment materials; support for professional activity of graduate teaching associates and faculty.

Baker Center Year-Around Support \$38,550
(University-Wide)

Baker Center is forty years old and greatly undersized for the population it serves. Because of the age and maximum use of the facility by students, staff, faculty, community, guests, and conferences/workshops maintenance and custodial services are strained. The current Center budget is simply inadequate to meet continuing, let alone, new obligations.

Increased Funding for 3-9 Communication \$44,500
(Communication)

During the past 15 years, the costs of supplies and services that are required to support the teaching and research missions of the College of Communication have increased dramatically in actual dollars and as a percentage of the college's total annual expenditures. Base funding for 3000-9000 codes has increased during this period, averaging 4.7 percent of the college budget since 1990, but annual 3000-9000 expenditures since 1990 have averaged 8.2 percent of total expenditures. Much of the increase has occurred just to maintain, supply, and replace computers and related accessories, primarily for the 160+ systems that the college maintains in 11 student labs and instructional facilities. Schools are obliged to take needed money from other areas in order to augment under funded supplies and services budgets.

Account Clerk in Student Financial Aid \$33,651
(V.P. for Administration)

This proposal requests one full-time clerical position to assist with Federal Loan Promissory Note processing. In 1994-95 Ohio University was selected as one of 104 schools nationwide to implement the new Federal Direct Loan Program. Significant improvements have been made to the student load program as a result of direct loans. However, the Direct Loan program requires that the Financial Aid office assume two additional responsibilities, process loan promissory notes and oversee fund reconciliation. Evaluation of these responsibilities in the first two quarters of implementation indicates a major staffing problem. The volume is too heavy for the current staff to handle.

Re-Enrollment Clerk/Registrars Office
(V.P. for Administration)

\$15,720

This proposal is for a permanent full-time re-enrollment/records maintenance clerk. The Registrar's Office assumed all processing responsibility of the "re-enrollment" process with the implementation of the Student Information System (SIS). When any student who dropped out of school for a period of time decides to register for classes, the student goes through a "re-enrollment" process. This was formerly a function of the Office of Admissions. With SIS, former students can now register through TRIPS and SIS identifies these students as "re-enrolling." This process then entails checking the student's record and a follow-up with the student.

Student Activities Commission
(University-Wide)

\$40,000

The Student Activities Commission's (SAC) principle function is to serve as the primary vehicle by which student organizations obtain funding. The current annual budget of SAC is \$196,924, which is allocated to over 320 student organizations on the Ohio University Athens campus. Funds are allocated to implement campus-wide cultural, educational or recreational events and services which fulfill specified prioritized criteria. SAC strives to continuously fund student organizations by budgeting its resources in the most efficient and effective means possible. With the successful approval of the \$40,000 increase, SAC will be able to fund 20 percent more of organizations' fundable requests.

The following awards will be made under Option B or Option C Budget.

Orientation Needs of Commuter & Transfer Students \$7,990
(University College)

Commuter, nontraditional, and transfer students' adjustment to Ohio University differs from that of the University's predominantly traditional college-age (18 to 24 years old) residential students. Presently, few University resources are allocated to assist with these three groups of students' successful matriculation and retention. Among these students, traditional aged commuter students fare the worst. In 1993 the retention rate between the freshmen and sophomore years for these commuter students was 59 percent, significantly lower than the University's 1993 rate of 87 percent. The first significant contact new students and parents have with faculty, staff, and continuing students is pre-college orientation. Higher education research substantiates that a positive orientation experience contributes to students' satisfaction with their education and an institution's retention rate. This proposal requests funds to develop orientation materials and programs that address the needs of commuter, nontraditional, and transfer students, and contribute to their successful matriculation into the University.

Baker Center Summer Custodial & Recreation \$24,813
(University-Wide)

Each summer three of a total of six Baker Center custodial workers have been reassigned to Residence Hall Housekeeping. During the past two summers, the Baker Center Stateroom opened for lunch. Concurrently, Baker Center staff were asked to extend hours of operation and provide previously closed services such as the Front Room Coffee House and Recreation Room for use by summer school students and precollege participants. In addition, the department of Continuing Education Conferences and Workshops has increased the number of programs during the summer. Current summer custodial staff cannot adequately maintain the building because of this increased use, expanded hours and expended services.

Transportation for the Disabled \$32,300
(University-Wide)

This proposal will provide the capability of accessible transportation for persons with permanent and temporary disabilities thereby meeting the requirements of the American and Disabilities Act. Student employees will use a wheel chair lift equipped vehicle to transport persons with disabilities from a select parking area or the residence halls to University facilities on

campus. This proposal, which is also endorsed by the office of Affirmative Action, requests funds for the purchase of a van and student wages plus operating support.

College-Wide Graduate Teaching Assistantships A&S \$70,000
(Arts & Sciences)

Because of budget constraints, the College has increasingly had to rely on graduate teaching assistants to accommodate the steadily increasing enrollments in our introductory undergraduate classes and labs. These TAs have proven to be effective instructors and discussion-group leaders in such diverse areas as English composition, introductory History and Psychology, Geography and Geological Sciences Labs, and introductory Biology, Physics, and Chemistry Labs. Except for some temporary assistance from the Provost's Office, the College has the allocation of funds where the needs are most crucial. Though \$70,000 addresses only a part of the more than \$150,000 we have had to allocate temporarily from our operating budget for TAs, it would contribute to stability and predictability in planning for freshmen enrollments.

Insights in ENT/Junior High Students & Teachers \$27,000
(Engineering & Technology)

For five years the College has offered summer Pre-College programs for students in grades 6-8 to stimulate their interest in mathematics and science at a crucial time in their lives. Decisions students make in junior high and high school concerning mathematics and science courses can foreclose future choices on careers, by limiting their possibility to gain acceptance or to successfully complete a college program in areas of science or engineering. The program consist of intensive one-week summer programs on campus for students and continual interaction between students and student interest in mathematics and science. The program will provide for early recruitment of qualified students for Ohio University, and will provide visibility of Ohio University in the schools involved, as well as through media that reports the projects; activities across Ohio and surrounding states. The program is a model that could be transported across the state using an already established network of people at eight other universities. This proposal requests \$27,000 to assist the College in funding the program.

Summer TAs for Undergraduate Chemistry \$18,000
(Arts & Sciences)

The number of students enrolled in undergraduate chemistry classes has increased by 75% in the past five years. We have added 56 laboratory sections to meet this demand. Many of these sections have been taught by undergraduate teaching assistants with chemical skills but little or no previous

training in laboratory effectiveness. A summer program of TA training and research is proposed to link the undergraduate and graduate programs and to provide well trained undergraduate TA's for the undergraduate laboratories. This will enhance both the experience and training of our undergraduate chemistry majors as well as provide a better educational experience for students in the undergraduate laboratories.

3000-9000 Increase/School of Health Sciences \$8,000
(Health & Human Services)

Additional instructional support is requested to sustain programs based on an increase in student enrollments in the School of Health Sciences. Service enrollments are up over 28 percent while majors enrollments are up to 50 percent over the past three years. Present base levels are not to accommodate the increases in instructional enrollment. The lack of base dollars seriously impacts based charges such as telephones, copier costs, consumables, travel, and office equipment all of which impact the support for classroom experiences. A need for consumables, travel, and office equipment all of which impacts the support for classroom experiences. A need for consumables in EH/IH laboratories, videos, field experience, transportation, and internship visitation where similar growth pattern have been observed. Faculty have been added in partial response to the need but not funds to support instructional needs.

CHHS Minority Student Recruitment Program \$11,000
(Health and Human Services)

For over ten years, CHHS has had a successful Minority Student Recruitment and Retention Program, headed by the Coordinator for Minority Student Affairs. Over the last five years CHHS's ability to fund minority student recruitment has been eroded due to a combination of budget cuts and increases in 3000-9000 expenditures needed to support a 24 percent enrollment growth and a 14 percent increase in WSCH production. This proposal requests recruitment travel funds for the Coordinator and support for the CHHS undergraduate and graduate campus visitation programs for prospective minority students.

Appendix E

Regional Campuses

Library Support of the Wright Festival \$500
(Ohio University-Eastern Campus)

Ohio University Eastern and other interested parties of the Ohio Valley hold the annual James A. Wright Festival. As a part of this festival, the Library maintains a collection of Wright's works and those of his contemporaries. The Library is attempting to obtain copies of Wright's works, biographies and any other critical materials. In addition, the Library would also like to purchase some works by his contemporaries.

Computers and CDROM Upgrade \$17,500
(Ohio University-Eastern)

Three complete work stations are requested for individuals who have been hired since the installation of a computer for every member of the faculty and staff. These members of our community have an immediate need for a computer to bring them on line with everyone else. Also, three complete work stations and software are requested for the Help Center. An 18-disc carousel for CDROMs on the network server and a large monitor for the library computer is included in this amount.

Multimedia Classroom Computers \$35,400
(Ohio University-Eastern)

The equipment needed for multi-media presentations--a multimedia computer, projector, CD-Rom, and Videodisc player--will be installed on a classroom designed for this purpose so it will be available for classes which are taught using multi-media. There are already four of our instructors, one in Biology, one in Political Science, one in English, and one in Physics, that want to teach using multimedia capabilities. Others are becoming interested as they attend conferences that present the possibilities of multimedia presentations.

Computer Access \$15,000
(Ohio University-Eastern)

Funding is requested for a Communications system which would enable remote access to our LAN. Students and faculty could dial in and connect to a faculty member's computer. Also, a computer with a touch screen would be purchased so students can access administrative information, announcements, events, current calendar, etc., and eventually expanded to include catalog

information, etc. Last, a computer and the necessary software package would be bought to handle the addition of students accounts to E-mail and to provide additional instructional support to take the load off the present servers.

Recruitment and Retention Activities \$5,500
(Ohio University-Eastern Campus)

Funding is needed for student access, support, and retention activities and programs. The Access Committee would like to sponsor, or co-sponsor with the Cultural Life Committee, a variety of events, activities, and programs to help in attracting students to the campus, to help enhance their out-of-class experience as a student, and to provide support and assistance toward retaining them as long-term students at OU-Eastern. Types of activities range from field trips and off-campus visits, to cultural events and career-type services. Support for five to ten different programs at a cost of \$550 to \$1100 each.

Slide Projector \$580
(Ohio University-Eastern Campus)

The Media Center has increased requests for slide projector from faculty and staff and there is a need for a back-up slide projector because the current one is more than eight years old.

Children's Book Collection Shelving \$3,520
(Ohio University-Eastern Campus)

Shelving is requesting for OUE's Children's Literature Collection to replace the current unsteady shelving, and to create adequate space for unusually sized and shaped books.

Recruitment - View Book \$14,000
(Ohio University-Chillicothe Campus)

We need a larger more comprehensive recruitment piece to compete for students with other area colleges. Both the Lancaster and Zanesville Campuses recently completed a view book with the help of the University Publications Department on the Athens Campus. The 10,000 copies should last us approximately three years.

Carpet and Furniture Replacement for Stevenson Center \$24,906
(Ohio University-Chillicothe Campus)

This proposal consists of replacing some 6,000 square feet of carpeting in the Stevenson Center at an estimated cost of \$18,000 and also to replace the worn furniture with new pieces at an estimated cost of \$6,906. The total estimated cost of replacement would be \$24,000. Replacement of these furnishings to

the Stevenson Center will create a cleaner and more pleasing facility for student and public use.

BMT Classroom Redesign **\$5,000**
(Ohio University-Chillicothe Campus)

Funding is requested for outfitting a room that will improve the learning environment for BMT students and others. To better simulate a business setting, key components needed are: Tables and chairs to replace individual desks, re-carpeting, permanently assigned equipment (VCR/TV, Easel and overhead projector. In addition, a bulletin board dedicated to "Business News" and various wall hangings that would emulate a business setting will be purchased and installed.

Technical Support Position **\$15,724**
(Ohio University-Chillicothe Campus)

Funding is requested for a technical support position to oversee installation and configuration of the local area network on campus which will include OhioLink. This position will train new users, set-up printers on the system, set up and maintain file servers, troubleshoot the network; oversee maintenance of AV equipment in Bennett hall; and set up and troubleshoot computer equipment for faculty and staff.

Local Area Network - Bennett Hall **\$30,000**
(Ohio University-Chillicothe Campus)

This proposal seeks funding for a Local Area Network (LAN) in Bennett Hall. A LAN would not only provide E-mail capabilities, but additional connectivity to the Wide Area Network (WAN) on main campus, and to the Internet. The LAN would give each user an ethernet connection, allowing access to World Wide Web (WWW) applications utilizing a graphical interface, which presently is not available with our current connection to the WAN. This access would be available to all faculty, administrators and staff, plus provide additional access to OAK for all students.

Camera/Enlarger **\$5,370**
(Ohio University-Chillicothe Campus)

The Fine Arts faculty requests \$5,370 funding to be used for photographic lab equipment enhancement. This equipment will be used directly in classroom support of instruction. Equipment includes three 35mm camera systems and two photographic enlargers. This equipment will be used to either supplement or replace already existing equipment.

Minolta Microfilm Reader-Printer \$10,000
(Ohio University-Chillicothe Campus)

Funding is requested to purchase a plain paper microfilm reader-printer to replace an obsolete wet-process unit. Parts and supplies for this obsolete unit will not be available until after January 1995.

AutoCAD Version 13 Request \$35,700
(Ohio University-Lancaster Campus)

Funding is requested for twenty additional copies of AutoCAD for use in the design technology for departments. With the upgrading of our existing seven copies, we would then have twenty-seven copies to place on our network. This system could be served with a metering device that would allow only the twenty-seven copies to be in service at one time.

Classroom History Maps and Secure Storage Cabinet \$6,348
(Ohio University-Lancaster Campus)

Support is needed to purchase new, up-to-date maps that broaden our students and tremendously improve the quality of historical and geographical instruction on the Lancaster Campus.

Dictation/Transcription Equipment \$13,216
(Ohio University-Lancaster Campus)

Support is requested for the Office Management Technology program to purchase a new dictation/transcription equipment to replace that which is antiquated and constantly in need of repair. There are 17 stations in the office management lab; a new unit is needed for each station so that class limits for OMT 221 Dictation/Transcription can be consistent with other lab-related classes.

Industrial Computer Controls Enhancement \$6,000
(Ohio University-Lancaster Campus)

Funding is requested to purchase three Bradley SLC 300 for the Electronics Technology Program. These are sophisticated computers used in the manufacturing process.

Data Communication Enhancement \$2,580
(Ohio University-Lancaster Campus)

Funds are needed to enhance data communications. The item we are requesting is the ITC Model SA1800C Spectrum Analyzer. The spectrum analyzer is a sophisticated circuit tester for troubleshooting complex data communication systems including LANS, WANS, broad band, base band, microwave, and high frequency circuits.

One-Time-Only Cataloging Project \$3,000
(Ohio University-Lancaster Campus)

The Library is requesting \$3,000 for additional staff time of 222.5 hours for cataloging periodicals to support the OhioLINK project. This is an important project which benefits all Ohio University campuses and it is necessary for the McCauley Library to become a fully-contributing member of OhioLINK.

Physics Equipment Up-Date \$1,000
(Ohio University-Lancaster Campus)

Support is requested to purchase supplies and equipment to upgrade the physics lab with new sensor probes and photo timers.

New Passenger Van for Campus Use \$21,500
(Ohio University-Lancaster Campus)

Funding is requested to replace an eight year old cargo van with 90,000 miles. The van is needed to support physical plant activities.

Cable Advertising Program \$17,100
(Ohio University-Lancaster Campus)

Funds are requested to broaden OU-Lancaster outreach programs with television and cable TV advertising.

Computer Enhancement \$5,550
(Ohio University-Lancaster Campus)

Funds are needed to upgrade computer facilities in the Electronics Technology Program through the purchase of three 486DX2 66mHz 8/540 Multimedia Computers at \$1,850 each.

Interactive Computer for the Mall Display
(Ohio University-Lancaster Campus) \$2,500

Support is requested to upgrade an existing OU-Lancaster mall display into an electronic kiosk that will provide information about the Lancaster Campus on demand by installing an interactive computer, monitor, and menu bar.

Aerobic Exercise Program
(Ohio University-Lancaster Campus) \$2,575

Funds are requested to support an aerobics exercise program by purchasing two Schwinn DX-900 exercise bikes, one "fold-n-roll" table tennis table, and two powered treadmills. These items would provide stress relief and aerobic exercise for students, faculty, and staff.

Computer Software Upgrade
(Ohio University-Lancaster Campus) \$5,000

Funding is requested to update software packages such as spreadsheets and word processing packages and expand availability in our computer labs.

Library Acquisitions
(Ohio University-Lancaster Campus) \$3,000

Funding is requested to increase the library acquisitions budget by \$3,000 to meet requests made by faculty for support of academic programs.

Items Needed to Correct OSHA Deficiencies
(Ohio University-Lancaster Campus) \$4950

Funding is needed to meet OSHA requirements in the following areas: corrosives cabinet (chemistry), flammables cabinet (physics), 60 gallon paint storage cabinet (maintenance), emergency shower/eyewash station (maintenance, machine shop), 4 Alnor airflow monitors (fume hoods).

Equestrian Land Program
(Ohio University-Southern Campus) \$17,500

Funding is requested to develop 188 acres seven miles west of the Ohio University-Southern Campus for equine programs. The two year equine studies program has been implemented through the proper channels and has experienced successful enrollments. Also, additional classes involving wildlife, flowers, plants and nature will utilize this land. Surveying and planning is estimated at \$3,000. Development of roads, drainage tile, and clearing of land is estimated at \$14,500.

Electronic Media Production Studio \$8,000
(Ohio University-Southern Campus)

Eight thousand dollars is requested for equipment such as digital audio tapes, special effects generator, mini-disc player, 16 channel audio mixer, and other needed equipment and supplies to establish a second on-air studio for electronic media students.

Computers \$12,892
(Ohio University-Southern Campus)

Funding is requested to purchase eight Performa Macintosh computers. For several quarters, all Macintosh courses have had full enrollments. Several students have been unable to view their work on a color monitor and in some cases the software does not work well without the color. Several of the community education classes have been limited due to the color monitor issues. Purchase of these computers will resolve this problem.

Computer Airline Reservation Simulator \$6,500
(Ohio University-Southern Campus)

Funding is requested to provide travel and tourism students with access to and training on a state of the art airline computer reservation system through a CRS simulation program. This package affords access to an accurate, interactive simulation program that effectively duplicates a working CRS set. This is a cost effective, instructional simulation that is based on behavioral science principles, facilitating the acquisition of knowledge and skills in an efficient environment.

Student Activities \$5,000
(Ohio University-Southern Campus)

To promote student involvement, support is requested for awards, facility rental, a student activities coordinator, equipment, and miscellaneous supplies. These resources will be used to support events that promote student involvement.

Campus Walks \$9,410
(Ohio University-Southern Campus)

Funding is requested to construct additional walkways and handicap ramps for safety and better campus access.

Equine Studies Start-Up **\$8,500**
(Ohio University-Southern Campus)

Funds are requested for start-up costs to promote the Equine Program. Resources will be used for brochures, advertising, recruiting and to support special needs start-up costs.

Campus View Book **\$8,000**
(Ohio University-Southern Campus)

Funds are requested to develop a comprehensive view book which includes the current information and pocket space for individual program flyers, application for admission and descriptions of extra-curricular activities as these may need to be updated during the life span of this publication. This view book will add continuity to the recruitment program and it will be used to make marketing more effective.

Video Still Store System **\$12,300**
(Ohio University-Southern Campus)

Funds are requested for a Video Still Store system to enable students to enhance classes pertaining to live news, special events, and sports coverage projects and do a live news program for the Southern Campus. In addition, the system will enhance educational video programs like Together We Can.

Digital Disk-Based Media Production Capabilities **\$10,000**
(Ohio University-Zanesville Campus)

Funding is requested for the addition of digital disk-based media production capabilities to the Electronic Media Program. The proposal includes the creation of a "computer work station" for instructional purposes, and the development of instructional materials to teach students the principles and operation of computer-based audio and video production. The work station includes at least two personal computers to serve as platforms for the operation of hardware and software for audio and video editing systems.

Educational Media Center Hallway and Replacement Carpeting **\$11,325**
(Ohio University-Zanesville Campus)

Funds are requested to improve accessibility to the Zanesville Campus library by constructing a 40 foot partial wall of concrete topped with glass block to create a hallway to the Educational Media Center, and to install four recessed, two foot square florescent lights in the hallway. Finishing work consists of painting the hall and installing 160 square feet of carpet. Additionally, 250 square feet of carpet will be installed in the contiguous entry and circulation desk area.

AV Mounted Packages for Classrooms \$8,000
(Ohio University-Zanesville Campus)

Funding is needed to purchase and install AV packages for classrooms in Elson Hall that do not have a mounted VCR and monitor. Twelve packages consisting of one 25" Sharp TV and one Panasonic 1/2" VCR are needed.

ADA Approved Carrel or Study Table \$400
(Ohio University-Zanesville Campus)

Funds are requested to purchase an ADA approved study carrel or work table to provide a wheelchair accessible study area in the library.

Enrollment Management/Marketing Plan \$31,275
(Ohio University-Zanesville Campus)

It is proposed that funds be provided to initiate an enrollment management/marketing plan designed to increase enrollment. The Enrollment Management/Marketing Plan will provide for increased school visits, the funding of special events such as inviting high school counselors and administrators to campus, the publication of brochures and other promotional materials, and the expansion of overall marketing efforts.

Training/Professional Development \$10,000
(Ohio University-Zanesville Campus)

This proposal is to provide a permanent budget increase for professional development and training for the Plant Services Department. Training is critical to the productivity of the department and the long-term success of the Zanesville campus. Some of the current training needs are: operational training in telecommunications; HVAC control systems operation and repair; OSHA training and floor care, as well as, personnel related training in management leadership and development of quality work practices and a positive customer attitude.

Non-Traditional Student Marketing Person \$10,000
(Ohio University-Zanesville Campus)

It is proposed that funds be provided the Office of Student Services to supplement a current 8-week position in order to create a part-time position responsible for building up the non-traditional and special market student population, i.e., minorities, GED graduates and first generation college students.

**Annual Equipment Replacement
(Ohio University-Zanesville Campus)**

\$10,000

This proposal is to provide a permanent budget increase to allow for planned orderly replacement and acquisition of equipment. The Plant Services Department has a large inventory of equipment (tractors, trucks, mowers, scrubbers, buffers, vacuums, etc.) all of which have a limited useful lifetime. Past practice has been to replace or acquire equipment on an emergency basis. As the department has grown, it has become apparent that, if it is to continue to improve and to serve the University a better method of equipment replacement/acquisition will be required.

**Installation of Macintosh Computers
(Ohio University-Zanesville Campus)**

\$4,000

Funds are requested for purchasing work processing programs, a printer, and to cover installation costs to enable students in the Learning Advancement Center to more fully use Macintosh computers currently in the Center.

Ms. Cardenas presented and moved approval of the resolution. Mr. Emrick seconded the motion. All agreed.

TUITION AND FEE SCHEDULE FOR 1995-96
RESOLUTION 1995 --- 1403

WHEREAS, the General Assembly is currently considering an appropriations bill for the 1995-96 biennium, and

WHEREAS, uncertainty surrounds the state support for Higher Education, and makes it necessary at this time to assume various levels of state support and student fee schedules reflecting these different levels.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees adopts the following schedules of fees effective Fall Quarter 1995.

1. Fee Schedule A shall be adopted provided the level of state support is less than that contained in Option B of the Program Planning Report.
2. Fee Schedule B shall be adopted provided the level of state support is less than that contained in Option C of the Program Planning Report.
3. Fee Schedule C shall be adopted provided the level of state support is equal to, or more than that contained in Option C of the Program Planning Report.

SCHEDULE A

OHIO UNIVERSITY
FEE SCHEDULE
EFFECTIVE FALL QUARTER 1995
ATHENS CAMPUS

	<u>Approved</u> 1994-95	<u>Proposed</u> 1995-96	<u>Change</u>
<u>Full-Time Students</u>			
<u>Undergraduate</u> (11-20 hours inclusive)			
Instructional	\$ 941	\$ 997	\$ 56
General	243	258	15
Non-Resident Surcharge	1,359	1,441	82
<u>Medical</u>			
Instructional	2,969	3,147	178
General	243	258	15
Non-Resident Surcharge	1,359	1,441	82
<u>Graduate</u> (9-18 hours inclusive)			
Instructional	1,187	1,258	71
General	243	258	15
Non-Resident Surcharge	1,359	1,441	82
<u>Part-Time Hours</u>			
<u>Undergraduate</u>			
Ohio Resident	114	121	7
Non-Resident	249	264	15
<u>Graduate</u>			
Ohio Resident	178	188	10
Non-Resident	347	368	21
<u>Excess Hours</u>			
<u>Undergraduate</u>			
Ohio Resident	57	60	3
Non-Resident	125	132	7
<u>Graduate</u>			
Ohio Resident	104	109	5
Non-Resident	205	217	12

SCHEDULE A

OHIO UNIVERSITY
FEE SCHEDULE
EFFECTIVE FALL QUARTER 1995
REGIONAL CAMPUSES

	<u>Approved</u> 1994-95	<u>Proposed</u> 1995-96	<u>Change</u>
<u>Full-Time Students</u>			
<u>Undergraduate</u> (11-20 hours inclusive)			
Eastern, Chillicothe, Lancaster and Zanesville:			
Instructional	\$ 824	\$ 865	\$ 41
General	108	113	5
Non-Resident Surcharge	1,345	1,412	67
Southern:			
Instructional	793	833	40
General	67	70	3
Non-Resident Surcharge	37	39	2
<u>Part-Time Hours</u>			
<u>Undergraduate</u>			
Eastern, Chillicothe, Lancaster and Zanesville:			
Ohio Resident	86	90	4
Non-Resident	220	231	11
Southern:			
Ohio Resident	79	83	4
Non-Resident	82	86	4
<u>Excess Hours</u>			
<u>Undergraduate</u>			
Eastern, Chillicothe, Lancaster and Zanesville:			
Ohio Resident	43	45	2
Non-Resident	112	118	6
Southern:			
Ohio Resident	43	45	2
Non-Resident	48	50	2

SCHEDULE B

OHIO UNIVERSITY
FEE SCHEDULE
EFFECTIVE FALL QUARTER 1995
ATHENS CAMPUS

	<u>Approved</u> 1994-95	<u>Proposed</u> 1995-96	<u>Change</u>
<u>Full-Time Students</u>			
<u>Undergraduate (11-20 hours inclusive)</u>			
Instructional	\$ 941	\$ 979	\$ 38
General	243	243	0
Non-Resident Surcharge	1,359	1,413	54
<u>Medical</u>			
Instructional	2,969	3,088	119
General	243	243	0
Non-Resident Surcharge	1,359	1,413	54
<u>Graduate (9-18 hours inclusive)</u>			
Instructional	1,187	1,234	47
General	243	243	0
Non-Resident Surcharge	1,359	1,413	54
<u>Part-Time Hours</u>			
<u>Undergraduate</u>			
Ohio Resident	114	118	4
Non-Resident	249	259	10
<u>Graduate</u>			
Ohio Resident	178	184	6
Non-Resident	347	360	13
<u>Excess Hours</u>			
<u>Undergraduate</u>			
Ohio Resident	57	59	2
Non-Resident	125	130	5
<u>Graduate</u>			
Ohio Resident	104	108	4
Non-Resident	205	213	8

SCHEDULE B

OHIO UNIVERSITY
 FEE SCHEDULE
 EFFECTIVE FALL QUARTER 1995
 REGIONAL CAMPUSES

	<u>Approved</u> 1994-95	<u>Proposed</u> 1995-96	<u>Change</u>
<u>Full-Time Students</u>			
<u>Undergraduate</u> (11-20 hours inclusive)			
Eastern, Chillicothe, Lancaster and Zanesville:			
Instructional	\$ 824	\$ 849	\$ 25
General	108	111	3
Non-Resident Surcharge	1,345	1,385	40
Southern:			
Instructional	793	817	24
General	67	69	2
Non-Resident Surcharge	37	38	1
<u>Part-Time Hours</u>			
<u>Undergraduate</u>			
Eastern, Chillicothe, Lancaster and Zanesville:			
Ohio Resident	86	89	3
Non-Resident	220	227	7
Southern:			
Ohio Resident	79	82	3
Non-Resident	82	85	3
<u>Excess Hours</u>			
<u>Undergraduate</u>			
Eastern, Chillicothe, Lancaster and Zanesville:			
Ohio Resident	43	44	1
Non-Resident	112	115	3
Southern:			
Ohio Resident	43	44	1
Non-Resident	48	49	1

SCHEDULE C

OHIO UNIVERSITY
FEE SCHEDULE
EFFECTIVE FALL QUARTER 1995
ATHENS CAMPUS

	<u>Approved</u> 1994-95	<u>Proposed</u> 1995-96	<u>Change</u>
<u>Full-Time Students</u>			
<u>Undergraduate (11-20 hours inclusive)</u>			
Instructional	\$ 941	\$ 941	\$ 0
General	243	243	0
Non-Resident Surcharge	1,359	1,359	0
<u>Medical</u>			
Instructional	2,969	3,088	119
General	243	243	0
Non-Resident Surcharge	1,359	1,359	0
<u>Graduate (9-18 hours inclusive)</u>			
Instructional	1,187	1,187	0
General	243	243	0
Non-Resident Surcharge	1,359	1,359	0
<u>Part-Time Hours</u>			
<u>Undergraduate</u>			
Ohio Resident	114	114	0
Non-Resident	249	249	0
<u>Graduate</u>			
Ohio Resident	178	178	0
Non-Resident	347	347	0
<u>Excess Hours</u>			
<u>Undergraduate</u>			
Ohio Resident	57	57	0
Non-Resident	125	125	0
<u>Graduate</u>			
Ohio Resident	104	104	0
Non-Resident	205	205	0

SCHEDULE C

OHIO UNIVERSITY
 FEE SCHEDULE
 EFFECTIVE FALL QUARTER 1995
 REGIONAL CAMPUSES

	<u>Approved</u> 1994-95	<u>Proposed</u> 1995-96	<u>Change</u>
<u>Full-Time Students</u>			
<u>Undergraduate</u> (11-20 hours inclusive)			
Eastern, Chillicothe, Lancaster and Zanesville:			
Instructional	\$ 824	\$ 824	\$ 0
General	108	108	0
Non-Resident Surcharge	1,345	1,345	0
Southern:			
Instructional	793	793	0
General	67	67	0
Non-Resident Surcharge	37	37	0
<u>Part-Time Hours</u>			
<u>Undergraduate</u>			
Eastern, Chillicothe, Lancaster and Zanesville:			
Ohio Resident	86	86	0
Non-Resident	220	220	0
Southern:			
Ohio Resident	79	79	0
Non-Resident	82	82	0
<u>Excess Hours</u>			
<u>Undergraduate</u>			
Eastern, Chillicothe, Lancaster and Zanesville:			
Ohio Resident	43	43	0
Non-Resident	112	112	0
Southern:			
Ohio Resident	43	43	0
Non-Resident	48	48	0

Mr. Schey presented and moved approval of the resolution. Mr. Emrick seconded the motion. Trustee Hodson, because of his part-time university teaching contract, abstained from committee discussion and trustee deliberations. All voted to approve except Mr. Hodson who abstained from voting.

COMPENSATION POOL FOR 1995-96

RESOLUTION 1995 — 1404

WHEREAS, the Program Planning Report, March 1995, contains recommended compensation pools for faculty and staff.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes the President to prepare contracts to implement adjustments for faculty and staff in the next fiscal year in accordance with the Program Planning Report, March 1995.

BE IT FURTHER RESOLVED, that the President is authorized to prepare recommended compensation for university executive officers for fiscal year 1995-96. The recommendations will be reviewed with the Board of Trustees at their next board meeting.

Ms. Cardenas presented and moved approval of the resolution. Mr. Emrick seconded the motion. All agreed.

RESIDENCE AND DINING HALL PLANNING REPORT RATES FOR 1995-96

RESOLUTION 1995 — 1405

WHEREAS, sustained effort has been made to achieve financial stability for Ohio University's residence and dining hall auxiliary while still providing necessary services for student residents, and

WHEREAS, the residence and dining hall auxiliary is legally obliged to budget for all operating expenses and debt service obligations by means of fees which are collected from students who use the residential and dining hall facilities, and

WHEREAS, the residence and dining hall auxiliary fund is experiencing additional expense due to inflation and service costs, a series of new rate structures has been developed for room, board, apartments, and other services which will generate additional revenue, and

WHEREAS, the executive officers of the University have reviewed and evaluated the recommended increases in conjunction with a proposed budget for the 1995-96 fiscal year, and have concluded that the rates are commensurate with projected costs of operation, they hereby recommend that the following rate changes be approved.

ROOM RATES (QUARTERLY)

	<u>CURRENT RATE</u>	<u>PROPOSED RATE</u>
Single	\$826	\$859
Double/Standard	671	698
Double/New S.G. (staff)	743	773
Triple	555	577
Quad	628	653

BOARD RATES (QUARTERLY)

	<u>CURRENT RATE</u>	<u>PROPOSED RATE</u>
7 meal flexible plan	\$471	\$490
14 meal flexible plan	650	676
20 meal plan	694	722
Green Carte Blanche	887	922
A La Carte (new board plan)	----	675 (minimum)

Vice President for Administration
Cutler Hall 209
Ohio University
Athens, Ohio 45701-2979
614/593-2556

March 13, 1995

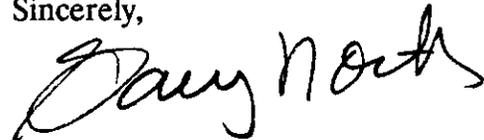
Dr. Robert Glidden
President
Ohio University
Cutler Hall
Campus

Dear Bob,

I have met with the Residence and Dining Hall Planning Committee to review rate adjustment recommendations for the 1995-96 fiscal year. The group has recommended, based on costs resulting from inflationary pressures and the installation of the cable/data network, a (4%) four percent increase applied to all room, apartment, and food service budget lines. This recommendation is reasonable based on a comparison of rate increases proposed at other Ohio public universities. The attached documentation provides supporting information for the proposed increase.

I recommend approval.

Sincerely,



Gary North
Vice President for Administration

GN:mm

UNIVERSITY APARTMENT RENTAL RATES (MONTHLY)

APARTMENT TYPE - WOLFE STREET

	<u>CURRENT RATE</u>	<u>PROPOSED RATE* CONTINUING RESIDENTS</u>	<u>PROPOSED RATE** NEW RESIDENTS</u>
Efficiency, furnished	\$333	\$346	\$394
1 Bedroom, furnished	379	394	501
Bedroom-Nursery, furnished	416	433	520
2 Bedroom, furnished	464	483	581

*4%

**4% plus comparability to Mill Street

APARTMENT TYPE - MILL STREET

	<u>CURRENT RATE</u>	<u>PROPOSED RATE</u>
1 Bedroom, unfurnished	\$424	\$441
1 Bedroom, furnished	482	501
2 Bedroom, unfurnished	500	520
2 Bedroom, furnished	559	581

WHEREAS, the 1995-96 budget incorporates Board of Trustee action in room and board rates for the next fiscal year, and

WHEREAS, the executive officers of the University have reviewed the financial premises and the 1995-96 budget and recommend its adoption.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby adopt the 1995-96 Residence and Dining Hall Fund Budget including rate increases dated April 8, 1995.

OHIO UNIVERSITY
Residence and Dining Hall
Current Auxiliary Fund
Revised Long Range Forecast Premises
March 1995

1995-96 Based on the March 1995 Proposed Budget

1996-97 Same as 1995-96 except:

1. Capital Improvement projects reduced by \$1,112,600 (base is now \$750,000).
2. A contribution of \$400,000 henceforth will be made to the Repair and Replacement Reserve for future major capital improvements to the residence and dining halls.

1997-98 Same as 1996-97
through
1999-2000

NOTE: It is understood that all inflationary costs associated with each year specified (1996-2000) would be funded through room and board increases.

rev95.lrp
3/95

**OHIO UNIVERSITY
RESIDENCE AND DINING HALL
CURRENT AUXILIARY FUND**

<u>Revised Long Range Forecast</u>	1995-96 Proposed Budget <u>6825</u>	<u>Changes</u>	1996-97 <u>6825</u>	<u>Changes</u>	1997-98 <u>6825</u>	<u>Changes</u>	1998-99 <u>6825</u>	<u>Changes</u>	1999-00 <u>6825</u>	March, 1995
<i>Occupancy - Fall Quarter</i>										
<i>Income:</i>										
Residence Halls	\$16,419,100	\$	\$	\$	\$	\$	\$	\$	\$	\$
Dining Halls	<u>14,068,200</u>									
<i>Total Income</i>	<u>30,487,300</u>		<u>30,487,300</u>		<u>30,487,300</u>		<u>30,487,300</u>		<u>30,487,300</u>	
<i>Operating Expenditures</i>										
Residence Life	2,510,900									
Dir. of Residence Services	410,300									
Housing Office	532,000									
Uph. Shop/Special Maintenance	1,043,200									
Laundry Services Student Room	18,200									
Housekeeping	4,453,500									
Food Service	9,004,800									
Direct Maintenance	2,107,700									
Purchased Utilities	2,337,000									
Capital Improvements	1,862,600	(1,112,600)								
Other Admin. and Legal	260,900									
General Fund Indirect Cost	3,378,500									
Student Room Telephone	321,200									
Repair and Replacement Reserve	(700,000)	1,100,000								
Operating Contingency	<u>250,000</u>									
<i>Total Operating Exp.</i>	<u>27,790,800</u>	<u>(12,600)</u>	<u>27,778,200</u>		<u>27,778,200</u>		<u>27,778,200</u>		<u>27,778,200</u>	
<i>Net Income from Operations</i>	2,696,500		2,709,100		2,709,100		2,709,100		2,709,100	
Interest on Debt Srv. Res.	<u>31,200</u>		<u>31,200</u>		<u>31,200</u>		<u>31,200</u>		<u>31,200</u>	
<i>Total Net Inc. before Debt Serv.</i>	2,727,700		2,740,300		2,740,300		2,740,300		2,740,300	
Debt Service - Mandatory	<u>2,160,700</u>		<u>2,161,300</u>		<u>2,162,700</u>		<u>2,164,700</u>		<u>2,163,000</u>	
<i>Net Income/(Deficit)</i>	567,000		579,000		577,600		575,600		577,300	
<i>Beginning Balance</i>	925,700		884,800		855,900		825,600		793,300	
<i>Transfers to Plant Funds</i>										
Energy Mgt. Savings	<u>(607,900)</u>		<u>(607,900)</u>		<u>(607,900)</u>		<u>(607,900)</u>		<u>(607,900)</u>	
<i>Ending Fund Balance</i>	<u>\$ 884,800</u>	<u>\$</u>	<u>\$ 855,900</u>	<u>\$</u>	<u>\$ 825,600</u>	<u>\$</u>	<u>\$ 793,300</u>	<u>\$</u>	<u>\$ 762,700</u>	

Date: March 13, 1995

To: Gary North, Ph.D., Vice President for Administration

From: Robert Hynes, Director, Residence and Campus Auxiliary Services

Subject: Residence and Dining Hall Auxiliary Fund Budget Fiscal 1995-96

Attached herein is the fiscal 1995-96 budget proposal for review and action by the Ohio University Board of Trustees. The budget plan incorporates anticipated increases in utilities, wage and food costs. A rate increase of 4% has been applied to fund the above stated inflationary increases, capital improvements (including TV cable operations and debt service) and modest personnel additions.

There are important proposals on the extension of housekeeping services to a seven day a week operation and development of a Fire Alarm Maintenance Shop in the Physical Plant division still under review. It is my recommendation that these two programs be funded from the operating contingency if approved for implementation.

The next year will be marked by new dining programs including a la carte service at Shively Dining Hall and the use of ID cards (Bobcat Cash) in vending machines. The ID card will also be utilized in washer and dryer vending. Approximately \$225,000 (general fund support from house bill funds) will be made available to upgrade existing facilities and addition of new labs to the residence halls. The expansion of data technology is a vital component of a direct link between the classroom and residence halls. The staff is enthusiastic about next year because of the expansion of programs and improvement to facilities.

The staff and my office look forward to making a presentation to the Board of Trustees at their June meeting. It is our intent to provide familiarization of the halls and dining facilities, program dimensions and a review of the ISES Study.

Should you have any questions on the budget or other items, please call.

RH/kac
attachment

OHIO UNIVERSITY
 RESIDENCE AND DINING HALL CURRENT AUXILIARY FUND
 FINANCIAL PREMISES FOR THE 1995-96 BUDGET
 MARCH 1995

Rate Increase Request:

A proposed rate increase of 4% has been applied to all room, board and apartment charges.

Income Considerations:

In addition to the above rate increases, certain other categories have been increased correspondingly:

- a. Workshops
- b. Garage Rent
- c. Snack bar, catering and banquets, guest meals, etc.

Facility Utilization:

All residence halls will be available for the 1995-96 academic year.

Occupancy Levels:

	<u>Fall Quarter</u>	<u>Average</u>	<u>Retention %</u>
1994-95 Trustee Budget			
- student residents	6800	6472	95.18
- dining hall students	6622	6253	94.42
1994-95 Actual/Forecast			
- student residents	6851	6509	95.01
- dining hall students	6665	6268	94.04
1995-96 Proposed Budget			
- student residents	6825	6484	95.01
- dining hall students	6639	6243	94.04

Repair and Replacement Reserve:

The budget plan calls for \$700,000 to be withdrawn from the reserve to assist in the funding of major capital projects. The replacement of student bedroom furniture and the renovation of Shively Dining Hall are important projects to be funded from the reserve. The total capital outlay anticipated for fiscal 1995-96 amounts to \$1,862,645. A detailed list of capital projects is included in the proposed budget materials. The reserve continues to be an important resource in providing the wherewithal to upgrade and improve the residence and dining hall environment for students. It should be emphasized that reserve funds are not used to subsidize base budget operating requirements.

Inflationary Considerations:

Inflationary increases for compensation, certain supply items, utilities, and all other non-personnel operating expense amounts to approximately 3.5% above the 1994-95 forecasted expenditures.

Program Excellence Fund:

The \$25,000 Program Excellence Fund, incorporated into the Residence Life Department's budget in fiscal year 1986-87, continues to supplement quality student programs in the residence halls.

OHIO UNIVERSITY
RESIDENCE AND DINING HALL
CURRENT AUXILIARY FUND
1995-96 PROPOSED BUDGET
MARCH, 1995

	1994-95 TRUSTEE APPROVED BUDGET	1994-95 FORECAST 1/31/95	1995-96 PROPOSED BUDGET
Income			
Residence Hall	\$15,763,500	\$15,884,900	\$16,419,100
Dining Hall	13,572,400	13,584,600	14,068,200
Total Income	29,335,900	29,469,500	\$30,487,300
Operating Expenditures			
Residence Life	2,478,700	2,459,800	2,510,900
Director Residence Services	363,500	396,500	410,300
Housing Office	465,100	532,500	532,000
Upholstery Shop/Special Maint.	914,300	1,040,900	1,043,200
Laundry Service/Student Room	13,600	17,500	18,200
Housekeeping	4,751,600	4,540,800	4,453,500
Food Service	9,113,300	8,839,100	9,004,800
Direct Maintenance	2,068,000	2,075,700	2,107,700
Purchased Utilities	2,245,700	2,244,300	2,337,000
Capital Improvements	834,600	1,683,200	1,862,600
Other Administrative/Legal	252,400	256,200	260,900
General Fund/Indirect Cost	3,188,200	3,211,500	3,378,500
Student Room Telephone/T.V. Cable	(48,100)	40,000	321,200
Repair/Replace/Reserve	(150,000)	200,000	(700,000)
Operating Contingency	250,000	104,200	250,000
Total Operating Expense	26,740,900	27,642,200	27,790,800
Net Income/Operations	2,595,000	1,827,300	2,696,500
Interest/Debt Serv. Reserve	18,000	31,200	31,200
Total Net Income before Debt Service	2,613,000	1,858,500	2,727,700
Debt Service/Mandatory	2,159,400	2,157,300	2,160,700
Net Income (Deficit)	453,600	(298,800)	567,000
Beginning Fund Balance	976,200	1,810,100	925,700
Transfer to Plant Funds			
Energy Management Savings	(650,000)	(585,600)	(607,900)
Ending Fund Balance	\$ 779,800	\$ 925,700*	\$ 884,800*

*includes \$144,236 allocated
group insurance reserve

1995-96 QUARTERLY ROOM AND BOARD RATES

	Room Only	With Linen*	A La Carte	With Linen*	Green Card	With Linen*	20-Meal Plan	With Linen*	14-Meal Plan	With Linen*	7-Meal Plan	With Linen*
Outside Boarder	N/A	N/A	\$675	N/A	\$922	N/A	\$722	N/A	\$676	N/A	\$490	N/A
Standard												
Single ALL HALLS	\$859	\$880	\$1,534	\$1,555	\$1,781	\$1,802	\$1,581	\$1,602	\$1,535	\$1,556	\$1,349	\$1,370
New South Double and Staff Rooms	\$773	\$794	\$1,448	\$1,469	\$1,695	\$1,716	\$1,495	\$1,516	\$1,449	\$1,470	\$1,263	\$1,284
Standard												
Double	\$698	\$719	\$1,373	\$1,394	\$1,620	\$1,641	\$1,420	\$1,441	\$1,374	\$1,395	\$1,188	\$1,209
Quad	\$653	\$674	\$1,328	\$1,349	\$1,575	\$1,596	\$1,375	\$1,396	\$1,329	\$1,350	\$1,143	\$1,164
Triple	\$577	\$598	\$1,252	\$1,273	\$1,499	\$1,520	\$1,299	\$1,320	\$1,253	\$1,274	\$1,067	\$1,088
Optional Services:												
*Linen Service \$21 per quarter												
Garage Parking \$66 per quarter												
There will be a \$30 per quarter surcharge for electrical usage and maintenance for the window air conditioning units in Scott, Gamertsfelder and Wray residence halls.												
3/7/95 rates95.96												

**CAPITAL IMPROVEMENT PROJECTS
FISCAL 1995-96**

<u>Project</u>	<u>Estimate</u>
Contingency	\$100,000
Shively Dining Hall Renovation	\$400,000
Biddle Hall Roof	186,000
Furniture (student room)	261,645
Air Conditioning For Buildings (2)	240,000
Mill St. Balconies (repair)	60,000
Exterior Paint	75,000
Boyd Air Conditioning	350,000
Lighting Central Food - Freezers	10,000
Additional Brick Work New South Green	30,000
HARCO Expenditure (dining hall access)	100,000
Apartment Furnishings (staff)	50,000
	<hr/>
TOTAL	\$1,862,645

REPAIR AND REPLACEMENT RESERVE
MARCH, 1995

Transfers from R. and D. Auxiliary Operations

1978-79	\$100,000
1979-80	200,000
1980-81	350,000
1981-82	150,000
1982-83	250,000
1983-84	200,000
1984-85	375,000
1985-86	375,000
1986-87	350,000
1988-89	575,000
1989-90	800,000
1993-94	200,000

\$3,925,000

Transfers to R. and D. Auxiliary Operations

1987-88	(500,000)
1990-91	(1,000,000)
1991-92	(1,180,000)
1992-93	(1,300,000)

(\$3,980,000)

Transfer to unexpended Plant Funds for Student Recreation Center

1992-93	(300,000)
1993-94	300,000

Interest Earned on Investments

1981-82	\$ 93,500
1982-83	84,500
1983-84	112,500
1984-85	66,200
1985-86	186,000
1986-87	186,300
1987-88	232,700
1988-89	265,300
1989-90	338,800
1990-91	377,400
1991-92	238,200
1992-93	126,600
1993-94	70,600

\$2,378,600

Excess Interest Income on 1974 Escrow Account	54,000
Prepayment for Series B, Revenue Bonds and Restructuring the 1974 Escrow Account	290,300

BALANCE 6/30/94

2,667,900

Transfer from R. and D. Auxiliary Operations Estimated	200,000
Interest Earned on Investments-Estimated	138,100
	<hr/>
Estimated Balance 6/30/95	3,006,000
Transfer to R. and D. Aux. Oper. Estimated	(700,000)
Interest Earned on Investments Estimated (5.0% average)	150,300
	<hr/>
Estimated Balance 6/30/96	<u><u>\$ 2,456,300</u></u>

rrr3.95
3/6/95

Mr. Emrick presented and moved approval of the resolution. Mr. Grover seconded the motion. The motion passed.

COLLEGE OF BUSINESS ADMINISTRATION NAME CHANGE

RESOLUTION 1995 — 1406

WHEREAS, the College of Business Administration comprises a diverse faculty with many professional activities, and

WHEREAS, the study of business functions, management, and leadership is no longer an "administratively oriented" endeavor, and

WHEREAS the current name no longer conveys the focus of business education, and

WHEREAS a name change will reflect current national trends and our intent to provide a high-quality learning environment for students, and

WHEREAS the faculty and the dean of the college, and the provost have recommended that the proposed name change be implemented;

BE IT THEREFORE RESOLVED, that the College of Business Administration change its name to the College of Business.

Office of the Provost
Cutler Hall
Ohio University
Athens, Ohio 45701-2979

DATE: March 9, 1995
TO: Robert Glidden, President
FROM: 
David Stewart, Provost
SUBJECT: Change of Name

The dean of the College of Business Administration has recommended that the name of the college be changed to the College of Business in order to reflect its mission as well as its current focus.

It seems to me that the rationale presented by the faculty and supported by the dean is sound and that the name change is in the best interest of the college. I therefore concur with the proposed name change and recommend that it be accepted.

DS/jt

College of Business Administration

Ohio University

Office of the Dean
Ohio University
Haring Hall 119
Athens, Ohio 45701-2979
614-593-2000

February 28, 1995

TO: ROBERT B. GLIDDEN, PRESIDENT
FROM: C. AARON KELLEY, DEAN *CAK*
SUBJECT: CHANGE OF NAME

RECEIVED
MAR 7 1995
OFFICE OF THE PROVOST

At its February 24th meeting; the faculty of the College of Business Administration voted overwhelmingly to change the name of our academic unit to the College of Business.

The rationale is that the study of business functions, management and leadership is no longer an "administratively-oriented" endeavor; the current name is outmoded and no longer conveys the focus of business education. Changing the name is a visible sign of the changing times and of our intent to provide a high-quality learning environment for our students.

We request this change be approved effective as soon as possible. If any additional details or rationale is needed, I will be glad to provide such upon request. Thank you for your cooperation and support.

Mr. Emrick presented and moved approval of the resolution. Mrs. Eufinger seconded the motion. All agreed.

CONSULTANTS FOR ADA MODIFICATIONS PROJECT

RESOLUTION 1995 -- 1407

WHEREAS, the 120th General Assembly, Regular Session, 1993-1994 has introduced and approved Amended Substitute House Bill Number 790, and

WHEREAS, Amended Substitute House Bill Number 790 does make available to the Ohio Board of Regents \$13,750,000 for ADA modifications at colleges and universities, and

WHEREAS, the Ohio Board of Regents is making and has transferred \$871,063 to Ohio University to be utilized on the Athens Campus for modifications to existing facilities to better accommodate physically challenged individuals, and

WHEREAS, Ohio University has the authorization to proceed with the selection of an Associate Architect and to develop plans and specifications for the ADA Improvements Project, and

WHEREAS, Ohio University interviewed the roster of consultants developed from those expressing interest in the Project.

NOW, THEREFORE, BE IT RESOLVED that the Ohio University Board of Trustees does recommend the firm of Richard Trott and Partners, Architects, Inc. as the Associate Architect for the Project.

BE IT FURTHER RESOLVED that the Ohio University Board of Trustees does hereby authorize the preparation of construction plans and specifications for the ADA Improvements Project.

UNIVERSITY FACILITIES PLANNING

Interoffice Communication

March 9, 1995

TO: Dr. Gary B. North, Vice President for Administration
FROM: John K. Kotowski, Director, Facilities Planning 
SUBJECT: APPROVAL TO HIRE AN ASSOCIATE ARCHITECT AND
PREPARE CONSTRUCTION DOCUMENTS FOR THE
AMERICANS WITH DISABILITIES ACT (ADA) IMPROVEMENTS PROJECT

Amended Substitute House Bill Number 790 makes available a capital appropriation to the Ohio Board of Regents totaling \$13,750,000 for use on State college and university campuses. The Regents have developed a distribution formula and have transferred \$871,063 to Ohio University to help eliminate physical barriers on the Athens Campus.

The University proposes to use these funds to make improvements in six buildings. The buildings involved in the project will be Grover Center, the Music Building, the Research and Technology Building, Scott Quadrangle, Putnam Hall and the Campus Support Building. The priority of this project is to first access buildings and second to access all floors within a building. The University wishes to add an elevator to Grover Center to make the second floor administrative and office area in the facility accessible as well as add an elevator to Putnam Hall to make all floors of that building accessible. The University plans as a part of this project, to retrofit the elevator in the Campus Support Building. In the Music Building a lift will be added to access the stage area of the recital hall. In the Research and Technology Building, Scott Quadrangle and the Campus Support Building ramps will be added to access each facility. The ramps in the Research and Technology Center and Campus Support, will be used to access the ground and first floors respectively. In Scott Quadrangle, a ramp will be added to the rear of the facility to gain access to the court yard and the first floor either through Campus Safety or to the South through the Ohio University Press area.

Ohio University has the authority to proceed with this project locally. The University did advertise for Professional Design Services and has completed the consultant selection process. Based on this process, the University's selection committee is pleased to recommend to the University and the Board of Trustees, the firm of Richard Trott and Partners, Architects, Inc..

Enclosed is a resolution for consideration by the Board at their April 8, 1995 meeting which seeks authority to hire the consultant and develop construction documents on the ADA Improvements Project. If I can be of further assistance with this matter, please advise.

JKK/slw/ADAI9401.GBN

enclosure

MAR 10 1995

Vice President for Administration
Cutler Hall 209
Ohio University
Athens, Ohio 45701-2979
614/593-2556

March 10, 1995

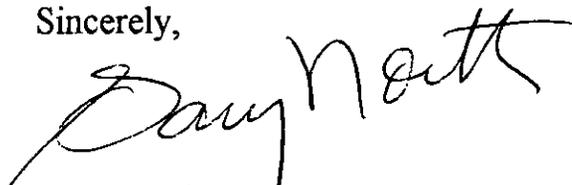
Dr. Robert Glidden
President
Ohio University
Campus

Dear Dr. Glidden:

John Kotowski, Director, Facilities Planning, has requested approval to hire an architect to prepare contractor documents for (ADA) Americans with Disability Projects. Funds for these projects were made available through a specific allocation provided under House Bill Number 790. Our share of funds distributed by the Board of Regents is \$871,063. The projects we plan to complete are listed in John's memorandum.

I recommend approval.

Sincerely,



Gary North

GN:mm

Ms. Cardenas presented and moved approval of the resolution. Mr. Emrick seconded the motion. Approval was unanimous.

EASTERN CAMPUS MULTIPURPOSE FACILITY PLANS AND SPECIFICATIONS

RESOLUTION 1995 -- 1408

WHEREAS, the 118th General Assembly, Regular Session, 1989-1990 has introduced and approved Substitute House Bill Number 808, and

WHEREAS, the 119th General Assembly, Regular Session, 1991-1992 has introduced and approved Amended Substitute House Bill Number 904, and

WHEREAS, the 120th General Assembly, Regular Session, 1993-1994 has introduced and approved Amended Substitute House Bill Number 790, and

WHEREAS, each House Bill provides an appropriation for the multipurpose facility at the Eastern Regional Campus and those appropriations make \$5,960,000 available for the project, and

WHEREAS, the Ohio University Board of Trustees did at their regular meeting on June 29, 1991 authorize the President or his designee to recommend to the Division of Public Works the selection of McDonald, Cassell and Bassett, Architects, Inc. as the associate for the project, and

WHEREAS, the final plans and specifications have been prepared and are ready for advertisement on the multipurpose facility at the Eastern Regional Campus.

NOW, THEREFORE, BE IT RESOLVED, that the Ohio University Board of Trustees does hereby approve the construction documents for the Eastern Regional Campus Multipurpose Facility Project.

BE IT FURTHER RESOLVED, that the Ohio University Board of Trustees does hereby authorize the advertisement and receipt of construction bids on the Eastern Regional Campus Multipurpose Facility Project, and does hereby empower the President or his designee to accept and recommend to the Deputy Director, General Services Administration, construction bids received provided total bids do not exceed available funds.

Vice President for Administration
Cutler Hall 209
Ohio University
Athens, Ohio 45701-2979
614/593-2556

MAR 10 1995

March 10, 1995

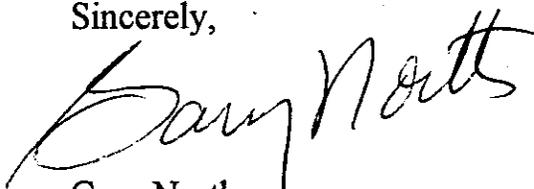
Dr. Robert Glidden
President
Ohio University
Campus

Dear Dr. Glidden:

John Kotowski, Director, Facilities Planning, has requested approval of plans and specifications for the Eastern Campus Multipurpose facility. John also asked for approval to seek construction bids and award a contract for the project.

I recommend approval.

Sincerely,



Gary North

Vice President for Administration

GN:mm

UNIVERSITY FACILITIES PLANNING

Interoffice Communication

March 9, 1995

TO: Dr. Gary B. North, Vice President for Administration
FROM: John K. Kotowski, Director, Facilities Planning 
SUBJECT: APPROVAL OF PLANS AND SPECIFICATIONS AND
RECOMMENDATION OF CONTRACT AWARD FOR THE
EASTERN REGIONAL CAMPUS MULTIPURPOSE FACILITY

Substitute House Bill Number 808 provides a capital appropriation totaling \$275,000 for the planning of a multipurpose facility and access drive at the Eastern Regional Campus. Amended Substitute House Bill 904 and Amended Substitute House Bill Number 790 provide an additional \$2,940,000 and \$2,745,000 respectively for the facility. The three appropriations make \$5,960,000 available to plan and construct the multipurpose facility. Constructed as a part of this project will be a building which contains a multipurpose/gymnasium space seating approximately 3,400 spectators, associated locker rooms and other support facilities, two classrooms, a bookstore, a weight room and an exercise machine room, a small cafeteria and several offices. A new access road or drive has been planned and will be constructed from State Route 331.

At their June 29, 1991 regular meeting, the Board of Trustees authorized the selection of McDonald, Cassell and Bassett, Architects, Inc. as the lead consultant and approved proceeding with the development of construction documents. On October 2, 1993, the Board of Trustees approved plans for the first phase of the facility and authorize the award of construction contracts utilizing a total budget of \$3,215,000. Construction did not proceed on the first phase. Since the approval to proceed with phase one construction, the third appropriation was secured to fund the remainder of the facility. Documents for the full project are now complete and ready for advertisement. I have enclosed a resolution for consideration by the Board of Trustees at their April 8, 1995 meeting which seeks approval of plans and specifications and permits the recommendation of contract award so long as total bids received do not exceed total funds available.

I will provide plans and specifications the week of April 3, 1995 for use by the Board. Please let me know if there is anything else that I can do to assist with this matter.

JKK/slw/MULT9102.GBN

enclosure

pc: Dr. James C. Bryant
Dr. James W. Newton
Mr. Thomas R. Pruckno.

Mr. Schey presented and moved approval of the resolution. Mrs. Eufinger seconded the motion. Approval was unanimous.

**RESIDENCE HALLS HOUSEKEEPING TRAINING
FACILITY NAMING**

RESOLUTION 1995 -- 1409

WHEREAS, Henry H. Dean served with great dedication for twenty-three years as Director of the Residence Halls Housekeeping Department, and

WHEREAS, residential students during this period felt his concern and efforts in improving their quality of life, and

WHEREAS, International students were provided assistance in procuring furnishings, summer jobs, and the comfort of a concerned other, and

WHEREAS, under his direction the operational framework and accountability structure for the department were designed, and

WHEREAS, the need for and commitment to training were established.

NOW, THEREFORE, BE IT RESOLVED that the Residence Halls Housekeeping and Auxiliary Services training room be named **Henry H. Dean Training Facility** and be known as the H. Dean Training Facility.

Ohio University

Vice President for Administration
Cutler Hall 209
Ohio University
Athens, Ohio 45701-2979
614/593-2556

March 13, 1995

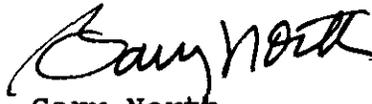
Dr. Robert Glidden
President
Ohio University
Cutler Hall
Campus

Dear Dr. Glidden:

Mr. Robert Hynes, Director of Resident and Campus Auxiliary Services, and his staff have recommended that the housekeeping training room located in Pickering Hall be renamed for Henry H. Dean, retired Director of Housekeeping. Mr. Dean was instrumental in advancing the professional training of housekeeping staff and was strongly committed to service to students. The residence staff believe it would be a fitting tribute to Mr. Dean's numerous contributions if the training room were named for him.

I concur in this matter and recommend approval.

Sincerely,



Gary North
Vice President for Administration

GN:mm

attachments

Date: March 9, 1995

To: Gary North, Ph.D., Vice President for Administration

From:  Robert Hynes, Director, Residence and Campus Auxiliary Services

Subject: Naming Of Training Room - Pickering Hall

Attached herein is a resolution naming the Pickering Hall Housekeeping Training Room for Henry H. Dean. Henry served as Director of Housekeeping for 22 years at Ohio University. He was a person of considerable ability who was dedicated to providing excellent service to residence hall students. He had a natural love for students and would work tirelessly to solve problems and to make residents feel they were important. He was a person who always went out of his way to be cooperative and sought to be of assistance to everyone who asked for his aid. He was truly an outstanding person who made a rich contribution to the quality of life at Ohio University.

Henry was active in the community doing volunteer work with the American Red Cross and was instrumental in establishing the Athens Chapter of the music group, Sweet Adelines. He involved this musical group in many performances at hospitals, nursing homes and community functions. As in all of his work, he was unselfish in trying to make the community a better place for all citizens.

I believe it most appropriate that the new training room in Pickering Hall be named the Henry H. Dean Housekeeping Training Room Facility. I would appreciate your support in the naming of this facility.

If you have any questions please do not hesitate to contact me.

RH/kac
attachment

B. EDUCATIONAL POLICY COMMITTEE

Committee Chair Grover thanked Student Senate President Erik Burmeister and members of the working committee for their presentation of a student legal services proposal. Following discussion, Mr. Grover indicated that he would make every attempt to have a response from Trustees back to Mr. Burmeister by their June 24, 1995, meeting.

Mrs. Eufinger presented and moved approval of the resolution. Mr. Grover seconded the motion. All agreed.

PLANNING POOL ALLOCATIONS

RESOLUTION 1995 — 1410

WHEREAS, the Educational Policies Committee has carefully reviewed Appendices D and E, "Planning Pool Summary" of the "Ohio University Program Planning Report, March 1995" as recommended by the President.

NOW, THEREFORE, BE IT RESOLVED that the Committee recommends the implementation of these recommendations if funds are available.

BE IT FURTHER RESOLVED that if the funding available from tuition, state subsidy, and other income should be significantly less than the projections including the "Program Planning Report, March 1995," the President shall propose an alternative fiscal plan which is commensurate with available revenue.

Office of the Provost
Cutler Hall
Ohio University
Athens, Ohio 45701-2979

March 22, 1995

TO: Dr. Robert Glidden, President
FROM: Dr.  Stewart, Provost
SUBJECT: Planning Pool Allocations

Attached are recommendations for planning pool allocations for the Athens General Program and Regional Higher Education. Since the amount available for a planning pool in the College of Osteopathic Medicine is small, their planning committee will consider proposals at a later date and make allocations when specific needs are better know.

As in previous years, expenditure of the funds to support these recommended projects will be phased during FY 1995-96 to insure availability of funds.

DS:je
Attachments

Office of the Provost
Cutler Hall
Ohio University
Athens, Ohio 45701-2979

DATE: March 8, 1995
TO: Robert Glidden, President
FROM: 
David Stewart, Provost
SUBJECT: Recommendations for Emeritus Status

I am pleased to recommend the following individuals for emeritus status. They have rendered dedicated service to Ohio University in a variety of departments and disciplines. Their names and departmental recommendations are attached for your review.

DS/jt
Enclosures

Ms. Arnovitz presented and moved approval of the resolution. Mr. Grover seconded the motion. Approval was unanimous. President Glidden noted that the 21 individuals being honored have collectively contributed 544 years of service to Ohio University.

FACULTY/ADMINISTRATIVE EMERITUS/EMERITA AWARDS

RESOLUTION 1995 -- 1411

WHEREAS, the following individuals have rendered dedicated and outstanding service to Ohio University, and

WHEREAS, their colleagues and deans have recommended action to recognize their service,

THEREFORE, BE IT RESOLVED that emeritus status be awarded to the following individuals upon their retirement:

COLLEGE OF ARTS AND SCIENCES

Norman S. Cohn, Professor Emeritus of Environmental Plant Biology
Lyle A. McGeoch, Associate Professor Emeritus of History
Richard H. Bald, Professor Emeritus of Political Science
Bruce Kuhre, Professor Emeritus of Sociology/Anthropology

COLLEGE OF BUSINESS ADMINISTRATION

Donald Stuchell, Associate Professor Emeritus of Accountancy
William Voss, Professor Emeritus of Accountancy
Harlan Patterson, Professor Emeritus of Finance

COLLEGE OF COMMUNICATION

Thomas Dunlap, Associate Dean Emeritus of Communication

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

Robert L. Williams, Professor Emeritus of Industrial and Systems Engineering

COLLEGE OF HEALTH AND HUMAN SERVICES

Clifford Houk, Professor Emeritus of Health Sciences
Charles Higgins, Associate Professor Emeritus of Health and Sports Sciences
Helen Conover, Assistant Professor Emerita of Hearing and Speech Sciences
Cynthia Norkin, Associate Professor Emerita of Physical Therapy

COLLEGE OF OSTEOPATHIC MEDICINE

John Knable, Professor Emeritus of Internal medicine
Ted Rente, Professor Emeritus of Radiology
John Molea, Associate Dean Emeritus for Academic and Clinical Education

REGIONAL HIGHER EDUCATION

Joseph Welling, Director Emeritus of the Telecommunications Center

ADMINISTRATIVE

Andrew Chonko, Director Emeritus of Continuing Education, Conferences, and Workshops
Margaret Cohn, Dean Emerita of the Honors Tutorial College
William F. Rogers, Associate Dean Emeritus of Libraries
Charles Culp, Director Emeritus of the Physical Plant

Office of the Dean
Wilson Hall
Ohio University
Athens, Ohio 45701-2979

614-593-2850
FAX: 614/593-0053

March 14, 1995

TO: David Stewart, Provost

FR: Harold Molirieu, Acting Dean, Arts and Sciences

RE: Emeritus Status for Lyle A. McGeoch

Lyle A. McGeoch, associate professor of history, has been a valued member of the History Department for twenty-nine years. During this time he has been a dedicated teacher, a long time undergraduate advisor, and an active scholar. Perhaps his largest area of influence has been in the area of service. He served in the Faculty Senate for almost twenty years and he has been Chair of the University's Curriculum Committee and an active member of the University Library Committee.

In short, Dr. McGeoch's career as Ohio University has been successful, and his contributions have many and varied. For all these reasons, I support his department's nomination of him for emeritus status.

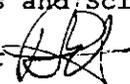


Ohio University

Interoffice Communication

13 March 1995

TO: Harold Molineu, Acting Dean, Arts and Sciences

FROM: Bruce E. Steiner, History Chair 

SUBJECT: Nomination of Lyle A. McGeoch for Emeritus Status

I am pleased to nominate for emeritus status Lyle A. McGeoch, my colleague throughout his twenty-nine years as a member of Ohio University's History department.

Lyle took his Ph.D at the University of Pennsylvania, where he focused on European history 1815-1914, his special interest being British turn-of-the-twentieth-century diplomatic relations. Joining us in 1966, he has taught both large classes of Western Civ (the traditional lower-division staple of our Europeanists) and small classes in his century of focus, this annual cycle being altered lately by winters spent honing our majors' research skills in 301J. As an undergraduate teacher, he has never been flashy; competent, hardworking, dedicated are the descriptive terms I would use, labels which also characterized his many years as an undergraduate major advisor. In the graduate program, his work paralleled a real, if modestly scaled, research and publication effort. An author of articles in a book-oriented discipline, he also gave papers at scholarly meetings, where he appeared, alternatively, as session chair or commentator; we relied on him for recent European seminars, especially before Steve Miner's coming; he directed many MA theses. No great lover of post-1945 history or its incarnation in the CHI, he, nevertheless, as a member of our graduate committee, routinely gave his vote in favor of financial support for high quality CHI applicants, their achievements, not his personal preferences as to period, dictating his course. The same integrity marked his ratings of colleagues, and, whenever eligible, he generally was made a member of our Peer Evaluation Committee.

Service to the University at large has been an area in which Lyle figured prominently. For nearly twenty years, he was a fixture on the Faculty Senate, of which he was Vice Chair in 1976-77 and 1984-87. This position brought him the Chairship of the University's Curriculum Committee (he was in 1976 the first faculty member to occupy the post, previously reserved for the Provost); it also involved him in many a UPAC session. More recently, the Library has engaged his attention, as a member of the University Library Committee (he also chairs our own library committee). Whatever the task, he has exhibited his usual diligence and competence. "Valuable and valued service"--labels too casually attached in many cases--aptly sum up his work.

Lyle A. McGeoch's contributions to the life of Ohio University have been continuous and important in their impact on his students and colleagues. They certainly make him well deserving of emeritus status.

Ohio University

Office of the Dean
Wilson Hall
Ohio University
Athens, Ohio 45701-2979

614-593-2850
FAX: 614/593-0053

College of Arts and Sciences

RECEIVED

February 10, 1995

FEB 13 1995

OFFICE OF THE PROVOST

TO: David Stewart, Provost

FR: Harold Molneu, Acting Dean, College of Arts and Sciences

RE: Nominees for Emeritus Status

The College would like to support the nominations of **Norman S. Cohn**, Professor in Environmental Plant Biology; **Richard H. Bald**, Professor of Political Science; and **Bruce Kuhre**, Associate Professor in Sociology/Anthropology for Emeritus Status. Their combined service to the University totals almost 100 years.

A faculty member for 36 years, [REDACTED] was recognized as a Distinguished Professor for the quality of his research and scholarship. In addition he has been highly regarded as a teacher, playing a major role in the development of the departmental undergraduate and graduate curriculum. He has also served as departmental chair, as a member of the Faculty Senate and as Dean of the Graduate College.

[REDACTED] has been recognized as an outstanding teacher throughout his 35 year career at Ohio University. He has been cited many times by graduates as the best teacher they ever had. He has also been active in advising students and has served as the department's pre-foreign service adviser during his entire career. In addition he has served as chair of the department's Graduate Committee, as departmental chair, and as an active member of the Faculty Senate.

During his 27 years at Ohio University, [REDACTED] has been known for his fine teaching, his involvement in advising and student-oriented activities, and the scholarly and community activities that have led to his wide recognition as a student of and activist for the Appalachian region. He twice served as a Visiting Professor of American Studies of Sociology at De La Salle University in Manila, the Philippines, and was a finalist for the University Professor Award in 1985.

As the attached nominations detail, each of these professors has provided much to the fabric and quality of life at Ohio University. It is with great pleasure that I pass their nominations for emeritus status on to you.

DEC 15 1994

ARTS & SCIENCES

OHIO UNIVERSITY

InterOffice Communication

DATE: December 8, 1994**TO:** Harold Molineu, Dean, College of Arts and Sciences**FROM:** Ivan K. Smith, Chair, Department of Environmental & Plant Biology**SUBJECT:** EMERITUS STATUS FOR NORMAN S. COHN

I wish to request Emeritus Status for Norman S. Cohn, who has applied for early retirement beginning September 1995.

He has served with distinction as a faculty member for 36 years. A highly regarded teacher, he played a major role in the development of the departmental undergraduate and graduate curriculum, not least through his leadership as chair when he hired several of the current faculty in 1969-1970.

The quality of his research and scholarship was recognized when he was awarded Distinguished Professor status. The author of a once widely used cytology textbook and many scholarly journal articles, he continues to publish in internationally recognized journals; recently redirecting his research by the application of molecular techniques to plant developmental biology.

In addition to his outstanding record of teaching and scholarship, Norm has served the university in a variety of capacities: Faculty Senate member, Departmental Chair, Dean of the Graduate College, and has served on numerous departmental, college and university committees. Additionally, he provided national service as Head of the Programs in Cellular, Human Cell, Developmental and Regulatory Biology at the National Science Foundation (1979-1981).

I can think of no one who is more deserving of Emeritus Status than Norman S. Cohn.

cc: Norman S. Cohn

IKS:jcd
epb1/nsc-emst

Ohio University

Interoffice Communication

RECEIVED

JAN 17 1995

SCIENCE

DATE: January 16, 1995
TO: Harold Molineu, Acting Dean, College of Arts and Sciences
FROM: David L. Williams, Chair, Department of Political Science
SUBJECT: Emeritus Status for Professor Richard H. Bald

On behalf of the Department of Political Science, I would like to nominate Professor Richard H. Bald for emeritus status. We believe he fully deserves this honor.

Richard H. Bald served as a faculty member in the Government/Political Science Department at Ohio University for 35 years before retiring in 1994. Throughout this time, Professor Bald maintained a reputation for superb teaching. His skill as a teacher was recognized by his students who listed him on the Outstanding Instructors' List and included him in the Special Honors Course Guide during the two years it was published - 1966 and 1967. In 1990 he was named by the College of Arts and Sciences for its Outstanding Teacher Award. In 1992 students in an English 305J Technical Writing course were asked to write an essay about the best teachers and courses they had taken at Ohio University. Richard Bald was among those selected.

When Professor Bald first arrived at O.U. he taught a very wide variety of courses. Later he focused more on the areas of comparative politics and international relations. In comparative politics he focused most strongly on German politics but also has taught courses dealing with British, French, and Soviet politics. In international relations his primary focus was on arms control and disarmament but taught courses dealing with theories of international relations, American foreign policy, and current international problems. He also developed two team-taught Tier III courses, one on the Nuclear Era and the other on European integration.

Christopher Lamb, who received his Ph.D. at Georgetown University after graduating from O.U., told us that he had learned more in Professor Bald's international relations classes than he had from anyone at Georgetown. In the preface to his book on arms control, he described Professor Bald as "the most demanding scholar I have studied under." It is a sentiment that many other students at O.U. over the past three and a half decades would agree with while also agreeing that he was one of the best teachers they had at O.U.

In addition to his teaching, Professor Bald took a very active role in advising students. Throughout his tenure at O.U. he acted as the department's pre-foreign service adviser. He was the campus representative for the Woodrow Wilson Fellowship program in 1959-67. He served as the department's Graduate Chair for over ten years and in that capacity advised (and wrote recommendations for) an enormous number of graduate students.

In 1988 a recent graduate of O.U., Susan M. Levine, wrote a letter to then Dean Donald Eckelmann about the essay that she had written for law school admission on the topic "an outstanding professor who has provided me with an invaluable educational experience." The professor was Richard H. Bald whom she described as a "truly fine person and educator" who had "significantly touched my life and has given me direction toward the future."

Professor Bald devoted a considerable amount of time and energy in the service of the department, college and university. He was chair of the department's Graduate Committee in 1963-68 and 1979-85 and remained a member of the Graduate Committee until he retired in 1994. He was department chair in 1968-73. These were the difficult years of the Vietnam war era when there were riots, strikes, the faculty were asked to defend

buildings, the university closed down, and enrollments declined.

It was during this same time that Professor Bald was active in the Faculty Senate. He was first elected to it in 1966 and over the next decade served as chair of the Educational Policy Committee, Student Affairs Committee, Promotion and Tenure Committee, and for two years as the Chair of the Faculty Senate. He was also on the University Council, the University Budgetary Advisory Committee, the University Planning Council, the Committee on Committees, and was chair of the Joint Senate-AAUP-OEA Collective Bargaining Committee. He has served on a variety of college committees as well, including the Staffing Committee and Promotion and Tenure Committee.

Most of his research over the years dealt with German politics, especially the role of the Free Democratic Party. He has also written on German nationalism, the German electoral system, and German reunification. In addition, he has worked on various aspects of arms control and disarmament and was active in the Ohio Arms Control Association.

In sum, Professor Bald has had a tremendous impact on his colleagues and the thousands of students he has taught.



Ohio University

Department of Sociology and Anthropology
Lindley Hall
Ohio University
Athens, Ohio 45701-2979

College of Arts and Sciences

RECEIVED

December 2, 1994 DEC 5 1994

To: Harold Molineu, Acting Dean, College of Arts and Sciences

ARTS & SCIENCES

Eric A. Wagner

From: Eric A. Wagner, Chair, Department of Sociology and Anthropology

Subject: Emeritus Status for Dr. Bruce E. Kuhre

The Department of Sociology and Anthropology has voted to recommend to the College of Arts and Sciences that Bruce E. Kuhre be named Associate Professor Emeritus of Sociology. Dr. Kuhre served our department for 27 years, starting September 1, 1965, and retiring September 1, 1992.

During his tenure at Ohio University, Dr. Kuhre chaired numerous department committees, and chaired the department from 1970-72. He has served on the Faculty Senate and the University Curriculum Council, and has been very active over many years in advising students both formally and informally. In the community he has been involved in numerous activities, such as the Big Brother program, STEP tutoring program, People for Peace, Southeastern Ohio Legal Services, and Appalachian groups too numerous to list. Professionally, he served as a Fulbright Lecturer at the University of Botswana, and twice has been a Visiting Professor of American Studies and Sociology at De La Salle University in Manila, the Philippines. He has given more than forty professional presentations in the last ten years, and his book (with Bruce Ergood) Appalachia: Social Context Past and Present is in its third edition. While he has not won teaching awards, he was nominated for the Arts and Sciences Outstanding Teaching Award in 1983, and was a finalist for the University Professor Award in 1985. His student teaching evaluations have been very good throughout the twenty-five years I have known him.

For his length of service to Ohio University, his fine teaching performance over the course of his career, his involvement in advising and student-oriented activities, and the scholarly and community activities that have led to his wide recognition as a student of and activist for the Appalachian region, we nominate him for Associate Professor Emeritus of Sociology.

College of Business Administration
Ohio University

Office of the Dean
Ohio University
Haring Hall 119
Athens, Ohio 45701-2979
614-593-2000

RECEIVED

DEC 14 1994

OFFICE OF THE PROVOST

Memorandum

DATE: December 14, 1994

TO: J. David Stewart, Provost

FROM: C. Aaron Kelley, Dean 

RE: Emeritus Designation

I concur with Chair of the Finance Department's recommendation (see attached) that Harlan Patterson, recently retired Professor of Finance, be designated Emeritus Professor. His long and distinguished service to the University and College of Business Administration is deserving of such an honor.

Please advise if any additional information is needed. Thank you for your prompt action regarding this matter.

DATE: December 9, 1994

TO: C. Aaron Kelley, Dean, College of Business

FROM: G. Kaye Rakes, *MR* Chair, Finance Department

SUBJECT: Harlan Patterson - Emeritus Professor

The Finance Department would like to recommend Emeritus Status for Harlan Patterson (SS#281-26-2168). Dr. Patterson has been a valued member of our staff since 1966. Dr. Patterson started with Ohio University as an Associate Professor, and was promoted to Professor in 1977.

For twenty-eight years, Harlan was Faculty Advisor and Secretary/Treasurer for Beta Gamma Sigma. Harlan also graded all Independent Study and Course Credit by Exam courses for the department. He has taught at the branches when asked, and is thought of highly by students as well as his peers.

I believe the title of Emeritus Professor would be fitting for a Professor with his background and service to the university and community. If I can provide any further information, please do not hesitate to call.

College of Business Administration

Ohio University

Office of the Dean
Ohio University
Haning Hall 119
Athens, Ohio 45701-2979
614-593-2000

RECEIVED

DEC 12 1994

OFFICE OF THE PROVOST

Memorandum

DATE: December 9, 1994
TO: J. David Stewart, Provost
FROM: C. Aaron Kelley *CAK*
RE: Emeritus Nominations

*Called for
attachment 12/12
BB*

Attached is a request from the Director of our School of Accountancy, Robert Sharp, that two of our retiring faculty be granted the honor of Emeritus status. William Voss and Donald Stuchell have contributed much to the tradition of excellence in the College of Business Administration during their long and illustrious careers.

I concur with the Director and the School's Promotion and Tenure Committee that these individuals deserve such recognition. I request your appropriate action and approval of this designation at your earliest possible convenience so that they may be informed in a timely manner.

If any additional information is needed, please contact me or Robert Sharp.

Ohio University

Interoffice Communication

DATE: October 19, 1994

TO: C. Aaron Kelley, Dean, College of Business
Administration

FROM: Robert F. Sharp, *Robert F. Sharp* Director, School of Accountancy

SUBJECT: Emeritus Status for William Voss and Donald Stuchell

As you know, Dr. William Voss will be retiring after the Fall Quarter, 1994, and Prof. Donald Stuchell will be going on Early Retirement at the same time. The Promotion and Tenure Committee of the School of Accountancy has recommended, and I concur, the honor of Emeritus status for these two outstanding professors.

Dr. William Voss began employment with Ohio University in September of 1971 as full professor with tenure. He has served as chair of the Department of Accounting, member of the faculty senate, chair of the Arthur Carter Scholarship Committee (associated with the American Accounting Association), President of the Midwest Business Administration Association, and also chair of the Dean's Search Committee in 1987. Dr. Voss has always been rated an outstanding professor and still keeps in close contact with alumni. We believe he is worthy of this honor and hope you feel the same.

Professor Donald Stuchell began employment with Ohio University in June of 1969. He received tenure in January of 1973 and was promoted to Associate Professor in September 1980. Prof. Stuchell has also served as chair of the Department of Accounting, member of the faculty senate, worked on numerous committees for the department, as well as the college. Prof. Stuchell has also presented tax seminars to the university people, as well as the community. Prof. Stuchell has always been rated as one of the top professors by the students, and by his peers as well. We believe he is also very worthy of this honor.

If I can provide an additional information, please let me know. Thank you.

/cn

RECEIVED

DEC 12 1994

OFFICE OF THE PROVOST

OHIO UNIVERSITY

Russ College of Engineering & Technology

DATE: March 7, 1995

TO: David Stewart, Provost

FROM: T. R. Robe, Dean 

SUBJECT: Emeritus Status for Dr. Robert L. Williams

Attached is the nomination for Emeritus status for Professor Robert L. Williams of the Industrial and Systems Engineering Department. I forward it to you with my full endorsement. He is fully deserving of this recognition with its associated privileges. I, therefore, forward it to you for proper Board of Trustees action.

dd 26/emeritus/williams

Attachment

xc: Charles Parks, Chair, ISE Department

OHIO UNIVERSITY

interoffice communication

DATE: March 6, 1995

TO: T. R. Robe, Dean, Engineering and Technology

FROM: C. M. Parks, Professor and Chair, Industrial & Systems Engr.

SUBJECT: Emeritus Status for Dr. Robert L. Williams

Dr. Robert L. Williams will take early retirement as of June 1995. Dr. Williams has had an distinguished career at Ohio University, as Professor and Chair of the Department of Industrial and Systems Engineering. I recommend that he be granted emeritus status upon retirement. I base my recommendation on the following criteria.

1. LENGTH OF SERVICE

Dr. Williams joined Ohio University in Mechanical Engineering in 1964.

2. TEACHING AND RESEARCH ACCOMPLISHMENTS

Dr. Williams has taught courses in operations research, industrial systems, and applied statistics. Research and sponsored grants have been for the Ohio Department of Transportation and a computer-aided drafting system. He has served as a consultant for Goodyear Tire and Rubber Company and Nicofibers, Inc.

3. CONTRIBUTIONS TO THE UNIVERSITY

During his tenure in Mechanical Engineering (1964-1967) Dr. Williams proposed and organized the Department of Industrial and Systems Engineering. In 1967 he became Associate Professor and the first Chairman of that Department. During his tenure as Department Chair, the Department flourished and developed an M.S. program. He has developed a cooperative education program.

4. OTHER ACCOMPLISHMENTS

Dr. Williams has been an Instructor at The Ohio State University, Columbus, Ohio; Visiting Professor at the India Institute of Management, Ahmedabad, India; Visiting Professor at the University of Arkansas, Blytheville, Arkansas; University of Puerto Rico and Chubu University.

Ohio University

Interoffice Communication

DATE: November 2, 1994

TO: David Stewart, Provost

FROM: Barbara Chapman, Dean CHHS

SUBJECT: Emeritus Status - Clifford Houk

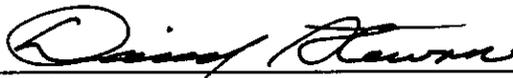
The faculty of the School of Health Sciences have recommended that the title of Professor Emeritus be conferred on Dr. Clifford Houk (see attached letter).

I concur with the recommendations. Dr. Houk has made significant contributions in teaching and service to his School, College and the University. In honor of his achievements and in recognition of his contributions, the title of Professor Emeritus is well deserved.

If additional information is needed, please do not hesitate to contact me.

BC:ss
Enc.
cc: John Gay

Approved Disapproved


David Stewart, Provost

11/4/94
Date

RECEIVED

NOV 4 1994

OFFICE OF THE PROVOST

To: Dean Barbara Chapman

From: Dr. John Gay, Director
School of Health Sciences

Re: Professor Emeriti

Date: October 26, 1994



I thoroughly concur with the recommendations of the Promotion and Tenure Committee. Dr. Houk is truly "Mr. O.U." and has embraced quality education throughout his career.



Ohio University

School of Health Sciences
Ohio University
The Tower
Athens, Ohio 45701-2979
614-593-4675

College of Health and Human Services

October 26, 1994

Dr. John Gay, Director
School Of Health Sciences
Ohio University
Athens, Ohio 45701

Dear John:

The Health Sciences faculty was informed during our fall retreat that Dr. Clifford Houk would be taking advantage of the University's early retirement program effective at the end of the 1994-95 academic year. This will be a tremendous loss to our school and college, but we respect Dr. Houk's decision and wish him well.

Dr. Houk has served this university with honor and distinction for 29 years. During this time he has taught in various departments and schools, including biological sciences, chemistry and health sciences. He has become distinguished in two professional areas, chemistry and industrial hygiene, by publishing books, several manuscripts and providing leadership to numerous professional organizations. One of his most notable contributions to the college and school was his initiation of the development of the industrial hygiene program, which is the only Bachelor of Science degree program in the region. He is also currently the Director of the University's Research and Technology Center.

Dr. Houk is an extremely popular faculty member with students and colleagues and can always be found interacting with students outside the classroom as an advisor, student organization leader, internship and co-op developer, or just simply listening to student concerns. Families have often written the university praising his caring, understanding and unselfish sharing of his time with their sons/daughters.

In addition to Dr. Houk's professional contributions to this institution, he has over the years been very actively involved with the athletic department, fund-raising campaigns, recruitment activities, student support groups and many, many other initiatives. His untiring and relentless contributions have made him a well known "fabric" of this university, dedicated to wearing his "green and white" at all appropriate occasions.

In view of Dr. Houk's commitment to this institution, the School of Health Sciences' Promotion and Tenure Committee would like to recognize his many contributions. Therefore, on behalf of the committee, we would like to strongly recommend that upon retirement, Dr. Clifford C. Houk be awarded the status of Professor Emeritus at Ohio University.

Sincerely,

Franklin B. Carver
Franklin B. Carver, Chair
Promotion and Tenure Committee

Ohio University

Interoffice Communication

RECEIVED

APR 11 1994

DATE: April 8, 1994

TO: David Stewart, Provost

FROM: Barbara Chapman, Dean, CHHS

OFFICE OF THE PROVOST

SUBJECT: Emeritus Status - Charles Higgins

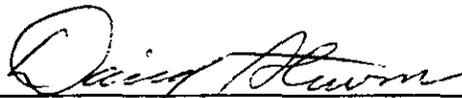
The faculty of the School of Health and Sport Sciences have recommended that the title of Associate Professor Emeritus be conferred on Dr. Charles Higgins (see attached letter).

I concur with the recommendations. Dr. Higgins has made significant contributions in teaching and service. In honor of his achievements and in recognition of his contributions, the title of Associate Professor Emeritus is well deserved.

If additional information is needed, please do not hesitate to contact me.

Approved

Disapproved



David Stewart, Provost

4/11

Date

BC:ss

Enc.

cc: James Lavery

Ohio University

Date: April 5, 1994

Interoffice Communication

To: Dr. Barbara Chapman, Dean, College of Health and Human Services

From: Dr. James A. Lavery *JAL* Director, School of Health and Sport Sciences

Subject: Emeritus Status --- Dr. Charles R. Higgins

Dr. Charles R. Higgins, Associate Professor in the School of Health and Sport Sciences has decided effective August 20, 1994, to change his faculty status from full-time to part-time through the utilization of the early retirement program.

Dr. Higgins has served Ohio University with distinction for twenty-three years. During that time he has taught a variety of courses in the Recreation Studies, Physical Education and Sports Administration Programs. He is a very popular faculty member, much admired by students and fellow faculty members. The students, particularly in The Sports Administration/Facility Management Program, look to him for career counseling and the procurement of internships.

In addition to his instructional responsibilities, Dr. Higgins has served the School as a member of its Administrative Committee for the past twenty years, as Coordinator for the Recreation Studies Program for four years, Coordinator of The Sports Administration Program for eighteen years and the Graduate Committee Chair also for eighteen years. Through his efforts The Sports Administration/Facility Management Program has grown in stature and is recognized both Nationally and Internationally as the premier program in its field.

Dr. Charles R. Higgins is recommended for Emeritus Status by the faculty of The School of Health and Sport Sciences. I wish to add my personal recommendation that Dr. Higgins be awarded the status of Associate Professor Emeritus at Ohio University.

JAL/jl

Ohio University

Interoffice Communication

DATE: January 17, 1995

TO: David Stewart, Provost

FROM: Barbara Chapman, Dean, CHHS

SUBJECT: Emeritus Status - Helen Conover

The faculty of the School of Hearing and Speech Sciences have recommended that the title of Professor Emeritus be conferred on Helen Conover (see attached letter).

I concur with the recommendations. Mrs. Conover has made significant contributions in teaching and service to her School, College and the University. In honor of her achievements and in recognition of her contributions, the title of Professor Emeritus is well deserved.

If additional information is needed, please do not hesitate to contact me.

BC:ss
Enc.
cc: Ed Leach

Approved

Disapproved

DR Reeves for Dr Stewart
David Stewart, Provost

Jan 30, 1995
Date



School of Hearing and Speech Sciences
Lindley Hall
Ohio University
Athens, Ohio 45701-2979

College of Health and Human Services

614/593-1407

January 10, 1995

To: Barbara Chapman, Ph.D., Dean, College of Health & Human Services

From: Promotion and Tenure Committee, School of Hearing & Speech
Sciences

Subject: Recommendation of Helen Conover for Emeritus Status

The Promotion and Tenure Committee of the School of Hearing and Speech Sciences would like to recommend that the Board of Trustees of Ohio University confer upon Helen Conover the title of Assistant Professor Emerita of The School of Hearing and Speech Sciences, Ohio University.

Mrs. Conover joined the faculty in 1972; her primary responsibility being that of Clinical Supervisor. In that role she attained positive recognition of her peers at both the State and National level. She has served as President of the local, as well as state and national, Supervisors in Speech/Language/Hearing Associations. Mrs. Conover has been an invited workshop presenter on the "Supervisory Process" at places such as the New York State Annual Convention, and Bellingham University in Washington.

Our national organization, The American Speech/Language/Hearing Association (ASHA) has recognized her expertise by asking her to moderate various panels where the topic was "Supervision" and by being a reader of papers submitted to the annual ASHA conference.

Mrs. Conover has also been active in presenting papers at the State and National Conventions; and her self-published manual "Conover Analysis System" has been used extensively by other training institutions.

At the University level, Mrs. Conover has served as Chair of the Institutional Review Board, Member of the Dean's Evaluation Committee and an alternate of the Faculty Senate. She has also chaired and been a member of various school and college committees.

In addition to her professional and teaching duties, Mrs. Conover served as Coordinator of Clinical Services for the School of Hearing and Speech Sciences for six years and is currently the Graduate Coordinator. Her role in

carrying out the duties connected with these two offices was and is respected by the faculty of the school.

In summary, Mrs. Conover's contributions to the profession, the School and the College are valued and numerous. The students who benefited from her teaching/training have high regard for her professionalism and her knowledge. Mrs. Conover has also earned the respect of her colleagues and peers. We recommend that recognition of her contributions culminate in awarding of the title of Assistant Professor Emerita of the School of Hearing and Speech Sciences.

Donald Fucci Donald Fucci
Richard Dean Richard Dean
*Edwin Leach Edwin Leach

*Edwin Leach is standing in for Helen Conover who is a regular member of the 1994 - 1995 HSS Tenure & Promotion Committee

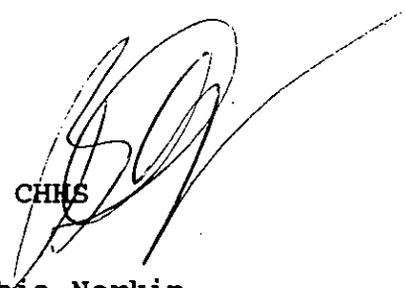
Ohio University

Interoffice Communication

DATE: February 15, 1995

TO: David Stewart, Provost

FROM: Barbara Chapman, Dean, CHHS



SUBJECT: Emeritus Status - Cynthia Norkin

The faculty of the School of Physical Therapy have recommended that the title of Associate Professor Emeritus be conferred on Cynthia Norkin (see attached letter).

I concur with the recommendations. Dr. Norkin has made significant contributions in teaching and service to her School, College and the University. In honor of her achievements and in recognition of her contributions, the title of Associate Professor Emeritus is well deserved.

If additional information is needed, please do not hesitate to contact me.

BC:ss
Enc.

Approved Disapproved

David Stewart for Stewart 2-15-95
David Stewart, Provost Date

School of Physical Therapy
199 Convocation Center
Ohio University
Athens, Ohio 45701-2979
614/593-1225
FAX: 614/593-0292

College of Health and Human Services

RECEIVED

FEB 15 1995

OFFICE OF THE PROVOST

February 7, 1995

TO: Barbara Chapman, Ph.D.
Dean, College of Health and Human Services

FROM: The faculty and staff of the School of Physical Therapy and
Therapy Associates

Subject: Emeritus Status, Dr. Cynthia C. Norkin

Dear Dr. Chapman:

The Promotion and Tenure Committee, and the faculty and staff of the School of Physical Therapy and Therapy Associates would like to recommend that the Board of Trustees of Ohio University confer upon Dr. Cynthia C. Norkin the title of Associate Professor Emeritus of Physical Therapy. We make this recommendation wholeheartedly and without reservation.

Dr. Cynthia C. Norkin came to Ohio University in 1983 as the founding Director of the School of Physical Therapy and Therapy Associates. At that time her immediate tasks were to write the document of intention of opening a new physical therapy education program required by the accrediting body of the American physical Therapy Association, hire faculty, write the curriculum, select the first class of students, and implement the program that began in June 1984. The School was fully accredited in the spring of 1986 after Dr. Norkin and the faculty had written and submitted the self-study document and there were students enrolled in the first and second year classes. The class of 1986 was the first graduating physical therapy class.

Other accomplishments associated with Dr. Norkin's administrative tenure as the Director of the School of Physical Therapy include moving the baccalaureate program toward a Master's entry level program which was accomplished in October, 1994 (it is the first Master's in Physical Therapy program at a state supported institution of higher learning); administering contracts for physical therapy services through Therapy Associates; assuring faculty development so that a young and relatively inexperienced faculty has become a strong unit within the College; and writing proposals including UPAC proposals through which additional faculty and staff positions were funded.

Among her scholarly achievements are two books, both in their second editions: **Joint Structure and Function: A Comprehensive Analysis** co-authored with P. Levangie, and **Measurement of Joint Function** co-authored

with J. White. These books are widely used in physical therapy education programs. **Joint Structure and Function** has also been translated into foreign editions. Dr. Norkin has also contributed a chapter entitled on evaluation of gait in **Physical Rehabilitation: Assessment and Treatment** edited by O'Sullivan and Schmitz, also in its second edition.

In her role as faculty, Dr. Norkin has taught a variety of courses that range from an introductory course about physical therapy given for pre physical therapy majors to professional courses concerned with quality assurance of service provision and professional role issues. She has also taught kinesiology, goniometry and therapeutic exercise as well as health services management courses. She has advised countless pre physical therapy and physical therapy students, assisting them as they determine appropriate career paths in health care. She is well respected by her students.

Dr. Norkin has been active on College and University committee and has served on advisory boards such as Athens County Visiting Nurse Association and the Arthritis Foundation Board.

Over the past ten years Dr. Norkin has provided direction and vision so that the School of Physical Therapy has grown into a unique professional program. The School has a reputation for graduating physical therapists with excellent clinical problem solving skills. Graduates are practicing physical therapy throughout the country as well as in Ohio and sustain the outstanding reputation that the School has attained. For her leadership and her dedication to the development and growth of the School of Physical Therapy and Therapy Associates, the faculty and staff would like to see Dr. Norkin receive the honor of being designated as Associate Professor Emeritus.



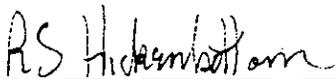
Dennis Cade, MS, PT,



Gary Chleboun, MS, PT



Marleen McClelland, Ph.D., PT



R.S. Hickenbottom, Ph.D., PT

Ohio University

Interoffice Communication

DATE: February 15, 1995
TO: J. David Stewart, Provost
FROM: Barbara Ross-Lee, D.O., Dean
College of Osteopathic Medicine
SUBJECT: Recommendations for Emeritus Status

RECEIVED

FEB 15 1995

OFFICE OF THE PROVOST

The Department of Specialty Medicine Promotion and Tenure Committee has recommended for consideration by the Ohio University Board of Trustees emeritus status for three faculty members -- John Knable, D.O., John Molea, D.O., and Frederick Rente, D.O. I would like to submit information to support that recommendation.

~~Dr. John Knable~~ came to OU-COM in 1979 and was tenured in 1980. During his employment, Dr. Knable served in many administrative and faculty capacities including Professor of Internal Medicine, Head of the Section of Internal Medicine, and Chairman of the Department of Osteopathic Medicine (now Specialty Medicine). His resume highlights significant accomplishments at the College (i.e. 1987 Phase III Faculty Award and Southeastern Region Faculty Award) and, in addition, within the state of Ohio. Even in his retirement, Dr. Knable continues to participate with students and the OU-COM curriculum. I would recommend Dr. Knable be considered by the Board of Trustees for Professor Emeritus of Internal Medicine.

~~Dr. Fred Rente~~ also began his employment at OU-COM in 1979. He retired in 1993 but has continued to actively participate with the College's new initiative through planning and teaching in the continuum curriculum. Prior to his retirement, Dr. Rente was recognized for outstanding teaching and provided sole radiology services for the College's medical facility. I would recommend that Dr. Rente be considered by the Board of Trustees for Professor Emeritus of Radiology.

~~Dr. John Molea~~ has been a faculty member of OU-COM for 17 years until his retirement in July, 1994. He was an associate professor of surgery, and from 1981 to 1994, served as the Associate Dean for Academic and Clinical Education. In addition to his administrative duties during this entire period of time, Dr. Molea continued his classroom teaching responsibilities as well as his surgical practice. Dr. Molea has significantly impacted the development and management of the College's regional teaching programs throughout the state of Ohio. He aided in the development of the physical facilities, as well as the adjunct faculty system. His greatest contribution, however, has been in the development of curriculum for the Phase III and Phase IV programs. He was instrumental in developing the first required Geriatric rotation for medical students in the State of Ohio and one of the first nationwide. In addition, he was responsible for developing one of the first third year family practice rotations, which received national recognition and has been presented at several national medical education meetings. Since 1981, Dr. Molea has

J. David Stewart, Provost
Recommendations for Emeritus Status

represented OU-COM as a member of the Council of Dean of the American Association of Osteopathic Colleges and served as chairman in 1985-86. In 1992, Dr. Molea was honored nationally for his contributions to osteopathic education by being named the recipient of the "Osteopathic Educator of the Year" award from the American Osteopathic Association and the National Osteopathic Foundation. Dr. Molea has been a vital part of the development of OU-COM, and I highly recommended that he be considered by the Board of Trustees for the status of Associate Dean Emeritus.

If you have any questions or need additional information, please feel free to contact me.

BRL/cab

Enclosures: Letter from James Fogelsong, D.O.
Letter from Jerome Axelrod, D.O.
Resumes (3)



February 10, 1995

Dr. Ross-Lee, D.O., Dean
Ohio University
College of Osteopathic Medicine
Grosvenor 204
Athens, OH 45701

RE: Emeritus Consideration for: John Knable, D.O.
John Molea, D.O.
Frederick Rente, D.O.

Dear Dr. Ross-Lee:

The Promotion and Tenure Committee of the Department of Specialty Medicine met on February 8, 1995 and carefully considered submitted records on each of the above candidates for Emeritus consideration.

Drs. Knable, Molea, and Rente are all retired members of the faculty of the Department of Specialty Medicine and have contributed to the overall improvement of this section. The committee voted unanimously in favor of recommending Drs. Knable, Molea, and Rente for Emeritus status.

Dr. Knable was recognized for his outstanding performance as Department Chair, for he possessed excellent leadership abilities. He was also recognized for his outstanding abilities as an instructor of the College of Osteopathic Medicine.

Dr. Rente was recognized for his outstanding ratings from students in his radiology courses. He is an overall outstanding instructor for the College of Medicine.

Dr. Molea was recognized for displaying great leadership in the administration of the College of Medicine as Associate Dean, Academic and Clinical Affairs and was also noted as an outstanding surgeon.

Sincerely,

James E. Foglesong, D.O. / JEL

James E. Foglesong, D.O.
Chairman
Promotion and Tenure Committee

JEF/jel
cc: P&T Committee



February 13, 1995

Barbara Ross-Lee, D.O.
Dean
O.U.C.O.M.
Grosvenor Hall
Athens, Ohio 45701

Dear Dean:

You have received a letter from the Promotion and Tenure Committee nominating John Knable, D.O., John Molea, D.O. and Ted Rente, D.O. to be granted Emeritus status. I know all of these physicians well and concur that they have all made significant contributions to the Ohio University College of Osteopathic Medicine and are deserving of this honor. I therefore lend my support to such action.

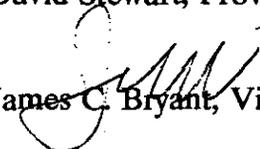
Sincerely



Jerome L. Axelrod, D.O.
Chairman
Department of Specialty Medicine
Ohio University College of Osteopathic Medicine

Date: March 7, 1995

To: David Stewart, Provost

From:  James C. Bryant, Vice Provost, Regional Higher Education

Subject: Emeritus Status for Joe Welling

This memo is written in behalf of designating Joe Welling as Director Emeritus of the Telecommunications Center.

Joe has served Ohio University for more than 30 years as an administrator at the Telecommunications Center. He has served with distinction as Director during my 20 plus years on the Athens campus. During his tenure, the Telecommunications Center has substantially expanded its services to Southeast Ohio as well as to the University community. This includes our HEMS system as well as four additional FM stations.

Joe has served and been recognized as a leader in public broadcasting at the national and state levels, having served in several leadership positions. In addition, he has been very active in community activities including service as president of the Tri-County Mental Health Board in the 1990's.

One of Joe's most outstanding contributions is his dedication to students. The Telecommunications Center has been a national leader in providing practical work experiences for our telecommunications students.

I strongly endorse the designation of emeritus status for Joe Welling. His many years of dedication and service to Ohio University must merit such an honor.

Ohio University

Vice President for Administration
Cutler Hall 209
Ohio University
Athens, Ohio 45701-2979
614/593-2556

March 8, 1995

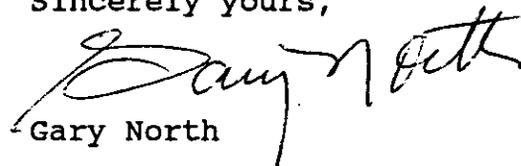
RECEIVED
MAR 8 1995
OFFICE OF THE PROVOST

Mr. David Stewart, Provost
Ohio University
Cutler Hall
Campus

Dear Dr. Stewart:

Please find enclosed a letter of recommendation from Mr. Paul Witkowski, in behalf of staff at Telecommunications, recommending Mr. Joe Welling for Administrative Emeritus status upon his retirement. Paul has outlined an extensive array of accomplishments made by Joe during his tenure as director of the Telecommunications Center. Joe is clearly a leader in his field, and a person who has contributed long and meritorious service to the University. I conferred with Dr. James Bryant, Vice Provost of Regional Programs, regarding this recommendation and he fully concurs that Joe is truly deserving of recognition by the university and by the Board of Trustees. I am therefore submitting Paul's recommendation to you for consideration.

Sincerely yours,


Gary North

cc: Paul Witkowski

Ohio University
TELECOMMUNICATIONS CENTER

9 S. College Street - Athens, Ohio 45701
Phone: 614/593-1771



Fax: 614/593-0240
Internet: tcom@ohiou.edu

February 28, 1995

Ohio University
Public Television

WOUB TV20

WOUC TV44

Reading Service

Ohio University
Public Radio

WOUB 1340AM

WOUB 91.3

WOUC 89.1

WOUH 91.9

WOUL 89.1

WOUZ 90.1

Cable Television

Athens Community
Television
ACTV 7

Campus Networks

Distance Learning

Higher Education
Microwave Services
HEMS

Fiber Optic Systems

Satellite Access

Teleconference Services

Digital Information
Services

Online Services

Data Communication
Systems

Human Resources
Development

Consulting

Professional Development

Production

Audio Services

Video Services

Dr. Gary North
Vice President for Administration
Cutler Hall 209

Dear Gary,

Joseph Welling recently announced his intention to retire from Ohio University at the end of the current budget year. He has served Ohio University with distinction for some 30 years. I would like to recommend that the Ohio University Board of Trustees award and confer upon him all of the rights and privileges of becoming Director Emeritus - Telecommunications Center during their Spring meeting.

Director Welling's leadership and dedication to Ohio University also represents exceptional service to many national, regional and state organizations that support our University's public broadcast stations and our nation's public broadcasting system. For example he has served with distinction on the following boards and commissions:

Public Television Services (PBS), Board Chairman-National Public Radio (NPR) and served as a trustee of the NPR satellite distribution system, the Association of Public Television Stations (APTS), Central Educational Network (CEN), Ohio Educational Television Stations (OETS), Ohio Public Radio (OPR) and the Governor's Equity Commission, to name a few. As you can see, from the above referenced list, Joe is and has been among the Master Chefs of the alphabet soup of this nation's and Ohio's public broadcasting systems.

On a local community service level he has performed above and beyond the call of duty. For example: For a number of years he volunteered his time as a member of the Board of Directors of the Tri-County Mental Health and Counseling Service and served as the Board's President in 1990. During his tenure a modern facility was constructed and in 1992 he received the Mental Health Advocate Award from the 317 Board.

He should first be recognized for his service as an exceptional educator and advocate of students with regard to both their formal classroom education and pre-professional experiential training. The Telecommunications Center's program of professional development for students is the largest in the country and involves approximately five hundred students each year.

page 2.

Joe led the Center, over the last decade, as it interconnected all of our Regional Campuses to the Athens Campus via the Center's two-way interactive audio and video Higher Education Microwave Services (HEMS) system. During this same time period the University's Public Radio FM Network was expanded. Four FM public non-commercial educational (NCE) radio stations were constructed in Cambridge, Chillicothe, Ironton and Zanesville they all operate in the broad service area of our institution. These stations exemplify our institutions dedication to the citizens of southeast and east central Ohio and support the public service mission of our institution.

Many other equipment upgrading projects have been accomplished under his direction such as the replacement of: existing television and radio transmitters, production equipment, microwave interconnection systems to accommodate video, stereo audio, voice, data and phone communications. A couple of years ago the television stations became capable of stereo audio broadcasts. Recently a reading service for the print handicapped, on a television secondary audio programming (SAP) channel, was instituted and a new On-Line computer FreeNet (SEORF) service also began. A few years ago, an alumni of the university Neil B. Mahrer, then Chief Operating Officer of the Public Broadcasting Service (PBS), returned to be a speaker during Communication Week. On a Center tour while being introduced to new equipment, facilities and Center program services he said: "It looks like you guys never met a technology you didn't like." The Center, through the vision of Joe Welling, has incorporated the cutting edge of technology into the daily life of the institution and strives to obtain state-of-the-art equipment to accomplish its public service mission to improve the quality of life of the institution, its staff, students and citizen who reside in our south eastern quarter of the state of Ohio.

It is difficult to convey the working lifetime of dedicated public servant with just a couple of typed pages. Suffice it to say, after completing his watch, he will have left the Center and the University better off than he found them. Joe always closes his written personnel evaluations, of subordinate staff, by making a statement about looking forward to the coming year. As an Administrator Emeritus of the Telecommunications Center we will all continue to look forward to working with him in the coming years.

I would like to thank you for your timely and thoughtful consideration of this recommendation.

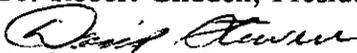
Sincerely,



Paul Witkowski
Associate Director

Office of the Provost
Cutler Hall
Ohio University
Athens, Ohio 45701-2979

March 14, 1995

TO: Dr. Robert Glidden, President
FROM: 
David Stewart, Provost
SUBJECT: Emerita status for Dr. Margaret Cohn

It is with a great deal of appreciation for her leadership that I am pleased to nominate Dr. Margaret Cohn for the position of Dean Emerita. She has served first as director, then dean, of the Honors Tutorial College since July 1, 1977. Prior to her appointment as director she also served as part-time assistant to the director of the Honors College and assistant director of the Honors College for a period of five years from 1972. Under her capable leadership the Honors Tutorial College has achieved both statewide and national recognition for the excellence of its programs. It twice received the prestigious Program Excellence Award from the Ohio Board of Regents, and the numbers and qualifications of students applying to the program have continued to increase during her tenure as dean.

There are so many measures of the success of this program that to list them all would require more than a single letter. However, I would like to mention the innovative research internships that she initiated and funded through grants she wrote both through the 1804 fund and as a proposal to UPAC for continued funding. She also was able to leverage funds from the Board of Regents to provide a state-of-the-art computer facility for use by students in the college and residents of Hoover Hall.

The esteem and appreciation in which both students and alumni of the college hold Dr. Cohn is eloquent testimony to her successful administration of this college. Her leadership will be greatly missed, and the designation of Dean Emerita is a small token of appreciation for all that she has done for the college and for Ohio University.

DS/bb

Ohio University

Vice President for Administration
Cutler Hall 209
Ohio University
Athens, Ohio 45701-2979
614/593-2556

March 8, 1995

Robert Glidden, President
Ohio University
Cutler Hall

Approved
R Glidden
3/8/95

Dear Dr. Glidden:

I am writing to recommend that Mr. Charles Culp, Director of Physical Plant at Ohio University, be awarded Administrative Emeritus status upon his retirement.

Chuck has announced that he intends to retire at the end of this fiscal year. His staff and many other people around campus, in recognition of his long and distinguished service at Ohio University, have recommended that Chuck be awarded this recognition for his numerous contributions to the university. Chuck has spent, excluding time in military service, his entire professional career at Ohio University. He has worked in a variety of administrative capacities, in the Business Office, in Financial Aid, and in Administration; but his most significant accomplishments and contributions are in the area of physical plant administration. Chuck is known as a good thinker, an analytical individual, and a person who gives careful attention to detail. He sets high standards for himself and his employees, he is both demanding and fair in all his dealings with people and he is held in the highest esteem by his colleagues and by the many people who know him. Chuck is always thinking about ways to improve his operations and the ambiance of our campus. He, perhaps more than anyone, is responsible for the physical attractiveness of the campus and for the excellent condition of our facilities. These tasks have been accomplished during numerous fiscal ups and downs at the university and are just one indication of Chuck's ongoing dedication and commitment to the improvement of Ohio University. Ohio University is known in particular for its physical beauty. The quality of our grounds and landscaping are a result of Chuck's personal interest in campus beautification. He has initiated numerous programs to add flower beds, to improve landscaping, to increase the variety of horticultural ornaments and trees on campus and to establish botanical gardens that are used both for visitors pleasure as well as by faculty who are teaching in these areas. In addition to these contributions, Chuck was instrumental in giving leadership to the development of our energy management program which is one of the model programs in the country for the prudent management of utilities and reinvesting savings into new systems, programs, and educational efforts to further increase efficiency and effectiveness. Chuck is a person who is totally dedicated to

Ohio University and is known for always exploring what can be done to make this place better. Therefore, I am pleased to recommend Chuck to you for the Administrative Emeritus title. I am confident that Chuck Culp represents the very best among professional employees at our university.

Sincerely yours,

Gary North
Gary North

GN:mm

Ohio University

Interoffice Communication

Date: February 15, 1995

To: Dr. Gary North, Vice President for Administration

From: Those Listed Below*

Subject: Administrative Emeritus Status: Wm. Charles Culp

We, the under signed staff of the Physical Plant Division and other University Associates, recommend with great pleasure your consideration of Wm. Charles Culp for Administrative Emeritus status.

Chuck Culp will be retiring in June of this year after a distinguished 33 year career at Ohio University. During his tenure which began in 1962, he has held the positions of Head Resident Director of Bush Hall, Assistant Director and Director of Student Financial Aids, Associate Budget Director of the University, Vice President for Administrative Services, and for the past 20 years, Director of Physical Plant.

Chuck is a person of absolute integrity and boundless energy. His selfless service to the University during his 33 years of employment touches virtually every area of the institution. It is well known that the Ohio University campus is one of the most beautiful and best maintained campuses anywhere and this can largely be attributed to his planning and tireless efforts. Some examples of his continuous efforts to improve the quality of life on campus include his launching of a campus beautification project in 1987 resulting in the cultivation of numerous flower beds on campus, a continuous thrust toward improving classroom facilities, serving as the driving force behind many major landscaping projects such as East Mulberry (Shively Hill) renovation, and the implementation of a large Physical Plant summer work program for Ohio University students.

Consistently a very fair administrator, Chuck always makes an extra effort to be fair in his treatment and associations with contractual staff members, civil service employees and student employees within Physical Plant. Chuck's leadership abilities are very much respected by his immediate staff and others, and have served to foster a great deal of pride and job satisfaction for those who work for and with him. Even though one of the largest divisions on campus, Physical Plant, under his leadership, is recognized as being an extremely well-managed, stable operation that always meets challenges head on.

In recognition of his long-standing loyalty, dedication and contributions to Ohio University, we recommend that he be honored

with Administrative Emeritus Status.

Duane Bump
Duane Bump, Assistant Director

2/15/95
Date

Robert Antle
Robert Antle, Director
Building Maintenance

2-15-95
Date

Lois Roberts
Lois Roberts, Director
Custodial Maintenance

2/15/95
Date

Arthur Chonko
Arthur Chonko, Director
Utilities Maint./Energy Management

2/16/95
Date

Joseph Fabiny
Joseph Fabiny, Director
Renovations Department

2/15/95
Date

Mark Whitney
Mark Whitney, Director
Grounds Maintenance Department

2/15/95
Date

Robert Hynes
Robert Hynes, Director
Res. & Campus Aux. Service

2/15/95
Date

Ted Jones
Ted Jones, Director
Campus Safety Services

2-16-95
Date

Ted Kohan
Ted Kohan, Associate Vice President
Administration Area

2/15/95
Date

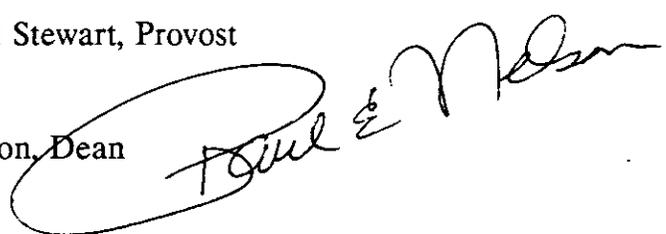
Ohio University

DATE: July 14, 1994

Interoffice Communication

TO: Dr. David Stewart, Provost

FROM: Paul Nelson, Dean

A handwritten signature in black ink, appearing to read "Paul Nelson", is written over the printed name "Paul Nelson, Dean". The signature is written in a cursive style and is enclosed within a hand-drawn oval.

RECEIVED

JUL 18 1994

OFFICE OF THE PROVOST

RE: Recommendation of Emeritus Status for Mr. Thomas Dunlap

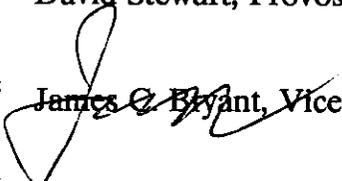
Shortly after the College of Communication began, Tom Dunlap became the Assistant Dean. In AY 1987-88, he was promoted to Associate Dean of the College and remained in that position until his retirement which will become effective after June 30, 1994.

Although Tom Dunlap was a contract employee whose duties were administrative, he taught classes the entire time that he served as dean. For many years he taught graphics in the School of Journalism. Then after several years of self-preparation, he learned about the new field of voice and data which is housed in the McClure School of Communication Systems Management. In recent years he has served that school by teaching courses and by coordinating the internships. Approximately half the time he functioned as a professor.

Now Tom Dunlap is about to retire from Ohio University. The College faculty, School directors, and the administrators in the Deans' Office seek emeritus status for Tom Dunlap. We hope that you will agree that his many years of service to the students of Ohio University should be recognized by making him Associate Dean emeritus.

Date: February 16, 1995

To: David Stewart, Provost

From:  James G. Bryant, Vice Provost, Regional Higher Education

Subject: Emeritus Status for Andrew Chonko

I strongly support the nomination of Andrew Chonko for emeritus status. Under Andy's leadership, thousands of individuals benefited from the hundreds of programs offered each year by the Office of Continuing Education, Conferences, and Workshops.

Ohio University

Office of Lifelong Learning
206 Cutler Hall
Ohio University
Athens, Ohio 45701-2979
614/593-2890

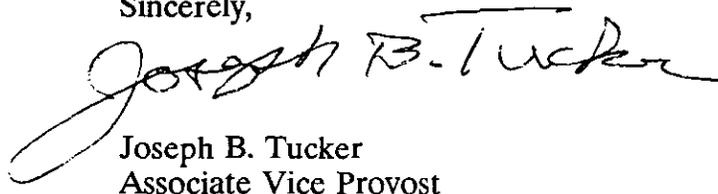
February 16, 1995

Dr. James C. Bryant
Vice Provost
Regional Higher Education
206 Cutler Hall
Ohio University
Athens, OH 45701

Dear Jim:

I am nominating Andrew Chonko for emeritus status as the Director of Continuing Education, Conferences, and Workshops. Andy served Ohio University well for many years. The University's outreach and service mission benefited from Andy's able leadership. Please let me know if you need additional information.

Sincerely,



Joseph B. Tucker
Associate Vice Provost

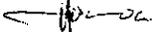
JBT/cm

Ohio University

Interoffice Communication

Date: 14 June 1994

To: Dr. David Stewart, Provost

From:  Hwa-Wei Lee, Dean of University Libraries

Subject: Recommendation of Emeritus Status for Mr. William F. Rogers

Mr. William F. Rogers will be retiring at the end of June 1994. Mr. Rogers has been with Ohio University for twenty-five years, initially as an Associate Director of Libraries (1969-76), Acting Director of Libraries (1976-78), and since as Associate Director and Associate Dean of University Libraries. With his contributions and accomplishments during this extended service, I recommend him for the status of Associate Dean of Libraries Emeritus.

In these capacities, Mr. Rogers has contributed substantially to the ability of the University Libraries to grow and serve the quality educational programs at Ohio University. Except for the past year, when he has served as Associate Dean for Subject and Special Collections, he has been responsible for administration of the libraries (including budgeting, personnel, and buildings). Although his contributions have been in these less visible capacities, they are essential for the efficient functioning of all library services. Certainly, our effectiveness in budgeting and building (and retaining) an outstanding library staff owe much to Mr. Rogers. In the other area, buildings, one can hardly hold him accountable for design deficiencies which were developed before he assumed his position. Indeed, when he joined the Ohio University Libraries in 1969, he immediately inherited the imminent move from Chubb Library to the Alden Library.

While his official responsibilities have been removed from the spotlight, he has proven an articulate spokesperson for the university libraries within and without the university. During the past year, when he has served as the bibliographer for the English Department, he has effectively helped the faculty in that department become more aware of library services.

I believe that the designation as Associate Dean of Libraries is a fitting recognition of Mr. Rogers years of service to the University and recommend him for your consideration.

Mr. Grover presented and moved approval of the resolution.
Mrs. Eufinger seconded the motion. All voted aye.

FACULTY FELLOWSHIP AWARDS

RESOLUTION 1995 — 1412

WHEREAS, the proposed University Faculty Fellowships on the attached lists have been reviewed in accordance with University policy and found to be meritorious.

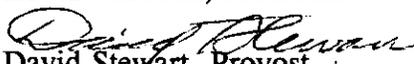
NOW, THEREFORE, BE IT RESOLVED that the attached University Faculty Fellowships for 1995-96 are approved.

BE IT FURTHER RESOLVED that the Provost can approve changes in the conditions of the fellowship but not the total number of Fellowships.

Office of the Provost
Cutler Hall
Ohio University
Athens, Ohio 45701-2979

DATE: March 8, 1995

TO: Robert Glidden, President

FROM: 
David Stewart, Provost

SUBJECT: Faculty Fellowship Leaves

I have read the attached Faculty Fellowship Leave requests. I recommend them to you for approval and signature.

The total number requested (38) is significantly below the number requested in previous years and also is well below the 6% limit (51) established by earlier Trustee action.

DS/jt
Attachments

**FACULTY FELLOWSHIP LEAVES
1995-96**

NAME	DEPARTMENT	LEAVE DATES	PURPOSE
<i>COLLEGE OF ARTS AND SCIENCES</i>			
Ann Loucks	Biological Sciences	Winter, Spring	Conduct collaborative research and upgrade computer skills.
Louise Luckenbill	Biological Sciences	Fall, Winter, Spring	Complete research project; outline chapters for proposed book; learn new concepts and research techniques.
James Andrews	Classical Languages	Fall, Winter	Research and write manuscript; participate in intensive German language study.
Marilyn Atlas	English	Fall, Winter, Spring	Complete monograph on author, Toni Morrison.
David Heaton	English	Fall	Review entire body of Wallace Steven's poetry and begin essay.
Dean McWilliams	English	Fall, Winter, Spring	Edit and publish scholarly edition of Charles W. Chesnutt's manuscript <i>The Quarry</i> .
Roy Vance Ramsey	English	Fall	Study the relation of the hand-copying of <i>Canterbury Tales</i> by scribes to the printing of same by first printers.
Barry Roth	English	Winter, Spring	Complete book, an annotated bibliography of Jane Austen studies.
James Lein	Geography	Fall, Winter, Spring	Complete book titled <i>Information Technology and Environmental Decision Making</i> .
Geoffrey Smith	Geological Sciences	Fall	Research and draft manuscript for textbook on soils.
William Frederick	History	Winter, Spring	Complete book manuscript on Indonesian Revolution.
A. Compton Reeves	History	Spring	Research for a book on life in medieval cathedrals of England and Wales.

Eliot Jacobson	Mathematics	Winter, Spring	Conduct collaborative research and upgrade computer skills.
Surender Jain	Mathematics	Fall, Winter	Conduct research in applied linear algebra; broaden research interests in study toward improvement of teaching mathematics.
Herta Rodina	Modern Languages	Fall	Research and draft substantial parts of book length manuscript on Julien Gracq.
Kenneth Hicks	Physics & Astronomy	Fall	Conduct research at NIKHEF laboratory in Amsterdam.
Ronald Hunt	Political Science	Spring	Complete manuscript for a volume in historical dictionary series.
Linda Bellush	Psychology	Fall, Winter, Spring	Obtain expertise in three new research techniques for investigating diabetes.
Paul Lewis	Psychology	Fall, Winter, Spring	Conduct a comprehensive review of the scientific implications of the signal control phenomena.
Thomas Oellerich	Social Work	Fall	Complete draft of first two chapters of book on child sexual abuse.
Lena Myers	Sociology/Anthropology	Winter, Spring	Write manuscript for book titled <i>Black Male Socialization</i> .

COLLEGE OF BUSINESS ADMINISTRATION

Carol Hilton	Accountancy	Spring	Rewrite two papers, write one paper and collect data for a paper.
Azmi Mikhail	Finance	Winter, Spring	Pursue research interests, possibly as Fullbright Scholar, in area of privatization of public sector enterprises.
Lane Tracy	Management Systems	Fall, Winter, Spring	Complete major revision of book on management of human resources as well as other writing; teaching abroad and revising Tier III course.

COLLEGE OF COMMUNICATION

Marilyn Greenwald	Journalism	Spring	Conduct archival research and prepare manuscript on gender representation in the media.
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Robert Stewart	Journalism	Winter, Spring	Co-author a manuscript on professional research.
Jenny Nelson	Telecommunications	Fall, Winter, Spring	Conduct research on the structure and function of Moroccan popular culture/mass media in everyday life, deliver series of invited lectures at Hassan II University in conjunction with Fullbright grant.

COLLEGE OF EDUCATION

W. Stephen Howard	Curriculum & Instruction	Winter, Spring	Complete research and prepare manuscript on an Islamic social reform movement in the Sudan.
Robert Barcikowski	SABSEL	Fall	Focus on preparation of a book on repeated measures.

COLLEGE OF ENGINEERING

Gale Mitchell	Civil Engineering	Fall, Winter, Spring	Develop outline and draft for book on performance of plastic pipe; receive administrative training at Mississippi State University.
John Tague	Electrical/Computer	Fall, Winter, Spring	Work at the Office of Naval Research in areas of proposal evaluation, project management and contract monitoring.
Helmut Zwahlen	Industrial & Systems	Fall	Complete multi-year scholarly modeling effort in area of target detection and legibility models.

COLLEGE OF FINE ARTS

Holly Cole	School of Theater	Winter	Conduct research in areas of film and television design and studying design training models; arranging student internships in US and England.
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COLLEGE OF HEALTH AND HUMAN SERVICES

Gary Chleboun	Physical Therapy	Fall, Winter, Spring	Do additional study in Biological Sciences at OU; conduct joint research project.
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COLLEGE OF OSTEOPATHIC MEDICINE

Judith Rhue	Family Medicine	Summer	Present paper and work in United Kingdom; write invited chapter for psychotherapy casebook.
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Ms. Arnovitz presented and moved approval of the resolution. Mr. Goodman seconded the motion. All agreed.

STUDENT CODE OF CONDUCT AMENDMENT

RESOLUTION 1995 -- 1413

WHEREAS, the Ohio University Review and Standards committee (hereafter referred to as "the committee") is charged with the ongoing review of the Student Code of Conduct, and

WHEREAS, the committee seeks ways in which to effectively and positively communicate to students acceptable behavioral expectations, and

WHEREAS, the committee has found it necessary to update the terminology and further clarify section A-14 of the Student Code of Conduct regarding the Possession of Dangerous Weapons, and

WHEREAS, the Dean of Students and the President of Ohio University have reviewed the recommendations of the committee and recommend their adoption,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees has received and reviewed the attached proposed changes and does hereby adopt such revisions for appropriate placement within the text of the Student Code of Conduct.

PRESENT LANGUAGE

POSSESSION OF DANGEROUS WEAPONS: Unauthorized possession of a firearm, weapon, dangerous chemicals, or any explosive device of any description, including compressed-air guns, BB guns, or illegal knives.

PROPOSED NEW LANGUAGE:

POSSESSION OF DANGEROUS WEAPONS AND MATERIALS: Unauthorized possession of a dangerous weapon or material of any type of description, including but not limited to firearms, compressed air guns, pellet guns, BB guns, illegal knives, explosive devices, incendiary devices, fireworks, ammunition or any other dangerous 'ordnance' as defined by Ohio law.

DATE: March 10, 1995
TO: President Robert Glidden
FROM: Joel S. Rudy, Dean of Students *Joel S. Rudy*
SUBJECT: Student Code of Conduct Policy/Rules Revision

Please find attached a recommendation from the Review and Standards Committee of Ohio University proposing a change in the rules section of the Student Code of Conduct. This recommendation has been reviewed by both the Assistant Director and Director of Legal Affairs, the Director of Judiciaries, and the Dean of Students. It is now forwarded to you for your consideration.

This particular item was called for review by staff within the Department of Residence Life, members of the university hearing boards, and the Director of Judiciaries. The concerns for clarity and the need to update language motivated the request. The Review and Standards Committee discussed the issue at length and feels the recommended language will assist students in better understanding our expectations relative to dangerous weapons and materials and further, help hearing boards in their deliberations when considering an alleged violation of the Code.

Given the nature of the concerns and the review that has taken place, I recommend this revision to you for your positive consideration and transmittal to the Ohio University Board of Trustees as required by the amendment procedure of the Ohio University Student Code of Conduct.

JSR:kr

Attachment

Robert Glidden

APPROVED

3/12/95

DATE

Mrs. Eufinger presented and moved approval of the resolution. Mr. Grover seconded the motion. The motion passed.

ASSOCIATE DEGREE IN ELECTRONIC MEDIA, ZANESVILLE CAMPUS

RESOLUTION 1995 -- 1414

WHEREAS the Associate Degree Program in Radio/Television at the Zanesville campus has matured and grown, and

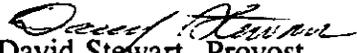
WHEREAS the curriculum has been upgraded, and

WHEREAS our graduates are employed in many new areas of electronic media, and

WHEREAS the faculty of the program, the Dean of the Zanesville Campus, the Vice Provost for Regional Higher Education, and the Provost support a change in the name of the degree program;

THEREFORE, BE IT RESOLVED that the name of the Associate Degree in Radio/Television be changed to the Associate Degree in Electronic Media.

Office of the Provost
Cutler Hall
Ohio University
Athens, Ohio 45701-2979

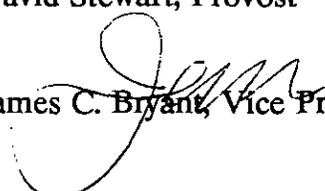
DATE: March 8, 1995
TO: Robert Glidden, President
FROM: 
David Stewart, Provost
SUBJECT: Change of name for associate degree in electronic media

The Vice Provost of Regional Higher Education has recommended that the associate degree in RTV be named the Associate Degree in Electronic Media. I fully support this request inasmuch as it more accurately reflects the curriculum, faculty expertise, and is in line with national trends.

DS/jt

Date: March 8, 1995

To: David Stewart, Provost

From:  James C. Bryant, Vice Provost, Regional Higher Education

Subject: Associate Degree Program in Radio/TV Name Change to Electronic Media
- OU-Zanesville

The purpose of this memo is to support the recommendation of Dean Craig Laubenthal for the above mentioned name change.

This program was re-evaluated by the faculty and the Campus Advisory Committee on the Zanesville Campus and the name change to Electronic Media was found to be appropriate and timely.

The program has expanded beyond its radio/television mission and the designation of Electronic Media supports this change. In addition, the name change would be more appropriate in light of the number of students who use this program as part of the four year baccalaureate program in the College of Communication.

Date: February 9, 1995

To: James C. Bryant

From: Craig D. Laubenthal *CDL*

Subject: Radio/TV Name Change Proposal

In September, 1993, Dr. Reed W. Smith, Radio/Television Coordinator for the associate degree on the Zanesville Campus, sent me a request to submit a change to the **OHIO UNIVERSITY** Board of Trustees for the name of our radio/television associate degree program. Dr. Smith believed the program would be more appropriately named Electronic Media to reflect the ever-broadening employment picture of our graduates and the resulting upgrading of our curriculum. We no longer are educating individuals only for radio/television positions, but for positions in many new areas of our society. The new name would be more representative of our current status. In addition, most of our graduates relocate to Athens for the completion of the baccalaureate program. This curricular connection to the baccalaureate also would be more appropriately labeled as electronic media because the baccalaureate program itself is in no way as narrow as the term radio/television implies.

It was thought that this request had been submitted last year to the Trustees. Apparently, there is some lack of record on its resolution. It would be most appreciated if this could be added to the Trustees' spring agenda for their decision.

CDL:pjt

RADIO-TELEVISION ASSOCIATE DEGREE PROGRAM
Five-Year Review, 1993
University Curriculum Council

Goals and Overview

The Radio-Television Program awards a two-year Associate of Applied Science (A.A.S.) degree at the Zanesville Regional Campus. The program's goal has been widened from its original purpose, the preparation for entry-level positions in radio and television stations, to include cable TV and media production. After two years in Zanesville, roughly two-thirds of the students choose to pursue a four-year degree in Telecommunications in Athens, most without completing all the requirements for their A.A.S. degrees. (See Table 2, below.)

Quality and Mix of Students

Table 1 shows student test scores and grade-point averages (GPA). Although the GPAs are respectable, the faculty's acknowledged tough grading standards (See Quality of Instruction) definitely affect them. During the last five years, two of the five outstanding graduating seniors from the Athens TCOM program began their studies in Zanesville. Over 90% of the students who choose to pursue a four-year degree complete their degree within three years after leaving Zanesville.

Table 1: Average Student ACT and SAT Test Scores and GPAs

Year:	88-89	89-90	90-91	91-92	92-93
ACT:	18	17.6	18.6	17.9	19.7
SAT:	846	856	814	850	867
GPA:	2.5	2.4	2.5	2.7	2.9

The enrollment figures show a slow decline that is not explained by any obvious defect in the program. Proposed explanations include possibly ineffective advertising and students' perception that more than an A.A.S. degree is necessary for career success. It does appear that the 93-94 data may reverse this downward trend. The low graduation numbers reflect the large number of students electing to pursue four-year degrees without finishing their A.A.S.

Table 2: Applications, Actual Enrollments, and Degrees Awarded

Year:	88-89	89-90	90-91	91-92	92-93
Applications	30	25	22	26	20
Enrollments	45	48	47	44	42
Degrees	8	10	9	8	7

RADIO-TELEVISION ASSOCIATE DEGREE PROGRAM

Five-Year Review, 1993

Page 2

Minority-student enrollment has been low and international enrollment nonexistent. This is not particularly surprising, given the service area of the program. Female enrollment has been much higher, but has never reached parity with the male enrollment. Table 3 shows these figures.

Table 3: Minority and Female Enrollments

Year:	88-89	89-90	90-91	91-92	92-93
Minority:	2	3	1	1	0
Female:	21	17	14	9	13
Total student enrollment:	45	48	47	44	42

Quality of Curriculum and Instruction

The two faculty members in the program are active professionally and also actively involved in curricular development. This seems particularly commendable for the one faculty member who has a Group II appointment, given the limited University support for these activities by Group II faculty.

By qualitative and quantitative measures, instruction is of very high quality. Students consistently rank both instructors between 4 and 5 on a 5 point scale, and characterize both as being simultaneously "very demanding" and "very caring" in interviews. Students report that the faculty are often available during the evenings and on weekends. The only problem noted by students is that the small class sizes prevent comments on teaching evaluations from being truly anonymous.

The acting director of TCOM on the Athens campus has written a supporting letter detailing the extensive work that the Zanesville faculty have done to ensure smooth articulation for those students who go on to pursue a 4-year degree.

Quality of Creative and Scholarly Activity

The Group I faculty member (who also directs the program) has published two articles, written a grant, attended 4 professional meetings (he presented a paper at one of these) since the last five year review. During the same time period he taught 60 courses and finished his Ph.D.

The Group II faculty member reports no similar activities as yet, but he has been with the program for only a year.

Success of Graduates

Figures for the number of graduates who are known to have gone on to continue their education or become employed are shown in Table 4. It has been a difficult task to track students' success in obtaining employment, because many of them continue their education before seeking employment.

RADIO-TELEVISION ASSOCIATE DEGREE PROGRAM

Five-Year Review, 1993

Page 3

(most before finishing their A.A.S. degrees) and many also do not remain in contact with the Zanesville campus.

Table 4: Graduates Obtaining Employment or Continuing their Education

Year:	88-89	89-90	90-91	91-92	92-93
Employment	3 (9)	6 (12)	4 (7)	2 (6)	3 (7)
Education	5 (11)	4 (15)	5 (10)	6 (12)	4 (9)

(Numbers in parentheses include students who leave without A.A.S. degrees)

Quality of Facilities

A recent Academic Challenge grant has allowed for the purchase of excellent laboratory equipment. The start up of the radio fm station WOUZ has also helped. Students appear to have unusually high access to the laboratory equipment.

Although the current facilities are more than adequate, there is no continuing source of funds for the replacement of obsolescent equipment. In this rapidly advancing field, equipment becomes obsolete quickly.

Judgement of the Future of Program

The Radio-Television Program has excellent faculty, modern equipment, and an enthusiastic student body. The program's great challenges are low enrollments and equipment replacement.

The enrollment problem may be on the verge of dissipating, though a four-year program would appear to attract the larger student body that the program could easily handle. Because the enrollment decline may be ending, and equipment replacement is not an immediate critical need, there appears to be little necessity to examine the program before its next scheduled review.

Recommendations

1. The program should be marketed more aggressively. The proposed name change to "Electronic Media" may help.
2. Sources of equipment funding should continue to be sought from state and private sources.
3. Alumni of the program (including those who go on to 4-year degrees without finishing their A.A.S) should be tracked more formally. Alumni contacts could help in increasing enrollments and in locating new equipment.
4. Exit interviews are suggested as a way of obtaining frank evaluations from the small student body.
5. There is no need for review before the next scheduled program review.

LAND PROPOSAL

RESOLUTION 1995 -- 1415

Prior to the committee report, Trustees Chair Hodson asked that a land proposal discussed in executive session be brought forward for consideration. On a motion by Mr. Emrick and a second by Mr. Grover, all present voted to authorize the president to proceed with negotiations to acquire 5.79 acres of land located on West State Street, Athens, Ohio, and owned by CSX Transportation.

This will be recorded in the Official Minutes as Resolution 1995--1415

C. BOARD -ADMINISTRATION COMMITTEE

Following the conclusion of the Board-Administration Committee deliberations, Trustee Chair Hodson gave permission for Faculty Senate Chair Butch Hill to briefly address the trustees. Dr. Hill provided trustees with a Faculty Senate Resolution requesting and endorsing the appointment of two Ohio University faculty members as full-voting members of the Ohio University Board of Trustees. The resolution was received as an informal matter and thus no discussion followed.

Mrs. Eufinger moved approval of the resolution. Mr. Emrick seconded the motion. All agreed. President Glidden announced that he had received word late Thursday that Secretary of Education Richard Riley had accepted our invitation to serve as commencement speaker, June 10, 1995.

HONORARY DEGREE AWARDS

RESOLUTION 1995 -- 1416

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

WHEREAS, it remains for the president to determine whether the person wishes to accept the award.

NOW, THEREFORE, BE IT RESOLVED that the degree recommended be conferred at an appropriate time in the future after the President has determined that the person recommended wishes to be honored.

Dato' Seri Anwar Ibrahim



Y.A.B. Dato' Seri Anwar bin Ibrahim

Biography

Anwar bin Ibrahim was born in CheroK Tok Kun, Bukit Mertajam State of Penang, Malaysia, on August 10, 1947. He attended Malay College, Kuala Langsar, Perak, Malaysia, from 1960-1966 and earned a B.A. (Honors) degree in Malay studies at the University of Malaya, where he attended from 1967-1971.

In 1982 he was elected a member of Parliament and served as Deputy Minister; Minister of Culture, Youth and Sports; and Minister of Agriculture. He was re-elected in 1986 and again in 1990, and served as Malaysia's Minister of Education from 1986-1991.

In 1992, Dato' Seri Anwar was elected as Deputy Prime Minister of Malaysia and currently holds that office, as well as the portfolio of Minister of Finance. Fluent in three languages, he has a demonstrated record of advocacy for the rights of Malaysia's indigenous peoples while championing interracial harmony in his country's multi-ethnic environment. He also has been a dedicated scholar, authoring or co-authoring seven books and scores of manuscripts, articles, and speeches.

Dato' Seri Anwar has vigorously supported expanding relationships between Ohio University and Malaysian institutes of higher learning. He first visited Ohio University in the 1980s and since that time has been instrumental in establishing the close ties that Ohio University currently enjoys with Malaysia. Most recently, he presided at the official ceremony establishing a joint M.B.A. Program between Ohio University and the Institut Kerjuruteraan Teknologi Tenaga Nasional (IKATAN), the first known corporate M.B.A. Program in Southeast Asia.

Dato' Seri Anwar is married to Dr. Wan Azizah bte Dato' Dr. Wan Ismail, a medical doctor; they have five daughters and one son.

VIII. ANNOUNCEMENT OF NEXT STATED MEETING

The secretary reported the trustees will meet on the Athens Campus, June 23, 1995, for committee/study sessions and Saturday, June 24, 1995, for the formal board meeting.

IX. GENERAL DISCUSSION - CALL OF MEMBERS

Members, in turn, thanked retiring Student Trustee Amanda Arnovitz for her good service as a trustee. Each expressed appreciation for her willingness to participate and for her perspective on matters before the Board of Trustees.

Ms. Arnovitz thanked trustees for their support and for making her feel welcome. She noted she will miss the personal interactions and relationships that have developed over the past two years. Amanda concluded her remarks by reminding trustees that her first meeting was on the Zanesville Campus and how appropriate her last was on another regional campus, Chillicothe.

Members thanked Vice Provost for Regional Higher Education James Bryant; Southern Campus Dean Bill Dingus; Chillicothe Campus Dean Del Meyers; their faculty, staff, and students for the warm hospitality given them. Everyone noted the strong commitment and enthusiasm shown by each for their campus and Ohio University.

Mr. Emrick congratulated former Trustee Jeanette Grasselli Brown on her appointment as a member of the Ohio Board of Regents. He noted this bodes well for all of higher education in the state. Mr. Emrick thanked Admissions Director Kip Howard for his report on admission matters.

Mr. Schey observed that we should, or will soon, see the computer as a telephone and commented that there is a fine line between making quantitative (intuition) and qualitative choices. He urged that each consider all inputs when making decisions; and that as we enter new eras in our lives we focus on the future and be entrepreneurial.

Mr. Trimmer, president of the National Alumni Board of Directors, thanked trustees for the opportunity to meet with them. He reported on numerous alumni sponsored activities involving our 139,000 living alumni and for the need to establish a continuing source of funds for their alumni support.

President Glidden thanked Ms. Arnovitz for her good work as a student trustee and presented her a Certificate of Commendation on behalf of himself and the trustees. He reminded trustees that one year ago, at this time, they elected him president and he thanked each for their support. President Glidden commented on the richness the regional campuses bring to the quality of life in their communities. He concluded by thanking those making reports on the use of technology. (The secretary notes a summary report, The Present and Future Use of Technology at Ohio University, is included at the beginning of the minutes.)

Chair Hodson commented he appreciated hearing from other trustees and that he found their remarks intellectually stimulating. He noted the potential for the future that technology has given us -- a way of looking at the future that will affect all of our planning

and choices, and the tools of empowerment it gives to policy makers. Mr. Hodson stated how very much he enjoys meeting on the regional campuses and for the quality, commitment, and energy evident.

X. ADJOURNMENT

Determining there was no further business to come before the board, Chair Hodson adjourned the meeting at 3:00 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 5, 1975, in accordance with Section 121.22(F) of the Ohio Revised Code and of the State Administration Procedures Act.

Thomas S. Hodson
Chairman

Alan H. Geiger
Secretary

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Ohio University Student Legal Services Proposal

Presented By:
The Student Legal Service
Planning Committee
of the
Ohio University Student Senate



**Ohio University Student Legal
Services Proposal**

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Planning Committee
of the
Ohio University Student Senate

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Student Legal Services

Student Legal Service is an independent student-run legal service that will hire attorneys to represent students when they are faced with legal problems. SLS serves to give students legal advice and education encompassing a broad range of services. The organization will contract with the University to collect fees and to rent office space. These services are able to be provided by the University with no obligation and/or liability. The SLS Planning Committee of the Ohio University Student Senate respectfully presents this proposal to the Board of Trustees to obtain permission to contract with the University for those reasons expressly stated above. If the proposal is accepted, SLS will be implemented at Ohio University in the Fall quarter of 1995.

Section 3345.022 of the Ohio Revised Code enables the University to collect student fees for SLS. SLS will be paid for by a negative check-off system on the students' quarterly bills. For those students wishing to obtain the service and become members of the organization, a \$5 charge will be added to their bill. Then, any time during that quarter, the student will be able to obtain legal services at no additional fee. The SLS Planning Committee of the Ohio University Student Senate is seeking approval from the Ohio University Board of Trustees to enter into a legal fee-for-service contract for services rendered in collecting the quarterly fees and office space on campus, not for approval of the program. The University assumes no liability or responsibility for SLS, as it is like any other business with which the University enters into a contractual agreement.

The legal staff for SLS will follow guidelines adopted in accordance with section 3345.022 of the Ohio Revised Code, concerning the specific areas in which students can be served by the organization. Due to legal restrictions, the legal staff will only be able to represent students in expressly stated situations. SLS cannot represent any students in actions against the University or the state. The services offered by SLS include legal advice, representation, and also sponsorship of educational lectures, workshops, and seminars throughout the year. Although the service includes litigation, the main focus will be offering legal advice and advocacy to students.

The proposed budget for the first year of operation conservatively estimates a 50% enrollment of students living on-campus, 65% of students living off-

campus, and 50% of the total summer enrollment. This estimate yields a total budget of \$178,250.00. This would allow for the hiring of one full-time directing attorney, one full-time para-legal, one full-time secretary, and two part-time student employees. The remainder of the budget will be spent on various office supplies, rent, insurance, and basic start-up costs. The Board of Directors of the SLS reserves the right to increase or decrease legal and support staff as needed.

SLS will be governed entirely by a student Board of Directors. The Board will be made up of ten representatives from various student organizations and three at-large representatives. One representative will come from each of the following organizations: AASU, ISU, BSCP, UPC, SAB, Student Senate, Graduate Student Senate, SDS, Greek Council, and Senior Class Council. The Board will elect all officers internally and execute all operations of SLS (hiring, budgeting, etc.). Two representatives selected from Faculty and Administrative Senate will serve as non-voting members.

After three years in operation, a committee consisting of representatives from the O.U. Legal Affairs Office, the SLS Board of Directors, O.U. administration, and the O.U. student body will evaluate the SLS. The findings will be reported to the entire SLS Board of Directors as well as the O.U. Board of Trustees.

Included in this proposal are yearly crime statistics provided by the OUPD. These statistics illustrate the number of criminal offenses at O.U. each year and show the need for students to obtain some form of legal aid.

Bowling Green State University SLS has been in operation since 1983, is governed entirely by a student Board of Directors, and manages a current budget of over \$125,000. The BGSU SLS sees, on average, 2,000 students per year. They have an approximate 86% subscription rate each semester. O.U. is not only similar to BGSU demographically, but the SLS program proposed by the O.U. Student Senate is modeled after the very successful program at BGSU.

The practice of student legal services has been approved and implemented in over two hundred universities across the United States. The goal of these legal service organizations is to provide students with a university experience free from a devastating legal situation with no access to effective, efficient, and accessible legal services. SLS aims to comply with the mission statement of the University by continuing and improving an environment conducive to education. Here at Ohio University, we have witnessed widespread support from students, faculty, administrators, and community leaders for a Student Legal Service. The SLS

Planning Committee held a week-long petition drive and compiled signatures of support from over 2,500 students. The committee also sent out questionnaires to local leaders in the judicial system and the University in both Athens County and Wood County, where BGSU has had a SLS service for over ten years. Members of the committee followed these questionnaires with personal conferences with the Athens area leaders who were contacted; among them was the city and county prosecutors, SEOLS, public defenders, and the municipal court judge.

It is time that Ohio University offer empowerment to students. The needless exploitation and harassment of students will never totally cease. But, if we do not provide students with an opportunity to defend themselves and find resources, the exploitation and harassment will not only continue, but increase. We must take proactive measures now, in order that students may learn and grow in the most optimal educational environment possible. Students need and deserve a Student Legal Service to provide the necessary empowerment and resources.

o

II. Enabling Legislation

3345.022 Prepaid legal service plan for students

The board of trustees of any college or university supported in part or in whole by state funds, or two or more such boards, may enter into a contract, upon such terms as shall be determined to be in the best interest of students, for the provision of legal services to students through a group legal services insurance plan approved by the superintendent of insurance or through a prepaid legal services plan established by attorneys admitted to the practice of law in this state. The fees or charges to students who participate in the plan shall be established by the board or boards and shall be sufficient to defray the college's or university's cost of administering the plan. No student shall be required to pay any such fee or charge unless he elects to participate in the plan, and no revenue from any other student fees or charges shall be used to finance any portion of the cost of any plan or the college's or university's cost of administering the plan. Legal representation under the plan shall be limited to the services determined by the board to be reasonably related to student welfare, to the advancement or successful completion of student education, or to serve a public purpose within the powers of the college or university.

A plan shall not provide or pay for the cost of representation of a student in an action against a state officer or agency arising out of the performance of the duties of the officer or the agency, against a law enforcement officer arising out of the performance of the duties of the officer, against a college or university participating in the plan, against a student of such a college or university, or against a member of the board of regents or of the board of trustees, faculty, or staff of such a college or university, if the cause of action arises out of the performance of the duties of the office of the member or in the course of the member's employment by the college or university. As used in this section, "law enforcement officer" means a sheriff, deputy sheriff, constable, marshal, deputy marshal, municipal police officer, state highway patrol trooper, or state university law enforcement officer appointed under section 3345.04 of the Revised Code.

HISTORY: 1991 S 144, eff. 8-8-91
1980 H 736, H 833

LIBRARY REFERENCES

OJur 3d: 82, Schools, Universities, and Colleges 183

Ohio University

Interoffice Communication

DATE: August 4, 1994

TO: Joel Rudy, Dean of Students

FROM: John F. Burns, Director of Legal Affairs 

SUBJECT: Student Legal Service Plan Under Section 3345.022 ORC

AUG 4

Joel, it is my legal opinion, which I have reviewed with Jerry Mollica, Special Counsel to Ohio University, that the specific adoption by the Ohio Legislature of Section 3345.022 ORC (attached) creates a clear legal precedent for requiring any future "check off" of tuition charges to be authorized under state law.

The board of trustees of a state university has no legal obligation to allow any group to place a tuition charge subject to a "check off" on the university's tuition bills. In fact, since there was no specific statutory authority, it's arguable it was legally impermissible before Section 3345.022 ORC was enacted for board of trustees to enter into such arrangements as they were not within the very broad scope of educational purposes of a university. In fact, the Ohio Attorney General had specifically ruled state universities could not spend public funds on student legal representation, which Section 3345.022 ORC now permits.

The basic point of my opinion is that establishing a student legal service plan, which requires the Ohio University Board of Trustees approval, would not set a precedent for a required review or approval of any future tuition charge subject to a "check off". Rather the more thoughtful and legally arguable precedent is that such charges and check-offs are not authorized in accordance with state law; and any group wanting to propose such a plan should seek such legislative authorization like the proponents of student legal services plan did successfully.

Any plan must be approved by the Ohio University Board of Trustees and there are many issues involved regarding such a program. The Office of Legal Affairs would be pleased to assist in helping formulate such a program.

JFB:vsp

Enclosure

III. Legal Service Guidelines

Guidelines for Student Legal Services

Eligibility

A student is eligible for use of the Legal Services each and every quarter he or she pays the service fee. The services of the program will not be available to anyone who does not pay the service fee through the billing process. The service will also not be available to anyone before he or she is a registered student at Ohio University. Upon graduation, or loss of registered student status, the former student is no longer eligible for the services of this program unless he or she is being represented by an attorney (from Ohio University Student Legal Services) in a pending court proceeding, and it would be prejudicial to the student's case if there were substitution of attorneys.

Only students at Ohio University, Athens campus who have elected to use the service will be covered by this program. (Until which time that the Student Board of Directors and the Managing Attorney see a need and opportunity to involve regional campus students.) Spouses, dependents, students having not paid the service fee, non-students and friends of students will not be eligible.

Program Services

Ohio University Student Legal Services, Inc. offers Ohio University students three major services:

Advice. Students seeking information on legal issues can make use of the attorneys in Student Legal Services. Student Legal Service's attorneys offer professional advice and consultation on a variety of legal topics. If the attorneys cannot offer the information the student is seeking, then the attorneys will be able to refer the student to someone that can address their concerns.

Representation. When necessary, Student Legal Service's attorneys will professionally prepare and present student cases. The attorneys will represent students in any judicial or administrative proceedings in which their appearance and involvement might make a substantial difference in the outcome of the student's case. This representation is limited to Athens County, Ohio.

Education. The Student Legal Service's attorneys, staff, and Board of Directors are responsible for sponsoring a variety of educational lectures, workshops, and seminars throughout the year. These programs provide students

with information on their legal rights and responsibilities as a citizen, as well as enlighten students on legal procedures to ensure these rights and responsibilities and current topics in the legal world. As an educational tool, Student Legal Services consistently strives for a legally educated and more responsible student body.

Areas In Which Student Legal Services Can Be Utilized

Landlord/Tenant Disputes. The service handles a wide range of landlord/tenant disputes, including, but not limited to, security deposit refund difficulties, repairs, drafting sub-lease agreements and defending actions for rental payments and evictions.

Misdemeanor Criminal Matters. The service includes representation and advise for misdemeanor cases such as driving under the influence of alcohol and/or drugs, petty theft, disorderly conduct, and false identification.

Consumer Problems. The service includes action in matters pertaining to warranties, defective products and service, review of consumer and employment contracts, and arrangements for payments to creditors.

Non-Contested Family Matters. The service includes action in uncontested dissolutions, paternity actions and name changes. Support actions are handled by advice only.

Conversions of Property. The service includes action on claims for or defense of recovery of property taken unlawfully or accidentally damaged.

Administrative Agency Matters. The service includes action on employment compensation rights, veterans benefits, civil service benefits and other actions before federal, state or local agencies.

Expungement of Criminal Records. The service includes action on the expungement of a student's criminal record.

Miscellaneous Matters. The service includes action on investigation and factual research, conferences and negotiations, document drafting or review, simple wills and minor traffic violation advice.

Limitations of the Student Legal Service

The Ohio University Student Legal Service, Inc. may provide advice on most legal matters. However, by state law and/or in the best interest of the Student Legal Service, the service cannot provide representation in the following areas:

- Actions between students and Ohio University.
- Actions between students.
- Actions against a member of the Board of Regents, Board of Trustees, faculty or staff of Ohio University.
- Actions against a state officer or agency arising out of performance of the officer or agency.
- Actions against a law enforcement officer arising out of the performance of the officer.

Due to the potential time demands and specific expertise required, representation will not be provided for other matters, including, but not limited to:

- Actions involving two students eligible for SLS representation in the same lawsuit, but separate parties.
- Matters in which the student can provide adequate representation for themselves, including parking and other non-moving violations and services normally done by non-lawyers (i.e. tax returns).
- Felonies.
- Immigration.
- Copyright and patent matters.
- Bankruptcy matters.

The Student Legal Service's attorneys retain the right to refuse representation of a student on the basis of the criteria set above, or when he or she feels that he or she cannot adequately represent the student. The SLS Board of Directors is responsible for providing and approving any guidelines and restrictions for representation. Student appeals may be brought forth to the SLS Board of Directors.

IV. Proposed Budget

Student Legal Services

Proposed Budget

First Year

A. Income (\$5.00/student/quarter) \$178,250.00

Assumptions: Enrollment in Plan

- | | | |
|----|---|--------|
| 1. | 50% of residence hall population
(average 6,500/yr)
3,250 x 3 academic quarters | 9,750 |
| 2. | 65% of off-campus population
(approx. 12,000)
7,800 x 3 academic quarters | 23,400 |
| 3. | 50% of summer enrollment
(approx. 5,000)
2,500 x 1 total summer (2 sessions) | 2,500 |

Total annual enrollment 35,650

B. Expenses:

- | | | |
|----|--|--------------|
| 1. | Staff: | |
| | Directing Attorney | \$ 35,000.00 |
| | Para-legal | 25,000.00 |
| | Secretary | 20,000.00 |
| | Student Employment
(2 x 20 hr/wk x 43 wk x \$5.00/hr) | 8,600.00 |
| | Total Staff | \$ 88,600.00 |
| 2. | Benefits figures at 28% of all | 24,800.00 |
| 3. | Professional library start up
(books/periodicals) | 5,000.00 |

4.	Office Supplies:	
	Furniture	8,000.00
	Computers	15,000.00
	Copier	5,000.00
	Misc. (stationery, etc.)	2,000.00
5.	Travel/Entertainment	3,000.00
6.	Programming/pamphlets, other material/ AV rental, etc.	5,000.00
7.	Communication Expense: telephone - voice mail - postage	5,000.00
8.	Liability Insurance	4,000.00
9.	Office Rent	9,600.00
10.	University collection charge	3,000.00
	TOTAL	\$ 178,000.00
	Balancing Figure	250.00

NOTE This Budget is a proposal and will be decided with greater specificity once the Board of Directors is established.

V. Board of Directors

BOARD OF DIRECTORS PROPOSAL

Section 1 - Membership The Board of Directors (hereinafter “Board”) of Ohio University’s Student Legal Services shall consist of student representatives appointed or elected by certain designated organizations. The total number of student representatives shall not exceed thirteen (13). The Board shall also consist of a University faculty representative, a University administrative representative and the Managing Attorney of Ohio University’s Student Legal Services, who shall all serve as non-voting members.

The member organizations shall consist of AASU, ISU, BSCP, UPC, SAB, Student Senate, Graduate Student Senate, SDS, Greek Council, and Senior Class Council. The member organizations shall be officially registered with Ohio University. Furthermore, each member organization shall produce one member to serve on the Board. Finally, the organization shall insure that its representative is qualified to serve upon the Board and uphold the duties and responsibilities set forth herein.

Organizations desiring to obtain a previously vacated position on the Board shall submit a written request of membership. The new member organizations shall be admitted only upon a 2/3 vote of the Board.

Organizations desiring to terminate their position on the Board shall submit a written statement of termination. Such statement shall be signed by the current organizational representative, an officer of the organization and the organization’s faculty advisor.

The number of student representatives shall be equal to the number of member organizations plus three (3). There shall be three (3) at-large positions

filled by members of the Ohio University student body and shall be elected from an interviewing process by each member of the sitting Board having only one vote.

The University faculty representative shall be appointed by the Ohio University Faculty Senate. The Ohio University Administrative Senate shall also appoint a representative from its body.

Section 2 - Representatives Each voting member of the Board shall be a registered student at Ohio University. Each voting member shall have paid the Student Legal Services fee. The voting Board members shall be required to attend each Board meeting or submit a written excuse to the Chairmen prior to the respective Board meeting. Proxy representation shall not be permitted. Each voting Board member shall serve either as an officer of the Board or upon a standing committee.

The Board shall govern all executive decisions implemented by the Ohio University Student Legal Services. The Board shall have the decision to hire any and all attorneys and staff seeking employment with Student Legal Services. Moreover, the Board shall have the decision to terminate such employment.

Section 3 - Term Each voting board member shall serve a one (1) year term commencing May 15 of each year. Any voting Board member unable to complete his term must notify the respective organization. The responsibility to fill the empty seat shall lie with the respective organization. Any and all unfilled seats shall result in forfeiture of voting privilege.

Section 4 - Disciplinary Actions Cases involving, but not limited to, the following actions shall be warrant for investigation: theft, misuse of the SLS name, more than two (2) absences from meetings, and failure to perform specified duties prescribed herein the by-laws. These actions shall be reason for an investigation by Students Defending Students. The investigation's findings shall be reported to the entire Board.

The accused Board member shall have exactly one (1) week after the SDS investigator has presented his/her findings to the Board, to prepare for the Board hearing. Upon this week's conclusion, the Board shall hold an emergency session wherein they (the remaining Board members) shall hear both sides of the case and render a decision.

The Board shall render one (1) of four (4) possible decisions:

- 1) Immediate removal of the member and member organization from the Board.
- 2) Suspension of the member and member organization up to one (1) quarter.
- 3) A written reprimand to be placed on the member and member organization's permanent record.
- 4) Dismissal of all charges.

Section 5 - Expulsion In the event a member organization fails to comply with Article Section 1 or any voting Board member fails to comply with Article Section 2, then an expulsion process shall commence. A written notification of the infraction accompanied by a hearing date to be set 7 - 14 days from the post mark shall be sent to the offending Board member, respective organization, and the organization's faculty advisor. The Board's decision of expulsion shall result from

a 2/3 membership vote. The offending Board member as well as the respective organization shall be expelled for the remainder of the term. The offending Board member and/or the respective organization shall be given twenty (20) days in which to file an appeal. The Board can then reinstate the member and/or organization by a 2/3 membership vote. In the case that the member and/or organization does not appeal or loses such appeal, their return shall be contingent upon the reapplication of their organization at the commencement of the next term.

Section 6 - Meetings The Board shall be required to meet at least once a month for the months of September, October, November, January, February, March, April, and May. The specific dates and times shall be decided upon by the aforementioned Board members. All meetings shall be open to the public; however, the Board reserves the right to call closed meetings when client confidentiality is needed.

Section 7 - Quorum The quorum shall be reached when a majority of the voting Board members are present; and the majority vote of quorum shall be necessary for the transaction of any business, except when expressly stated in the by-laws, as in the case of expulsion (which requires a 2/3 majority vote of all Board members).

Section 8 - Notice Notice of all meetings shall be given by mail, telephone or personal service to all Board members at least three (3) days prior to the respective meeting. Notice of all meetings shall be given by newspaper ads at least three (3) days prior to the respective meeting.

Section 9 - Minutes The Secretary shall retain a copy of the minutes of the Board meetings. A copy of the minutes shall also be retained in the office of Student Legal Services. Such minutes are public record except when designated confidential.

OFFICERS

Section 1 - Election The voting board members shall elect the following officers: Chair, Vice-Chair, Treasurer, Secretary and any such other officers as the Board deems proper. Only current voting Board members shall be eligible to be elected as an officer.

Section 2 - Term All elected officers shall serve a term of one (1) year commencing on May 15 of each year. Any and all vacancies shall be filled immediately by the standard election procedure of the Board for the remainder of the term.

Section 3 - Removal Any officer may be removed by a 2/3 vote of the Board. (See Article 2, Section 4).

Section 4 - Chair The Chair shall preside over all meetings of the Board. The Chair shall act as a delegate when Student Legal Services is to be officially represented or he shall appoint a representative to attend in his place. Furthermore, the Chair or a person designated by the Chair shall make and sign contracts and agreements approved by the Board. The Chair shall sign and verify documents on behalf of Student Legal Services, and perform all acts necessary and required by

law incident to the offices of the Chair. The Chair may create any committees for efficient operation of Student Legal Services.

Section 5 - Vice-Chair The Vice-Chair shall oversee the chair appointed committees. The Vice-Chair shall also perform any duties prescribed by the Chair, and carry out the duties of the Chair in the event that he is unable to perform his specified duties.

Section 6 - Treasurer The Treasurer shall keep an account of all monies due and belonging to the Student Legal Services and shall submit reports to the Board each meeting and upon request.

Section 7 - Secretary The Secretary shall keep the minutes of each Board meeting and aid with the written and/or typed documents dispersed at each meeting. The Secretary shall also be responsible for the advertisement of any and all open positions on the Board.

Section 8 - Commissioners Some voting Board members shall be appointed commissioners of standing advisory and action committees. Standing committees are as follows: Finance Committee, Education Committee, and Evaluation Committee. The Chair may create new committees as deemed necessary.

The Finance Committee, of which the Treasurer shall be Chair, shall create and implement the annual budget. The Finance Committee shall also approve all

allotments and disbursements of monies, and shall be responsible for a quarterly budget analysis.

The Education Committee shall organize campus seminars and programs to enhance students' understanding of legal rights. The Education Committee shall also serve to teach students the purpose of our Student Legal Services. The Education Committee shall be required to provide at least two (2) programs each quarter.

The Evaluation Committee shall provide a quarterly analysis of Student Legal Services including a record of students enrolled in Ohio University's Student Legal Services and a breakdown of cases being handled by the office. The Evaluation Committee shall also search for problems in the current Student Legal Service program and implement any changes necessary with the backing of the Board.

VI. Third-Year Comprehensive Evaluation

THIRD - YEAR COMPREHENSIVE EVALUATION

Section 1 - Purpose The third-year comprehensive evaluation shall be an attempt to review the Student Legal Services in its first three (3) years of operation. The evaluation shall take place Spring Quarter 1998.

The third-year comprehensive evaluation committee shall consist of representatives from the O.U. Legal Affairs Office, the Student Legal Services Board of Directors, the O.U. administration, and the O.U. student body. The committee shall conduct comparative research of the three (3) years that Student Legal Services has been in operation. The committee shall report its findings at the subsequent Board of Trustees meeting. The results shall also be printed in the upcoming copy of the Student Senate Newsletter.

VII. Ohio University Police
Department Criminal Statistics
1990-1994

CRIMEYEARLY TOTALS

	<u>1/90-12/90</u>	<u>1/91-12/91</u>	<u>1/92-12/92</u>	<u>1/93-12/93</u>	<u>1/94-12/94</u>
Murder	0	0	0	0	NA
Assault	2	5	4	5	6
Domestic Violence	2	0	0	1	0
Rape	0	0	2	0	0
Indecent Exposure	1	0	0	0	NA
Other Sex Offenders	NA	NA	NA	NA	0
Burglary	0	0	0	0	0
Robbery	0	0	0	0	0
Trespassing	3	4	12	9	4
Larceny G.	2	0	2	2	0
Larceny P.	11	2	7	12	10
Larceny Auto	1	0	0	0	0
Forgery	0	2	3	0	NA
Arson	0	0	0	0	0
Destruction of Property	2	1	5	7	1
Narcotics	1	1	3	0	0
Marijuana	7	9	4	19	9
Drug Paraphernalia	NA	NA	NA	NA	1
False I.D.	36	57	36	7	10
Underage Consumption	141	84	40	42	24
Disorderly Conduct	22	17	10	10	10
Intoxication	153	207	142	150	89
Resisting Arrest	15	11	4	7	4
False Fire Alarm	2	2	1	0	0

Misc. Crimes	21	23	14	30	31
Open Container	2	21	4	12	9
D. W. I.	17	30	9	12	4
Reckless Operation	16	22	8	5	NA
Speed	25	17	25	7	2
Misc. Traffic	150	166	119	79	60
Fleeing	0	0	0	0	NA
Parking	11,935	13,345	6921	8442	7044
Bicycles	0	26	7	0	70
Skateboards	NA	NA	NA	NA	19
Misc. Alcohol Related	4	185	104	135	NA
Stop Sign	NA	NA	NA	NA	7
Misc. Drugs	NA	NA	NA	9	NA
Student Parking	NA	NA	NA	NA	15,532
Student Enforcement					
Underage Consumption	99	48	65	23	NA
False I.D.	36	4	23	13	NA

VIII. Looking to Other Schools' Success

1994 STUDENT LEGAL SERVICES SURVEY - Midwest

School	Student Population	Budget	Litigation	Attorney Staff	Attorney Salaries	Support Staff	Support Staff Salaries
University of Nebraska	24,000	\$79,059	Yes, LL/T, misdemeanors, consumer, divorce, SCC	Dir./Atty-FT Atty-PT	\$33,192 \$17,128	Sec./Recep.-FT	\$10,831
University of Kansas	27,000	\$200,000	Yes, LL/T, consumer	Dir./Atty-FT A.D./Atty-FT Atty-FT	\$41,000 \$30,800 \$30,500	Sec.-FT Leg. interns/stu.-PT Off.Asst.-PT	\$19,680 \$6.75 per hour \$5.00 per hour
Colorado State University	21,000	\$145,000	Yes, LL/T, consumer	Dir./Atty-FT Atty-FT Atty-PT	\$43,000 \$33,000 \$6,200	Off. Man.-FT 4 students-PT	\$23,000 \$9,000
University of Colorado	23,000	\$120,000	Yes, LL/T, felonies, misdemeanors, bankruptcy, divorce, traffic	Dir./Atty-FT Atty-FT	\$43,000 \$37,000	Sec.-FT Off.Man.-FT	\$25,000 \$25,000
Illinois State University	20,610	\$162,708	Yes, LL/T, misdemeanors, consumer, SCC, traffic, DWI	Dir./Atty-FT Atty-FT	Not given Not given	Paralegal-FT Off. Man.-FT Sec. III-FT 2-5 Interns-PT	\$9.51 per hour \$9.60 per hour \$8.54 per hour School credit
University of Illinois-Chicago	25,000	\$118,000	Yes, LL/T, misdemeanors, consumer, negligence, bankruptcy, immigration	2 Attys-PT	\$30,000	Sec.-FT Paralegal/Stu.-PT	\$24,000 \$7.00 per hour
University of Illinois Urbana-Champaign	36,000	\$161,000	Yes, LL/T, misdemeanor, consumer, SCC, Univ. discipline	Dir./Atty-FT Atty-FT Atty-FT	\$38,000 \$36,000 \$34,000	Sec.-FT Sec.-PT	\$18,000 \$6,000

Midwest cont.

School	Student Population	Budget	Litigation	Attorney Staff	Attorney Salaries	Support Staff	Support Staff Salaries
University of Minnesota	35,000	\$540,000	Yes, LL/T, misdemeanors, consumer, immigration, family law	Dir./Atty-FT Asso. Dir.-FT 3 Attys-FT	\$52,000 \$46,500 \$40,000 - 42,000	Legal Asst.-FT Legal Asst.-FT 2 Wd. Proc.-FT Off. Asst.-FT Recep.-FT Law Clerk-PT	\$38,900 \$29,000 \$21,000 \$22,000 \$20,000 \$10,000
University of Wisconsin-Oshkosh	11,000	Not given	Yes, LL/T, misdemeanors, consumer, negligence, SCC	Dir./Atty-PT	\$14,580	Sec.-PT Stu. Dir.-PT	Not given 1/2 tuition
Ball State University (Indiana)	20,000	\$40,000	No	Dir./Atty-PT	\$26,000	Sec./Recep.-PT	\$4.25 per hour
Bowling Green State University (Ohio)	18,000	\$125,000	Yes, LL/T, misdemeanors, wills, consumer, SCC, name changes, admin. hearings, expungements	Atty-FT Dir./Atty-FT	\$28,000 \$38,000	2 Sec.-PT Paral./Off.Man.-FT	\$5.00 per hour \$20,000

Student Legal Services

Survey 1994

**Compiled by:
Student Legal Services Office
University of Massachusetts
Amherst, Massachusetts**

OCT 3 '94

LAW OFFICES OF
STUDENT LEGAL SERVICES, INC.

327 UNIVERSITY UNION
BOWLING GREEN STATE UNIVERSITY
BOWLING GREEN, OHIO 43403
(419) 372-2951
RODNEY A. FLEMING, MANAGING ATTORNEY
KRISTIN LEE ROMAINE, STAFF ATTORNEY

October 25, 1994

Joel S. Rudy
Dean of Students
Ohio University
212 Cutler Hall
Athens, Ohio 45701

RE: Establishment of Legal Services Program

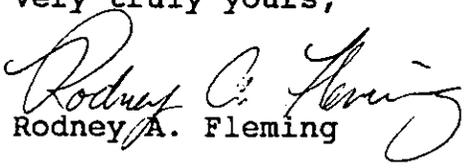
Dear Joel:

It was a pleasure speaking with you and Brian on October 14, 1994. I am excited to hear that the legal needs of Ohio University students will be recognized and addressed.

To answer your inquiry about compensation, I have enclosed a copy of a report I received from the Legal Services office at the University of Massachusetts. I think you will find this report helpful in developing a realistic proposal. As you know, we employ three people full-time; a managing attorney, a staff attorney, and a paralegal. Although I am hesitant to reveal specifics due to privacy considerations, I will tell you that the survey averages generally reflect the financial arrangements in this office.

Finally, the National Legal Aid and Defender's Association (NLADA) has a Student Legal Services Section which may be able to provide you with some additional information concerning other campuses around the country. Contact Mark Karon at University Student Legal Services, 160 West Bank Union Skyway, University of Minnesota, 219 19th Avenue South, Minneapolis, MN 55455. Mr. Karon's phone number is (612) 642-1001.

I look forward to assisting you and Ohio University in any way I can so please do not hesitate to contact me.

Very truly yours,

Rodney A. Fleming

RAF/sew
Enclosure

Introduction

The following information has been compiled from the results of the February 1994 survey of Student Legal Services Office's throughout the country. The results were tabulated from 58 surveys that we were able to utilize out of the many returned to us.

We have addressed the contract status, salary increases, and merit awards categories only in relation to attorneys because this is where the information is most relevant. In many other categories, there was difficulty in addressing all of the statistical information. This was due in part to the structure of the survey itself, for which we apologize. We have presented as much information as was possible, and have indicated when we were not able to present statistics for certain categories.

If you have any comments or suggestions as to how this survey could be more useful to you or your program, please let us know.

We thank all those who took the time to respond to this survey.

Student Legal Services Office
University of Massachusetts
Amherst, Massachusetts

Attorneys

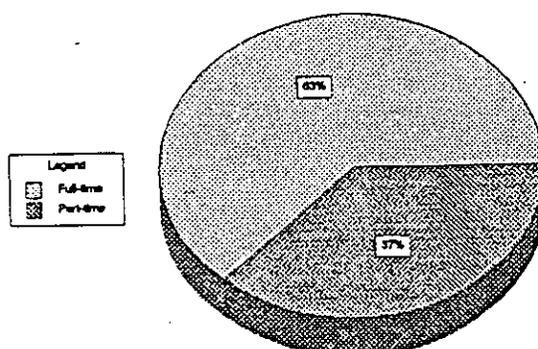
All 58 offices are included in the following results with the exception of the information pertaining to salary increases and merit awards. Two offices did not provide us with this information. Please note that when an office only employed one attorney, we considered that attorney the Directing Attorney, unless otherwise indicated.

The average number of attorneys per office was 1.7. The majority of these attorneys are considered employees of the University at which their office is located. The chart below indicates this as well as the other employers the respondents listed.

EMPLOYED BY:	PERCENT
University	58%
Independent Contracts	23%
Non Profit Organization	17%
State Government	02%

The majority of attorneys are employed on a full-time basis, as the chart below demonstrates.

Employment Status



Salary Information:

The salaries of the attorneys were broken down as follows:

Directing Attorneys

The following information is derived from the salaries of 42 Directing Attorneys and 36 Staff Attorneys who responded to the survey. Twenty attorneys did not respond.

The average salary for a Directing Attorney was \$33,859 per year. The highest salary was \$85,000 per year, while the lowest was \$10,000 per year.

Staff Attorneys

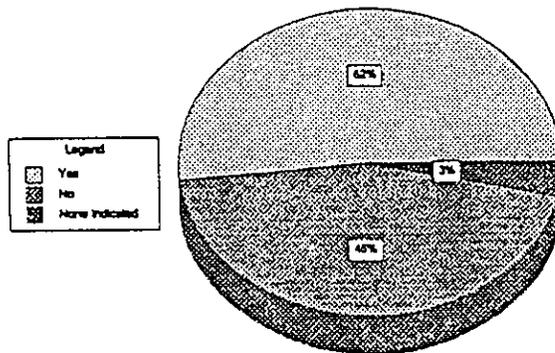
The average salary for a Staff Attorney was \$27,919 per year. The highest salary was \$60,600 per year, while the lowest was \$12,500 per year.

Salary Increases and Merit Awards

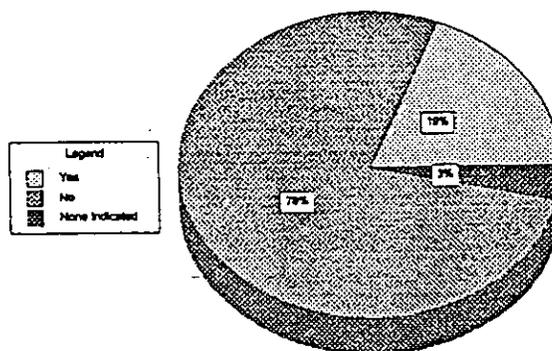
Fifty-six of the 58 responding offices provided us with answers to the survey questions regarding salary increases and merit awards. Most of the respondents answered with only a "yes" or a "no". Some, however, provided us with additional information such as the amount of the increase and how often it occurs. Most of these respondents noted that they receive salary increases yearly, and usually the increase was between 2 - 7 % of their annual salary.

However, we did not receive enough information to derive conclusive results concerning the frequency and average increase of salary. Therefore, the following charts are based on the "yes" or "no" responses we received regarding both salary increases and merit awards.

Salary Increases



Merit Awards



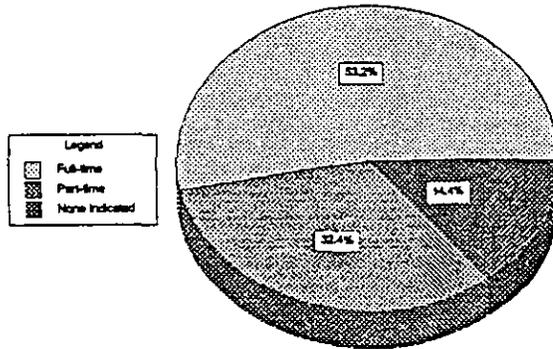
Secretaries

Of the 58 offices that were included in our survey results, 42 of them employed secretaries. The average number of secretaries per office was 1.32. The majority of these secretaries are considered employees of the university at which their office is located. The chart below indicates this as well as the other employers the respondents listed.

EMPLOYED BY:	PERCENT
University	53.2%
Student Government	18.0%
Non Profit Organizations	09.1%
None Indicated	09.1%
State	03.6%
Contract	03.6%
University/Student Government	01.8%
Attorney	01.8%

The majority of secretaries were employed on a full-time basis, as the chart below demonstrates.

Employment Status



Of the full-time secretaries, the average salary was \$18,768.38. The low was \$10,611 and the high was \$27,000.

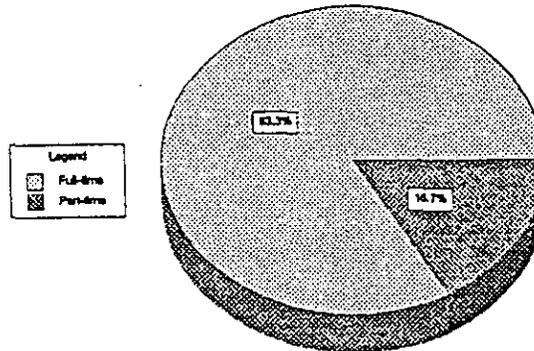
Paralegals

Of the 58 offices that were included in our survey results, only 9 of them employed paralegals. The average number of paralegals per office was 1.33. The majority of these paralegals are considered to be employees of the university at which their office is located. The chart below indicates this as well as the other employers the respondents listed.

EMPLOYED BY:	PERCENT
University	50%
Non Profit Organizations	25%
Student Government	17%
Directing Attorney	08%

The majority of paralegals were employed on a full-time basis, as the chart below demonstrates.

Employment Status



Of the full-time paralegals, the average salary was \$23,509.38. The low was \$15,600 and the high was \$36,000.

Undergraduates, Graduates, Law Students

Undergraduate Students:

Of the 58 offices that were included in our survey results, 22 of them utilized undergraduate students. The average number of undergraduates per office was 3.5.

None of the respondents indicated that they employed undergraduate students on a full-time basis. However, a large portion of the survey (54.2%) did not indicate the employment status of the undergraduate students working in their office. Those employed on a part-time basis represented 45.8% of the respondents.

A large number of offices gave academic credit to undergraduate students working in their office. For those undergraduate students who were paid, the hourly rate ranged from a low of \$4.25 to a high of \$7.00.

Graduate Students:

Only two of the offices that responded to the survey had graduate students working in their offices. Therefore, we have chosen not to display the statistics.

Law Students:

Fourteen offices employed law students. The average number of law students per office was 4. The law students were employed primarily (73.2%) on a part-time basis. Figures for salary were not comprehensive enough to present valid statistical data.

Miscellaneous Support Staff

Two offices that responded have hired office managers. Both are full-time and employed by the university. The salary for one of the office managers is \$22,000 per year. The salary for the other was not available. Two offices have also hired receptionists. Both receptionists are full-time and employed by the university. The salary information for these receptionists was not available.

Budgetary Information

Almost all of the respondents listed student fees as their primary source of funding. Other sources of funding that respondents specified were client fees and fundraising activities. The budgetary process for most of the offices was similar. The process involves submitting a formal request to various administrative bodies and student government associations. These agencies usually had the authority to revise and amend the budget submitted.

It is important to note that several of the responses indicated that the budget received was, more often than not, inadequate for the needs of the office and the greater student population. The lack of proper funding (in offices without litigation authority) seemed to result from a perception on the part of the administrative bodies that the value of the office to the student population was decreased because they could not litigate.

IX. Following the Board's Decision

Following the Board's Decision

Assuming the Ohio University Board of Trustees agrees to enter into a contract with Ohio University Student Legal Services for services rendered the following plan of action will go into effect.

The Student Legal Service Board of Directors will be brought together according to the stipulations set forth in the Board of Directors by-laws. The Student Legal Services Board of Directors will then under go the task of searching for and hiring an attorney and office staff. The Board will also coordinate with the University to implement the negative check-off system and find suitable office space for Student Legal Services. During this time the Board will plan their initial advertising and education plan for Student Legal Services. The Board will also incorporate Student Legal Services with the State of Ohio.

These tasks will form the solid base that will allow Student Legal Service to thrive in the years ahead.

X. Ohio University Student
Legal Service Planning
Committee

Ohio University Student Legal Service Planning Committee

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