

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

Thursday, June 24 and Friday, June 25, 1999

Ohio University, Athens Campus

THE OHIO UNIVERSITY BOARD OF TRUSTEES
MINUTES OF June 25, 1999 MEETING

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EXECUTIVE SESSION

12:15 p.m. Friday, June 25, 1999

President's Residence

Ohio University, Athens Campus

On a motion by Mr. Goodman and a second by Mr. Grover, the Ohio University Trustees resolved to hold an executive session to consider personnel matters of evaluation and compensation under Section 121.22(G)(1), real estate matters under Section 121.22(G)(2), and litigation or the threat thereof under Section 121.22(G)(3) on the 26th day of June 1999.

On a roll call vote Dr. Ackerman, Mr. Emrick, Mr. Grover, Mr. Goodman, Mr. Snyder and Mr. Walter voted aye. This constituted a quorum. President Robert Glidden, Board Secretary Alan Geiger, and Legal Counselors John Burns and Nicolette Dioguardi attended parts of the session. Sessions were held Friday at the President's Residence and McGuffey Hall respectively.

Personnel

President Glidden presented to Trustees individual evaluations of and compensation recommendations for deans and executive officers. Following adjournment of the Board of Trustees' meeting, the Board Administration Committee acted on final compensation recommendations for these individuals, adding the president's contract and compensation to its final recommendation.

Real Estate

Counselor Burns noted discussions were ongoing with local developers regarding the locating of a Damon's Restaurant at the Athens Mall on East State Street. He noted that the developers identified to develop the 43 acre E. State Street site were proceeding with diligence issues regarding the location of floodway boundaries and the relationship of the Hocking Conservancy Property to the possible phasing of the project., Mr. Burns stated the Ambling Company was proceeding with geological studies on the Hooper Street Property.

Litigation

Counselor Burns reported on the settlement of the "Ohio" versus "Ohio State" trademark issue. He commented on several matters of litigation, noting status and timing of related issues. Mr. Burns noted the matter, statewide, of the minority business enterprise statutes is still confused and will need to be revisited this fall.

Determining there was no further business to come before the Board, Chairman Brunner adjourned the Executive Session at 4:00 p.m.

I. ROLL CALL

Six members were present: Acting Chairman N. Victor Goodman; Patricia A. Ackerman; Charles R. Emrick, Jr; Brandon T. Grover, Jr.; C. David Snyder; and Robert Walter. This constituted a quorum. Trustees Gordon Brunner, Jacqueline Romer-Sensky, and M. Lee Ong were not present.

This was the first meeting for Trustees C. David Snyder and Deland Basora. Mr. Snyder replaces retiring Trustee Paul Leonard for a term ending May 13, 2008; and Mr. Basora replaces retiring Student Trustee Erik Roush, for a term ending May 13, 2001.

President Robert Glidden and Secretary Alan H. Geiger were also present.

II. APPROVAL OF THE MINUTES OF THE MEETING OF April 16, 1999 (Previously distributed)

Mr. Grover moved approval of the previously distributed minutes. Mr. Basora seconded the motion. All agreed.

III. COMMUNICATIONS, PETITIONS, AND MEMORIALS

Secretary Geiger reported there were no communications, petitions or memorials.

IV. ANNOUNCEMENTS

Secretary Geiger stated there were no announcements.

V. REPORTS

All reports received were presented at the Thursday committee meetings and Friday morning sessions. Those making presentations, along with copies of reports included with the official minutes, are as follows:

Thomas S. Hodson, assistant to the president for special projects; Provost Sharon S. Brehm; Richard P. Siemer, treasurer and vice president for finance; Leonard R. Raley, vice president for alumni relations and development; Gary B. North, vice president for

administration; Robert A. Hynes, director of residence and auxiliary services; Douglas A. Lawrence, associate provost for information and technology; and Christine G. Taylor, assistant vice president for administration.

VI. UNFINISHED BUSINESS

Secretary Geiger reported no unfinished business.

VII. NEW BUSINESS

Acting Chairman Goodman reported that Board committees had, at their respective meetings, discussed matters being presented to the Board. Items for action will be presented by the committee chairman or a committee member as designated by the chairman.

A. BUDGET, FINANCE, AND PHYSICAL PLANT COMMITTEE

Chairwoman Ackerman reported the committee reviewed on Thursday items to be presented to the full board. No other reports were presented.

Mr. Basora presented and moved approval of the resolution. Mr. Snyder seconded the motion. All agreed.

NAMING OF THE GORDY HALL LANGUAGE RESOURCE CENTER

RESOLUTION 1999 -- 1655

WHEREAS, Ohio University recognizes the outstanding contributions Charles P. Richardson (Ohio University M.A. 1963) has made to second language education at this institution through his vision and leadership in instructional technology; and

WHEREAS, for more than 30 years, Charles P. Richardson directed the Ellis Hall Language Lab, thus ensuring that thousands of students benefited from instructional technology in their language courses; and

WHEREAS, Charles P. Richardson designed the current state-of-the-art Language Resource Center in Gordy Hall in order to guarantee the continued benefits of instructional technology in all Ohio University language courses; and

WHEREAS, the faculty of the Department of Modern Languages, the Dean of the College of Arts and Sciences, and the Provost of Ohio University wish to recognize the magnitude of these aforementioned contributions,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees names the Gordy Hall Language Resource Center **THE CHARLES P. RICHARDSON LANGUAGE RESOURCE CENTER** in his honor.

Office of the Provost
Cutler Hall
Athens OH 45701-2979



OHIO UNIVERSITY
1804

DATE: May 17, 1999
TO: Robert Glidden, President
FROM: Sharon Stephens Brehm, ^{SSB}Provost
SUBJECT: Name change

The dean of the College of Arts and Sciences and the chair and faculty of the Department of Modern Languages request that the Gordy Hall Language Resource Center be renamed the Charles P. Richardson Language Resource Center.

I concur with the name change and recommend that it be approved.

SSB/jt



OHIO UNIVERSITY

Interoffice Communication

Date: May 17, 1999

To: President Robert Glidden, Ohio University

From: Leslie A. Flemming, Dean, College of Arts and Sciences /CAF

Re: Renaming of Gordy Language Resource Center

I enthusiastically support the Department of Modern Languages request that the Gordy Hall Language Resource Center be renamed to the Charles P. Richardson Language Resource Center. C.P. Phil Richardson is deserving of this recognition for his service, guidance, and direction which has placed the language laboratory in the forefront of current technology. His service has been vital to the study of modern language at Ohio University.

Department of Modern Languages

College of Arts & Sciences

Gordy Hall 283

Athens OH 45701-2979

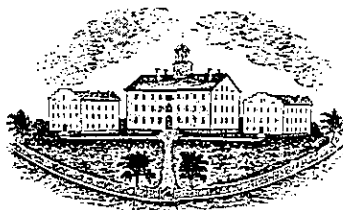
740-593-2765 phone

740-593-0729 fax

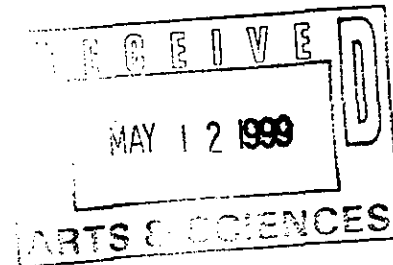
<http://www-as.phy.ohiou.edu/>

Departments/Mod_Lang/

April 19, 1999



OHIO UNIVERSITY



Dean Leslie Flemming
College of Arts and Sciences
Wilson Hall
Ohio University
Athens, OH 45701

Dear Dean Flemming,

During fall quarter, 1998, the faculty of the Department of Modern Languages voted unanimously to name the Gordy Hall Language Resource Center in honor of Phil Richardson, respected colleague and OU alumnus. The vote reflects the high esteem with which we view Phil's many years of service to our department.

For more than 30 years, Phil has guided language instruction at Ohio University in the incorporation of technological resources. In the early days this meant phonograph recordings and audio tapes. Later, when video began to play an important role in linguistic and cultural instruction, Phil ensured that our lab facilities were technologically equipped to take advantage of that new medium. Currently, computer hardware and software is making its mark on language instruction, and our new lab in Gordy Hall contains state-of-the-art computer facilities designed by Phil Richardson.

In recognition of his enormous contribution to instruction in our department, we are asking the board of trustees to adopt the attached resolution at its June meeting. We will then hang a plaque in Gordy declaring the new name of the facility. In order to strengthen our appeal to the Board, we ask you to include a statement of your support with these materials and forward them to the Provost. Hopefully, she in turn will back the proposal, and the Board will approve it.

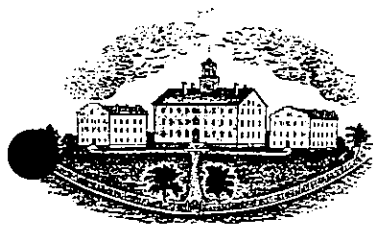
The plaque will read:

The Charles P. Richardson Language Resource Center
In honor of Charles "Phil" Richardson:
Ohio University M.A., 1963
Director, Ellis Hall Language Lab, 1964-1998
Designer and Director, Gordy Hall Language Resource Center, 1998-99

Sincerely,

A handwritten signature in cursive script, reading "Mary Jane Kelley".

Mary Jane Kelley
Associate Professor and Chair



Interoffice Communication

OHIO UNIVERSITY

TO: The President and Board of Trustees of Ohio University

FROM: Nicolette Dioguardi, Associate Director of Legal Affairs

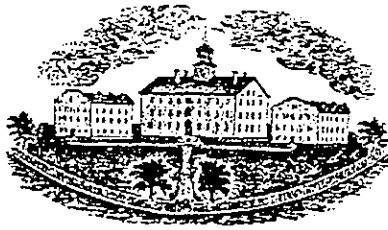
SUBJECT: Four Resolutions Regarding the Management of Institutional Funds

DATE: June 15, 1999

The following four resolutions govern the management, investment and expenditure of institutional funds and resources. Below is a brief outline of what you are being asked to authorize by each resolution.

1. Resolution regarding the **Allocation of Investment Income**: The University has realized net investment gains on the Vacation and Sick Leave Quasi-Endowment Fund. Of that gain, seven percent (7%) has already been allocated to the unrestricted general fund of the university pursuant to existing policy. The balance of \$1,500,000 needs to be allocated as well. This resolution will authorize the transfer of these funds for this use.
2. Resolution regarding the **Quasi-Endowment Asset Funding**: The Board has previously authorized the establishment of various Quasi-Endowment Funds. The Edison Biotechnology Institute Research Quasi-Endowment Fund was established for the office of Research. From time to time it will become necessary to make deposits of royalty and milestone payments into the fund. This resolution will delegate the authority to manage this and all quasi-endowment funds that the Board has authorized, to the Vice President and Treasurer of the University.
3. Resolution regarding **Quasi-Endowment and Investment Pool Spending Rate for 1999-2000**: The establishment of spending rates for the University is a Board function. You are being asked to approve a seven percent (7%) spending rate for the Quasi-Endowment and Diversified Investment Pool for the upcoming fiscal year.
4. Resolution approving **Fiscal Year 1999-2000 Operating Budget**: The 1999-2000 fiscal year budget which begins July 1, 1999 has been submitted to you by the Provost, and approved by the President. You are being asked to approve the Budget by this resolution.

If you have any questions, please let me know.



OHIO UNIVERSITY

Dick Siemer

Vice President for Finance and Treasurer

RE: Trustee Agenda

Alan,

Here are the items I would like you to add to the Trustee agenda. I talked with Nikki this morning and she is working on three of the resolutions. The fourth, on the Notes program, is coming from Dennis Schwallie. I am still finalizing the presentation on the Enterprise System project but I have enclosed the current draft for our consideration. Be happy to talk about any or all of these if you have a question or concern.

Consent Calendar:

- FY 99 Budget to Actual Comparison through 5/31/99
- Internal Loan Fund program report
- FY 99/00 Internal Audit program outline

Items requiring action:

- Edison Biotechnology Institute Research Quasi-Endowment (resolution to add to principal)
- Quasi-Endowment transfer of remaining FY99 gain to General Fund
- Quasi-Endowment Spending Rate for FY 99/00
- Enterprise System Project description and Bond Anticipation Notes funding program.

A handwritten signature in black ink, appearing to read "Dick Siemer".

Dick



The Enterprise Project

"Knowledge through technology"

Dick Siemer, Vice-President for Finance

June 1999

**200 years of service
1804-2004**

**Yesterday, technology was at the periphery
of the institution: tomorrow, it is central
to our mission**



The Enterprise Project

Reallogic



The Enterprise Project

What is the Enterprise Project?

- Human Resources
- Payroll
- Financials
- Imaging



The Enterprise Project

Why do we need a new administrative system?

Ohio University must provide an information infrastructure in support of:

- 28,000 students
- 1527 faculty
- 1000 administrators
- 1555 classified employees



The Enterprise Project

University Financial Operations

Fiscal Year 1999

- Budget-----
- Foundation-----
- Working Capital-----
- Research-----



The Enterprise Project

Current State of HR/Payroll/Financial Applications

- Aging software (average age 9 years)
- Difficult to access information
- Limited functionality
- No “true” integration between major applications
- Many “shadow” systems in departments
- Significant duplication of data entry
- Maintenance is labor intensive
- Rigid systems, difficult to change

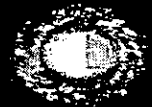


The Enterprise Project

Forging a strong future!

*Business applications
must reflect*

not today's needs!



The Enterprise Project

Knowledge through Technology

An ERP solution

- integrates information from across the university
- Enhances client service
- Provides greater control over daily operations
- Provides a common set of business rules for all applications, eliminating the need for conventional interfaces between applications.



The Enterprise Project

Oracle Corporation

- Founded in 1977
- \$8.0 billion FY98 Annual Revenue
- Over 40,000 dedicated employees
- Global services in 145 countries worldwide and 29 languages
- Fastest growing applications company in the world
- Over \$1 Billion invested in FY98 for R&D
- Powerful User Group (OAUG) owned by the User Community
- Dedicated Higher Education Division



The Enterprise Project

Project Goals

- Enable administrative departments to provide quality service
- Provide an integrated system that is flexible, supportable, and scalable
- facilitate decision-making at all levels in the university
- Reduce administrative costs



The Enterprise Project

Use the Internet to drive New Ways of Doing Business

From

To

Administration



Self-Service

Internal Focus

Employee Services

Transactions

Business Intelligence



The Enterprise Project

Benefits

- Integrated Applications
- Focus on value added activities
 - Automation of manual processes
 - Paper Reduction
 - Electronic workflow
 - Web based employee self service
- Improved reporting capabilities
 - Ad hoc reporting
 - Decision support
 - Management/Executive information



The Enterprise Project

Software Costs

Software Licenses:

Human Resources/Payroll-----	\$2,366,687
Database Management System-----	
Financials-----	\$0

Software Maintenance:

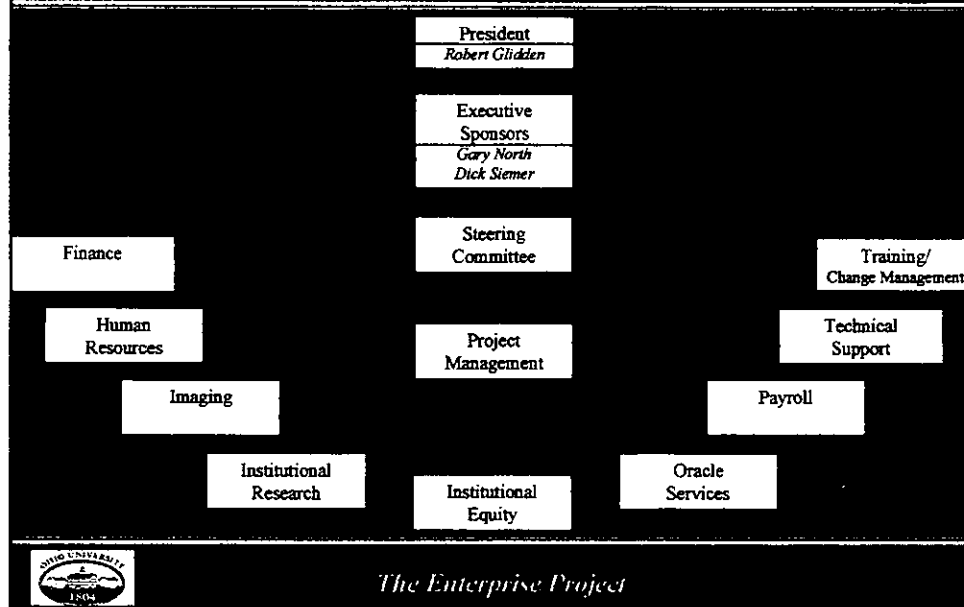
Human Resources/Payroll-----	\$2,121,564
Financials-----	\$0
Consulting/training-----	\$850,000

Total software costs-----	\$5,338,251
---------------------------	-------------



The Enterprise Project

Enterprise Project Organization



Bond Anticipation Notes

Program

- 10 million dollars
- 7 years
-
-
-



The Enterprise Project

Questions ???

Dr. Ackerman presented and moved approval of the resolution. Mr. Snyder seconded the motion. All voted aye.

QUASI-ENDOWMENT ASSET FUNDING

RESOLUTION 1999 — 1656

WHEREAS, the Board of Trustees have overall responsibility for the management of institutional funds, and

WHEREAS, the Board has previously, by Resolution 1998-1614 established the Edison Biotechnology Institute Research Quasi-Endowment Fund for the office of research, and

WHEREAS, from time to time, expenditure, deposit and asset allocation decisions must be made to manage the fund, and

WHEREAS, the Board has been informed that certain distributions of money from the office of research should be deposited into the fund.

NOW, THEREFORE, BE IT RESOLVED, that the Vice President for Finance and Treasurer, Richard Siemer, is hereby authorized to effect the deposit or transfer of milestone and royalty payments generated by the licensing agreement with Sensus, Inc., into the Edison Biotechnology Institute Research Quasi-Endowment Fund established for the office of research.

BE IT FURTHER RESOLVED, that said Vice President of Finance is hereby delegated the authority to manage this and all quasi-endowment funds, as it pertains to the deposit, expenditure, transfer, allocation and investment of said funds.

This resolution shall take effect immediately upon its adoption.

Dr. Ackerman presented and moved approval of the resolution. Mr. Grover seconded the motion. All voted aye.

Administrative Systems Project and Funding Authorization

RESOLUTION 1999 — 1657

PROVIDING FOR THE AUTHORIZATION, ISSUANCE AND
SALE OF NOT TO EXCEED \$10,000,000 GENERAL
RECEIPTS BOND ANTICIPATION NOTES OF THE
PRESIDENT AND TRUSTEES OF THE OHIO UNIVERSITY

WHEREAS, by authority of Sections 3345.11 and 3345.12 of the Ohio Revised Code (the "Act"), the President and Trustees of the Ohio University (hereinafter called the "University"), a state university of Ohio created and existing under Chapter 3337 of the Ohio Revised Code, is authorized to acquire and construct "facilities", as therein defined, to issue its obligations to pay all or part of the costs of such facilities or to reimburse itself for such costs which it has paid from its own funds, and to refund obligations previously issued, in accordance with the applicable provisions of Section 3345.12 of the Act, and to secure said obligations by a pledge of and lien on all or such part of the "available receipts" of the University (as defined in such Section) as may be provided for in the proceedings authorizing such obligations, excluding moneys raised by taxation and state appropriations; and

WHEREAS, the University, pursuant to Section 3345.12 of the Act and a General Bond Resolution adopted by this Board of Trustees (hereinafter called the "Board") on April 14, 1972, entered into a Trust Agreement (the "Indenture") dated as of June 1, 1972 (of which a resolution of the Board known as the "General Bond Resolution" constitutes a part), providing for the issuance from time to time of General Receipts Bonds of the University and pledging such available receipts as security for such bonds; and

WHEREAS, it is necessary and desirable to issue general receipts bond anticipation notes in a principal amount not to exceed \$10,000,000 for the purpose of acquiring administrative information management systems including expenses necessary or incident to such acquisition of these systems and the placing of them in use and operation, and costs of issuance of such notes (collectively, the "Project"), which notes shall be issued in anticipation of the issuance of General Receipts Bonds of the University under and pursuant to Section 3345.12 of the Act, the Indenture and the General Bond Resolution, and which such bond anticipation notes are to be secured as hereinafter provided;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PRESIDENT AND TRUSTEES OF THE OHIO UNIVERSITY, AS FOLLOWS:

SECTION 1. In order to obtain funds for the purpose of paying costs of the Project, the Board hereby determines that it is necessary and in the best interests of the University to issue notes in anticipation of the issuance of General Receipts Bonds of the University in a principal amount not to exceed \$10,000,000 (herein the "Notes") pursuant to the laws of the State of Ohio, and particularly the Act; and that the Project will constitute "auxiliary facilities" or "education facilities" as defined in the Act.

The Notes shall (i) be issued in a principal amount not to exceed \$10,000,000; (ii) be of the denominations, dated and numbered; (iii) bear interest at a rate or rates not exceeding six per cent (6%) per annum, based on a 360-day year comprised of twelve 30-day months, payable at maturity; and (iv) mature on a date not exceeding one year from the date of issuance; all as determined by the Vice President for Finance and Treasurer of the University (herein the "Treasurer"). The Notes may be subject to call for redemption prior to maturity, upon such terms as the Treasurer may determine. The principal of and interest on the Notes shall be payable upon presentation at maturity in lawful money of the United States of America at a bank or trust company designated by the Treasurer (herein the "Paying Agent"). The Notes may be bearer or registered obligations, issued without coupons, as determined by the Treasurer, and the Paying Agent shall serve as note registrar and transfer agent for any Notes issued as registered obligations.

SECTION 2. The Notes shall be designated "General Receipts Bond Anticipation Notes, Series 1999" or such other designation as may be made by the Treasurer, shall be negotiable instruments and shall express upon their face the purpose for which they are issued and that they are issued pursuant to general laws of Ohio, particularly the Act, and to this Resolution. The Notes shall bear the manual or facsimile signatures of the Chairman of the Board or the President of the University and the Treasurer and may bear the official seal of the University or a facsimile thereof.

SECTION 3. The Notes shall be awarded and sold to Banc One Capital Markets, Inc., Columbus, Ohio (the "Original Purchaser") at a price determined by the Treasurer, such price shall be not less than 100% of the principal amount thereof, plus accrued interest on the aggregate principal amount of the Notes from their date to the date of delivery to and payment by the Original Purchaser, all in accordance with, and subject to the terms and conditions of, the Original Purchaser's proposal contained in the hereinafter described note purchase agreement. The determinations and designations to be made by the Treasurer pursuant to this Resolution and such award and sale shall be evidenced by the execution of a certificate of award (the "Certificate of Award") by the Treasurer setting forth such award and sale, the other matters to be set forth therein referred to in this Resolution, and such other matters as the Treasurer determines are consistent with this Resolution, including without limitation, restrictions on the issuance of addition notes on a parity with the Notes and requirements for payments into the Note Payment Fund. That the matters contained in the Certificate of Award are consistent with this Resolution shall be conclusively evidenced by the execution of the Certificate of Award by such officer.

The Treasurer is hereby further authorized and directed to execute and deliver, in the name and on behalf of the University, a note purchase agreement with the Original Purchaser upon such terms as approved by such officer not inconsistent with this Resolution, and not substantially adverse to the University. The approval of such officer, and that such note purchase agreement is consistent with this Resolution and not substantially adverse to the University, shall be conclusively evidenced by the execution of such note purchase agreement by such officer. The Treasurer is hereby authorized to make arrangements with Peck, Shaffer &

Williams LLP to serve as bond counsel and underwriter's counsel for the Notes, and such firm is hereby appointed to serve in such capacities.

The Treasurer, and any other appropriate officers of the University, are each hereby separately authorized to make arrangements for the delivery of the Notes to, and payment therefor by, the Original Purchaser, to give all appropriate notices and certificates and to take all actions necessary to effect the due authorization, execution and delivery of the Notes pursuant to the provisions of the note purchase agreement. It is hereby determined that the price for and the terms of the Notes, and the sale thereof, all as provided in this Resolution, are in the best interest of the University and in compliance with all legal requirements.

SECTION 4. The proceeds from the sale of the Notes shall be deposited in an appropriate fund or funds of the University, as determined by the Treasurer, and used for the purposes set forth above and for no other purpose. Pending such use, the proceeds of sale of the Notes may be invested in lawful University investments approved by the Treasurer. Any of such proceeds remaining after the completion of the Project shall be transferred to the Note Payment Fund and used to pay the principal of and interest on the Notes. Interest on such proceeds shall be deposited in such fund or account of the University as the Treasurer shall determine.

The Notes shall be payable from a special fund hereby created in the custody of the University or the Paying Agent, as determined by the Treasurer (the "Note Payment Fund") which shall be used solely for the payment of the principal of and interest on the Notes. Moneys for the payment of the principal of and interest on the Notes, but only from the hereinafter-described sources, shall be deposited in the Note Payment Fund not later than the date on which payment the Notes is payable. Interest on such moneys shall be deposited in such fund or account of the University as the Treasurer shall determine.

SECTION 5. Principal of and interest on the Notes, together with the principal of and interest on any other notes that may currently be outstanding or that may hereafter be issued by the University on a parity therewith, shall be equally and ratably payable from and secured by a pledge of and a lien on, the "General Receipts" of the University as defined in Section 1 of the General Bond Resolution, but subject to the existing pledges thereof in favor of the University's General Receipts Bonds heretofore or hereafter issued pursuant to the General Bond Resolution and the Indenture. The principal of and interest on the Notes shall also be equally and ratably payable from, and secured by a pledge of and lien on, the moneys and investments in the Note Payment Fund and the proceeds of the sale of bonds or notes issued pursuant to the Act or other authorizing provisions of law to refund or retire the Notes which shall be deposited in the Note Payment Fund; provided that neither the State of Ohio, the University nor the Board shall be obligated to pay the principal of or interest on the Notes from any other funds or source, nor shall the Notes be a claim upon or lien against any property of the State of Ohio or any other property of or under the control of the University, and the Notes, as to both principal and interest, shall not be debts or bonded indebtedness of the State of Ohio, shall not constitute general obligations of the State of Ohio or the University, the full faith and credit thereof are not pledged thereto, and the owners of the Notes shall have no right to have any excises or taxes levied by the General Assembly of the State of Ohio for the payment of such principal or interest.

In consideration of the loan evidenced by the Notes, the University covenants and agrees that it will use its best efforts to do all things necessary to effect the authorization, issuance and delivery, prior to the maturity of the Notes, of bonds or notes to refund or retire the Notes, pursuant to the Act, or other authorizing provisions of law, in such principal amount as shall be necessary together with other lawfully available funds, if any, to pay the principal of and interest on the Notes; that it will do all things necessary to sell such bonds or notes at the time provided above and will accept such price and such interest rate or rates as shall be necessary in order to effect such sale; and that it shall apply the proceeds thereof to the extent necessary to make full payment of the principal of and interest on the Notes; and such obligations are established as duties specifically enjoined by law upon the University and its officers, and resulting from their respective offices, trusts or stations within the meaning of Section 2731.01 of the Ohio Revised Code. In connection with the aforesaid covenant, it is the present intention of the University that such bonds as may be issued to retire the Notes will be issued as "General Receipts Bonds" pursuant to the General Bond Resolution.

SECTION 6. The foregoing pledges in favor of the Notes shall be released upon the deposit by the University, in the Note Payment Fund, of cash or noncallable direct obligations of the United States of America, or a combination thereof (which United States government securities mature on or before the maturity date of the Notes) in an amount sufficient fully to discharge the principal and interest requirements of the Notes at and prior to maturity.

SECTION 7. In the event any of the Notes shall not be presented for payment when the principal thereof becomes due, if moneys for the purpose of paying, and sufficient to pay, such Note shall have been made available to the Paying Agent therefor, it shall be the duty of the Paying Agent to hold such moneys in trust, without liability to the University or the owner of the Note for interest thereon, for the benefit of such owner, who shall, subject to the provisions of this Section, thereafter be restricted exclusively to such moneys for any claim of whatever nature on his part under this Resolution or on, or with respect to, such Note. Any moneys which shall be so held by the Paying Agent, and which remain unclaimed by the owner of the Note not presented for payment, for a period of three years after the date on which such Note shall have become payable as provided above, shall, upon request in writing by the University, be paid to the University, and thereafter the owner of such note shall look only to the University for payment and then only to the amounts, or to the extent of amounts, so received by the University without any interest thereon, and the Paying Agent shall have no further responsibility with respect to such moneys.

The moneys paid to the University pursuant to this Section shall be credited by it to a special fund of the University, as a trust fund separate and apart from other funds of the University, to be maintained in an account or accounts with a bank or banks that are members of the Federal Deposit Insurance Corporation. The University shall keep a record of the amounts so deposited in said special fund, and moneys in such fund shall be applied to payment of principal of the Note or Notes with respect to which such money is transferred to the University. Moneys in such special fund unclaimed for fifteen years after such moneys are paid to the University shall become the absolute property of the University free from all claims of any kind.

SECTION 8. The Board hereby covenants, for and on behalf of the University, that the University will not take any action, or fail to take any action, if any such action or failure

to take action would adversely affect the exclusion from gross income of the interest on the Notes under Section 103(a) of the Internal Revenue Code of 1986 and regulations promulgated thereunder (the "Code"). Without limiting the generality of the foregoing, the University hereby covenants as follows:

(a) The University will not directly or indirectly use or permit the use of any proceeds of the Notes or any other funds of the University, or take or omit to take any action that would cause the Notes to be "arbitrage bonds" within the meaning of Sections 103(b)(2) and 148 of the Code. To that end, the University will comply with all requirements of Sections 103(b)(2) and 148 of the Code to the extent applicable to the Notes, including any expenditure requirement, investment limitations or rebate requirements. The Treasurer, or any other officer having responsibility with respect to the issuance of the Notes, is authorized and directed to give an appropriate certificate on behalf of the University, on the date of delivery of the Notes for inclusion in the transcript of proceedings, setting forth the facts, estimates and circumstances and reasonable expectations pertaining to the use of the proceeds thereof and the provisions of such Sections 103(b)(2) and 148, and to execute and deliver on behalf of the University an IRS Form 8038G in connection with the issuance of the Notes.

Without limiting the generality of the foregoing, the University agrees that there shall be paid from time to time all amounts required to be rebated to the United States pursuant to Section 148(f) of the Code. This covenant shall survive payment in full or defeasance of the Notes. The University specifically covenants to pay or cause to be paid to the United States at the times and in the amounts determined under such section.

Notwithstanding any provision of this sub-section (a), if the University shall obtain an opinion of nationally recognized bond counsel to the effect that any action required under this Section is no longer required, or to the effect that some further action is required, to maintain the exclusion from gross income of the interest on the Notes pursuant to Section 103(a) of the Code, the University may rely conclusively on such opinion in complying with the provisions hereof.

(b) So long as any of the Notes, or any obligations issued to refund the Notes, remain unpaid, the University will not operate or use, or permit the operation or use of, the Project or any part thereof in any trade or business carried on by any person within the meaning of the Code which would cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code.

SECTION 9. That for purposes of this Resolution, the following terms shall have the following meanings:

"Book entry form" or "book entry system" means a form or system under which (i) the beneficial right to payment of principal of and interest on the Notes may be transferred only through a book entry, and (ii) physical Note certificates in fully registered form are issued only to the Depository or its nominee as registered owner, with the Notes "immobilized" to the custody of the Depository, and the book entry maintained by others than the University is the record that identifies the owners of beneficial interests in those Notes and that principal and interest.

"Depository" means any securities depository that is a clearing agency under federal law operating and maintaining, together with its Participants or otherwise, a book entry system to record ownership of beneficial interests in Notes or principal and interest, and to effect transfers of Notes, in book entry form, and including and means initially The Depository Trust Company (a limited purpose trust company), New York, New York.

"Participant" means any participant contracting with a Depository under a book entry system and includes security brokers and dealers, banks and trust companies, and clearing corporations.

Upon a determination by the Treasurer, all or any portion of the Notes may be initially issued to a Depository for use in a book entry system, and the provisions of this Section shall apply to such Notes, notwithstanding any other provision of this Resolution. If and as long as a book entry system is utilized with respect to any of the Notes: (i) there shall be a single Note of each maturity; (ii) those Notes shall be registered in the name of the Depository or its nominee, as registered owner, and immobilized in the custody of the Depository; (iii) the beneficial owners of the Notes in book entry form shall have no right to receive Notes in the form of physical securities or certificates; (iv) ownership of beneficial interests in any Notes in book entry form shall be shown by book entry on the system maintained and operated by the Depository and its Participants, and transfers of the ownership of beneficial interests shall be made only by book entry by the Depository and its Participants; and (v) the Notes as such shall not be transferable or exchangeable, except for transfer to another Depository or to another nominee of a Depository, without further action by the Board of Trustees. Debt service charges on the Notes in book entry form registered in the name of a Depository or its nominee shall be payable in the manner provided in the University's agreement with the Depository to the Depository or its authorized representative.

The Paying Agent may, with the approval of by any one of the Treasurer, enter into an agreement with the beneficial owner or registered owner of any Note in the custody of a Depository providing for making all payments to that owner of principal and interest on that Note or any portion thereof (other than any payment of the entire unpaid principal amount thereof) at a place and in a manner (including wire transfer of federal funds) other than as provided in this Resolution, without prior presentation or surrender of the Note, upon any conditions which shall be satisfactory to the Paying Agent and to the officer executing the same. That payment in any event shall be made to the person who is the registered owner of that Note on the date that principal is due, or, with respect to the payment of interest, as of the applicable date agreed upon as the case may be. The Paying Agent shall furnish a copy of each of those agreements, certified to be correct by the Paying Agent, to other paying agents for Notes and to the Treasurer. Any payment of principal or interest pursuant to such an agreement shall constitute payment thereof pursuant to, and for the purposes of, this Resolution.

The Treasurer is authorized and directed to execute, acknowledge and deliver, in the name of and on behalf of the University, a letter agreement with The Depository Trust Company, as Depository, to be delivered in connection with the issuance of the Notes to the Depository for use in a book entry system.

If any Depository determines not to continue to act as Depository for the Notes for use in a book entry system, the University and the Paying Agent may attempt to establish a securities depository/book entry relationship with another qualified Depository under this Resolution. If the University and the Paying Agent do not or are unable to do so, the University and the Paying Agent, after the Paying Agent has made provision for notification of the beneficial owners by the then Depository, shall permit withdrawal of the Notes from the Depository and authenticate and deliver Note certificates in fully registered form to the assigns of the Depository of its nominee, all at the cost and expense (including costs of printing definitive Notes), if the event is not the result of action or inaction by the University or the Paying Agent; of those persons requesting such issuance.

SECTION 10. This Resolution and the pledges and covenants of the Board made herein shall constitute a contract between the University and the owners of the Notes, and no alteration or variation of any of the provisions of this Resolution, which shall have, in the opinion of the Treasurer, a material adverse affect on the then current holders of said Notes shall be made so long as any of said Notes remain outstanding and unpaid, except with the written consent of all of such owners.

SECTION 11. The officers of the University and of the Board are hereby authorized to take any and all action necessary or proper to comply with the terms of this Resolution and to effect timely delivery of the Notes, and to execute all necessary and appropriate certifications with respect to the Notes and the disposition of the proceeds of sale thereof.

SECTION 12. This Board hereby finds and determines that all formal actions relative to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Revised Code.

SECTION 13. The proper and appropriate officers of the Board and of the University, to the extent authorized by law, are hereby authorized to take such actions, and to execute and deliver appropriate closing certificates, and such other documents, certificates and statements, as may be required in connection with sale and delivery of the Notes. Without limiting the generality of the foregoing, the Treasurer and other appropriate officers of the University are hereby authorized to apply to the Ohio Board of Regents for any required approvals with respect to the Project or the Notes. Should all the Project or the Notes not receive such approvals by the time the Notes are sold, the Treasurer shall set forth in the Certificate of Award the portions of the Project and the amount of Notes that have received such approvals. Thereupon, the Notes shall be issued in a principal amount not exceeding the amount approved by the Ohio Board of Regents and the Project shall include only the portions approved by the Ohio Board of Regents. In addition, the Treasurer is hereby authorized to enter into an agreement with the Paying Agent for its services.

SECTION 14. The Treasurer is hereby authorized to execute and deliver preliminary and final official statements on behalf of the University, in such forms as such

officer may approve, and to deem such official statements to be "near final" and "final" for purposes of Securities and Exchange Commission Rule 15c2-12, if such officer determines that doing so is in the best interests of the University, such officer's execution thereof on behalf of the University to be conclusive evidence of such authorization, determination, approval and deeming, and copies thereof are hereby authorized to be prepared and furnished to the Original Purchaser for distribution to prospective purchasers of the Notes and other interested persons.

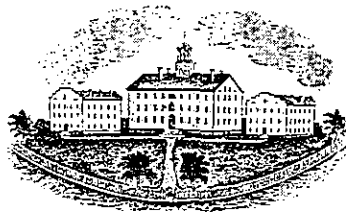
The Treasurer on behalf of the University is hereby authorized to execute and deliver a continuing disclosure certificate or agreement dated as set forth in the Certificate of Award (the "Continuing Disclosure Certificate") in connection with the issuance of the Notes in such form as such officer may approve. The University hereby covenants and agrees that it will execute, comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Failure to comply with any such provisions of the Continuing Disclosure Certificate shall not constitute a default on the Notes; however, any holder or owner of the Notes may take such action as may be necessary and appropriate, including seeking specific performance, to cause the University to comply with its obligations under this paragraph and the Continuing Disclosure Certificate

The Treasurer on behalf of the University is hereby authorized to furnish such information, to execute such instruments and to take such other actions in cooperation with the Original Purchaser as may be reasonably requested to qualify the Notes for offer and sale under the Blue Sky or other securities laws and regulations and to determine their eligibility for investment under the laws and regulations of such states and other jurisdictions of the United States of America as may be designated by the Original Purchaser; provided however, that the University shall not be required to register as a dealer or broker in any such state or jurisdiction or become subject to the service of process in any jurisdiction in which the University is not now subject to such service.

SECTION 15. This Resolution shall take effect and be in force from and after its adoption.

Adopted: _____, 1999

20849.01



OHIO UNIVERSITY

HDL Center
Athens OH 45701-2979

June 15, 1999

MEMORANDUM

TO: Members of the Ohio University Board of Trustees

FR: Dick Siemer

A handwritten signature in dark ink, appearing to read "Dick Siemer".

RE: Administrative Systems Project and Funding Authorization

The University has signed an agreement with Oracle Corporation to provide new administrative system applications and a University-wide site license for Oracle's database management system as well as for the related tools. We are now embarking upon a project to replace two of our five major administrative systems: the human resource management system and our financial management system¹. An overview of this project is presented on the attached slides. Over five years, the project will cost approximately \$ 10 million dollars. We will discuss the funding for this project at the Board meeting. The financing vehicle, which we have chosen to use, is a bond anticipation notes program. This permits the University to achieve a low cost of financing, investment opportunities, and to both accumulate and defray the project's cost over the reasonable life of the systems (seven years).


At this meeting we will be requesting approval for the bond anticipation notes program. Dennis Schwallie, our bond counsel and an attorney for Peck, Shaffer & Williams, will be available at the meeting to answer your questions. Over the summer, and contingent upon your approval of this resolution, we will be forwarding to the Board of Regents a request for its approval.

Enclosures:

- Slide presentation (1-22)
- Resolution

Cc: Robert Glidden, President of Ohio University
Alan Geiger, Secretary to the Board of Trustees

¹ The other three systems are the Medical Center's information system (newly purchased and presently being installed); the Alumni/Development system (purchased last Fall and presently being installed); and the Student Information System (Y2K compliant and a new version of the system under development by the vendor – Informs).




The Enterprise Project
"Knowledge through technology"

Presentation to the Board of Trustees of Ohio University
 June 1999

**200 years of service
 1804-2004**


**Yesterday, technology was at the periphery
 of the institution: tomorrow, it is central
 to our mission**



The Enterprise Project 2

Reallogic, Inc


"The challenge for (Ohio University) is to proceed thoughtfully, deliberately and firmly to establish its priorities in technology as well as in other areas, fund these priorities at a reasonable level and provide incentives in all areas of the university to manage resources effectively and efficiently."



The Enterprise Project 3

What is the Enterprise Project?


- Human Resources
- Payroll
- Financials
- Imaging



The Enterprise Project 4

Human Resources


- Recruitment
- Employee Details
- Budgets and Organization Structures
- Position Management
- Absence Monitoring and Accrual Plans
- Compensation and Benefits
- Human Resources and Payroll Integration
- Efficient electronic workflows



The Enterprise Project 5

Payroll

- High Volume Payrolls
- Innovative Compensation Plans
- Wage Attachments
- Pay Elements
- Labor Costs
- On-Line Payroll Calculations
- Complete Integration
- Labor Distribution



The Enterprise Project 6

Financials

- Budget
- General Ledger
- Payables
- Receivables
- Cash Management
- Grants Management



The Enterprise Project

7

Training Administration

- Course Design
- Event Scheduling
- Resource Management
- Student and Customer Information
- Skills Analysis
- Employee Training History



The Enterprise Project

8

Why do we need a new administrative system?

Ohio University must provide an information infrastructure in support of:

- 28,000 students
- 1527 faculty
- 1000 administrators
- 1555 classified employees



The Enterprise Project

9

University Financial Operations

Fiscal Year 1999

• Budget	-----	\$ 400 M
• Foundation	-----	200 M
• Working Capital	-----	100 M
Total	-----	\$700 M



The Enterprise Project

10

Reallogic, Inc.

• Technology Assessment, Ohio University

“Technology supported processes are not contributing to the institution’s performance as significantly as they could be.

The university has not been able to sustain an integrated technology solution, ending up with parts and pieces resulting in multiple interfaces of disparate technologies.”



The Enterprise Project

11

Current State of HR/Payroll/Financial Applications

- Aging software (average age 9 years)
- Difficult to access information
- Limited functionality
- No “true” integration between major applications
- Many “shadow” systems in departments
- Significant duplication of data entry
- Maintenance is labor intensive
- Rigid systems, difficult to change

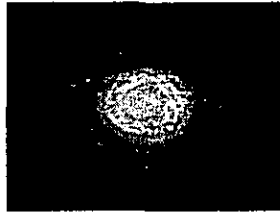


The Enterprise Project

12

Forging a strong future!

*Business applications
must reflect
tomorrow's vision
not today's needs!*



The Enterprise Project

13

Knowledge through Technology

An ERP solution

- integrates information from across the university
- Enhances client service
- Provides greater control over daily operations
- Provides a common set of business rules for all applications, eliminating the need for conventional interfaces between applications.



The Enterprise Project

14

Oracle Corporation

- Founded in 1977
- \$8.0 billion FY98 Annual Revenue
- Over 40,000 dedicated employees
- Global services in 145 countries worldwide and 29 languages
- Fastest growing applications company in the world
- Over \$1 Billion invested in FY98 for R&D
- Powerful User Group (OAUG) owned by the User Community
- Dedicated Higher Education Division



The Enterprise Project

15

Project Goals

- Enable administrative departments to provide quality service
- Provide an integrated system that is flexible, supportable, and scalable
- facilitate decision-making at all levels in the university
- Reduce administrative costs



The Enterprise Project

16

Benefits

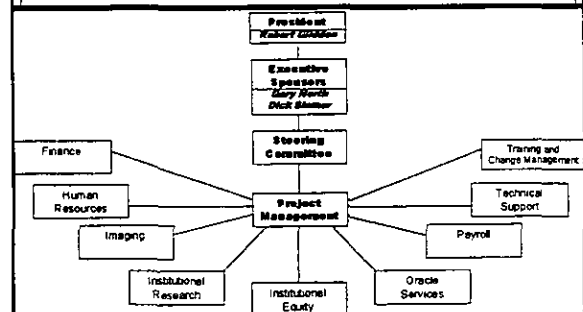
- Integrated Applications
- Focus on value added activities
 - Automation of manual processes
 - Paper Reduction
 - Electronic workflow
 - Web based employee self service
- Improved reporting capabilities
 - Ad hoc reporting
 - Decision support
 - Management/Executive information



The Enterprise Project

17

Enterprise Project Organization



The Enterprise Project

18

Proposed Plan					
	1999	2000	2001	2002	2003
HR & Payroll	Selection, Design, Implementation, Rollout	Enhancements			
Financials	Conceptual Framework	Design, Implementation, Rollout	Enhancements		
Electronic Document Management	Selection, Design, Implementation, Rollout	Enhancements			

Software Costs	
Software Licenses:	
Human Resources/Payroll	\$1,458,648
Database Management System	908,039
Financials	\$0
Software Maintenance:(5 year total)	
HR/Payroll/Database	\$2,121,564
Financials	\$0
Consulting/training	\$850,000
Total software costs	\$5,338,251

Projected Five Year Budget					
	2000	2001	2002	2003	2004
Software License	\$ 788,895.00	\$ 788,895.00	\$ 788,895.00		
Software maintenance	\$ 428,217.00	\$ 405,234.00	\$ 417,391.00	\$ 429,912.00	\$ 442,810.00
Consulting	\$ 250,000.00	\$ 100,000.00	\$ 250,000.00	\$ 100,000.00	\$ 50,000.00
Training	\$ -		\$ 100,000.00		
Hardware Upgrade	\$ 350,000.00				
Time and Attendance	\$ 250,000.00				
Project Management	\$ 805,848.00	\$ 778,000.00	\$ 792,000.00	\$ 808,000.00	\$ 863,000.00
Contingency Fund	\$ 175,000.00	\$ 133,333.00	\$ 133,133.00	\$ 133,333.00	\$ 175,000.00
Total Project Cost/yr	\$ 3,045,960.00	\$ 2,205,462.00	\$ 2,481,419.00	\$ 1,489,245.00	\$ 1,530,810.00

Bond Anticipation Notes	
Program	
• 10 million dollars	
• 7 years	
Funding	
- Quasi Endowment Spread	
- Plant Fund Interest and Income	
- Notes Program Income	

Mr. Emrick presented and moved approval of the resolution. Mr. Snyder seconded the motion. The vote to approve was unanimous.

ALLOCATION OF INVESTMENT INCOME

RESOLUTION 1999 -- 1658

WHEREAS, the Board of Trustees is charged with the authority to manage institutional funds, and

WHEREAS, the Board has passed specific resolutions and adopted specific policies that govern the management and investment of institutional funds. (Board Resolutions 1977-322; 1998-1610; 1999-1652; Procedure No. 50.001), and

WHEREAS, consistent with the forgoing, the University's investment portfolio is structured with the objective of attaining the highest possible total return on all funds, and

WHEREAS, net investment gains on the Vacation and Sick Leave Quasi-Endowment Fund have been realized and should be allocated with the objective to enable the university to meet its financial obligations, and

WHEREAS, consistent with policy, 7% of the net income has been allocated to the unrestricted general fund of the university,

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby authorizes the distribution and allocation of \$1,500,000 from the Vacation and Sick Leave Quasi-Endowment Fund to the unrestricted general fund of the university. The Vice President for Finance and Treasurer, Richard Siemer is hereby authorized to effect said transfer of the \$1,500,000.

This resolution shall take effect immediately upon its adoption.

Dr. Ackerman presented and moved approval of the resolution. Mr. Emrick seconded the motion. All agreed.

**1999-2000 QUASI-ENDOWMENT AND DIVERSIFIED
INVESTMENT POOL SPENDING RATE**

RESOLUTION 1999 — 1659

WHEREAS, the Board of Trustees is charged with the responsibility of the overall management of institutional funds, and

WHEREAS, the Board of Trustees has from time to time passed specific policies regarding the distribution, allocation and expenditure of institutional funds,

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees hereby sets and authorizes the spending rate for the 1999/2000 fiscal year of the Quasi-Endowment Funds and of the Diversified Investment Pool Funds to be seven percent (7%). The Vice President for Finance and Treasurer, Richard Siemer, is hereby authorized to implement the rate.

This resolution shall take effect immediately upon its adoption.

B. EDUCATIONAL POLICIES COMMITTEE

Acting Committee Chairman Goodman reported the committee received a report on promotion and tenure from Provost Sharon Stephens Brehm. A listing of those receiving advancement in rank or tenure is included with the official minutes.

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

REVISIONS TO GUIDELINES FOR PING INSTITUTE

RESOLUTION 1999 - 1660

WHEREAS, the Ohio University Board of Trustees did on October 10, 1992 adopt "Guidelines for Operation of the Charles J. Ping Institute for the Teaching of the Humanities", and

WHEREAS, the Charles J. Ping Institute has developed where university faculty are actively associated with the Institute and thus the need to create new processes for naming professors and fellows.

NOW, THEREFORE, BE IT RESOLVED, that the Ohio University Board of Trustees does hereby approve the "Revisions to Guidelines for Ping Institute" dated May 14, 1999 as recommended by President Emeritus Charles J. Ping.

Ohio University

Charles J. Ping

*President Emeritus and Trustee Professor of Philosophy and Education
Executive Director, Cutler Scholars Program*

Ohio University

Trisolini 201

Athens, Ohio 45701-2979

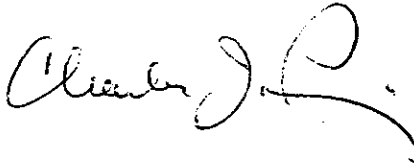
Tel: 740-593-4270

FAX: 740-593-4276

DATE: May 14, 1999

TO: Alan Geiger, Secretary to the Board of Trustees

FROM: Charles J. Ping



SUBJECT: Revisions to Guidelines for Ping Institute

The original "Guidelines for Operation" for the Charles J. Ping Institute for the Teaching of the Humanities were adopted in 1992. At that time, there were no faculty associated with the Ping Institute, and we needed to create processes and procedures for naming professors and fellows.

Faculty are now active with the Ping Institute, and we have revised the operational guidelines to reflect this fact.

I submit the revised "Guidelines for Operation" (dated 6/25/99) to the Board of Trustees for review and action at the meeting of the Board scheduled for June 24-25, 1999.

CJP:rp

cc: Thomas Carpenter

Enclosures:

1. Original Guidelines with revisions marked
2. Revised Guidelines with editing marks removed

The Charles J. Ping Institute for the Teaching of the Humanities

Guidelines for Operation

The Charles J. Ping Institute for the Teaching of the Humanities was established by the Ohio University Board of Trustees on October 10, 1992. The funding base for this endowed institute is a grant from the National Endowment for the Humanities and a three-for-one match from non-federal funds. The National Endowment for the Humanities grant and the match provide a permanent endowment of over \$1.4 million, with earnings to be used to support the Ping Institute for the Teaching of the Humanities and three distinguished teaching professorships in the humanities. In addition to salary supplements, funds from the endowment can be used to support such institute projects and activities as library acquisitions, teaching colloquia, curriculum revisions, and summer workshops for high school humanities teachers.

Definition

The institute will follow the definition of humanities embodied in the act that established the National Endowment for the Humanities. The humanities include, but are not limited to, the study of the following disciplines: history, philosophy, languages; linguistics; literature; archaeology; jurisprudence; the history, theory, and criticism of the arts; ethics, comparative religion; and those aspects of the social sciences that employ historical or philosophical approaches.

Distinguished Teaching Professorships and Fellowships

Two internal appointments will be made to honor outstanding teachers currently on the Ohio University humanities faculty. The third distinguished teaching appointment will be made to fill a vacancy in a senior faculty appointment in one of the disciplines described by the definition of the National Endowment for the Humanities. ~~Departments will be invited to submit nominations and supporting documentation to the president for review and the preparation of a recommendation to the Board of Trustees.~~ Departments will be invited to submit nominations and supporting documentation to the Professors and Fellows of the Ping Institute for review and preparation of a recommendation to the president and the Board of Trustees.

From time to time Fellows will be appointed to the Ping Institute. They will be chosen from Ohio University faculty in the humanities or regional secondary school teachers who have shown a commitment to teaching and scholarship. Each fellow will be appointed to a three-year

renewable term and receive a modest stipend in addition to departmental salary.

The three endowed distinguished teaching professorships will be named as follows: The Charles J. Ping Professor of Humanities; The James S. Reid/The Standard Products Company Professor of Humanities; The J. Richard Hamilton/Baker and Hostetler Professor of Humanities. Normally, the three will be based in different departments or schools. Each faculty member appointed will carry both a departmental title and the distinguished teaching professor title. Income from the endowment will provide a supplement to the departmental salary line and will be separate and independent of that base and regular adjustments.

Criteria for the distinguished professorships awarded internally will include but will not be limited to the following: contributions to the General Education Program of the University; awards for teaching – University Professorships, college teaching awards, provost's special teaching awards, teaching enhancement awards; new course development, especially interdisciplinary courses emphasizing the humanities; levels of activity in teaching general courses for a broad range of students; participation in the University teaching colloquium or other similar programs at the college level; mentoring of fellow teachers and other activities to encourage effective teaching, such as conducting seminars or giving public presentations on teaching. The individual hired from outside the University will be expected to meet similar criteria plus criteria determined to be relevant by the departmental selection committees. Academic units will be invited to submit credentials of candidates for regular faculty appointment as possible candidates for distinguished teaching professorships.

Appointment

Appointment as a distinguished teaching professor in the humanities will be made by the Trustees upon the recommendation of the president. A nominating committee, ~~appointed by the president and chaired by the provost and consisting of the deans of University College and the College of Arts and Sciences, three senior humanities faculty, and two students in their final years on campus, will submit nominations and supply documentation to the president. The numbers of nominees in each case shall be at least three times the number of vacancies.~~ consisting of the Professors and Fellows of the Ping Institute will submit a nomination and supply documentation to the president.

Institute Activities

The three distinguished teaching professors in the humanities will choose one from among their number to serve a three-year renewable term as director of the institute and will make joint decisions about the

expenditure of discretionary funds from endowment income. The institute endowment will support other activity as determined by the distinguished teaching professors. The activities may include, for example, such projects and activities as:

Library acquisitions. Funds can be used to enhance library holdings in the distinguished teaching professors' areas of interest.

Curriculum Revision. To allow the institute to support curricular change in the humanities, funding can be allocated for use by the distinguished teaching professors for travel to conferences, purchase or production of teaching materials (videotapes, slides, other media), or activities that will enrich the teaching of humanities. Modest amounts of these funds may be used for purchase of equipment for the professors' use in teaching.

Teaching Colloquium. Modeled on the University-wide colloquium sponsored by University College, the institute may on occasion organize a colloquium devoted specifically to humanities professors to help them improve the teaching of the humanities.

Summer Workshop for High School Humanities Teachers. Based on the highly successful summer seminars for high school teachers developed by the NEH, the institute may design and organize summer workshops for high school humanities teachers on significant texts and on teaching strategies to engage high school students in talking and writing about the ideas central to our heritage.

Public Forums. As funds permit, the institute may, from time to time, support a conference on the teaching of the humanities that may include bringing to campus nationally recognized figures who can contribute to the discussion of the role of humanities at Ohio University, in education, and in public life.

The Charles J. Ping Institute for the Teaching of the Humanities

Guidelines for Operation
June 25, 1999

The Charles J. Ping Institute for the Teaching of the Humanities was established by the Ohio University Board of Trustees on October 10, 1992. The funding base for this endowed institute is a grant from the National Endowment for the Humanities and a three-for-one match from non-federal funds. The National Endowment for the Humanities grant and the match provide a permanent endowment of over \$1.4 million, with earnings to be used to support the Ping Institute for the Teaching of the Humanities and three distinguished teaching professorships in the humanities. In addition to salary supplements, funds from the endowment can be used to support such institute projects and activities as library acquisitions, teaching colloquia, curriculum revisions, and summer workshops for high school humanities teachers.

Definition

The institute will follow the definition of humanities embodied in the act that established the National Endowment for the Humanities. The humanities include, but are not limited to, the study of the following disciplines: history, philosophy, languages; linguistics; literature; archaeology; jurisprudence; the history, theory, and criticism of the arts; ethics, comparative religion; and those aspects of the social sciences that employ historical or philosophical approaches.

Distinguished Teaching Professorships and Fellowships

Two internal appointments will be made to honor outstanding teachers currently on the Ohio University humanities faculty. The third distinguished teaching appointment will be made to fill a vacancy in a senior faculty appointment in one of the disciplines described by the definition of the National Endowment for the Humanities. Departments will be invited to submit nominations and supporting documentation to the Professors and Fellows of the Ping Institute for review and preparation of a recommendation to the president and the Board of Trustees.

From time to time Fellows will be appointed to the Ping Institute. They will be chosen from Ohio University faculty in the humanities or regional secondary school teachers who have shown a commitment to teaching and scholarship. Each fellow will be appointed to a three-year renewable term and receive a modest stipend in addition to departmental salary.

The three endowed distinguished teaching professorships will be named as follows: The Charles J. Ping Professor of Humanities; The James S. Reid/The Standard Products Company Professor of Humanities; The J. Richard Hamilton/Baker and Hostetler Professor of Humanities. Normally, the three will be based in different departments or schools. Each faculty member appointed will carry both a departmental title and the distinguished teaching professor title. Income from the endowment will provide a supplement to the departmental salary line and will be separate and independent of that base and regular adjustments.

Criteria for the distinguished professorships awarded internally will include but will not be limited to the following: contributions to the General Education Program of the University; awards for teaching – University Professorships, college teaching awards, provost's special teaching awards, teaching enhancement awards; new course development, especially interdisciplinary courses emphasizing the humanities; levels of activity in teaching general courses for a broad range of students; participation in the University teaching colloquium or other similar programs at the college level; mentoring of fellow teachers and other activities to encourage effective teaching, such as conducting seminars or giving public presentations on teaching. The individual hired from outside the University will be expected to meet similar criteria plus criteria determined to be relevant by the departmental selection committees. Academic units will be invited to submit credentials of candidates for regular faculty appointment as possible candidates for distinguished teaching professorships.

Appointment

Appointment as a distinguished teaching professor in the humanities will be made by the Trustees upon the recommendation of the president. A nominating committee consisting of the Professors and Fellows of the Ping Institute will submit a nomination and supply documentation to the president.

Institute Activities

The three distinguished teaching professors in the humanities will choose one from among their number to serve a three-year renewable term as director of the institute and will make joint decisions about the expenditure of discretionary funds from endowment income. The institute endowment will support other activity as determined by the distinguished teaching professors. The activities may include, for example, such projects and activities as:

Library acquisitions. Funds can be used to enhance library holdings in the distinguished teaching professors' areas of interest.

Curriculum Revision. To allow the institute to support curricular change in the humanities, funding can be allocated for use by the distinguished teaching professors for travel to conferences, purchase or production of teaching materials (videotapes, slides, other media), or activities that will enrich the teaching of humanities. Modest amounts of these funds may be used for purchase of equipment for the professors' use in teaching.

Teaching Colloquium. Modeled on the University-wide colloquium sponsored by University College, the institute may on occasion organize a colloquium devoted specifically to humanities professors to help them improve the teaching of the humanities.

Summer Workshop for High School Humanities Teachers. Based on the highly successful summer seminars for high school teachers developed by the NEH, the institute may design and organize summer workshops for high school humanities teachers on significant texts and on teaching strategies to engage high school students in talking and writing about the ideas central to our heritage.

Public Forums. As funds permit, the institute may, from time to time, support a conference on the teaching of the humanities that may include bringing to campus nationally recognized figures who can contribute to the discussion of the role of humanities at Ohio University, in education, and in public life.

Mr. Goodman presented and moved approval of the resolution. Mr. Grover seconded the motion. Approval was unanimous.

**ASSOCIATE OF APPLIED
SCIENCE IN
INDUSTRIAL MAINTENANCE TECHNOLOGY**

RESOLUTION 1999 — 1661

WHEREAS, Ohio University, Lancaster proposed an Associate of Applied Sciences Degree in Industrial Maintenance Technology, and

WHEREAS, this proposal has the support of the faculty and the dean of Ohio University, Lancaster, and the University Curriculum Council, and

WHEREAS, proposed degree will allow Ohio University, Lancaster to design a stronger, more relevant curriculum.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Ohio University approves the creation of such a degree and directs that it be submitted to the Ohio Board of Regents for final authorization.

Office of the Provost
Cutler Hall
Athens OH 45701-2979



OHIO UNIVERSITY
1804

DATE: June 8, 1999
TO: Robert Glidden, President
FROM: Sharon Stephens Brehm, *SB* Provost
SUBJECT: Proposed Associate in Applied Science Degree in Industrial Maintenance Technology

I support the proposal for a new degree to be offered by Ohio University, Lancaster. The Associate of Applied Science Degree in Industrial Maintenance is designed to prepare students from the region to seek employment as trained professionals. The proposed new degree will allow the Lancaster campus to offer a degree reflecting the strengths of their own curriculum and meeting the needs of their community.

I therefore recommend this proposal to you and urge its adoption.

SB/jt



OHIO UNIVERSITY

Cutler Hall 206
Athens OH 45701-2979
740-593-2551 phone
740-593-2867 fax

DATE: June 8, 1999

TO: Sharon Brehm

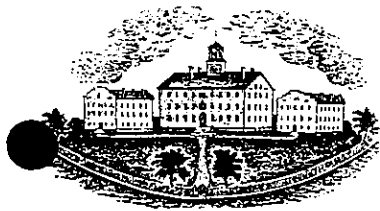
FROM: Charles P. Bird, Vice President

A handwritten signature in black ink, appearing to be 'CB', is written over the name 'Charles P. Bird'.

SUBJECT: Resolutions

I would like to have the enclosed resolutions considered for approval by the Board of Trustees at their June meeting. The Associate of Applied Science in Industrial Maintenance Technology and the Associate of Applied Science in Materials Management Technology will replace previous programs in Industrial Technology and Design Technology. The one-year certificate in Agricultural Commerce formalizes a partnership developed in Lancaster with Ohio State University's Agricultural Technical Institute in Wooster. After completing a one-year certificate with Ohio University-Lancaster, students who choose to do so may continue for an associate degree at ATI.

Thank you for your consideration.



Interoffice Communication

OHIO UNIVERSITY

DATE: May 4, 1999

TO: Barbara Reeves, Associate Provost, Cutler

FROM: Ann Paulins, Chair, University Curriculum Council

RE: **Industrial Maintenance Technology/Lancaster**

The above captioned proposal submitted by OU/Lancaster has been unanimously approved by the University Curriculum Council at the April 13th meeting. Enclosed please find two copies which are being forwarded to you for implementation.

jsc
Encls.

RECEIVED
MAY 05 1999
OFFICE OF THE PROVOST


Industrial Maintenance Technology

Associate in Applied Science Degree

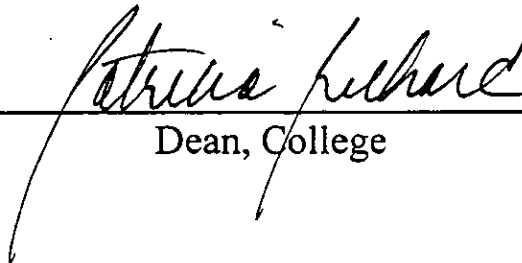
Ohio University - Lancaster

Proposed Starting Date: Fall 1998

RECOMMENDED FOR APPROVAL

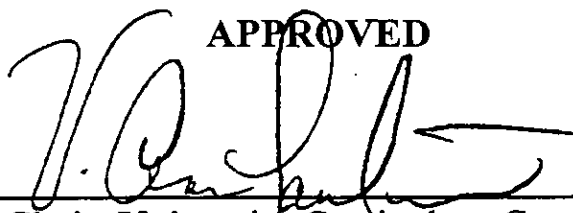


Chair, College Curriculum Committee

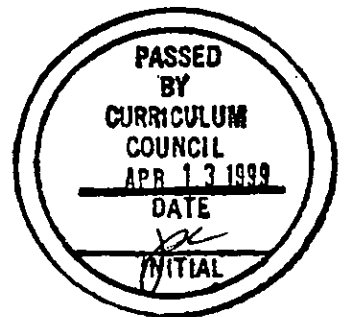


Dean, College

APPROVED



Chair, University Curriculum Council



I. Title Page

II. Introductory Descriptive Statement

- 1. A brief (perhaps 200-500 words) statement should be included summarizing the purposes of the program, the degree to be conferred, the need for the program, the magnitude of demand for the program, the nature of the curriculum and the faculty, financial requirements, and date of proposed implementation.**

One of the greatest challenges in recent times has been the rapid development of the world marketplace. In the U.S., manufacturing facilities have raced to keep pace with this new manufacturing challenge. The manufacturing of goods was the focus during this growth; however, now the need for support services to maintain the manufacturing processes has become extremely important. Industrial maintenance programs, including preventative maintenance, have become priorities for many companies. It is out of this need for maintaining production systems that this Industrial Maintenance Associate in Applied Science degree was conceived.

The traditional approach to industrial maintenance was "wait 'til it breaks and then fix it," but the world marketplace today does not allow the luxury of unscheduled or long-term downtime of machines. The industrial maintenance degree is designed to give maintenance workers the needed skills which will enable them to schedule preventative maintenance services, monitoring systems, and other managerial skills required in today's industry. The industrial maintenance degree will also prepare students for the repair of electrical and mechanical failures which are unpredictable or unavoidable. There is no national accreditation agency. The Industrial Maintenance associate degree is a 2+2 program articulated with the Industrial Technology Baccalaureate degree at Athens.

In addition, students will take several courses designed to give them real-world experience. The capstone of the courses is the externship experience that will place them in maintenance departments of local companies. This real workplace experience will prepare them to meet the challenges they will face as they join the workforce and strive to keep pace with the demands of high rates of production.

We would like to begin the first class in the Industrial Maintenance program at Lancaster in the fall of 1998.

III. The Need for the Program

- 1. What is the local, regional, and national demand for graduates of the proposed program? Any statistical documentation would be helpful.**

The Engineering Technologies Advisory Committee, drawn from business and industry, unanimously supported the development of this program, based on their experience in our local area. The manufacturing degree program director reported that Industrial Maintenance is where most of his graduates were getting jobs. The Ohio University Department of Industrial Technology asked the campus to change its IT programs so that only the baccalaureate program would be called Industrial Technology. It will take any graduates from this associate degree program into its baccalaureate program. Industrial Maintenance is listed in the "Hot Job Tracks" as one of the employment areas that will grow nationally beyond the year 2000.

A needs survey was conducted with regional businesses. The response was overwhelmingly positive (30 to 1, with some undecided). The responses projected a steady flow of employment in the years ahead. (The complete summarized survey results may be found in the appendices.)

Ohio University - Lancaster is involved in Tech Prep in the Heart of Ohio Consortium in Central Ohio. Several local schools (Lancaster, Pickerington, Pickaway-Ross VEPD) have engineering technologies pathways in place that will feed students into this program.

2. What other schools within Ohio offer the same or a similar program? What has happened to enrollments at those schools in recent years?

There are no other programs existing in Ohio that are similar to the proposed Industrial Maintenance program. The OBOR Program Inventory indicates the existence of an electrical maintenance program and a machine maintenance program. There are no schools in the Lancaster campus service area that offer any of these programs. The Clark State Community College in the Dayton area is the closest school offering one of these programs. They are currently in their second year of offering an electrical maintenance program. Spring quarter of 1998, the program has thirty students.

3. What Ohio University program comes closest to duplicating the proposed program? More generally, what duplication exists between the proposed program and other Ohio University programs? Can students fulfill their educational and/or vocational needs through existing programs? If they cannot, why not?

There are no existing programs at Ohio University that duplicate this program. Several courses are taken from the existing Electronics Technology degree program; however, they do not provide the knowledge for mechanical repairs.

4. List departments or other academic units at Ohio University and elsewhere that received this proposal or earlier versions of this proposal.

Tammy Kahrig, who is the coordinator for associate degrees in University College, reviewed the proposal and made suggestions. Bill Stevens, director of the Electronics Technology program from which we have drawn a number of courses, has written a strong letter of support for the Industrial Maintenance program.

5. From what geographic area do you anticipate that students to the program will be drawn? In the case of off-campus technical programs, what are the levels and trends in high school enrollments in the service area?

The majority of students will be from the Ohio University - Lancaster service area which includes Fairfield, Ross, and Pickaway counties. Because of our membership in the Heart of Ohio Tech Prep Consortium (Central Ohio) and our Tech Prep pathways, we should enroll a few students outside our immediate service area to the south and east.

<u>School</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>
Amanda-Clearcreek	146	115	88	91
Berne Union	80	86	72	59
Bloom Carroll	132	135	143	133
Fairfield Union	123	179	163	146
Lancaster	498	570	416	423
Liberty Union	93	120	117	104
Pickerington	523	543	491	426
Walnut Township	64	53	50	31

6. How many students do you anticipate will enroll in the program in each of its first four years? To what extent will students in the program come from students who would enroll at this University anyhow? To what extent is it anticipated that the enrollment will represent "new" (incremental) students?

We anticipate an initial class of 15-20, growing to 25 in the succeeding years. The majority will be new students to the University. A few may change majors from the Associate in Applied Science Industrial Technology degree program but most will be new since there is no similar program in the University.

IV. Curriculum

1. List all courses that will be required, electives permitted, "field" requirements, the number of hours required for completion of the program, the sequencing of courses over the typical student's career, and the policy proposed on accepting transfer of credit from other institutions or other programs at Ohio University. Indicate which of the courses are newly proposed.

COURSE	COURSE TITLE	CR. HRS.	LECTURE	LAB
<u>First Quarter</u>				
TIER I	Quantitative Skills (Math 113 recommended)	5	5	0
IT 110	Intro to Manufacturing Processes	4	4	0
ETCH 110	Basic Electronics	4	2	4
ENG 151	Freshman Comp: Writing & Rhetoric	5	5	0
Quarter total		18	16	4
<u>Second Quarter</u>				
MATH 163A	Introduction to Calculus	4	4	0
IT 101	Engineering Drawing I	3	2	3
IMT 110	Applied Manufacturing Techniques (NC)	3	2	2
ETCH 111	AC and DC Circuit Analysis	4	2	4
MMT 200	Computer Applications in Materials Mgt. (NC)	4	2	4
Quarter total		18	12	13
<u>Third Quarter</u>				
IMT 220	Basic Hydraulics and Pneumatics (NC)	4	2	4
IMT 240	Materials and Material Testing (NC)	3	2	2
IMT 117	Metal Machining I (NC)	3	1	4
IMT 250	Machine Repair (NC)	3	1	4
ETCH 120	Digital Electronics	4	2	4
Quarter total		17	8	18
<u>Fourth Quarter</u>				
ETCH 220	Electric Motors & Control Circuits & Computers	4	2	4
MMT 263	Process Control (SPC) (NC)	3	2	2
TIER II	Social Science Elective	5	5	0
IMT 115	Welding & Fabricating (NC)	3	1	4
IT 102	Engineering Drawing II	3	2	3
Quarter total		18	12	13

Fifth Quarter

IMT 217	Metal Machining II (NC)	3	1	4
IMT 230	Tool Design (NC)	4	1	6
ETCH 221A	Prog. Controllers, Instrum. & Proc. Control I	4	2	4
BMT 115	Found. of Quality & Continuous Improvement	4	4	0
Quarter total		15	8	14

Sixth Quarter

INCO 103	Fundamentals of Public Speaking	4	4	0
TIER II	Humanities Elective	5	5	0
IMT 290	Externship (NC)	4	0	8
IMT 275	Self-Directed Work Teams (NC)	4	2	4
Quarter total		17	11	12

<u>PROGRAM TOTAL</u>	103	67	74
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Transfer of credit from other institutions will be determined on a case-by-case basis. Credit from other programs in the Ohio University system will be accepted. The new courses proposed are indicated by (NC) in the preceding Industrial Maintenance Technology curriculum plan.

2. **What measures have you taken to avoid conflicts with departments whose high-demand courses your program will require?**

All of the courses that would be considered high demand courses in this program are currently offered at Ohio University - Lancaster in a sufficient number of sections to absorb these new students.

3. **Provide a brief statement of all required or "semi-required" courses as one that is 1) "Highly recommended" or 2) included in a list of specific courses where some courses on the list must be taken.**

REQUIRED MAJOR COURSES**IMT 110--Applied Manufacturing Techniques (3 credits)**

Comprehensive study of machine processes used in manufacturing with regard to their selection, plant layout, and maintenance requirements.

IMT 115--Welding and Fabricating (3 credits)

This course is the study of welding and fabricating, including the use of sheet metal fabricating. Both gas and electric welding and cutting processes are covered in this course. Weld joint preparation and finishing are also included.

IMT 117--Metal Machining I (3 credits)

This course is the study of basic conventional machine tools commonly used in the repair and maintenance of industrial equipment. The student will learn the basic operation and capabilities of these machine tools.

IMT 217--Metal Machining II (3 credits)

This course is the study and application of advanced metal machine tool practices. The course will include the programming and operation of computer numerical controlled (CNC) milling equipment.

IMT 220--Basic Hydraulics and Pneumatics (4 credits)

Application of hydraulic and pneumatic principles to common industrial control circuits. Emphasis on maintenance of hardware and circuitry.

IMT 230--Tool Design (4 credits)

Study of basic jig and fixture design. Relation to manufacturing processes, material requirements, gauging and cutting tools. Emphasis on repair and maintenance.

IMT 240--Materials and Material Testing (3 credits)

Applications of materials used in manufacturing and design. The study includes metals, plastics, ceramics, lubricants, coatings and testing methods.

IMT 250--Machine Repair (3 credits)

This course is the study of machine repair as it relates to industrial equipment. The replacement of machine components such as bearings, shafts, and other wearing parts will be a part of this course.

IMT 275--Self-Directed Work Teams (4 credits)

This course is the study of industrial work teams and the methods used to make them work. This course will explore the use of continuous improvement and project management as they relate to the team concept. Field trips to local companies utilizing these methods will be a part of this course.

IMT 290--Externship (4 credits)

The performance of duties of an industrial maintenance technician in a supervised, unpaid workplace experience. In the externship experience, the student will apply knowledge in a maintenance department with a local company. The student will work 8 hours per week and an effort will be made to rotate the work experience.

REQUIRED SUPPORT COURSES

BMT 115--Foundations of Quality and Continuous Improvement (4 credits)

History of the quality movement along with the current thinking and best practices for organization effectiveness. The quality of management and its responsibilities for overall effectiveness will be emphasized.

ENG 151--Freshman Composition: Writing and Rhetoric (5 credits)

Practice in composing and revising expository essays which are well organized, logically coherent, and effective for their purpose and audience. Topics from personal experience or nonfiction reading.

INCO 103--Fundamentals of Public Speaking (4 credits)

Principles of public speaking, practice in presenting informative and persuasive speeches with emphasis on communicative process.

IT 101--Engineering Drawing I (3 credits)

Basic theory and practice in engineering drawing. Topics include geometric construction, orthographic projection, dimensioning, and auxiliary, section, and pictorial views. Includes computer-aided drafting (CAD).

IT 102--Engineering Drawing II (3 credits)

Theory and practice of constructing three dimensional geometric models using CAD. Includes geometric dimensioning and tolerancing and fasteners. Preparation of detail and assembly drawings using 3-D CAD software.

IT 110--Introduction to Manufacturing Processes (4 credits)

A survey of industrial materials and processes with applications to current manufactured consumer products. Emphasis is placed on generic processes such as forming and separating as applied to a variety of industrial materials.

ETCH 110--Basic Electronics (4 credits)

Introductory knowledge of electricity and solid state electronics. Basic electrical terms, units, symbols, schematics, and code. Fundamentals of alternating current and direct current electricity. Ohm's Law applied to series and parallel networks. Inductance and capacitance theory. Test equipment used for troubleshooting. Fundamentals of solid state theory and application. Operating characteristics of diodes, transistors, and I.C.s. Concludes with introduction to computers and microprocessors.

ETCH 111--AC and DC Circuit Analysis (4 credits)

AC and DC electrical circuits. Application of network theorems to circuits containing resistors, capacitors, inductors, and transformers emphasized.

ETCH 120--Digital Electronics (4 credits)

Comprehensive study of pulse and digital circuits used in industry. Wave shaping, switching circuits, trigger circuits, nonsinusoidal oscillators, and sequencing systems. Digital concepts, Boolean algebra, logic circuits, memory circuits, arithmetic unit, and logic application to electronic control circuits. Field trips part of lab activity.

ETCH 220--Electrical Motors, Control Circuits, and Computers (4 credits)

Industrial power rotating machines and computer control. Motor principles, classification, and application. Motor control circuits, single phase, 3-phase systems, relays, and overload protection. Testing and maintenance procedures. Field trips part of lab activity.

ETCH 221A--Programmable Controllers, Instrumentation & Process Control I (4 credits)

A study of process control including transducers and controller principles. Emphasis on instrumentation, programmable controllers, and analog and digital control of the manufacturing process.

MATH 163A--Introduction to Calculus (4 credits)

Presents survey of basic concepts of calculus. For students who want introduction to calculus but do not need depth of 263ABC. Note: Not open for credit to students who have credit for 263A. Students should not take 163A and/or 163B in preparation for 263A or 263B. Credit cannot be earned for both 263A and 163A.

MMT 200--Computer Applications in Materials Management (4 credits)

Computer applications in materials management including the use of data bases for inventory control, purchasing, and other electronic information. Computer applications for electronic communications will also be a part of this course.

MMT 263-- Process Control (SPC) (3 credits)

Analysis of basic principles of quality control. Includes statistical aspects of tolerance, basic concepts of probability, frequency distribution, sampling inspection, charts and gauges related to inspection. Field trips part of lab activity.

HIGHLY-RECOMMENDED ELECTIVE COURSES**IMT 189--Special Topics (1-3 credits)**

Special topics that are current and relevant to the industrial maintenance field. May be repeated.

IMT 289--Independent Study (1-5 credits)

Independent study of a particular topic pertinent to the industrial maintenance field under the direction of a faculty member. May be repeated.

MATH 113--Algebra (5 credits)

Review topics in high school algebra including linear and quadratic equations and inequalities, factoring, fractions, radicals and exponents, and simple graphing techniques. No credit to those with credit for 117 or 263A.

4. **How does this curriculum compare with that offered at other institutions with similar programs? Specifically, list at least two curricula of other schools offering similar programs, indicating how they compare to Ohio University.**

The Industrial Maintenance Program was compared with the curriculums of other programs in Ohio, of which only two were found. The first was the Electrical Maintenance program at Clark State Community College. This program, although called Electrical Maintenance, has a very similar curriculum to that of the proposed IMT program. The number of electric-related courses is nearly the same and courses such as fluid power, mechanical repair, and Programmable Logic controllers are part of both curriculums. The IMT program offers an externship where the Electrical Maintenance program has a co-op education experience. This program at Clark is only in its second year so it is difficult to predict outcomes for the IMT program. The second program compared to the IMT program was the Industrial Maintenance program at Hocking Technical College. This program is only offered at their Perry County site and little information was available. The curriculum appears similar. The Hocking program is new and does not serve our Board of Regents service area.

5. **Is there any accreditation agency that accredits such a program? If so, what is its name and address? Has it been contacted? Is the curriculum in accord with its standards?**

There are no accreditation agencies for this program.

6. **For new courses, provide new course approval forms (one copy) in the proposal. A vote will not be scheduled for programs involving new courses until complete new course approval forms have been submitted to the Individual Course Committee.**

New course approval forms are provided in Appendix.

V. Faculty and Instruction

1. **Will present faculty, new faculty, or a combination of both be used?**

A present full-time faculty member, an associate professor, will provide leadership for the program. He currently teaches courses in the AAS Industrial Technology, manufacturing technology, and is a certified manufacturing engineer in good standing with the Society of Manufacturing Engineers. In addition, a full-time faculty member who currently teaches in the Electronics Technology program will provide the electronics instruction. The general education and supporting courses will be offered by full-time and part-time University faculty. If demand for the program grows, we will add a new full-time faculty member.

2. **What are the minimal qualifications expected of instructors in the program? Enclose vitae for faculty persons already identified as probable participants in the program. Who will be teaching courses currently not approved by the University Curriculum Council?**

A Master's degree in a related field with professional and teaching experience preferred. Vita for the faculty member mentioned above is included in the Appendix.

3. **What is the tenure status of any identifiable current Ohio University faculty who are probable program participants?**

Both are tenured.

4. **What is the contemplated teaching load of faculty members?**

12 hours per quarter.

5. **What is the projected ratio of FTE students to FTE faculty?**

The projected ratio of FTE students to FTE faculty is 15 for 1999, 20 for 2000, and 25 for 2001.

6. **How will new faculty for the program be selected? By whom?**

The current faculty as noted above will be reassigned. Any new full-time faculty will be selected according to the procedures outlined by Ohio University and in accordance with affirmative action guidelines. A search committee composed mainly of faculty members will be appointed and a national search conducted. Part-time faculty will be approved by the procedures already in place.

7. **Once the program is ongoing, what mechanism will assure that the principle of faculty control of the curriculum will be maintained according to procedure in the Faculty Handbook?**

Curriculum decisions and program evaluations will be the responsibility of the faculty in the Industrial Maintenance Technology program. Their responsibility will be guided by the provisions in the Faculty Handbook.

8. **All new ongoing programs must comply with Faculty Handbook provisions relating to faculty, including promotion, tenure, retention, salary matters, and selection of academic administrative personnel.**

The provisions set forth in the Faculty Handbook will be adhered to within the Industrial Maintenance Technology program.

VI. Admission Requirements

1. **What are the criteria for admissions into the program? Be specific.**

A student must be a high school graduate and meet the admission requirements of Ohio University.

2. **If the number of students seeking admission exceeds budget projections, will you:**

- a) **admit all students according to the criteria outlined in "1" above?**
- b) **limit admission to the above number by raising admission standards (e.g. requiring a higher GPA, SAT scores, etc.)?**
- c) **accept projected number on a first come / first serve basis?**
- d) **other? (specify)**

a) Admission will not be limited based on budget projections. Limited admission would occur only if the market demand for students graduating from the program drastically changes.

VII. Administration

1. Who will administer the program?

Zale Maxwell (vita in Appendix) will administer the Industrial Maintenance Technology program.

2. What will be the title of the administrator(s)?

Director of Engineering Technologies.

3. Will that person (those persons) have academic rank? Who will confer that (those) rank(s)? If a new administrator will be hired, what are the minimal academic credentials acceptable?

Mr. Maxwell is a tenured Associate Professor as conferred by Ohio University - Lancaster.

4. Who will choose the administrative officer(s)?

Not applicable.

VIII. Timing and Evaluation

1. Has any external publicity about this program already been generated? If so, by whom and why? Have applications for admission already been entertained?

No external publicity has already been generated and no applications for admission have already been entertained.

2. When do you want the program to start? Allow 120 days for University Curriculum Council and Presidential and Trustee approval.

Fall quarter, 1998-99.

3. What procedures or plans are being made to evaluate the program once ongoing? When will the evaluation occur?

The program will be evaluated according to the procedures developed by Ohio University.

IX. Budget and Financial

List an anticipated budget of revenues and expenses for at least the first two years of the program. Under revenues include estimated state subsidy or tuition revenues only to the extent that students in the program are perceived to be incremental students to the

University as the result of your program. Why do you feel that the students will be truly "incremental" (not drawing down enrollments in existing programs)? Do you have any evidence or documentation? Grant monies from outside sources may be included only if the probability of funding is extremely high; documentation of the availability of funds and Ohio University's access to them should be provided. You may elect to give the name, address and phone number of any appropriate Federal or foundation administrator who can be contacted to verify statements about fund availability.

Under costs, add in the incremental costs of instruction taken in areas outside the program (e.g. electives); if these costs are perceived to equal zero, state why the increased student burden in other areas will not add to financial costs and impede educational quality. There are financial costs indirectly related to all programs -- library acquisitions, computer usage, electricity for lighting classrooms, administrative salaries, etc. In the short run, these costs may be very low in terms of incremental charges to the University; in the long run, however, it is necessary to allocate part of the University's fixed costs to all programs. An amount equal to the University average non-instruction costs per FTE student should be added; alternatively, an amount equal to the overhead costs used in Federal grant financing may be used. Explicitly state what indirect costs are and how they were calculated.

The budget for the first three years of the Industrial Maintenance Technology program is listed on the Ohio Board of Regents form 406.3 as follows. The tuition and state revenues are also included.

The first year of the program may draw a few already enrolled "undecided" students and a couple of MTCH students, but in the second year with marketing we will draw heavily from the 18-22 year old group. Incremental costs of instruction have also been included in the area of indirect costs on the Ohio Board of Regents form 406.3 as follows. Indirect costs are based on the percentage Ohio University uses in Federal Grant Funding. It includes the direct non-instructional costs: administration, computer usage, heating / lighting / cooling, and support of the General Studies courses.

1. What is the extent of the fixed costs of the program for the first two years? By fixed costs, we mean those expenses that will be incurred even if the enrollment is almost zero.

Part-time instruction	\$31,970
Capital	12,000
Supplies	2,500
Indirect costs	<u>2,000</u>
TOTAL (2 years)	\$48,470

2. How much would expenses be reduced if enrollment equals only one-half the amount indicated in the budget?

For the first year:	\$27,000
For the second year:	46,270

3. **What is your estimate of the probability that the income estimates listed above will be exceeded in the first year? Second year? In other words, how conservative or optimistic are your budget projections?**

We believe our estimate of the budget projection has been very conservative. The area schools, especially those with Tech Prep programs, believe that the demand for this program will be substantial.

4/1/89

Page 406.3

5. Summarize the financial impact of the addition of this program as follows:

	19 98	1999	19 2000
a. Projected additional FTE	15	35	35
b. General studies subsidy Income (1/2 FTE X GS model)	11,527	28,227	29,207
c. Technical subsidy Income (1/2 FTE X Technical model)	45,600	115,150	119,175
d. Student fee Income (3 quarters)	46,530	108,570	108,570
e. Other Income (If any)			
f. Total additional Income	103,657	251,947	256,952
g. Personnel costs			
1. Instruction (Technical and general)	58,820	68,225	70,490
2. Non-Instruction			
Subtotal	58,820	68,225	70,490
h. Staff benefits	17,646	20,467	21,147
i. Supplies	7,000	12,500	13,000
j. Travel	1,000	1,000	1,000
k. Information & communications	650	650	650
l. Maintenance and repairs (Including rentals)		1,500	1,500
m. Miscellaneous expenses	6,500	2,500	2,500
n. Capital purchases (equipment, furniture, library books)	15,000	1,000	1,000
o. Indirect costs	38,310	37,446	38,631
p. Total costs	144, 926	145,288	149,918
q. Annual balance: gain (or loss)	(41,269)	106,659	107,034

*Deficits may normally be incurred during the first year of a new program because of the initial one-time start-up costs associated with each new offering.

The Director for this program is already employed by the Lancaster campus of Ohio University. His salary is already in the campus budget, so no additional funds will be needed to provide direction for this program and the teaching of several of its courses.

Mr. Goodman presented and moved approval of the resolution. Dr. Ackerman seconded the motion. All voted aye.

**ASSOCIATE OF APPLIED
SCIENCE IN
MATERIALS MANAGEMENT TECHNOLOGY**

RESOLUTION 1999 — 1662

WHEREAS, Ohio University, Lancaster proposed an Associate of Applied Sciences Degree in Materials Management Technology, and

WHEREAS, this proposal has the support of the faculty and the dean of Ohio University, Lancaster, and the University Curriculum Council, and

WHEREAS, proposed degree will allow Ohio University, Lancaster to design a stronger, more relevant curriculum.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Ohio University approves the creation of such a degree and directs that it be submitted to the Ohio Board of Regents for final authorization.

Office of the Provost
Cutler Hall
Athens OH 45701-2979



DATE: June 8, 1999

TO: Robert Glidden, President

FROM: Sharon Stephens Brehm, ~~Provost~~ ^{SB}

SUBJECT: Proposed Associate in Applied Science Degree in Materials Management Technology

I support the proposal for a new degree to be offered by Ohio University, Lancaster. The Associate of Applied Science Degree in Materials Management Technology is designed to prepare students from the region to seek employment as trained professionals. The proposed new degree will allow the Lancaster campus to offer a degree reflecting the strengths of their own curriculum and meeting the needs of their community.

I therefore recommend this proposal to you and urge its adoption.

SB/jt

Cutler Hall 206
Athens OH 45701-2979
740-593-2551 phone
740-593-2867 fax



OHIO UNIVERSITY

DATE: June 8, 1999

TO: Sharon Brehm

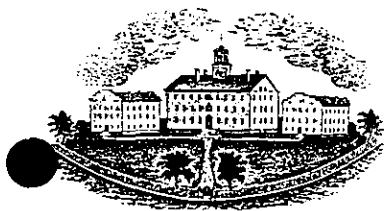
FROM: Charles P. Bird, Vice President

A handwritten signature in dark ink, appearing to be 'CB', is written over the name 'Charles P. Bird'.

SUBJECT: Resolutions

I would like to have the enclosed resolutions considered for approval by the Board of Trustees at their June meeting. The Associate of Applied Science in Industrial Maintenance Technology and the Associate of Applied Science in Materials Management Technology will replace previous programs in Industrial Technology and Design Technology. The one-year certificate in Agricultural Commerce formalizes a partnership developed in Lancaster with Ohio State University's Agricultural Technical Institute in Wooster. After completing a one-year certificate with Ohio University-Lancaster, students who choose to do so may continue for an associate degree at ATI.

Thank you for your consideration.



OHIO UNIVERSITY

Interoffice Communication

DATE: May 4, 1999

TO: Barbara Reeves, Associate Provost, Cutler

FROM: Ann Paulins, Chair, University Curriculum Council

RE: **Materials Management Technology/Lancaster**

The above captioned proposal submitted by OU/Lancaster has been unanimously approved by the University Curriculum Council at the April 13th meeting. Enclosed please find two copies which are being forwarded to you for implementation.

jsc
Encls.

RECEIVED
MAY 05 1999
OFFICE OF THE PROVOST

Materials Management Technology

Associate in Applied Science Degree

Ohio University - Lancaster

Proposed Starting Date: Fall 1998

RECOMMENDED FOR APPROVAL

Lora M

Chair, College Curriculum Committee

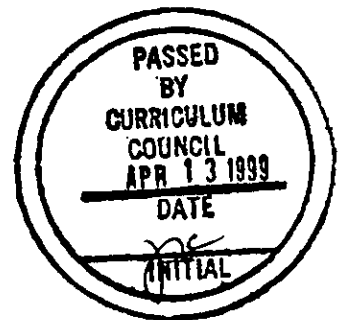
Arthur F. Leland

Dean, College

APPROVED

J. Q. [Signature]

Chair, University Curriculum Council



I. Title Page

II. Introductory Descriptive Statement

1. **A brief (perhaps 200-500 words) statement should be included summarizing the purposes of the program, the degree to be conferred, the need for the program, the magnitude of demand for the program, the nature of the curriculum and the faculty, financial requirements, and date of proposed implementation.**

The materials management professional in industry is a multi-skilled individual that possesses many engineering and business-related skills. The goal of materials management is a coordinating function responsible for planning and controlling material flow. This is a global function, not because of the world marketplace in which we now live, but because this function includes the planning and controlling within the world market down to the in-plant or office material flow in the workplace.

The Materials Management program includes courses in purchasing, shipping and receiving, warehousing, manufacturing processes, inventory control, material handling, continuous improvement, and safety (OSHA). Many of these courses will contain laboratory components to allow the students hands-on experience in these content areas. Additionally, this program contains an externship course, required for graduation, which will place the student with one or more companies allowing the student to experience the real-life workplace environment.

The Materials Management Applied Science Degree will prepare the student for many job titles currently used in business. Some of these job titles are: buyer, logistics manager, supply manager, material handler, customer support analyst, traffic clerk, inventory control clerk, plant facility planner, and warehousing manager. Indications for local businesses and industries are that qualified individuals to fill these types of positions are in short supply.

The field of materials management and related areas such as logistics and supply are considered to be among the hot job tracks now and for some time in the future. The materials management advisory committee (membership list in Appendix) recommended this program to be developed since most of these jobs do not require a baccalaureate degree. A survey of area business and industry (copy of survey instrument and results are in the Appendix) supports this position.

There are national organizations in the materials management field. We will explore these when the program is approved. The materials management program will articulate (2+2) with the baccalaureate Industrial Technology program at Athens.

We would like to begin the first class in the Materials Management program at Lancaster in the fall of 1998.

III. The Need for the Program

1. **What is the local, regional, and national demand for graduates of the proposed program? Any statistical documentation would be helpful.**

The Engineering Technologies Advisory Committee, drawn from business and industry, unanimously supported the development of this program based on their experience in the local area.

They believe that this program will provide excellent employees for manufacturing plants, hospitals, and warehouses that are springing up in the Central Ohio area. The Directors of the Engineering Technologies program and of the Business Management Technology program both believe that this combination of engineering and business technology will provide well-prepared employees for the future jobs in Central Ohio. Materials Management is listed in the "Hot Job Tracks " as one of the fastest growing areas of employment nationally beyond the year 2000.

A needs survey was conducted with regional businesses. The response was overwhelmingly positive (30 to one, with a few undecided). The responses projected a steady and growing opportunity for employment by graduates over the next five years. (The complete summarized survey results may be found in the appendices.)

Ohio University - Lancaster is involved in Tech Prep in the Heart of Ohio Tech Prep Consortium in Central Ohio. Several area schools have engineering and business technology pathways into campus programs.

The University's Industrial Technology baccalaureate degree program will accept graduates from this associate degree program.

2. What other schools within Ohio offer the same or a similar program? What has happened to enrollments at those schools in recent years?

There are only a few programs similar to the proposed Materials Management program in Ohio. The Ohio Board of Regents Inventory indicates a "Logistics Management" and "Procurement and Materials Management" as the only similar programs in Ohio. There are no programs in the Lancaster campus service area similar to this program. Sinclair Community College near Dayton is the closest college and they offer degrees and/or one-year certificates in both programs.

3. What Ohio University program comes closest to duplicating the proposed program? More generally, what duplication exists between the proposed program and other Ohio University programs? Can students fulfill their educational and/or vocational needs through existing programs? If they cannot, why not?

There are no existing programs at Ohio University that duplicate this program. Several courses are taken from the existing Technology degree programs.

4. List departments or other academic units at Ohio University and elsewhere that received this proposal or earlier versions of this proposal.

Tammy Kahrig, who is the coordinator for associate degrees in University College, reviewed the proposal and made suggestions. Dr. James Fales, Chair of the Industrial Technology department in the Russ College of Engineering and Technology, reviewed a draft of the curriculum. Brian Hoyt, director of Business Management Technology and whose courses are part of the proposed materials management program, has written a strong letter of support.

5. **From what geographic area do you anticipate that students to the program will be drawn? In the case of off-campus technical programs, what are the levels and trends in high school enrollments in the service area?**

The majority of students will be from the Ohio University - Lancaster service area which includes Fairfield, Ross, and Pickaway counties. Because of our membership in the Heart of Ohio Tech Prep Consortium (Central Ohio) and our Tech Prep pathways, we should enroll a few students outside our immediate service area to the south and east.

<u>School</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>
Amanda-Clearcreek	146	115	88	91
Berne Union	80	86	72	59
Bloom Carroll	132	135	143	133
Fairfield Union	123	179	163	146
Lancaster	498	570	416	423
Liberty Union	93	120	117	104
Pickerington	523	543	491	426
Walnut Township	64	53	50	31

6. **How many students do you anticipate will enroll in the program in each of its first four years? To what extent will students in the program come from students who would enroll at this University anyhow? To what extent is it anticipated that the enrollment will represent "new" (incremental) students?**

We anticipate an initial class of 15-20, growing to 25 in the succeeding years. The majority will be new students to the University. A few may change majors from the BMT or IT degree programs, but most will be new since there is no similar program in the University.

IV. Curriculum

1. **List all courses that will be required, electives permitted, "field" requirements, the number of hours required for completion of the program, the sequencing of courses over the typical student's career, and the policy proposed on accepting transfer of credit from other institutions or other programs at Ohio University. Indicate which of the courses are newly proposed.**

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>CR. HRS.</u>	<u>LECTURE</u>	<u>LAB</u>
<u>First Quarter</u>				
TIER I	Quantitative Skills (Math 113 or Math 109)	5	5	0
MMT 101	Intro to Materials Management (NC)	4	4	0
IT 110	Intro to Manufacturing Processes	4	4	0
OTEC 121	Keyboarding I	4	4	0
Quarter total		17	17	0

Second Quarter

IT 101	Engineering Drawing I	3	2	3
IMT 110	Applied Manufacturing Techniques (NC)	3	2	2
BMT 110	Intro to Management	4	4	0
BMT 115	Found. of Quality & Cont. Improvement	4	4	0
ENG 151	Freshman Comp: Writing & Rhetoric	5	5	0
Quarter total		19	17	5

Third Quarter

MMT 262	Plant Layout and Material Handling (NC)	3	2	2
MMT 189	Special Topics (NC)	1-3	1-3	0
MMT 200	Computer Applications in Materials Mgt. (NC)	4	2	4
IT 102	Engineering Drawing II	3	2	3
Quarter total		11-13	7-9	9

Fourth Quarter

MMT 263	Process Control (SPC) (NC)	3	2	2
MMT 264	Production Scheduling (NC)	3	2	2
MMT 270	Intro to Organizational Behavior (NC)	4	4	0
BMT 150	Elements of Supervision	4	4	0
TIER II	Humanities	5	5	0
Quarter total		19	17	4

Fifth Quarter

MMT 250	Shipping and Warehousing (NC)	3	2	2
TIER II	Social Science	5	5	0
BMT 220	Concepts of Purchasing Management	4	4	0
ATCH 103	Financial Accounting Procedures I	4	4	0
BUSL 255	Law and Society	4	4	0
Quarter total		20	19	2

Sixth Quarter

MMT 289	Independent Study (NC)	1-5	1-5	2-8
MMT 290	Externship (NC)	4	0	8
BMT 250	Practical Personnel Procedures	4	4	0
ATCH 104	Financial Accounting Procedures II	4	4	0
Quarter total		13-17	9-13	10-16

<u>PROGRAM TOTAL</u>	99-105	86-92	30-36
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Transfer of credit from other institutions will be determined on a case-by-case basis. Credit from other programs in the Ohio University system will be accepted. The new courses proposed are indicated by (NC) in the preceding Materials Management Technology curriculum plan.

2. **What measures have you taken to avoid conflicts with departments whose high-demand courses your program will require?**

All the courses that fit this description are offered in a sufficient number of sections to take care of the increased demand.

3. **Provide a brief statement of all required or "semi-required" courses as one that is 1) "Highly recommended" or 2) included in a list of specific courses where some courses on the list must be taken.**

REQUIRED MAJOR COURSES

MMT 101--Introduction to Materials Management (4 credits)

Introduction to the career of materials management. The roles and responsibilities of the materials manager will be covered. Students will receive an overview of manufacturing processes and materials management and how they relate to the field of materials management.

MMT 189--Special Topics (1-3 credits)

Special topics that are current and relevant to the materials management field. May be repeated.

MMT 200--Computer Applications in Materials Management (4 credits)

Computer applications in materials management including the use of data bases for inventory control, purchasing, and other electronic information. Computer applications for electronic communications will also be a part of this course.

MMT 250--Shipping and Warehousing (3 credits)

The shipping and warehousing of materials from point of origin to point of destination is the focus of this course. The packaging of materials, transportation, and storage are the major emphases.

MMT 262--Plant Layout and Material Handling (3 credits)

Focuses on the basic principles of plant facilities layout as it relates to the flow of material through the workplace. This course also includes the study of material handling system to move material in bulk or containers to and from the manufacturing processes.

MMT 263--Process Control (SPC) (3 credits)

Analysis of basic principles of quality control. Includes statistical aspects of tolerance, basic concepts of probability, frequency distribution, sampling inspection, charts and gauges related to inspection. Field trips part of lab activity.

MMT 264--Production Scheduling (3 credits)

Various established techniques of scheduling, analyzing, and improving production operations. Detailed study of applications for CPM, PERT, MRP, and other production control systems is the focus.

MMT 270--Introduction to Organizational Behavior (4 credits)

The type of behavior organizations exhibit and the human relations skills required to deal with people are the major focus. Face-to-face discussions, dialogue over the telephone, and other communication skills will also be taught in this course.

MMT 289--Independent Study (1-5 credits)

Independent study of a particular topic pertinent to the materials management field under the direction of a faculty member. May be repeated.

MMT 290--Externship (4 credits)

Performance of duties of a materials manager in a supervised, unpaid workplace experience. In the externship experience the student will apply knowledge in a materials management related department with local businesses. The student will work 8 hours per week during the externship course. An effort will be made to rotate the work experience.

REQUIRED SUPPORT COURSES**ATCH 103--Financial Accounting Procedures (4 credits)**

Fundamental accounting principles for service businesses and merchandising enterprises; debits, credits, and double entry; journalizing and posting; accounting systems and special journals; accounting for purchases and sales, cash, receivable, interest, revenue, and expense; financial statement preparation, including adjusting and closing procedures.

ATCH 104--Financial Accounting Procedures (4 credits)

Accounting procedures for inventory, current liabilities, financial statement analysis, and annual reports; managerial accounting concepts and principles; job order cost systems.

BMT 110--Introduction to Management (4 credits)

Nature of managerial concepts, managerial functions, and organizational structure, with emphasis on current issues.

BMT 115--Foundations of Quality and Continuous Improvement (4 credits)

History of the quality movement along with the current thinking and best practices for organization effectiveness. The quality of management and its responsibilities for overall effectiveness will be emphasized.

BMT 150--Elements of Supervision (4 credits)

Concepts of modern-day supervision. Emphasis on supervisor's major functions and development of sensitivity to human facets in management, using behavioral science findings.

BMT 220--Concepts of Purchasing Management (4 credits)

Analysis of purchasing operation's structure and procedure. Descriptions of quality, quantity, value analysis, sources of supply, and procurement controls. Vendor/buyer relationships, make-or-buy decisions, inventory control, buyer training, materials handling, records, and budgets.

BMT 250--Practical Personnel Procedures (4 credits)

Hiring, training, assignment of work, employee counseling, promotion, wage and salary administration. Leadership, motivation, and direction of employees toward management/employee-oriented goals.

BUSL 255--Law & Society (4 credits)

Conceptual approach to origin, nature, structure, functions, and procedures of law, with study of ethics and introduction to constitutional, administrative, criminal, tort, contractual, international, and environmental law, as well as business organizations.

ENG 151--Freshman Composition: Writing and Rhetoric (5 credits)

Practice in composing and revising expository essays which are well organized, logically coherent, and effective for their purpose and audience. Topics from personal experience or nonfiction reading.

IMT 110--Applied Manufacturing Techniques (3 credits)

Comprehensive study of machine processes used in manufacturing with regard to their selection and plant layout requirements. Machine tool capability is also a focus of this course.

IT 101--Engineering Drawing I (3 credits)

Basic theory and practice in engineering drawing. Topics include geometric construction, orthographic projection, dimensioning, and auxiliary, section, and pictorial views. Includes computer-aided drafting (CAD).

IT 102--Engineering Drawing II (3 credits)

Theory and practice of constructing three dimensional geometric models using CAD. Includes geometric dimensioning and tolerancing and fasteners. Preparation of detail and assembly drawings using 3-D CAD software.

IT 110--Introduction to Manufacturing Processes (4 credits)

A survey of industrial materials and processes with applications to current manufactured consumer products. Emphasis is placed on generic processes such as forming and separating as applied to a variety of industrial materials.

MATH 109--Consumer Mathematics (4 credits)

Applications of elementary mathematics to day-to-day problems. Special emphasis on consumer topics such as compound interest, mortgages, and installment buying. Scientific calculator required. Does not apply to arts and sciences requirements. No credit to those with credit for course above 150.

or

MATH 113--Algebra (5 credits)

Review topics in high school algebra including linear and quadratic equations and inequalities, factoring, fractions, radicals and exponents, and simple graphing techniques. No credit to those with credit for 117 or 263A.

OTEC 121--Keyboarding I (4 credits)

Introduction to touch keyboarding system with emphasis on correct techniques, mastery of keyboard, typical business correspondence, tabulation, and reports.

4. **How does this curriculum compare with that offered at other institutions with similar programs? Specifically, list at least two curricula of other schools offering similar programs, indicating how they compare to Ohio University.**

The proposed curriculum for the Materials Management program was compared with the curriculums offered at Sinclair Community College. They offer two separate associate degrees that are similar to the proposed program. The Logistics Management program, when compared to the proposed Materials Management curriculum, indicates many similar courses with a much stronger focus on business-related courses. All of the courses in the Logistics program are lecture format and do not have an associated laboratory experience. The second program offering at Sinclair, Procurement and Materials Handling, can also be compared to the proposed MMT program. The program also has two options, one in Production and Inventory Control and the other in Transportation. The main curriculum for that program is the most similar to that of the proposed MMT program and has many of the same courses. However, most of these courses, like those in Sinclair's Logistic Management program, are lecture-type courses. The MMT program is designed to be a hands-on approach to materials management with laboratory-related activities. Both of the programs at Sinclair require a three-quarter sequence in accounting and a two-quarter sequence in economics; although these courses are contained in the MMT program, they are not emphasized to that extent.

5. **Is there any accreditation agency that accredits such a program? If so, what is its name and address? Has it been contacted? Is the curriculum in accord with its standards?**

The advisory committee whose membership is indicative of companies who employ such graduates state they know of no such accreditation agency of this degree. Further research through Internet also revealed no such agencies.

6. **For new courses, provide new course approval forms (one copy) in the proposal. A vote will not be scheduled for programs involving new courses until complete new course approval forms have been submitted to the Individual Course Committee.**

New course approval forms are provided in Appendix.

V. Faculty and Instruction

1. **Will present faculty, new faculty, or a combination of both be used?**

A present full-time faculty member, an associate professor, will provide leadership for the program. He currently teaches in the Industrial Technology program. The general education and supporting courses will be offered by full-time and part-time University-approved faculty. If demand for the program grows, we will add another full-time faculty member.

Brian Hoyt, an assistant professor in Business Management Technology, played a role in the development of the curriculum and teaches a variety of courses in Business Management Technology at Ohio University - Lancaster.

2. **What are the minimal qualifications expected of instructors in the program? Enclose vitae for faculty persons already identified as probable participants in the program. Who will be teaching courses currently not approved by the University Curriculum Council?**

A master's degree in a related field with professional and teaching experience preferred. Vita for faculty member mentioned above is in the Appendix.

3. **What is the tenure status of any identifiable current Ohio University faculty who are probable program participants?**

Tenured.

4. **What is the contemplated teaching load of faculty members?**

Twelve hours per quarter.

5. **What is the projected ratio of FTE students to FTE faculty?**

The projected ratio of FTE students to FTE faculty is 15 for 1999, 20 for 2000, and 25 for 2001.

6. How will new faculty for the program be selected? By whom?

The current faculty as noted above will be reassigned. Any new full-time faculty will be selected according to the procedures outlined by Ohio University and in accordance with affirmative action guidelines. A search committee composed mainly of faculty members will be appointed and a national search conducted. Part-time faculty will be approved by the procedures already in place.

7. Once the program is ongoing, what mechanism will assure that the principle of faculty control of the curriculum will be maintained according to procedure in the Faculty Handbook?

Curriculum decisions and program evaluations will be the responsibility of the faculty in the Materials Management Technology program. Their responsibility will be guided by the provisions in the Faculty Handbook.

8. All new ongoing programs must comply with Faculty Handbook provisions relating to faculty, including promotion, tenure, retention, salary matters, and selection of academic administrative personnel.

The provisions set forth in the Faculty Handbook will be adhered to within the Materials Management Technology program.

VI. Admission Requirements

1. What are the criteria for admissions into the program? Be specific.

A student must be a high school graduate and meet the admission requirements of Ohio University.

2. If the number of students seeking admission exceeds budget projections, will you:

- a) admit all students according to the criteria outlined in "1" above?
- b) limit admission to the above number by raising admission standards (e.g. requiring a higher GPA, SAT scores, etc.)?
- c) accept projected number on a first come / first serve basis?
- d) other? (specify)

a) Admission will not be limited based on budget projections. Limited admission would occur only if the market demand for students graduating from the program drastically changes.

VII. Administration

1. Who will administer the program?

Zale Maxwell (vita in Appendix) will administer the Materials Management program.

2. What will be the title of the administrator(s)?

Director of Engineering Technologies.

3. Will that person (those persons) have academic rank? Who will confer that (those) rank(s)? If a new administrator will be hired, what are the minimal academic credentials acceptable?

Mr. Maxwell is a tenured Associate Professor as conferred by Ohio University - Lancaster.

4. Who will choose the administrative officer(s)?

Not applicable.

VIII. Timing and Evaluation

1. Has any external publicity about this program already been generated? If so, by whom and why? Have applications for admission already been entertained?

No external publicity has already been generated and no applications for admission have already been entertained.

2. When do you want the program to start? Allow 120 days for University Curriculum Council and Presidential and Trustee approval.

Fall quarter, 1998-99.

3. What procedures or plans are being made to evaluate the program once ongoing? When will the evaluation occur?

The program will be evaluated according to the procedures developed by Ohio University.

IX. Budget and Financial

List an anticipated budget of revenues and expenses for at least the first two years of the program. Under revenues include estimated state subsidy or tuition revenues only to the extent that students in the program are perceived to be incremental students to the University as the result of your program. Why do you feel that the students will be truly "incremental" (not drawing down enrollments in existing programs)? Do you have any evidence or documentation? Grant monies from outside sources may be included only if the probability of funding is extremely high; documentation of the availability of funds and

Ohio University's access to them should be provided. You may elect to give the name, address and phone number of any appropriate Federal or foundation administrator who can be contacted to verify statements about fund availability.

Under costs, add in the incremental costs of instruction taken in areas outside the program (e.g. electives); if these costs are perceived to equal zero, state why the increased student burden in other areas will not add to financial costs and impede educational quality. There are financial costs indirectly related to all programs – library acquisitions, computer usage, electricity for lighting classrooms, administrative salaries, etc. In the short run, these costs may be very low in terms of incremental charges to the University; in the long run, however, it is necessary to allocate part of the University's fixed costs to all programs. An amount equal to the University average non-instruction costs per FTE student should be added; alternatively, an amount equal to the overhead costs used in Federal grant financing may be used. Explicitly state what indirect costs are and how they were calculated.

The budget for the first three years of the Materials Management Technology program is listed on the Ohio Board of Regents form 406.3 as follows. The tuition and state revenues are also included.

The first year of the program may draw a few already enrolled "undecided" students and a couple of MTCH students, but in the second year with marketing we will draw heavily from the 18-22 year old group. Incremental costs of instruction have also been included in the area of indirect costs on the Ohio Board of Regents form 406.3 as follows. Indirect costs are based on the percentage Ohio University uses in Federal Grant Funding. It includes the direct non-instructional costs: administration, computer usage, heating / lighting / cooling, and support of the General Studies courses.

1. What is the extent of the fixed costs of the program for the first two years? By fixed costs, we mean those expenses that will be incurred even if the enrollment is almost zero.

Part-time instruction	\$31,780
Capital	6,500
Supplies	1,000
Indirect costs	<u>2,300</u>
TOTAL (2 years)	\$41,580

2. How much would expenses be reduced if enrollment equals only one-half the amount indicated in the budget?

\$47,250

3. What is your estimate of the probability that the income estimates listed above will be exceeded in the first year? Second year? In other words, how conservative or optimistic are your budget projections?

We believe our estimate of the budget projection has been very conservative. The area schools, especially those with Tech Prep programs, believe that the demand for this program will be substantial.

4/1/89

Page 406.3

5. Summarize the financial impact of the addition of this program as follows:

	19 98	1999	19 2000
a. Projected additional FTE	20	45	45
b. General studies subsidy income (1/2 FTE X GS model)	15,370	36,292	37,552
c. Technical subsidy income (1/2 FTE X Technical model)	60,800	148,050	153,225
d. Student fee income (3 quarters)	62,040	139,590	139,590
e. Other income (if any)			
f. Total additional income	138,210	323,932	330,367
g. Personnel costs			
1. Instruction (Technical and general)	58,820	68,225	70,490
2. Non-Instruction			
Subtotal	58,820	68,225	70,490
h. Staff benefits	17,646	20,468	21,147
i. Supplies	5,000	10,000	11,000
j. Travel	1,000	1,000	1,000
k. Information & communications	650	650	650
l. Maintenance and repairs (including rentals)		2,000	2,200
m. Miscellaneous expenses	6,500	2,500	2,500
n. Capital purchases (equipment, furniture, library books)	15,000	3,000	2,500
o. Indirect costs	34,273	37,446	38,717
p. Total costs	138,889	145,289	150,204
q. Annual balance: gain (or loss)	(679)	178,643	180,163

*Deficits may normally be incurred during the first year of a new program because of the initial one-time start-up costs associated with each new offering.

The Director for this program is already employed by the Lancaster campus of Ohio University. His salary is already in the campus budget, so no additional funds will be needed to provide direction for this program and the teaching of several of its courses.

Mr. Goodman presented and moved approval of the resolution. Mr. Grover seconded the motion. Approval was unanimous.

ONE-YEAR CERTIFICATE IN AGRICULTURAL COMMERCE

RESOLUTION 1999 — 1663

WHEREAS, Ohio University, Lancaster proposed a one-year certificate in Agricultural Commerce, and

WHEREAS, this proposal has the support of the faculty and the dean of Ohio University, Lancaster, and the University Curriculum Council, and

WHEREAS, proposed certificate will allow Ohio University, Lancaster to design a stronger, more relevant curriculum.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Ohio University approves the creation of such a certificate.

Office of the Provost
Cutler Hall
Athens OH 45701-2979

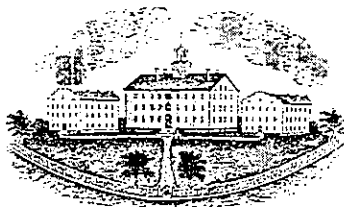


OHIO UNIVERSITY
1804

DATE: June 8, 1999
TO: Robert Glidden, President
FROM: Sharon Stephens Brehm, Provost
SUBJECT: One-Year Completion Program with Certificate in Agricultural Science


The attached request to offer a 1-year Certificate in Agricultural Science in collaboration with Ohio State University is one I support and recommend to you for approval. This unique program reflects collaborative efforts to better serve regional needs.

SSB/jt



OHIO UNIVERSITY

Cutler Hall 206
Athens OH 45701-2979
740-593-2551 phone
740-593-2867 fax

DATE: June 8, 1999
TO: Sharon Brehm
FROM: Charles P. Bird, Vice President 
SUBJECT: Resolutions

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Thank you for your consideration.



OHIO UNIVERSITY

Interoffice Communication

RECEIVED
MAY 05 1999
OFFICE OF THE PROVOST

DATE: May 4, 1999

TO: Barbara Reeves, Associate Provost, Cutler

FROM: Ann Paulins, Chair, University Curriculum Council

RE: **1+1 Agricultural Science Program/Lancaster**

The above captioned proposal submitted by OU/Lancaster has been unanimously approved by the University Curriculum Council at the April 13th meeting. Enclosed please find two copies which are being forwarded to you for implementation.

jsc
Encls.



OHIO BOARD
OF REGENTS

September 23, 1998

Dr. John W. Furlow, Jr.
Assistant Dean
Ohio University-Lancaster Campus
1570 Granville Pike
Lancaster, Ohio 43130

Dear John:

I am pleased to inform you that the request from the regional campus for a "1+1" Certificate in Agriculture Science has been approved. Our records will reflect that courses in this new certificate will articulate with several agricultural related degree programs offered by Ohio State University's Agricultural Technical Institute in Wooster, including:

Agricultural Commerce
Greenhouse Production and Management
Environmental Resource Management
Floral Design and Marketing
Turfgrass Management
Landscape Construction and Contracting
Nursery Management

Abiding best wishes as regional campus faculty and administrators move forward with plans to attract students from your service area and surrounding counties to these new career opportunities at Ohio University-Lancaster.

Sincerely,

Rayma E. Smith, Ph.D.
Director of Degree Programs

One-Year Completion Program
with Certificate in Agricultural Science
Awarded by Lancaster Campus

November 30, 1998

Recommended for Approval

Gary Lockwood

Mr. Gary Lockwood, Chair, Ohio University - Lancaster Campus Curriculum Committee

Charles P. Bird

Dr. Charles P. Bird, Dean, Ohio University - Lancaster

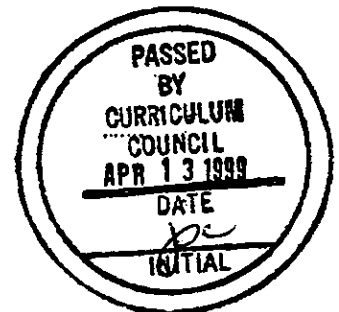
William Earl Smith

Dr. Bill Smith, Chair, Programs Subcommittee, Ohio University Curriculum Council

Ann Paulins

Approved

Dr. Ann Paulins, Chair, Ohio University Curriculum Council



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OHIO BOARD OF REGENTS

Proposal for New Associate Degree Program

The Ohio University-Lancaster campus and the Ohio State University's Agricultural Technical Institute wish to offer 1+1 degree programs in Horticultural and Agricommerce areas. The Lancaster campus will give a certificate in Agricultural Science at the end of the first year and students will complete the associate degree in applied science at ATI in the second year.

One-Year Completion Program
Title of Degree Program: with Certificate Awarded by Lancaster Campus

Name of Institution/Campus: Ohio University - Lancaster
Ohio State University Agricultural Technical Institute
(second year)

Key Spokesperson: Name: Dr. John Furlow, Jr. Dr. Arnold Mokma (OSU-ATI)

Title: Assistant Dean Assistant Director

Address: 1570 Granville Pike 1328 Dover Road

Lancaster OH 43130 Wooster OH 44691

Telephone: (740) 654-6711 ext. 211 (330) 264-3911

Proposal Date: July 23, 1998

OBR Action:

☐ Approved

☐ Denied

☐ Tabled

Date: _____

Signature

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PART I: SUMMARY OF ASSOCIATE DEGREE TECHNICAL PROGRAM PROPOSAL
(Submit separately from the bound proposal)

Name of Institution Requesting the New Program Ohio University - Lancaster

Title of New Program One-Year Completion Program Certificate Awarded by the
Lancaster Campus

Date 9/1/98 Spokesperson Dr. John W. Furlow, Jr. Title Assistant Dean

Date of Preliminary Approval received from the Ohio Board of Regents April 24, 1998

1. Number of Students Expected to Enroll in This Program: (Fall Quarter)

Headcount full-time (12 or more hours)

Headcount part-time

Total FTE Students (Student cr. hrs. ÷ 15)

1998	1999	2000
6	8	10
4	4	4
8	10	12

2. Recognizing that some students would have enrolled in other degree programs if this were not offered on your campus, estimate the number of the above mentioned students expected to be enrolled in your institution solely because this program is offered:

Headcount full-time (12 or more hours)

Headcount part-time

Total FTE Students

1998	1999	2000
6	8	10
4	4	4
8	10	12

3. Number of New Quarter Courses to be Offered:

1st Year	2nd Year
NONE	

4. Number of Additional Technical Faculty Needed:

Full-time

Part-time

FTE Faculty

1st Year	2nd Year
NONE	NONE
2*	3*
.5	.75

The Lancaster campus of Ohio University has formed a partnership with the Ohio State University Agricultural Technical Institute at Wooster. Ohio State ATI is Ohio's primary provider of agricultural and plant-related associate degrees. Such 1+1 efforts help them to fulfill their mission and allows the Lancaster campus to better serve its service area.

The campus service area (Fairfield, Ross, and Pickaway counties as well as surrounding counties to the east, west, and south) encompasses a number of farms and agricultural related businesses. Each of the secondary schools in the area, including Lancaster City Schools, has a vocational agricultural program and faculty. This group is very enthusiastic about a 1+1 degree program that their students can enter at the local level. Studies have shown that the percentage of students in rural areas who pursue college degrees is low. Also, many of these students are location bound. So with a 1+1 arrangement with Ohio State ATI, students can learn the basics close to home at the Lancaster campus and then have the confidence and direction to move to Ohio State ATI to complete the degree. Our advisory committee in this subject area, including representation from Ohio State University Extension, has endorsed our efforts. They believe that this certificate program will prepare students for starting positions in the Landscaping Contracting and Agricultural Commerce career areas. We met with a representative of Ohio State's College of Food, Agricultural, and Environmental Science, who indicates the College has no objection to this articulation. We have an agreement with Ohio State ATI in the area of Agricultural Commerce and there are enough courses in common for the Lancaster campus to offer 45 credits for a one-year completion in the Horticulture areas such as: Environmental Resources Management; Floral Design and Marketing; Greenhouse Production and Management; Landscape Construction and Contracting; Nursery Management; and Turfgrass Management. We can enhance the first year program for students by using local agricultural experts as instructors to introduce students to specific areas of interest such as Turfgrass Management. Courses such as these would interest non-majors for enrichment. Local businesses would provide internship opportunities. Ohio State ATI will provide a career orientation, either by sending an instructor from Wooster, by distance learning (such as compressed video), or by extended field trip / laboratory experiences in Wooster to help students with the transition between universities and campuses.

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5. Summarize the financial impact of the addition of this program as follows:

	19 98-99	1999-2000	19 2000-01
a. Projected additional FTE	8	10	12
b. General studies subsidy income (1/2 FTE X GS model)	6,220	7,775	9,330
c. Technical subsidy income (1/2 FTE X Technical model)	15,716	19,645	23,574
d. Student fee income (3 quarters)	22,032	28,236	34,440
e. Other income (if any)	43,968	55,656	67,344
f. Total additional income			***
g. Personnel costs			
1. Instruction (Technical and general)	4,500	6,500	6,500
2. Non-instruction			
Subtotal			
h. Staff benefits			
i. Supplies			
j. Travel	1,000	1,000	1,000
k. Information & communications			
l. Maintenance and repairs (including rentals)			
m. Miscellaneous expenses			
n. Capital purchases (equipment, furniture, library books)			
o. Indirect costs			
p. Total costs	5,500	7,500	7,500
q. Annual balance: gain (or loss)	38,468	48,156	59,844

*Deficits may normally be incurred during the first year of a new program because of the initial one-time start-up costs associated with each new offering.

***see following

Students in these 1+1 programs will take a number of General Education courses and Office Technology and Business Management Technology courses already offered by the Lancaster campus and approved for transfer by OSU-ATI to fulfill their Applied Science degree requirements. No additional costs will be incurred by either campus. OU-L will offer introductory courses in the Agricommerce and Horticulture areas (one per quarter) with staff approved by ATI but under an Ohio University course number. These courses will be open to traditional students as well as non-majors from the community. These courses will be new to Ohio University and the Lancaster campus and will involve paying instructors on a part-time basis. Approximately \$6,000 in part-time faculty costs is budgeted to offer ag-related introductory courses. There may be some travel costs if they come from ATI to Lancaster to teach. We are planning to build a greenhouse at the Lancaster campus to support the horticulture courses. Funds for this project were donated. An area high school has a farm, and they have indicated it is available to support these new programs.

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6. Number of Anticipated Graduates of the New Program Over Three-Year Period, by Year:

<u>1998</u>	<u>1999</u>	1998 <u>2000</u>
<u>2nd Yr.</u>	<u>3rd Yr.</u>	<u>4th Yr.</u>
4	5	6

7. Anticipated Job Openings for Pre-Service Graduates Over Three-Year Period, by Year:

<u>1998</u>	<u>1999</u>	1998 <u>2000</u>
<u>2nd Yr.</u>	<u>3rd Yr.</u>	<u>4th Yr.</u>
10	10	10

8. Survey of Proximate Institution Offering/Operating Same Program:

- a. Date of survey visit to nearby Institution 10/1/1996
 b. Briefly relate information exchanged between the two institutions in regard to offering this program as a cooperative venture:

OSU's Agricultural Technical Institute is the primary provider of agricultural and Plant-related associate degrees in Ohio. We exchanged information on programs and how we could develop a 1+1 and saw their facilities.

- c. Why should nearby institution not serve your area's students in this technology?

ATI is not in the campus' service area.

- d. Name of nearby Institution does not apply

(1) Distance from your campus does not apply

(2) Number of enrollees in the program does not apply

Headcount full-time _____

Headcount part-time _____

Full-time equivalent _____

(3) Number of years this program has been operative does not apply

(4) Number of program graduates in preceding year does not apply

(5) Number of above graduates in jobs related to training does not apply

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PART II: PROGRAM INFORMATION

- A. Title of Program: 1+1, Certificate in Agricultural Science
- B. Describe the general purpose of this program and list program objectives. If a technical program, list representative job titles for which graduates would be qualified. (Please limit to one page.)

The general purpose of the program is to encourage students in our service area, a significant part of which is rural and agricultural related, to go on to higher education. Traditionally, very few rural, agriculture-related students attend college and they miss the knowledge and skills particularly related to technology and business. We hope that by getting these students to take coursework close to home they will continue on to get an associate degree.

Objectives:

1. To offer solid General Education courses to prepare students for second-year major courses.
2. To provide students with basic technical skills for entry-level positions in the area's rapidly changing economy.
3. Advise students so that they can move smoothly to ATI to finish their degrees in the Horticulture and Agricommerce areas. Ensure contacts between ATI and OU-L through a career orientation course which may involve a trip by students to ATI and visits by ATI staff and faculty to Lancaster.
4. To provide agriculturally related coursework, partly using distance learning, would be useful for traditional students working on a degree and for non-traditional part-time students for enrichment.

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- C. Provide evidence of need. (Need should relate both to adequate student demand for the program, and adequate demand for the graduates of the program.)**

Our Agricultural Sciences advisory group, with representatives from OSU extension and from other agricultural related occupations from the service area, gave this effort their unanimous support. ATI, which has a state-wide mission, was looking to expand access to their services to the various regions of the state in an inexpensive way. Vocational agriculture teachers in area schools see this as a close-to-home opportunity for their students. They like the potential tie-in with a Tech Prep pathway. With area businesses such as Ralston Foods and farm equipment sales and service, the need for graduates is there. The vocational agriculture programs throughout our area, including the city schools of Lancaster, have good enrollment. Horticulture, particularly landscaping, is increasing in demand because of a housing boom in US 33 corridor.

- D. Anticipated enrollments:**

				2000-01	2001-02	2002-03
		1998-1999	1999-2000	1999-2000	1999-2000	1999-2000
First-Year Students	Full-Time	6	8	10	10	10
	Part-time	2	4	4	5	6
Second-Year Students	Full-Time	6	7	8	8	8
	Part-time	4	4	5	6	6

The Ohio University-Lancaster campus and Ohio State's Agricultural Technical Institute wish to offer the following programs in a 1+1 articulation between the two institutions:

- Agricultural Commerce
- Greenhouse Production and Management
- Environmental Resource Management
- Floral Design and Marketing
- Turfgrass Management
- Landscape Construction and Contracting
- Nursery Management

The coursework that will transfer from Ohio University-Lancaster to ATI will be listed for each degree program. The technical courses are starred and the General Studies courses are not. The quarter-by-quarter curriculum schedule prepared by ATI has been modified to move major courses into the second year and put General Education courses in their place in the first year.

The career orientation course will be offered at Ohio University-Lancaster. It is anticipated that some introductory courses in the various programs will also be made available to students in Agriculture at the Lancaster campus live or by distance learning.

The objective of the scheduling of courses is to split the credits in the degrees 45 and 45. In the degrees where more than 45 credits would transfer, the student will have some choice whether to take the course or courses at Lancaster or ATI.

(On the following sheets, those courses with an asterisk are technical.)

PROPOSED ASSOCIATE OF SCIENCE DEGREE CURRICULUM SCHEDULE

Agricultural Commerce

DEPT	NO	TITLE	CRD	CL	LAB	TOT
First Quarter (Autumn)						
Agriculture	100	Agriculture Survey	1	2	0	2
English	110	First-Year English Composition	5	5	0	5
Rural Sociology	105	Introduction to Rural Sociology	5	5	0	5
Business Tec	T101	Accounting for Technicians	5	4	2	6
		Total	16	16	2	18
Second Quarter (Winter)						
Mathematics	148	College Algebra	4	4	0	4
Chemistry	101	Elementary Chemistry	5	4	3	7
Business Tec	T244	Personnel Management	5	5	0	5
Business Tec	T248	Introduction to Cooperatives	3	3	0	3
		Total	17	16	3	19
Third Quarter (Spring)						
*Chemistry	102	Elementary Chemistry	5	4	3	7
Music	140	Music Cultures of the World	5	3	2	5
Agricultural Economics	200	Principles of Food and Resource Economics	5	5	0	5
Business Tec	T232	Personal Selling	4	3	2	5
		Total	19	15	7	22

Fourth Quarter (Autumn)						
Biology	113	Introductory Biology I	5	3	3	6
Rural Sociology	378	Social Groups in Developing Countries	5	4	0	4
Business Tec	T103	Managerial Accounting for Technicians	4	3	2	5
Business Tec	T230	Marketing of Agricultural Products	3	3	0	3
		Total	17	13	5	18
Fifth Quarter (Winter)						
Agricultural Communication	367	Agricultural Issues in Contemporary American Society	5	2	3	5
History	151	American Civilization to 1877	5	5	0	5
Business Tec	T231	Fundamentals of Marketing	3	3	0	3
*Biology	114	Introductory Biology II	5	3	3	6
		Total	18	13	6	19
Sixth Quarter (Spring)						
History	152	American Civilization since 1877	5	5	0	5
* Elective		Transferrable ATI Course	3	2	2	4
*Agricultural Communication	390	Oral Expression in Agriculture	4	3	2	5
Business Tec	T241	Small Business Management	3	3	2	5
**Business Tec	T289	Practicum in Business Tec	2	1	6	7
		Total	17	14	12	26
		Grand Total	104	87	35	122

*Courses to be selected with input from advisor. Courses with titles meet some of the requirements for a Bachelors degree in Agriculture. The Electives are ATI courses which are transferrable to the Bachelors program. Electives may be taken in place of the titled courses. Total credits must be 104.

** Required for Associate of Science Degree but will not transfer.

Agricultural Commerce
Equivalencies

ATI	OU-L
Gen Comm T110 or T111 (3)	ENG 151 (5)
Gen Comm T112 (3)	INCO 103 (4)
* Gen Comm T114 (3)	OTEC 230 (4)
Bus Tec T151 (5)	ECON 104 (4)
Gen SSc electives (9)	two of the following: PSY 101 (5) or SOC 101 (5) or POLS 101 (4)
Gen Biol T125 or T120 (5)	PBIO 110, 111 (6+6)
* Bus Tec T101 (5)	ATCH 103 (4)
* Bus Tec T103 (4)	ATCH 105 (4)
Gen Chem T131 (4)	CHEM 121 (4)
Gen Math T140 (5)	MATH 117 (4)
Gen Math T141 (4)	MATH 109 (4)
* Bus Tec T200 (3)	OTEC 121 (4)
* Bus Tec T202 (1), T203 (1), T204 (1), T205 (1)	CTCH 125 (4)
* Bus Tec T232 (4)	BMT 230 (4)
* Bus Tec T241 (3)	BMT 170 (4)
* Bus Tec T243 (3)	OTEC 171 (4)
* Bus Tec T244 (5)	BMT 250 (4)
* Bus Tec T247 (4)	BUSL 255 (4)
<hr/> (76)	<hr/> (86-87)

Environmental Resources Management
Equivalencies

ATI	OU-L
Gen Comm T110 or T111 (3)	ENG 151 (5)
Gen Comm T112 (3)	INCO 103 (4)
* Gen Comm T113 or T114 (3)	OTEC 230 (4)
Bus Tec T151 (5)	ECON 104 (4)
Gen Biol T125 (5)	PBIO 110, 111 (6+6)
Gen Chem T131 (4)	CHEM 121 (4)
Gen Chem T132 (4)	CHEM 122 (4)
Gen Math T140 (5)	MATH 117 (4)
Gen Math T145 (5)	MATH 118 (4)
* Bus Tec T202 (1)	CTCH 125 (4)
* Bus Tec T244 (5)	BMT 250 (4)
* Eng Tech T208 (2)	IT 101 or DTCH 150 (3)
Gen SSc electives (9)	two of the following: PSY 101 (5) or SOC 101 (5) or POLS 101 (4)
(54)	(65-66)

Major Courses at ATI:

Gen Stds T201
Crp&Soil T221
Crp&Soil T222
Crp&Soil T224
Crp&Soil T260
Crp&Soil T266
Eng Tech T215.01
Eng Tech T221
Env Sc T T226
Env Sc T T229
Env Sc T T272
Env Sc T T289
Env Sc T T290
Technical Electives

**PROPOSED
ASSOCIATE OF SCIENCE DEGREE
CURRICULUM SCHEDULE**
Floral Design and Marketing

DEPT	NO	TITLE	CRD	CL	LAB	TOT
First Quarter (Autumn)						
Agriculture	100	Agriculture Survey	1	2	0	2
English	110	First-Year English Composition	5	5	0	5
Rural Sociology	105	Introduction to Rural Sociology	5	5	0	5
Horticulture Tec	T251	Greenhouse Environment Control	4	3	3	6
Horticulture Tec	T262	Basic Floral Design	4	2	6	8
		Total	19	17	9	26
Second Quarter (Winter)						
Mathematics	148	College Algebra	4	4	0	4
Chemistry	101	Elementary Chemistry	5	4	3	7
*Elective		Transferrable Elective	3	2	2	4
Horticulture Tec	T257	Houseplants for Interior Design	4	3	3	6
		Total	16	13	8	21
Third Quarter (Spring)						
*Chemistry	102	Elementary Chemistry	5	4	3	7
Music	140	Music Cultures of the World	5	3	2	5
Agricultural Economics	200	Principles of Food and Resource Economics	5	5	0	5
		Total	15	12	5	17
Fourth Quarter (Summer)						
**Hort Tec	T290 .01	Horticultural Industries Internship	3	0	20	20
		Total	3	0	20	20

Fifth Quarter (Autumn)						
Biology	113	Introductory Biology I	5	3	3	6
Rural Sociology	378	Social Groups in Developing Countries	5	4	0	4
*Elective		Transferrable Elective	2	1	2	3
Horticulture Tec	T274	Plant Diseases of Ornamentals and Turf	3	2	3	5
		Total	15	10	8	18
Sixth Quarter (Winter)						
Agricultural Communication	367	Agricultural Issues in Contemporary American Society	5	2	3	5
History	151	American Civilization to 1877	5	5	0	5
Horticulture	300	General Plant Biology	5	3	4	7
*Biology	114	Introductory Biology II	5	3	3	6
		Total	20	13	10	23
Seventh Quarter (Spring)						
History	152	American Civilization since 1877	5	5	0	5
Horticulture	310	Control of Horticultural Plant Development	4	3	2	5
*Agricultural Communication	390	Oral Expression in Agriculture	4	3	2	5
Horticulture Tec	T245	Herbaceous Plants	3	2	6	8
		Total	16	13	10	23
		Grand Total	104	78	70	148

*Courses to be selected with input from advisor. Courses which are listed will meet some foundation requirements in the BS degree. Transferrable ATI courses could be selected which would transfer in the major, minor or as electives. Total credits must be 104 for the Associate of Science degree.

**Required for the Associate of Science degree but only 1 credit transfers.

Floral Design and Marketing
Equivalencies

ATI

Gen Comm T110 or T111 (3)
Gen Comm T112 (3)
Gen Comm T114 (3)
Bus Tec T151 (5)
Gen SSc electives (9)

Gen Biol T125 (5)
* Bus Tec T101 (5)
Gen Chem T131 (4)
Gen Math T140 (4)
Gen Math T141 (4)
* Bus Tec T202 (1)
* Bus Tec T231 (3)
* Bus Tec T232 (4)
* Bus Tec T241 (3)
* Bus Tec 244 (5)

(61)

OU-L

ENG 151 (5)
INCO 103 (4)
OTEC 230 (4)
ECON 104 (4)
two of the following:
 PSY 101 (5)
 or SOC 101 (5)
 or POLS 101 (4)
PBIO 110, 111 (6+6)
ATCH 103 (4)
CHEM 121 (4)
MATH 117 (4)
MATH 109 (4)
CTCH 125 (4)
BMT 140 (4)
BMT 230 (4)
BMT 170 (4)
BMT 250 (4)

(74-75)

**PROPOSED
ASSOCIATE OF SCIENCE DEGREE
CURRICULUM SCHEDULE**
Greenhouse Production and Management

DEPT	NO	TITLE	CRD	CL	LAB	TOT
First Quarter (Autumn)						
Agriculture	100	Agriculture Survey	1	2	0	2
English	110	First-Year English Composition	5	5	0	5
Rural Sociology	105	Introduction to Rural Sociology	5	5	0	5
Horticulture Tec	T251	Greenhouse Environment Control	4	3	3	6
		Total	15	15	3	18
Second Quarter (Winter)						
Mathematics	148	College Algebra	4	4	0	4
Chemistry	101	Elementary Chemistry	5	4	3	7
*Elective		Transferrable	2	1	3	4
Horticulture Tec	T253	Greenhouse Bedding Plant Production	4	2	6	8
		Total	15	11	12	23
Third Quarter (Spring)						
*Chemistry	102	Elementary Chemistry	5	4	3	7
Music	140	Music Cultures of the World	5	3	2	5
Agricultural Economics	200	Principles of Food and Resource Economics	5	5	0	5
Horticulture Tec	T254	Greenhouse Pot Plant Production	4	2	6	8
		Total	19	14	11	25
Fourth Quarter (Summer)						
**Hort Tec	T290 .02	Horticultural Industries Internship	3	0	20	20
		Total	3	0	20	20

Fifth Quarter (Autumn)						
Biology	113	Introductory Biology I	5	3	3	6
Rural Sociology	378	Social Groups in Developing Countries	5	4	0	4
Horticulture Tec	T274	Plant Diseases of Ornamentals and Turf	3	2	3	5
*Elective		Transferrable Elective	3	2	3	5
		Total	16	11	9	20
Sixth Quarter (Winter)						
*Biology	114	Introductory Biology II	5	3	3	6
Agricultural Communication	367	Agricultural Issues in Contemporary American Society	5	2	3	5
History	151	American Civilization to 1877	5	5	0	5
Horticulture	300	General Plant Biology	5	3	4	7
		Total	20	13	10	23
Seventh Quarter (Spring)						
History	152	American Civilization since 1877	5	5	0	5
Horticulture	310	Control of Horticultural Plant Development	4	3	2	5
Horticulture Tec	T245	Herbaceous Plants	3	2	6	8
*Agricultural Communications	390	Oral Expression in Agriculture	4	3	2	5
		Total	16	13	10	23
		Grand Total	104	77	75	152

*Courses to be selected with input from advisor. Courses which are listed will meet some foundation requirements in the BS degree. Transferrable ATI courses could be selected which would transfer in the major, minor or as electives. Total credits must be 104 for the Associate of Science degree.

**Required for the Associate of Science degree but only 1 credit transfers.

Greenhouse Production and Management
Equivalencies

ATI	OU-L
Gen Comm T110 or T111 (3)	ENG 151 (5)
Gen Comm T112 (3)	INCO 103 (4)
* Gen Comm T114 (3)	OTEC 230 (4)
Bus Tec T151 (5)	ECON 104 (4)
Gen SSc electives (9)	two of the following: PSY 101 (5) or SOC 101 (5) or POLS 101 (4)
Gen Biol T125 (5) (Botany)	PBIO 110, 111 (6+6)
* Bus Tec T101 (5)	ATCH 103 (4)
Gen Chem T131, T132 (4+4)	CHEM 121, 122 (4+4)
Gen Math T140 (5)	MATH 117 (4)
* Bus Tec T202 , T204 (1+1)	CTCH 125 (4)
* Bus Tec T231 (3)	BMT 140 (4)
* Bus Tec T241 (3)	BMT 170 (4)
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PROPOSED ASSOCIATE OF SCIENCE DEGREE CURRICULUM SCHEDULE

Landscape Construction and Contracting

DEPT	NO	TITLE	CRD	CL	LAB	TOT
First Quarter (Autumn)						
Agriculture	100	Agriculture Survey	1	2	0	2
English	110	First-Year English Composition	5	5	0	5
Rural Sociology	105	Introduction to Rural Sociology	5	5	0	5
Horticulture Tec	T243	Landscape Horticulture Plants and Material I	3	2	3	5
Horticulture Tec	T230	Introduction to Landscape Industry Practices	2	2	0	2
		Total	16	16	3	19
Second Quarter (Winter)						
Mathematics	148	College Algebra	4	4	0	4
Chemistry	101	Elementary Chemistry	5	4	3	7
Horticulture Tec	T235	Landscape Contracting and Construction I	4	2	4	6
Horticulture Tec	T244	Landscape Horticulture Plants and Material II	3	2	3	5
		Total	16	12	10	22
Third Quarter (Spring)						
*Chemistry	102	Elementary Chemistry	5	4	3	7
Music	140	Music Cultures of the World	5	3	2	5
Agricultural Economics	200	Principles of Food and Resource Economics	5	5	0	5
		Total	15	12	5	17
Fourth Quarter (Summer)						
Horticulture Tec	T290 .03	Horticultural Industries Internship	3	0	20	20
		Total	3	0	20	20

Fifth Quarter (Autumn)						
Biology	113	Introductory Biology I	5	3	3	6
Rural Sociology	378	Social Groups in Developing Societies	5	4	0	4
Crop and Soil Tec	T221	Introduction to Soils and Soil Management	4	3	2	5
Horticulture Tec	T231	Principles of Landscape Design and Planning	3	2	3	5
		Total	17	12	8	20
Sixth Quarter (Winter)						
Agricultural Communication	367	Agricultural Issues in Contemporary American Society	5	2	3	5
History	151	American Civilization to 1877	5	5	0	5
Horticulture	300	General Plant Biology	5	3	4	7
*Biology	114	Introductory Biology II	5	3	3	6
Crop and Soil	T228	Fertilizers and Soil Fertility	3	2	3	5
		Total	23	15	13	28
Seventh Quarter (Spring)						
History	152	American Civilization since 1877	5	5	0	5
Horticulture	310	Control of Horticultural Plant Development	4	3	2	5
*Agricultural Communication	390	Oral Expression in Agriculture	4	3	2	5
*Elective		Transferrable Elective	1	2	0	2
		Total**	14	13	4	17
		Grand Total	104	80	63	143

*Courses to be selected with input from advisor. Courses which are listed will meet some foundation requirements in the BS degree. Transferrable ATI courses could be selected which would transfer in the major, minor or as electives. Total credits must be 104 for the Associate of Science degree.

** Required for the Associate of Science degree but only 1 credit transfers.

Landscape Construction and Contracting
Equivalencies

	ATI	OU-L
	Gen Comm T110 or T111 (3)	ENG 151 (5)
	Gen Comm T112 (3)	INCO 103 (4)
*	Gen Comm T114 (3)	OTEC 230 (4)
	Bus Tec T151 (5)	ECON 104 (4)
	Gen SSc electives (9)	two of the following: PSY 101 (5) or SOC 101 (5) or POLS 101 (4)
	Gen Biol T125 (5)	PBIO 110, 111 (6+6)
*	Bus Tec T101 (5)	ATCH 103 (4)
	Gen Chem T131 (4)	CHEM 121 (4)
	Gen Chem T132 (4)	CHEM 122 or 123 (4)
	Gen Math T140 (5)	MATH 117 (4)
*	Bus Tec T202 (1)	CTCH 125 (4)
*	Bus Tec T244 (5)	BMT 250 (4)
	<hr/> (52)	<hr/> (62-63)

**PROPOSED
ASSOCIATE OF SCIENCE DEGREE
CURRICULUM SCHEDULE**
Nursery Management

DEPT	NO	TITLE	CRD	CL	LAB	TOT
First Quarter (Autumn)						
Agriculture	100	Agriculture Survey	1	2	0	2
English	110	First-Year English Composition	5	5	0	5
Rural Sociology	105	Introduction to Rural Sociology	5	5	0	5
Horticulture Tec	T243	Landscape Horticulture Plants and Material I	3	2	3	5
		Total	14	16	6	22
Second Quarter (Winter)						
Mathematics	148	College Algebra	4	4	0	4
Chemistry	101	Elementary Chemistry	5	4	3	7
Crop and Soil	T221	Introduction to Soils and Soil Fertility	4	3	2	5
Horticulture Tec	T244	Landscape Horticulture Plants and Material II	3	2	3	5
		Total	16	13	8	21
Third Quarter (Spring)						
*Chemistry	102	Elementary Chemistry	5	4	3	7
Music	140	Music Cultures of the World	5	4	0	4
Agricultural Economics	200	Principles of Food and Resource Economics	5	5	0	5
		Total	15	13	3	16
Fourth Quarter (Summer)						
Horticulture Tec	T290 .04	Nursery Internship	3	0	20	20
		Total	3	0	20	20

Fifth Quarter (Autumn)						
Biology	113	Introductory Biology I	5	3	3	6
Rural Sociology	378	Social Groups in Developing Societies	5	4	0	4
*Elective		Transferrable Elective	3	2	3	5
Horticulture Tec	T241	Nursery Management I	4	2	6	8
		Total	17	11	12	23
Sixth Quarter (Winter)						
Agricultural Communication	367	Agricultural Issues in Contemporary American Society	5	2	3	5
History	151	American Civilization to 1877	5	5	0	5
Horticulture	300	General Plant Biology	5	3	4	7
Horticulture Tec	T242	Nursery Management II	3	2	3	5
Crop and Soil	T228	Fertilizers and Soil Fertility	3	2	3	5
		Total	21	14	13	27
Seventh Quarter (Spring)						
History	152	American Civilization since 1877	5	5	0	5
Horticulture	310	Control of Horticultural Plant Development	4	3	2	5
*Agricultural Communication	390	Oral Expression in Agriculture	4	3	2	5
*Elective		Biology 114 or Transferrable	5	3	3	6
		Total**	18	14	7	21
		Grand Total	104	81	69	150

*Courses to be selected with input from advisor. Courses which are listed will meet some foundation requirements in the BS program. Transferrable ATI courses could be selected which would transfer in the major, minor or as an elective. Total credits must be 104 for the Associate of Science degree.

** Required for the Associate of Science degree but only 1 credit will transfer.

Nursery Management
Equivalencies

ATI	OU-L
Gen Comm T110 or T111 (3)	ENG 151 (5)
Gen Comm T112 (3)	INCO 103 (4)
* Gen Comm T113 or T114 (3)	OTEC 230 (4)
Bus Tec T151 (5)	ECON 104 (4)
Gen SSc electives (9)	two of the following: PSY 101 (5) or SOC 101 (5) or POLS 101 (4)
Gen Biol T120 (5)	BIOL 101 (5)
* Bus Tec T101 (5)	ATCH 103 (4)
Gen Chem T131 (4)	CHEM 121 (4)
Gen Chem T132 (4)	CHEM 122 (4)
Gen Math T140 (5)	MATH 117 (4)
* Bus Tec T202 , T204 (1+1)	CTCH 125 (4)
* Bus Tec T241 (3)	BMT 170 (4)
* Bus Tec T244 (5)	BMT 250 (4)
<hr/> (56)	<hr/> (59-60)

**PROPOSED
ASSOCIATE OF SCIENCE DEGREE
CURRICULUM SCHEDULE**
Turfgrass Management

DEPT	NO	TITLE	CRD	CL	LAB	TOT
First Quarter (Autumn)						
Agriculture	100	Agriculture Survey	1	2	0	2
English	110	First-Year English Composition	5	5	0	5
Rural Sociology	105	Introduction to Rural Sociology	5	5	0	5
Horticulture Tec	T223	Introduction to Turfgrass Mgt	3	2	3	5
Lab and Bio Sci	T218	General and Applied Entomology	3	2	3	5
		Total	17	16	6	22
Second Quarter (Winter)						
Mathematics	148	College Algebra	4	4	0	4
Chemistry	101	Elementary Chemistry	5	4	3	7
Crop and Soil	T221	Introduction to Soils and Soil Management	4	3	2	5
Horticulture Tec	T274	Plant Diseases of Ornamentals and Turf	3	2	3	5
		Total	16	13	8	21
Third Quarter (Spring)						
*Chemistry	102	Elementary Chemistry	5	4	3	7
Music	140	Music Cultures in the World	5	3	2	5
Horticulture Tec	T225	Turf Practices	3	2	3	5
Agricultural Economics	200	Principles of Food and Resource Economics	5	5	0	5
		Total	18	14	9	23

Fourth Quarter (Autumn)						
Biology	113	Introductory Biology I	5	3	3	6
Rural Sociology	378	Social Groups in Developing Countries	5	4	0	4
Horticulture Tec	T272	Weed Control in Landscapes	4	3	2	5
**Horticulture Tec	T289 .05	Turfgrass Practicum	2	1	6	7
		Total	16	11	11	22
Fifth Quarter (Winter)						
*Biology	114	Introductory Biology II	5	3	3	6
Agricultural Communication	367	Agricultural Issues in Contemporary American Society	5	2	3	5
History	151	American Civilization to 1877	5	5	0	5
Horticulture Tec	T227	Golf Course Organization and Management	3	2	3	5
Crop and Soil	T228	Fertilizers and Soil Fertility	3	2	3	5
		Total	21	14	12	26
Sixth Quarter (Spring)						
History	152	American Civilization since 1877	5	5	0	5
*Agricultural Communications	390	Oral Expression in Agriculture	4	3	2	5
Lab and Bio Sci	T216	General Microbiology	4	2	6	8
Crop and Soil	T222	Soil Formation and Classification Applications	3	2	3	5
		Total	16	12	11	23
		Grand Total	104	80	57	137

*Courses to be selected with input from advisor. Courses which are listed will meet some foundation requirements in the BS program. Transferrable ATI courses could be selected which would transfer in the minor or as electives. Total credits must be 104 for the Associate of Science degree.

** Required for the Associate of Science degree, but will not transfer.

Turfgrass Management
Equivalencies

	ATI	OU-L
	Gen Comm T110 or T111 (3)	ENG 151 (5)
	Gen Comm T112 (3)	INCO 103 (4)
*	Gen Comm T113 or T114 (3)	OTEC 230 (4)
	Bus Tec T151 (5)	ECON 104 (4)
	Gen SSc electives (9)	two of the following:
		PSY 101 (5)
		or SOC 101 (5)
		or POLS 101 (4)
	Gen Biol T125 (5)	PBIO 110, 111 (6+6)
*	Bus Tec T101 (5)	ATCH 103 (4)
	Gen Chem T131 (4)	CHEM 121 (4)
	Gen Chem T132 (4)	CHEM 122 or 123 (4)
	Gen Math T140 (5)	MATH 117 (4)
*	Bus Tec T232 (4)	BMT 230 (4)
*	Bus Tec T244 (5)	BMT 250 (4)
	<hr/>	<hr/>
	(55)	(62-63)

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

Format/
Associate Degree
Proposal

4/1/89

Page 406.8

F. Describe each NEW course which will be required for the program if it is approved, as it will appear in the catalog.

Does Not Apply

4/1/89

Page 406.9

PART III: PROGRAM SUPPORT INFORMATION

- A. Describe the administrative arrangements for the program, including the department, school, or college which will bear primary responsibility for the program.**

The program will be administered by the Lancaster campus under the direction of the Assistant Dean, the campus's academic officer. University College at Athens, the home for all associate degrees, will provide general supervision on behalf of the University. There will be close consultation between OU-L and ATI.

- B. Discuss the availability and adequacy of facilities and equipment required for the program. If present facilities are inadequate and required equipment unavailable, provide a list of what is necessary, the costs, and the source of the funding for the additions, renovations, or equipment.**

Since the General Education and Technology courses are in place, we would have no costs for facilities or equipment.



The Ohio State University
Agricultural Technical Institute

1328 Dover Road
Wooster, OH 44691-4000
Phone (330) 264-3911
Fax (330) 262-7634

January 26, 1998

Dr. Charles Bird, Dean
Ohio University - Lancaster
1570 Granville Pike
Route 37 North
Lancaster, OH 43130-1097

Dear Dr. Bird:

This letter confirms our agreement to establish a partnership between Ohio State ATI and Ohio University-Lancaster to offer a 1+1 program in Business Management/Agricultural Commerce.

Our faculty has reviewed Ohio University courses and identified those that will transfer to Ohio State ATI to meet the curricular requirements. If students follow that plan, they will be admitted to second year standing at Ohio State ATI with no loss of credits.

In addition to this course transfer articulation, we have agreed to cooperatively seek ways to help students connect to Ohio State ATI while enrolled in courses at Ohio University-Lancaster. This will ease the burden of establishing new connections upon transfer.

Sincerely,

William A. Anderson, Director ATI
Associate Dean, College of Food,
Agriculture and Environmental Science



Office of the Director

The Ohio State University
Agricultural Technical Institute
1328 Dover Road
Wooster, OH 44691-4000
Phone (330) 264-3911, ext. 1212
Fax (330) 262-7634

July 15, 1998

Dr. Charles Bird, Dean
Ohio University – Lancaster
1570 Granville Pike
Route 37 North
Lancaster, OH 43130-1097

Dear Dr. Bird:

This letter confirms our agreement to establish a partnership between Ohio State ATI and Ohio University – Lancaster to offer a 1+1 Associate of Applied Science degree program in Agricultural Science.

Our faculty has reviewed Ohio University courses and identified those that will transfer to Ohio State ATI to meet the curricular requirements. If students follow that plan, they will be admitted to second year standing at Ohio State ATI with no loss of credits.

In addition to this course transfer articulation, we have agreed to cooperatively seek ways to help students connect to Ohio State ATI while enrolled in courses at Ohio University – Lancaster. This will ease their burden of establishing new connections upon transfer.

Sincerely,

William A. Anderson, Ohio State ATI Director and Associate Dean,
College of Food, Agricultural and Environmental Sciences

4/1/89

Page 406.10

- C. Provide the names, addresses, and positions of advisory committee members, (and consultants engaged, if appropriate) who participated in the development of the program proposal. Briefly describe the extent of this participation.

Robert Moore
OSU Agricultural Extension
831 College Avenue Suite D
Lancaster OH 43130

Melissa Hoover
Melissa Hoover Landscape Design
PO Box 2366
Lancaster OH 43130

Chuck Miller
Lancaster High School
1312 Granville Pike
Lancaster OH 43130

John Ricketts
340 Hill Road N.
Pickerington OH 43147

Dick Snyder
Mid-State Power Equipment
3210 Old Columbus Rd.
Carroll OH 43112

Ralph Tolbert
3810 Lancaster-Thornville Rd.
Lancaster OH 43130

Several meetings of the advisory group were held. The group reviewed the proposed list of courses from Ohio University to be transferred to ATI. In our annual meeting for all advisory groups, the group suggested ways to expand the partnership with ATI. They have agreed to help with recruiting and job placement.

4/1/89

Page 406.11

- D. Report on the consultations which have been held with other campuses which offer this program elsewhere in the state. Also report on consultations held with nearby institutions (public, private, or proprietary).

There was no need to consult with other colleges since ATI is the primary provider in Ohio of agricultural related associate degrees. We did speak with representatives of the College of Agriculture at the Ohio State University and they have no objections to the OU-L articulation with ATI.

Mr. Goodman presented and moved approval of the resolution. Mr. Snyder seconded the motion. All voted aye.

MASTER OF SCIENCE IN COMPUTER SCIENCE

RESOLUTION 1999 – 1664

WHEREAS, the School of Electrical Engineering and Computer Science has a diverse faculty with many professional activities, and

WHEREAS, the school proposes to provide a research oriented degree that prepares professionals for careers in industry or for continued study in the discipline, and

WHEREAS, a significant, and unique, aspect of the program will be exposure to application areas in the engineering disciplines, and

WHEREAS, the faculty wishes to respond to opportunities for research connected to such a graduate program, and

WHEREAS, the faculty has discussed and planned the proposed curriculum, and

WHEREAS, the dean of the Russ College of Engineering endorses this proposed degree program.

NOW THEREFORE BE IT RESOLVED that the Master of Science in Computer Science in the School of Electrical Engineering and Computer Science be approved.

Office of the Provost
Cutler Hall
Athens OH 45701-2979



OHIO UNIVERSITY
1804

DATE: June 7, 1999
TO: Robert Glidden, President
FROM: Sharon Stephens Brehm, ^{SSB}Provost
SUBJECT: Master of Science in Computer Science

The attached request to establish a Master of Science in the Russ College of Engineering is one that I support and recommend to you for approval. Such a degree will strengthen research and graduate study in the department and college.

SSB/jt



Interoffice Communication

OHIO UNIVERSITY

DATE: March 17, 1999

TO: Barbara Reeves, Associate Provost
Cutler Hall

FROM: Ann Paulins, Chair, University Curriculum Council

RE: Master of Science in Computer Science

The Programs Committee approved the above captioned program proposal and presented the same to the University Curriculum Council for vote. The UCC unanimously approved the program on Tuesday, March 9. Please find enclosed two copies which are being forwarded to you for implementation.

jsc

Enclosure

cc: Dennis Irwin, Chair, Electrical Eng./Computer Science
programs\mscs.apd

Proposal for a new Degree Program:

Master of Science in Computer Science

School of Electrical Engineering and Computer Science
Russ College of Engineering and Technology
Ohio University

September 1998

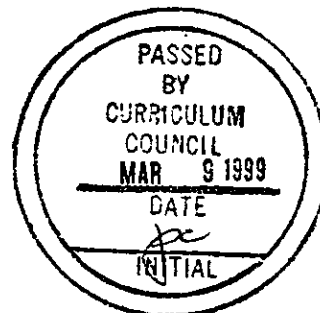
Recommend for Approval:

Ken Sampson / RR
Chairman, College Curriculum Committee

Walter K. Wong
Dean, Russ College of Engineering and Technology

William E. Brown
Chair, Programs Committee

Approved: [Signature]
Chair, University Curriculum Council



Executive Summary

Proposed Master of Science in Computer Science Ohio University

The School of Electrical Engineering and Computer Science proposes the establishment of a **Master of Science in Computer Science** degree program. The aim is to provide a research oriented degree program that prepares students for challenging careers in the ever expanding software industry and in other industries that employ computer scientists. A significant, and unique, aspect of the program will be exposure to application areas in the engineering disciplines.

Need

- Hi local demand. Continual growth in graduate enrollment since the merger of CS with EE in 1995.
- Strong job growth in CS. According to the Science & Engineering Indicators – 1998, the total number of jobs for computer engineers and scientists will double between 1996 and 2006.
- Strong growth in enrollments in graduate programs nation wide. 23.8% increase in new enrollment in Master's programs last year.
- Only program to serve southeast Ohio.

Faculty and facilities

- 7 current faculty, all with Ph.D.'s in CS, all on graduate faculty.
- Hiring 2 new faculty members, one at the full professor level; hired 2 last year.
- Reallocation of resources; CS 120 budgeted separately, teaching load for introductory level CS courses allocated to Group II faculty, cooperation with math department in teaching of CS300/500.
- Sufficient office, lab, classroom space in Morton and Stocker Center.

Prospective enrollment

- Expect 10 current first year M.S.E.E. students to transfer into the program, and expect 10 new students to enter the program in its first year of operation.
- Expect 20 new students per year, starting with the second year.
- MSEE w/CS option will be phased out over time.
- Strong demand (see above) will yield sufficient new applicants to populate program.

Number of Students	Year #1	Year # 2	Year #3
Full Time	20	30	40
Part Time	4	4	4

Projected Costs and Income

- No new fee waivers and stipends needed because of the transfer of CS 120 TAs into mainstream CS courses.
- Recent course weighting factor increase helps CS weighted student credit hours.

	Year #1	Year # 2	Year #3
Program Cost	\$196,510	\$220,888	\$246,815
Program Income	\$158,400	\$357,467	\$606,977

Program/Curriculum

- 53 quarter hours, including required thesis
- Four core areas
 - Foundations of Computer Science [16 hrs]
Algorithms, theory of computation, software engineering and operating systems.
 - Depth in Computer Science [20 hrs]
Students take 3 courses in their area of concentration, plus two additional courses.
 - Engineering Electives [9 hrs]
 - Research [8 hrs]

Program Development Plan

MASTER OF SCIENCE IN COMPUTER SCIENCE

Ohio University

This document contains a program development plan for a master's degree program within the School of Electrical Engineering and Computer Science. This plan is organized in accordance with the guidelines set forth by the Ohio Board of Regents in *Guidelines and Procedures for Review and Approval of Graduate Degree Programs* [3].

I. Designation, rationale, and purpose of the new degree program

The School of Electrical Engineering and Computer Science proposes the establishment of a **Master of Science in Computer Science** degree program. The aim is to provide a research oriented degree program that prepares students for challenging careers in the ever expanding software industry and in other industries that employ computer scientists. This degree program will provide students with a solid foundation in computing while simultaneously providing practical and research oriented experiences. (As a consequence, students will have sufficient knowledge of computing to continue towards a Ph.D. in Computer Science at other Ohio institutions.) *A significant, and unique, aspect of the program will be exposure to application areas in the engineering disciplines.*

The current demand for students with graduate level training in computer science is tremendous at the local, statewide, and national levels. As a result, enrollment in introductory and intermediate level graduate courses in computer science at Ohio University has been consistently high. (See figure 1, page 4.) This local demand for computer science courses mirrors statewide and national trends.

The proposed degree program will provide students whose primary interests lie in computer science the opportunity to pursue graduate level training at Ohio University. Other, long standing programs in Mathematics and Electrical Engineering offer options that incorporate some graduate level training in computer science; however, these programs are degree programs in their respective disciplines. The new program will complement these existing programs by providing all students with increased access to graduate level courses in computer science.

II. Description of the proposed curriculum

Students will be required to complete 53 hours of coursework and research credits culminating in a thesis. This program is designed to be completed in 6 quarters (two academic years) by a graduate student on assistantship. The program is divided into four components: Foundations; Depth in Computer Science; Engineering Electives; and Research.

a. Foundations

Students will complete four courses (16 credit hours) that cover the analytical and technological foundations of computer science, namely, algorithm analysis, operating systems, the theory of computing, and software engineering.

b. Depth in Computer Science

Students will complete an additional 20 credit hours to develop a depth of knowledge in computer science. Students will complete three courses (12 credit hours) that cover one area of computer science in depth and two additional elective courses (8 credit hours) in computer science. Students may choose to gain depth in various areas of computer science, including operating systems, database systems, programming languages, software engineering, algorithms and complexity, and artificial intelligence.

c. **Engineering Electives**

Students develop knowledge of applications of computing to the engineering disciplines through the completion of at least 9 credit hours of elective courses in an engineering or scientific discipline with significant computer applications.

d. **Research**

Students will complete 6 credits of thesis research credits (CS695) culminating in a masters thesis. In addition, students will complete 2 credits of the graduate research seminar (CS698). (See Appendix A for more detailed information.)

III. Administrative arrangements for the proposed program

Ohio University's Russ College of Engineering and Technology as well as the School of Electrical Engineering and Computer Science will oversee the degree of Master of Science in Computer Science. The chief administrative officer will be the Dean of the College. The degree program will adhere to the policies and procedures of the University Curriculum Council and the Graduate Council of Ohio University. The program will function under the direction of the School graduate chair and under the supervision of the chair of the School of Electrical Engineering and Computer Science.

IV. Evidence of need for the new degree program

National Need The increased sophistication of software systems and the dramatic increase in the number and variety of software users has resulted in a corresponding increase in the demand for workers trained in computer science. The increasing sophistication of software systems also indicates a need for computer scientists trained beyond the baccalaureate level. The need for computer scientists is reflected in the high new job growth in computer science specialties, as predicted by a number of recent publications. The Science & Engineering Indicators [2] predict that the total number of jobs for computer engineers and scientists will double between 1996 and 2006. The Bureau of Labor Statistics (see Appendix B) and Engineering Workforce Commission of the American Association of Engineering Societies [8] predict similar strong gains. Similarly, the demand for computer scientists with advanced degrees is reflected in the recent enrollment increases in graduate programs. According to the most recent Computing Research Association Taulbee Survey [1],

New enrollment in Ph.D. programs is up significantly this year: 1,780 in Fall 1998, up 23.6% from 1,440 in Fall 1997. ... New enrollment in Master's degree programs shows a similar gain from 3,410 in 1997 to 4,223 in 1998, an increase of 23.8%.

Ohio Need According to the Report of the Regents' Commission on State Investment in Graduate and Professional Education [4], Ohio has a number of major corporations in computer and computer related fields. Although computers and computer technology are central to the competitiveness of nearly every area of business and industry, the index of research funding in computer science is very low at 23%. The Commission's Report [4] concludes that Ohio is not sufficiently competitive in computer science. A more recent report [5] underlines the crucial role that technologies, such as computer science, will play in the Ohio economy of the 21st century:

Businesses and industries that create new technologies or use progressive methods of production or service will require employees with advanced degrees to lead research, design, and development, as well as highly skilled technicians to operate and troubleshoot complex systems and implement sophisticated quality improvement methodologies.

The service industries that will be vital to Ohio's future economy also will succeed based on the knowledge of their employees. Innovative business and technical consulting services, computer and telecommunications services, financial services, educational and media services, and creative services will be provided by employees who can maintain dynamic relationships with customers, understand complex concepts, and deftly use words, numbers, and images to generate unique ideas and solutions.

Local Need Student interest in graduate level computer science courses at Ohio University is increasing dramatically. In addition to increasing demand for graduate level courses by students whose undergraduate major is computer science, the School of EECS has seen an increase in enrollment in graduate computer science courses since the 1995 merger of the Departments of Computer Science and Electrical and Computer Engineering due to increased enrollment by students from several engineering disciplines. Figure 1 indicates the three year history of enrollment in entry level graduate computer science courses. Similar increases in advanced course enrollment are apparent from Table 2; again, enrollment increased significantly between 1995 and 1996.

Economic Development in Southeast Ohio As the only comprehensive doctoral granting university in the region, Ohio University is uniquely positioned to provide support for the economic development of Southeast Ohio. As is well known, this region has historically suffered from the alternating boom and bust conditions that follow from the presence of industries that are based on exploitation of natural resources. Moreover, limited transportation facilities and a lack of suitable land for either manufacturing or distribution concerns have hindered the development of the region. The computer industry and particularly the computer software industry are very decentralized and require little capital investment. More importantly from the point of view of the local population, these industries are sustainable indefinitely as they are independent of the presence of natural resources. However, for the region to be attractive as a possible center of operations for a computing related company, there must be a readily available pool of highly trained computer professionals. This pool of professionals does not exist at this time. However; the presence of a strong graduate level program in computer science is one of the prerequisites for developing the necessary skills at the local level. Local companies offering computer and computer software services must also be encouraged. The School of EECS intends to participate in local business incubation and economic development activities. The School intends to offer Master's level courses to the five branch campuses located in Chillicothe, Ironton, Lancaster, St. Clairsville, and Zanesville through the televised courses, and thus giving local access to much of the large geographic area of southeast Ohio.

V. Prospective enrollment

In the beginning year, we expect 10 new students to enroll in the program. In addition, we expect 10 current students to transfer from the existing M.S.E.E. program into the new computer science masters program. In the second year, we expect 20 new students to enter the program, bringing the total graduate enrollment in the program to 30 students. In the third year, we expect 20 new students to enter the program, bringing the total graduate enrollment to 40 students. We expect these enrollment numbers to remain relatively stable after the third year.

Many of our prospective graduate students may be drawn to the new Master of Science in Computer Science program instead of the current M.S.E.E. program. However, the new program will certainly attract some students who would not be interested in a M.S.E.E. program. While it is difficult to predict exactly how many new students the new Master of Science in Computer

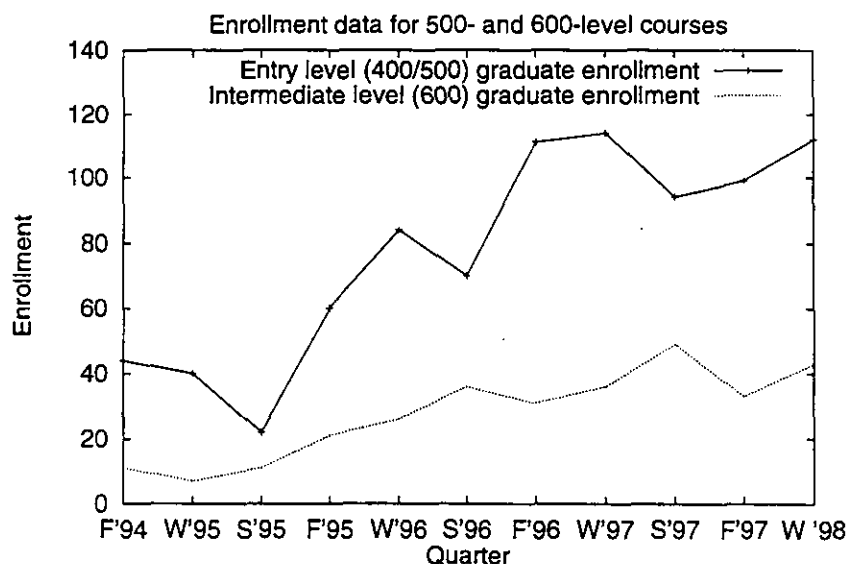


Figure 1: Entry (400/500) and intermediate (600) level graduate enrollment.

Science program will attract, we anticipate that at least 25% of the students enrolled in the Master of Science in Computer Science would not be interested in the current M.S.E.E. program. For this reason, we prorate the income figures in section IX and Appendix C by 25 %.

VI. Special efforts to enroll and retain minority students and women

Women and minorities are underrepresented groups in the School of Electrical Engineering and Computer Science and the Russ College of Engineering and Technology. Initiatives at both the college and university level are in place to encourage an increase in the representation of these groups.

The Russ College of Engineering and Technology has two initiatives in place to increase representation in these groups. The Pre-Engineering Program (PEP) [6] encourages minority representation in engineering programs by assisting minority students in the transition from high school to an engineering degree program. Similarly, the Women in Engineering and Technology (WENT) [7] program provides exposure to engineering programs and encourages women to enroll in these traditionally male-dominated fields.

VII. Faculty and facilities available for the new program

Computer science faculty are members of the School of Electrical Engineering and Computer Science. Currently, the school has an authorized faculty strength of 9. All of these faculty are members of the graduate college of the Russ College of Engineering and Technology and have Ph.D's in Computer Science. These nine faculty members will be available to support the new degree program through teaching graduate level courses and mentoring of graduate students.

Since 1996, 5 faculty have been hired with terminal degrees from Texas A&M, Stanford, Case Western Reserve, Virginia, and Ohio State. Two faculty have degrees from Iowa State and Purdue. All of these schools are highly ranked nationally in CS. In Fall '99, the rank and tenure breakdown will be 1 Full Professor (untenured, new hire), 2 Associate Professors (tenured), and 4 Assistant Professors (untenured). In addition, there are 3 early retired faculty (1 FTE) and 2 faculty with

primary training in computer engineering who will support the program or release the faculty with primary training in CS to develop and teach graduate courses.

A highly experienced cadre of part-time faculty are dedicated to the sophomore portion of the core undergrad CS program, thus allowing tenure track faculty to concentrate on high level and graduate courses.

Searches for faculty to fill the remaining two positions are on-going; however, the success of these searches depends in large part on the success of the proposed MSCS program.

With regard to facilities, there is adequate room in Morton Hall and Stocker Engineering and Technology Center to support the initiation of this new program. There currently exist well-equipped computing and research laboratories in Morton Hall to support Computer Science research and teaching. Lecture halls in both Stocker Center and Morton Hall are available for the program. Moreover, there exist student offices in Morton Hall to support the current and future Teaching and Research Assistantships. There is a small research library in Morton Hall that the Computer Science program manages in a long-standing agreement with the Department of Mathematics. In addition, the Stocker Endowment provides seed money for projects and funding for research assistants.

VIII. Need for additional facilities and staff

No additional facilities will be needed to initiate the program. No additional faculty will be required to support the degree program. A modest amount of course development will be required, but many courses have long been in existence in support of the Master of Science in Mathematics. Support for graduate students already exists in the form of Teaching and Research Assistantships.

IX. Projected additional cost

In the initial year, the program is estimated to cost \$196,635. During this year, tuition, fees and subsidies will almost cover the cost of program, bringing in an estimated \$158,400. In the second year, costs are estimated at \$220,888 and income \$357,467. In the program's third year, costs are estimated at \$246,815 and income to be \$606,977. By the third year, the program will be fully operational.

X. Information about the use of consultants or advisory committees in the development of the degree program proposal

Three members of the Computer Science faculty and one member of the Electrical Engineering faculty will take the primary responsibility to develop the full degree program proposal. Oversight of the development process will be provided by an advisory committee and external consultants. The School will form an advisory committee in the Fall of 1997 to oversee the development of the full degree program proposal. This committee will consist of members of the School of Electrical Engineering and Computer Science and representatives from local industries. The School of Electrical Engineering and Computer Science will also employ a consultant external to Ohio University to assess, evaluate, and assist in the development of the full degree program proposal. This consultant will be employed during the Fall of 1997 through the Spring of 1998.

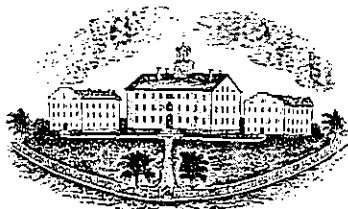
During the Winter quarter of 1997, the School of Electrical Engineering and Computer Science employed Dr. Oscar Garcia, NCR Distinguished Professor and Chair of the Department of Computer Science and Engineering at Wright State University, as a consultant for the development of this program development plan. Dr. Garcia's report is attached in Appendix D.

References

- [1] Computing Research Association, 1997-1998 Taulbee Survey, See http://www.cra.org/CRN/html/9903/survey/dk.4_1_t.shtml.
- [2] Science and Engineering Indicators - 1998, National Science Board, page A-118.
- [3] Ohio Board of Regents, Regents' Advisory Committee on Graduate Study, *Guidelines and Procedures for Review and Approval of Graduate Degree Programs*, May 6, 1994.
- [4] Ohio Board of Regents, Committee on State's Investments, *Report of the Regents Committee on State Investment: Recommendations for the Initial Rounds of State Level Review for Doctoral Programs*, November, 1994.
- [5] Ohio Board of Regents, *The Challenge is Change: Ohio's Master Plan for Higher Education*, November 14, 1996.
(See <http://www.bor.ohio.gov/plandocs/masterplan96.html>)
- [6] See <http://www.ent.ohiou.edu/college/pre/minor.html>.
- [7] See <http://webit.ent.ohiou.edu/it/autoid/went.htm>.
- [8] *Engineers: A Quarterly Bulletin on Careers in the Profession*, Volume 2, Number 1, Engineering Workforce Commission of the American Association of Engineering Societies, January, 1996.

C. BOARD ADMINISTRATION COMMITTEE

Committee Chairman Goodman thanked Provost Sharon Stephens Brehm for her report on the technology fee established in the Russ College of Engineering and Technology. It was noted the fee was sought by the College's faculty and students and is to be effective Fall Quarter 2000. The chairman thanked Vice President Siemer for his comprehensive report on the financial status of the University, its operating and endowment funds. He noted the Trustees had received a full briefing Friday morning on the University and the Residence and Dining Hall Budgets to be considered in the afternoon.



OHIO UNIVERSITY

June 15, 1999

HDL Center
Athens OH 45701-2979

MEMORANDUM

TO: Members of the Ohio University Board of Trustees

FR: Dick Siemer

A handwritten signature in dark ink, appearing to read "Dick Siemer".

RE: Treasurer's Report

We are now almost through the academic year and year-end results are relatively firm. I have organized the materials on the succeeding pages as follows:

1. Budget Analysis
 - 1.1. Budget to Actual Comparison through May 31, 1999
 - 1.2. Fund Accounting Terms
2. Investment Performance
 - 2.1. Ohio University Endowment
 - 2.2. Ohio University Foundation Endowment
 - 2.3. Ohio University Foundation Non-Endowment
3. Internal Audit Program
4. Investment Loan Program

Table 1.1 provides budget and actual information for Fiscal Year 1997-98 and Fiscal Year 1998-99. The data on the table reflects unrestricted revenue and expenses for the Athens General programs, Regional Higher Education, College of Osteopathic Medicine and Auxiliary enterprises.

After adjusting for timing differences, the unrestricted funds continue to be tracking well against last year's performance, when we had a year-to-date at the end of May positive variance of \$24.0 million in unrestricted fund balance. We ended last year with an increase of \$3.9 million in unrestricted fund balance. This significant month-to-month difference reflects the University's historical pattern of realizing revenue in advance of expenditures (and not adjusting the accounting records with accrual entries to facilitate management reporting). This year we have a positive variance at the end of May of almost \$28.8 million and expect a year-end increase in overall fund balance equal to or greater than last year's result.

Revenues through May are \$13.7 million or 4.5% above the same period last year. This remains slightly below our budget expectation. As we indicated at previous meetings, the Athens campus experienced lower than anticipated enrollments that will result in student tuition and fees that will be approximately \$1.5 million below original estimates. As previously reported, this enrollment variance is being offset, subject to your approval, by a transfer from our quasi-endowment investment account of this amount.

Treasurer's Report to the Ohio University Board of Trustees
June 14, 1999

"Other revenues" reflect a year-to-date shortfall of \$1.2 million when compared to the same time last year. This is mainly attributable to a delay of a portion of the annual transfer of funds from OUMCI to the College of Osteopathic Medicine. MCI has experienced a series of accounts receivable/billing problems this past year and they are on a cash basis of accounting. If no further transfer of funds takes place this fiscal year from MCI to OUCOM, there would be an approximately \$1 million budgeted shortfall which would have to be absorbed by the College of Osteopathic Medicine (probably through an adjustment to its unallocated fund balance which is currently \$3.3 million).

Expenses are tracking with revenues (at least at the macro nature of this analysis). "Transfers to other funds" is greater than last year by \$2.6 million. This is due to several transfers to specific projects which occurred during the current fiscal year such as: New Ironton classrooms (\$457K), temporary transfer to fund the tennis court project (\$715K), transfer to the University's rainy day reserve (\$750K), and for the Athens campus parking lot renovations (\$485K).

As mentioned at earlier meetings, a change in the way we account for overhead charges (mitigation) to the Auxiliaries that was implemented during the last budget process. This is the primary reason for an increase in expenditures in the operation and maintenance of plant category and a decrease in the Institutional support category.

Enclosures

- Year-to-year comparison of operating results
- Investment performance
- Internal Audit Plan
- Investment Loan Program report

CC: Robert Glidden, President of Ohio University
Alan Geiger, Secretary to the Board of Trustees

TABLE 1

**Ohio University - Unrestricted Funds
Comparison of Budget to Actuals
As of May 31, 1999**

	1998-99 BUDGET	May, 1999 ACTUALS	Percent of BUDGET	1997- 98 BUDGET	May, 1998 ACTUALS	Percent of BUDGET	YTD Actual Dollar Change	YTD Actual Percent Change
RESOURCES								
Student tuition and fees	\$127,763,274	\$132,903,801	104.0%	\$123,135,841	\$126,270,434	102.5%	\$6,633,367	5.3%
State appropriations	130,066,000	119,152,107	91.6%	125,135,000	115,083,219	92.0%	\$4,068,888	3.5%
Gifts, grants and contracts	3,595,131	3,428,934	95.4%	3,129,000	3,347,301	107.0%	\$81,633	2.4%
Investment income	3,494,555	3,756,500	107.5%	2,910,000	3,522,164	121.0%	\$234,336	6.7%
Sales and service of educational departments	4,736,530	4,902,544	103.5%	4,640,284	4,424,553	95.4%	\$477,991	10.8%
Auxiliary enterprises	49,936,520	49,897,721	99.9%	46,527,442	46,479,997	99.9%	\$3,417,724	7.4%
Other revenues	6,228,306	4,494,057	72.2%	5,303,365	5,700,678	107.5%	(\$1,206,621)	-21.2%
Total revenues	325,820,316	318,535,664	97.8%	310,780,932	304,828,346	98.1%	13,707,318	4.5%
Budgeted carry forward	29,296,367	0	0.0%	23,788,167	0	0.0%	\$0	0.0%
Total resources	355,116,683	318,535,664	89.7%	334,569,099	304,828,346	91.1%	13,707,318	4.5%
EXPENSES								
Program activities:								
Instruction	137,493,872	114,786,724	83.5%	124,933,338	114,387,926	91.6%	\$398,798	0.3%
Research	4,782,776	4,572,308	95.6%	7,322,653	3,970,913	54.2%	\$601,395	15.1%
Public service	3,472,282	3,734,859	107.6%	3,136,492	3,320,586	105.9%	\$414,273	12.5%
Supporting activities:								
Academic support	40,533,814	34,318,427	84.7%	37,494,644	33,707,163	89.9%	\$611,264	1.8%
Student services	17,644,864	14,028,255	79.5%	16,253,692	12,952,052	79.7%	\$1,076,203	8.3%
Institutional support	38,208,044	26,202,775	68.6%	37,911,241	28,068,436	74.0%	(\$1,865,661)	-6.6%
Operations and maintenance of plant	28,118,090	24,283,981	86.3%	28,729,470	21,138,464	73.6%	\$3,125,517	14.8%
Student aid	19,904,158	8,449,908	42.5%	17,684,797	8,129,854	46.0%	\$320,054	3.9%
Auxiliary enterprises	62,505,608	54,726,903	87.6%	57,365,185	53,120,493	92.6%	\$1,606,410	3.0%
Transfers to other funds	2,441,802	4,653,249	190.6%	3,737,587	2,025,615	54.2%	\$2,627,634	129.7%
Total expenses	355,105,310	289,737,389	81.6%	334,569,099	280,821,502	83.9%	8,915,887	3.2%
Net change	\$11,373	\$28,798,275		\$0	\$24,006,844		\$4,791,431	

1.1
816

Description of Expenditure Categories

Instruction – Expenditures for all activities that are part of Ohio University's instruction program. Includes expenditures for department chairpersons but excludes expenditures for academic administration when the primary assignment is administration (academic deans).

Research – Expenditures for activities specifically organized to produce research outcomes from the institution and includes matching funds applicable to the conditions set forth by the grant or contract from an external agency. Recovery of the indirect costs charged to external agencies is excluded from this category.

Public Service – Expenditures for activities that are established primarily to provide non-instructional services beneficial to individuals and groups external to the organization. These activities include community service programs and cooperative extension services.

Academic Support – Expenditures with the primary purpose of providing support services to the missions of instruction, research, and public service. Includes expenditures for academic administration (deans); media, such as audiovisual services; the retention, preservation, and display of educational materials (libraries); separately budgeted support for course and curriculum development.

Student Services – Expenditures for offices of admission and registrar and those activities whose primary purpose is to contribute to the student's emotional and physical well being and to his/her intellectual, cultural, and social development outside the context of the formal instruction program.

Institutional Support – Expenditures for central executive-level activities concerned with the management and long-range planning of the entire institution, (e.g. governing board, planning and programming and legal services). It also includes fiscal operations, administrative data processing; human resources; logistical activities that provide procurement, storerooms, safety, security and printing services to the institution; activities concerned with community and alumni relations.

Operations and Maintenance of Plant – Expenditures of current funds for the operation and maintenance of physical plant, net of amounts charged to the auxiliary enterprises and hospitals. It does not include amounts charged to institutional plant fund accounts. It includes all expenditures for operations established to provide services and maintenance related to campus grounds and facilities.

Student Aid – Expenditures for outright grants to students, either for credit or non-credit. It includes aid to students in the form tuition and fee remissions. However, if remissions of tuition and fees granted as result of employment conditions or family relationship to faculty or staff, the expenditure should be recorded as an employee benefit.

Auxiliary Enterprises – are accounting entities that exist to furnish goods or services to students, faculty, or staff and charges a fee directly related to the cost of the goods or services. It includes residence halls, food services, ICA, student unions, etc.

OHIO UNIVERSITY
INVESTMENT MANAGERS' PERFORMANCE RESULTS
MAY 31, 1999

	MARKET VALUE 05/31/98	MARKET VALUE 05/31/99	CHANGE	CURRENT MONTH RETURN	BENCHMARK RETURN	1 YR ENDING 05/31/99 RETURN	1 YR ENDING 05/31/99 BENCHMARK RETURN
MELLON							
CF STOCK INDEX (500-555)	\$ 16,315,501.67	19,472,758.65	3,157,256.98	(2.36)	(2.36)	21.08	21.00
CF ASSET ALLOCATION (500-556)	13,950,650.27	15,534,564.58	1,583,914.31	(1.83)	(1.99)	14.99	15.38
TOTAL MELLON	\$ 30,266,151.94	35,007,323.23	4,741,171.29	(2.13)	(2.20)	18.40	18.51
QUASI ENDOWMENT:							
MELLON							
CF STOCK INDEX (500-674)	\$ 1,391,834.00 *	1,547,158.04	155,324.04	(2.36)	(2.36)	25.34 *	26.21 *
BANK ONE	\$ 13,041,094.00 **	13,123,252.89	82,158.89	(0.13)	0.14	0.50 **	0.67 **
BENCHMARKS ARE AS FOLLOWS:							
MELLON:							
CF STOCK INDEX: S&P 500 INDEX							
CF ASSET ALLOCATION: 65% CF COMPOSITE STOCK INDEX, 30% CF LONG BOND FUND, 5% 30 DAY CD							
BANK ONE: MERRILL LYNCH 1-3 YEAR GOVERNMENT BOND INDEX							
* ACCOUNT ESTABLISHED 10-15-98. INCLUDES \$350,000 FOR EDISON QUASI AND \$1,041,834 FOR COLLEGE OF BUSINESS QUASI.							
** ACCOUNT ESTABLISHED 02-01-99 (ROLLOVER OF INITIAL DEPOSIT TO CF STOCK INDEX OF \$11,176,338, PLUS GAINS THROUGH 1/31/99 OF \$2,418,916, LESS INTEREST WITHDRAWAL OF \$554,160)							

OHIO UNIVERSITY FOUNDATION

ENDOWMENT

INVESTMENT MANAGER'S PERFORMANCE RESULTS

MAY 31, 1999

[illegible]

BENCHMARKS ARE AS FOLLOWS:

CF ENHANCED ASSET ALLOCATION: 65% CF COMPOSITE STOCK INDEX FUND, 30% CF LONG BOND FUND, 5% 30 DAY CD (MIX VARIES)

CF STOCK INDEX: S&P 500 INDEX

CF GLOBAL TACTICAL ASSET ALLOCATION: 60% MORGAN STANLEY CAPITAL INTERNATIONAL WORLD INDEX; 40% SALOMON WORLD GOVERNMENT BOND INDEX

**OHIO UNIVERSITY FOUNDATION
NON-ENDOWMENT
INVESTMENT MANAGER'S PERFORMANCE RESULTS
MAY 31, 1999**

	AMOUNT INVESTED	MARKET VALUE 05/31/99	CHANGE	CURRENT MONTH RETURN	BENCHMARK RETURN	INCEPTION TO DATE RETURN	INCEPTION TO DATE BENCHMARK RETURN
MELLON							
CF ENHANCED ASSET ALLOCATION (500-681)	\$ 5,728,128.00 *	5,701,349.66	(26,778.34)	(1.82)	(1.99)	1.96	2.50
CF STOCK INDEX (500-680)	4,615,604.00 *	4,761,951.92	146,347.92	(2.36)	(2.36)	6.43	6.47
CF GLOBAL TACTICAL ASSET ALLOCATION (600-682)	3,158,268.00 *	3,174,808.70	18,540.70	(2.96)	(2.87)	2.96	(0.04)
TOTAL MELLON	\$ 13,500,000.00	13,638,110.28	138,110.28	(2.21)	(2.32)	3.84	3.29
BENCHMARKS ARE AS FOLLOWS:							
CF ENHANCED ASSET ALLOCATION: 65% CF COMPOSITE STOCK INDEX FUND, 30% CF LONG BOND FUND, 5% 30 DAY CD (MIX VARIES)							
CF STOCK INDEX: S&P 500 INDEX							
CF GLOBAL TACTICAL ASSET ALLOCATION: 60% MORGAN STANLEY CAPITAL INTERNATIONAL WORLD INDEX; 40% SALOMON WORLD GOVERNMENT BOND INDEX							
* \$7,000,000 INVESTED JANUARY 1, 1999; \$1,000,000 INVESTED FEBRUARY 1, 1999; \$1,195,732 INVESTED MARCH 1, 1999; \$4,304,268 INVESTED APRIL 1, 1999							

OHIO UNIVERSITY
INTERNAL AUDIT PLAN
FY 99-00

The initial focus of the University's newly established Internal Audit Office includes reviewing each major component of Ohio's Revenue and Expenditure Processes. Our goals are: to describe and evaluate established internal control systems; and to identify and strengthen, through our analyses and recommendations, operational efficiencies and regulatory compliance.

Through a variety of means, including non-statistical assessment of internal control and operations risks, specific requests, and historical experiences, reviews of the following areas are planned, as indicated, by the Ohio University Internal Audit Office staff in FY 99-00:

First FY Quarter: July 1 through September 30, 1999

- Cash Handling Operations – Internal Control and Operational Efficiency Review in Offices of Bursar, Regional Campuses, and Lifelong Learning
- Purchasing Card – Policy Compliance Reviews in Intercollegiate Athletics

Second FY Quarter: October 1 through December 31, 1999

- Bobcat Cash/HARCO Systems: Internal Control and Operational Efficiency Review
- Student Payroll Payoff – Internal Control Review
- Purchasing Card – Policy Compliance Reviews in Offices of President and Vice President for Finance

Third FY Quarter: January 1 through March 31, 2000

- Cash Handling Operations – Internal Control and Operational Efficiency Review in POST, Food Service Facilities (DH, SB, C-Marts), Student Union, and Campus Recreation Facilities
- Purchasing Card – Policy Compliance Reviews at College of Arts and Sciences

OHIO UNIVERSITY
INTERNAL AUDIT PLAN
FY 99-00

Fourth FY Quarter: April 1 through June 30, 2000

- Inventory and Capital Equipment – Internal Control, Procedural and Compliance Reviews in Auxiliaries, and Offices of Facilities Management, and VP for Finance
- Purchasing Card – Policy Compliance Reviews at Branch Campuses

Other Reviews Planned, time and resources permitting, include:

- Vendor Leases and Contracts – Internal Control, Authorization and Legal Compliance Reviews covering Third Party Administrators, License Resource Group, International Sports Properties, Zide's, Laughlin Vending, AVI, etc; involving Offices of Purchasing, Legal Affairs, and others
- Agency Funds – Internal Control and Regulatory Compliance Review in Offices of Student Life and VP for Finance
- Student Financial Aid – Internal Control and Regulatory Compliance Reviews
- Taxation (UBIT, Sales, Excise, Real Estate, Property, Transient, Others) – Identification & Compliance Procedural Review

Note that the above planned schedule should be considered to be very flexible in this initial year of operation. Staffing consists of one full-time Manager and two-three student interns from the Ohio University College of Business, each working an average of 15 hours weekly (roughly one full-time employee equivalent) throughout the school year.

Ohio University Report on the Investment Loan Fund

The Ohio University Board of Trustees established the Investment Loan Fund on June 27, 1998 to provide units within the University an opportunity to borrow money from the University's Diversified Investment Pool for purposes that advance the educational mission of the University. To date, three loans covering four projects have been approved as follow:

Loans Previously Authorized and Reported to the Board of Trustees:

1. One loan was approved for the expansion of the University's recreation facilities for two projects totaling \$2,000,000. A total of \$714,880 was loaned to support the projects. The loan, which generated interest in the amount of \$11,050, has been repaid in full from the Series 1999 Bond Issue.
2. A loan for the **Dr. Steve and Kathy Carin Strength and Conditioning Center** was approved for \$600,000 and is to be repaid over a five-year period from pledges received from contributors.

Initial contributions have funded the start-up costs for this project, and to date no draws have been made against the approved loan.

Recently Authorized Loan:

1. A loan in the amount of \$125,000 has been authorized for the College of Fine Arts to finance one-half of the cost of the **Ridges Graduate Art Studio** renovation. According to information provided in the loan application, the renovation of buildings #13 and #14 at the Ridges to provide 55 art studios will definitely impact the quality of both the undergraduate and graduate programs in the School of Art. It will help the school fulfill the interdisciplinary mission of the College of Fine Arts by creating the conditions that fosters collaborations among the graduate disciplines while exploring differences. In addition, the new facility will provide an immediate opportunity for a stronger relationship with the Kennedy Museum of Art and its programs.

The loan will be repaid over a fifteen-year period with funds provided from the Office of the Dean of Fine Arts. To date no draws have been made against the approved loan.

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

FISCAL YEAR 1999-2000 OPERATING BUDGET

RESOLUTION 1999-- 1665

WHEREAS, the Board of Trustees has reviewed the Fiscal Year 1999-2000 Ohio University Current Funds Budget.

NOW, THEREFORE, BE IT RESOLVED that the Fiscal Year 1999-2000 budgets of expected resources and expenditures for General Funds, Regional Higher Education and College of Osteopathic Medicine as presented on pages E.2, E.6, and E.7 are hereby approved subject to the following provisions:

1. The Provost, with approval of the President, may make adjustments in instructional and general operating expense allocations, providing the total does not exceed available unrestricted resources.
2. Expenditures for restricted and designated funds shall be limited to the resources generated.

This resolution shall take effect immediately upon its adoption.

For referenced pages see Current Funds Budget book enclosed separately with Trustees' materials.

Mr. Emrick presented and moved approval of the resolution. Dr. Ackerman seconded the motion. All voted aye.

INSTRUCTIONAL AND GENERAL FEES, PART A

RESOLUTION 1999 -- 1666

WHEREAS, Am. Sub. H. B. No. 282 prohibits Board of Trustees from authorizing instructional and general fee increases of more than four percent in a single vote, and

WHEREAS, Am. Sub. H.B. No. 282 limits Regional Campuses' undergraduate instructional and general fee increases to zero percent.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes a four percent increase in the Athens campus instructional and general fees and zero percent increase in undergraduate instructional and general fees for Regional Campuses effective Fall Quarter 1999.

This resolution shall take effect immediately upon its adoption.

Dr. Ackerman presented and moved approval of the resolution. Mr. Snyder seconded the motion. Approval was unanimous.

INSTRUCTIONAL AND GENERAL FEES, PART B

RESOLUTION 1999 – 1667

WHEREAS, the Ohio University 1999-2000 Current Funds Budget contains program enhancements as well as fixed and mandated cost increases, and

WHEREAS, appropriate planning and consultations within the University have been accomplished, resulting in a recommendation of a six percent increase in Athens Campus instructional and general fees, and

WHEREAS, the Board of Trustees approved instructional and general fees, Part A, and

WHEREAS, Am. Sub. H. B. No. 282 requires Board of Trustees to authorize instructional and general fee increases exceeding four percent, but not more than six percent, by a second vote, and

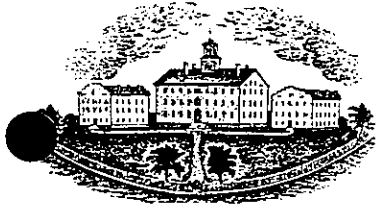
WHEREAS, the General Assembly may further modify limitations relative to Regional Campuses' tuition increases for the 1999-2001 biennium and

WHEREAS, the attached schedules of fees are consistent with Am. Sub. H.B. 282;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees adopt the attached schedules of fees effective Fall Quarter 1999, including a tuition increase totaling 6%.

BE IT FURTHER RESOLVED, that the President, in consultation with the Budget, Finance and Physical Plant Committees, may make further adjustments in rates of undergraduate instructional and general fees for Regional Campuses as deemed necessary, within any limitations which might arise from legislative action by the General Assembly relative to Regional Campuses' fees for the 1999-2001 biennium.


This resolution shall take effect immediately upon its adoption.



Interoffice Communication

OHIO UNIVERSITY

TO: The President and Board of Trustees of Ohio University

FROM: Nicolette Dioguardi  Associate Director of Legal Affairs

SUBJECT: Resolutions Regarding The Authorization of Fees

DATE: June 15, 1999

The following two (2) Resolutions authorize the amount of the instructional and general fees for the Athens campus and the regional campuses. **Instructional and General Fees, Part A Resolution** will provide for a four percent (4%) increase in the Athens campus instructional and general fees and zero percent (0%) increase in those fees for the regional campuses. The fee rates will take effect Fall Quarter, 1999.

Instructional and General Fees, Part B Resolution is an additional Resolution that is required pursuant to Am. Sub. H. B. No. 282 when the Board authorizes more than a four percent (4%) increase in the fees. The Board is being asked for authorization of an overall increase in instructional and general fees on the Athens Campus of six percent (6%), which is the limit allowed under the current law.

A fee schedule (per quarter) has been prepared and included in the materials for your review.

Finally, this Resolution will authorize the President to make further adjustments in rates for the Regional Campuses over the next biennium, within the limitations enacted by the General Assembly.

OHIO UNIVERSITY
FEE SCHEDULE (PER QUARTER)
EFFECTIVE FALL QUARTER 1999

ATHENS CAMPUS

	<u>Approved 1998-99</u>	<u>Proposed 1999-00</u> *	<u>Change</u>
<u>Full-Time Students</u>			
<u>Undergraduate</u> (11-20 hours inclusive)			
Instructional	\$ 1,155	\$ 1,224	\$ 69
General	286	376	90
Non-Resident Surcharge	1,667	1,767	100
<u>Medical</u>			
Instructional	3,643	3,862	219
General	286	376	90
Non-Resident Surcharge	1,667	1,767	100
<u>Graduate</u> (9-18 hours inclusive)			
Instructional	1,455	1,542	87
General	286	376	90
Non-Resident Surcharge	1,667	1,767	100
<u>Part-Time Hours</u>			
<u>Undergraduate</u>			
Ohio Resident	139	154	15
Non-Resident	304	329	25
<u>Graduate</u>			
Ohio Resident	216	238	22
Non-Resident	423	457	34
<u>Excess Hours</u>			
<u>Undergraduate</u>			
Ohio Resident	69	73	4
Non-Resident	154	163	9
<u>Graduate</u>			
Ohio Resident	126	134	8
Non-Resident	250	265	15

* Effective Fall Quarter 1999 the student recreation fee of \$73 is included in the general fee

OHIO UNIVERSITY
FEE SCHEDULE (PER QUARTER)
EFFECTIVE FALL QUARTER 1999

REGIONAL CAMPUSES

	Approved <u>1998-99</u>	Proposed <u>1999-00</u>	<u>Change</u>
<u>Full-Time Students</u>			
<u>Undergraduate</u> (11-20 hours inclusive)			
Eastern, Chillicothe, Lancaster and Zanesville:			
Instructional	\$ 942	\$ 942	\$ 0
General	122	122	0
Non-Resident Surcharge	1,537	1,537	0
Southern:			
Instructional	904	904	0
General	76	76	0
Non-Resident Surcharge	42	42	0
<u>Graduate</u> (9-18 hours inclusive)			
Eastern, Chillicothe, Lancaster and Zanesville:			
Instructional	1,455	1,542	87
General	286	303	17
Non-Resident Surcharge	1,667	1,767	100
Southern:			
Instructional	1,455	1,542	87
General	286	303	17
Non-Resident Surcharge	1,667	1,767	100
<u>Part-Time Hours</u>			
<u>Undergraduate</u>			
Eastern, Chillicothe, Lancaster and Zanesville:			
Ohio Resident	97	97	0
Non-Resident	250	250	0
Southern:			
Ohio Resident	89	89	0
Non-Resident	93	93	0

OHIO UNIVERSITY
FEE SCHEDULE (PER QUARTER)
EFFECTIVE FALL QUARTER 1999

REGIONAL CAMPUSES (continued)

	<u>Approved</u> <u>1998-99</u>	<u>Proposed</u> <u>1999-00</u>	<u>Change</u>
<u>Part-Time Hours</u> (continued)			
<u>Graduate</u>			
Eastern, Chillicothe, Lancaster and Zanesville:			
Ohio Resident	\$ 216	\$ 230	\$ 14
Non-Resident	423	449	26
Southern:			
Ohio Resident	216	230	14
Non-Resident	423	449	26
<u>Excess Hours</u>			
<u>Undergraduate</u>			
Eastern, Chillicothe, Lancaster and Zanesville:			
Ohio Resident	48	48	0
Non-Resident	127	127	0
Southern:			
Ohio Resident	48	48	0
Non-Resident	54	54	0
<u>Graduate</u>			
Eastern, Chillicothe, Lancaster and Zanesville:			
Ohio Resident	126	134	8
Non-Resident	250	265	15
Southern:			
Ohio Resident	126	134	8
Non-Resident	250	265	15

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

RESIDENCE AND DINING HALL PLANNING REPORT RATES FOR 1999-2000

8% increase, room and board
4% increase, University apartments

RESOLUTION 1999 -- 1668

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

WHEREAS, the residence and dining hall auxiliary has identified a need for substantial reinvestment to correct the deferred maintenance backlog in its aging facilities, and

WHEREAS, the Board of Trustees has adopted a long range plan as a guideline for renovating the facilities, and

WHEREAS, the residence and dining hall auxiliary has developed that guideline into a flexible plan that projects a multi-faceted approach to facility needs including contracts with private partners to develop new student housing options; continuing attention to renovation needs of existing facilities; a focus on visible infrastructure improvements for students and redevelopment of some existing residential facilities for other institutional uses.

WHEREAS, the residence and dining hall auxiliary must budget for the major renovations and capital improvements necessary to upgrade and maintain quality facilities, and

WHEREAS, the residence and dining hall 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 1999-2000 fiscal year and the long range plan to address the deferred maintenance backlog, and have concluded that the rates are commensurate with projected costs of the operation, they hereby recommend that the following rate changes be approved for 1999-2000.

ROOM RATES (QUARTERLY)

	<u>CURRENT</u>	<u>1999-00</u>	<u>INCREASE</u>
Single	\$1,023	\$1,105	8%
Standard Double	832	899	8%
New South Double	886	957	8%
Triple	687	742	8%
Quad	778	840	8%

BOARD RATES (QUARTERLY)

	<u>CURRENT</u>	<u>1999-00</u>	<u>INCREASE</u>
7-meals flexible	\$ 584	\$ 631	8%
14-meals flexible	806	870	8%
20 meals	860	929	8%
Green Carte Blanche	1,097	1,185	8%

UNIVERSITY APARTMENT RENTAL RATES (MONTHLY)

WOLFE/ULLOM STREET

	<u>CURRENT</u>	<u>1999-00</u>	<u>INCREASE</u>
Efficiency, furnished	\$ 461	\$ 479	4%
1 Bedroom, furnished	585	608	4%
Bedroom/Nursery, furnished	607	631	4%
2 Bedroom, furnished	679	706	4%

MILL STREET

	<u>CURRENT</u>	<u>1999-00</u>	<u>INCREASE</u>
1 Bedroom, unfurnished	\$ 515	\$ 536	4%
1 Bedroom, furnished	585	608	4%
2 Bedroom, unfurnished	607	631	4%
2 Bedroom, furnished	679	706	4%

WHEREAS, the 1999-2000 budget incorporates Board of Trustee action on room and board rates for the next fiscal year, and

WHEREAS, the executive officers of the University have reviewed the financial premises and the 1999-2000 budget and recommend its adoption.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby increase residence hall rates by 8% and apartment rates by 4% and adopts the 1999-2000 Residence and Dining Hall Fund budget and the rate increases for 1999-2000, dated June 25, 1999.

1999-2000 QUARTERLY ROOM AND BOARD RATES

	Room Only	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	\$1,185	N/A	\$929	N/A	\$870	N/A	\$631	N/A	
Standard											
Single ALL HALLS	\$1,105	\$1,132	\$2,290	2,317	\$2,034	\$2,061	\$1,975	\$2,002	\$1,736	\$1,763	
New South Double and Staff Rooms	\$957	\$984	\$2,142	2,169	\$1,886	\$1,913	\$1,827	\$1,854	\$1,588	\$1,615	
Standard											
Double	\$899	\$926	\$2,084	2,111	\$1,828	\$1,855	\$1,769	\$1,796	\$1,530	\$1,557	
Quad	\$840	\$867	\$2,025	2,052	\$1,769	\$1,796	\$1,710	\$1,737	\$1,471	\$1,498	
Triple	\$742	\$769	\$1,927	1,954	\$1,671	\$1,698	\$1,612	\$1,639	\$1,373	\$1,400	
Optional Services:											
*Linen Service											
\$27 per quarter											
Garage Parking											
\$252 - 3 quarters											
\$175 - 2 quarters											
\$ 90 - 1 quarter											
There will be a \$30 per quarter surcharge for electrical usage and maintenance											
for the window air conditioning units in Scott, Gamertsfelder, Ewing, Hoover and Wray residence halls											

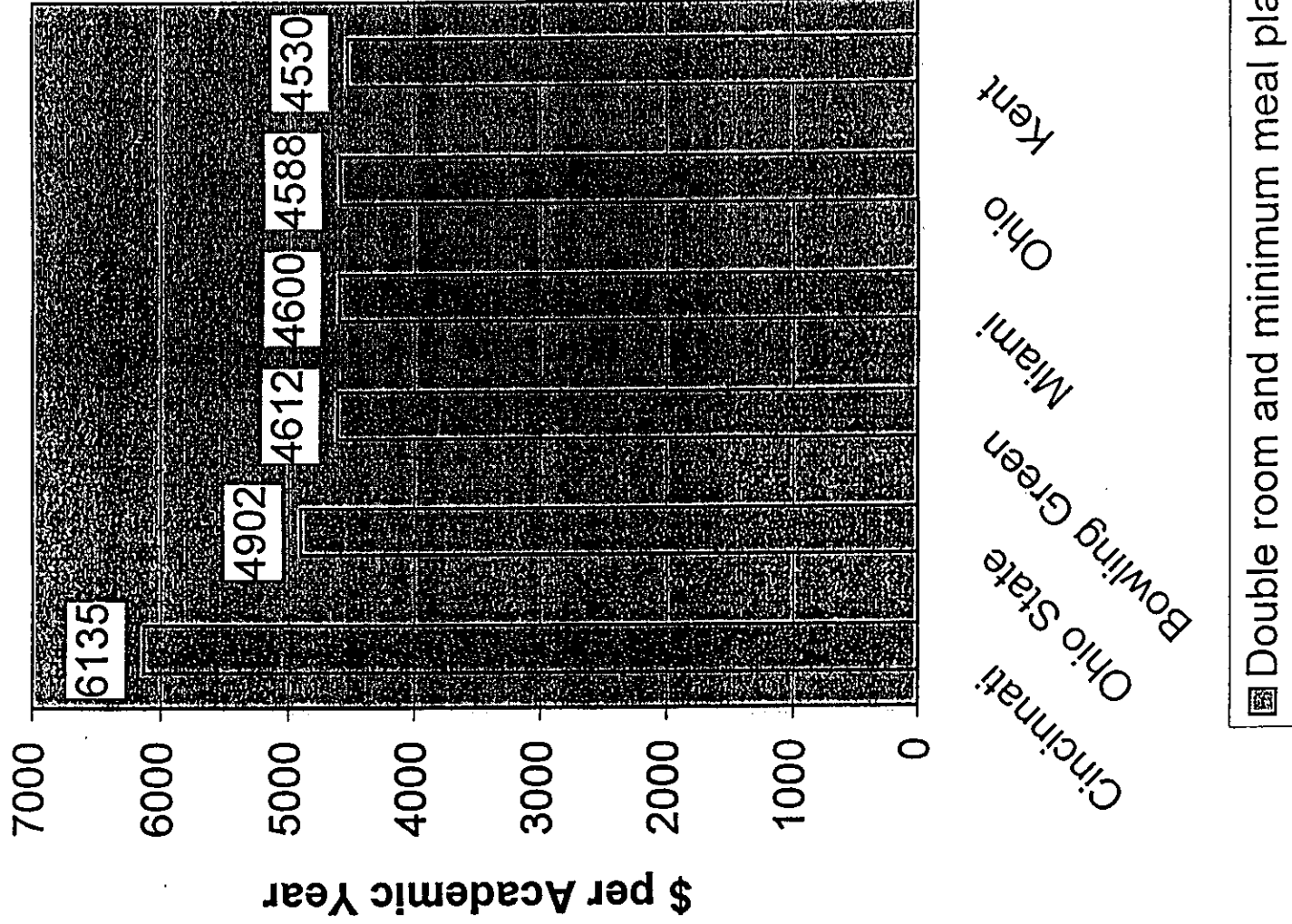
PROPOSED CAPITAL IMPROVEMENT PROJECTS 1999 - 2000			
PROJECT NO.	PROJECT NAME	Authorized Budget	Primary Contact
7700	Contingency	\$ 185,011	
7701	Miscellaneous Painting	\$ 80,000	Bruce N
7702	Miscellaneous Carpet	\$ 75,000	Robin F.
7705	Miscellaneous Asbestos Abatement	\$ 35,000	Ron M.
7707	Miscellaneous Exterior Lighting Upgrade	\$ 25,000	Ron M.
7708	Miscellaneous Masonry Repairs	\$ 35,000	Ron M.
7710	S.G. Bathroom Renovations (Martzolff)	\$ 188,500	Fred S.
7713	Boyd Hall Secondary Upgrade (for window A/C install)	\$ 400,000	Ron M.
7714	Boyd Hall Window A/C units	\$ 70,000	Ron M.
7715	Roof Repairs (A/E fees)	\$ 71,275	Ron C.
	Jefferson Rubber Roofs	\$ 90,000	Ron C.
	New Nelson Dining Roof	\$ 200,000	Ron C.
	Central Foods Roof Replacement	\$ 250,000	Ron C.
7716	NSG Roofs (4th Phase of 4) 3 BUILDINGS	\$ 55,000	Ron C.
7720	Paving	\$ 75,000	Ron M.
7721	NSG Patio/Walks (2nd of 3 Phases)	\$ 400,000	Ron C.
7722	Elevator Rehabilitation (2nd Phase of 5) A/E only	\$ 15,600	Ted Fares
7729	Nelson Down Under (Added)	\$ 20,000	Robin F.
7733	Shively Hall Seating Capacity (for Jeff Hall shut down)	\$ 415,000	Bruce N.
7734	Shively Hall Primary Electric Upgrade	\$ 105,000	Ron M.
7735	Shively Hall Secondary Electric Upgrade	\$ 375,000	Ron M.
7738	Central Foods Office A/C replacement	\$ 25,000	Ron M.
7740	Shively Grab-n-Go Concept	\$ 80,000	Bruce N.
7741	Lincoln Hall ADA Rooms (Gen Fund \$\$)	\$ 10,000	Ron C.
7743	Performance Contract (Construction Phase A/E)	\$ 25,000	Ron C.
7744	Landscaping Improvements	\$ 30,000	Susan Calhoun
7746	A/E fees Computer Electrical Upgrades	\$ 350,000	Ted F. - Ron M
7747	Electrical Upgrades (14 buildings)	\$ 900,000	Ted F. - Ron M
	Sub-Total	\$ 4,585,386	
RCIS-01	S.G. Bedroom Furniture (O'Brieness)	\$ 146,726	Robin F.
RCIS-03	VIP Apartments (New)	\$ 15,000	Robin F.
RCIS-04	Student Chairs (O'Brieness)	\$ 20,888	Robin F.
RCIS-06	Shively Dining Hall Furniture (NEW)	\$ 38,000	Robin F.
RCIS-07	Boyd Dining, Carpeting/Flooring (New)	\$ 50,000	Robin F.
RCIS-08	Desk Chairs, W.G. 3 Buildings (NEW)	\$ 65,000	Robin F.
	Sub-Total	\$ 335,614	
	TOTAL (without contingency)	\$ 4,921,000	

PROJECT Reference No.	Project ID	PROJECT NAME	98-99 A/E	PROPOSED 99-00 BUDGET	PROPOSED 00-01 BUDGET	PROPOSED 01-02 BUDGET	PROPOSED 02-03 BUDGET	PROPOSED 03-04 BUDGET
0		Contingency		\$ 185,011	\$ 50,000	\$ 100,000	\$ 200,000	\$ 100,000
1	EXT	Miscellaneous Painting		\$ 80,000	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000
2	INT	Miscellaneous Carpet		\$ 75,000	\$ 50,000	\$ 75,000	\$ 75,000	\$ 100,000
3	INF	NSG Patio/Walks (2nd of 5 Phases)		\$ 400,000		\$ 650,000	\$ 300,000	
4	INT	Elevator Rehabilitation (Bryan then \$120,000/car S.G.)		\$ 15,600	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
5	INF	Paving		\$ 75,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
6	INT	Residence Life Apartment Upgrades			\$ 25,000	\$ 25,000	\$ 25,000	\$ 40,000
7	INT	Interior Cabinet Refinishing			\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000
8	L/S	S. G. Parking Garage Sprinkler System (2nd Phase of 6)			\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000
9	L/S	Termite Control			\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
10	INT	Miscellaneous Bathroom Renovations			\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000
11	EXT	Exterior Door Replacements			\$ 25,000	\$ 75,000	\$ 75,000	\$ 75,000
12	INF	Miscellaneous Masonry Repairs		\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
13	EXT	Bike Rack Purchase & Installation				\$ 5,000	\$ 5,000	\$ 5,000
14	L/S	Fire Doors - Stairwells - Mechanical Spaces			\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
15	EXT	Landscaping Improvements		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
16	ROOF	Roof Repairs (tile roofs)				\$ 250,000	\$ 150,000	\$ 150,000
17	ROOF	Roof Repairs (tile roofs) Gamertsfelder				\$ 225,000		
18	ROOF	Roof Repairs (A/E only for 99-00 Roofs)	80,000	\$ 71,275				
19	ROOF	Central Foods Roof Replacement		\$ 250,000				
20	ROOF	Jefferson Hall Rubber Roofs (2)		\$ 90,000				
21	ROOF	New Nelson Dining Hall Roofs (2)		\$ 200,000				
22	ROOF	Roof Assessments West Green						
23	ROOF	NSG Roofs (4th Phase of 4) 3 BUILDINGS		\$ 55,000				
24	DIN	Shively Freezer Upgrade						
25	DIN	Dish Machine Noise Reduction				\$ 20,000	\$ 20,000	\$ 30,000
26	DIN	Dining Hall Employee Bathroom Upgrades						
27	DIN	Dining Hall Grease Trap Installations (Engineering Study)				\$ 25,000	\$ 150,000	
28	DIN	Shively Hall Seating Capacity (for Jeff Hall shut down)	35,000	\$ 415,000				
29	DIN	Shively Grab-and-Go Concept Development		\$ 80,000				
30	HVAC	Boyd Hall Window A/C units (for summer camps)		\$ 70,000				
31	HVAC	Miscellaneous A/C purchase			\$ 20,000			
32	HVAC	Central Foods A/C Replacement		\$ 25,000				
33	PLUM	Scott Quad Plumbing Replacement			\$ 25,000	\$ 200,000		
34	INT	S.G. Bathroom Renovations (Martzoff)		\$ 188,500				
35	HVAC	Voigt Hall Heat Risers				\$ 150,000		
36	INT	Gamertsfelder Laundry Expansion						
37	ADA	Lincoln Hall ADA Rooms A/E fees (const cost to be reimbursed)	13,000	\$ 10,000				
38	EXT	Shively Hall Arch and Court				\$ 35,000		
39	EXT	Miscellaneous Window Replacement				\$ 25,000	\$ 25,000	\$ 25,000
40	ELEC	Miscellaneous Exterior Lighting Upgrade		\$ 25,000				
41	INT	Nelson Down Under		\$ 20,000				
42		Miscellaneous Architect/Permit Fees				\$ 10,000		
43		S.G. Performance Contract (Construction Phase A/E & Const.)		\$ 25,000				
44	INF	East Green Storm Sewer (Stewart St. connector E.A. design)						
45	INF	E. Mulberry Street Storm Sewer extension to Stewart St.						
46	INF	E. Mulberry Street Sanitary/Storm Sewers						
47	INF	E. G. Water line (upgrade to sprinkle residence halls)						
Sub-Total				\$ 2,420,386	\$ 670,000	\$ 2,305,000	\$ 1,465,000	\$ 965,000

PROJECT Reference No.	Project ID	PROJECT NAME	98-99 A/E	PROPOSED 99-00 BUDGET	PROPOSED 00-01 BUDGET	PROPOSED 01-02 BUDGET	PROPOSED 02-03 BUDGET	PROPOSED 03-04 BUDGET
Priority 1 - ISES: Fire, Life-Safety								
48	L/S	Fire Alarm Project 1/2 Wilson & S.G. Attics					\$ 11,000	\$ 105,000
49	L/S	Fire Compromise/Fireproofing Shively, Wilson				\$ 7,500	\$ 110,657	
50	L/S	Fire Alarm Project (2 Buildings) Gamertsfelder, Bryan				\$ 20,000	\$ 227,347	
51	L/S	Fire Compromise/Fireproofing Biddle, Bush, Perkins				\$ 7,500	\$ 28,644	
52	L/S	Fire Alarm Project (3 Buildings) Foster, Martzloff, Weld				\$ 20,000	\$ 198,293	
53	L/S	Fire Separation Compromises						
54	L/S	Improve Fire Ratings South Green Bldgs.			\$ 5,000	\$ 50,000	\$ 50,000	\$ 50,000
55	L/S	Fire Alarm Project (3 Buildings)						
56	L/S	Fire Compromise/Fireproofing						\$ 200,000
57	L/S	Miscellaneous Asbestos Abatement		\$ 35,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
58	Health	Abate Friable Asbestos - S.G. Buildings (8 Bldgs.)			\$ 5,000	\$ 35,000		
59	ELEC	Electric Conduit Replacement S.G. (under walkway)				\$ 20,000	\$ 100,000	\$ 100,000
60	L/S	Fire Doors for Student Rooms (Including closers & hardware)				\$ 130,000		
								\$ 65,000
Priority 2 - ISES								
61	Health	Plumbing Backflow Preventors on Domestic Water (5 Bldgs/Year)				\$ 25,000	\$ 25,000	\$ 25,000
62	ELEC	Electric Project - Bryan Hall electrical					\$ 45,000	\$ 554,240
Priority 3 - ISES								
63	ELEC	Electric Boyd Hall Secondary Upgrade for A/C Install	35,000	\$ 400,000				
64	ELEC	Electric Jefferson Hall Primary/Secondary/Emergency						
65	ELEC	Electric Shively Hall Primary Electric Upgrade	7,800	\$ 105,000				
66	ELEC	Electric Shively Hall Secondary Electric Upgrade	35,000	\$ 375,000				
67	ELEC	Electric Upgrades for computer installations (14 buildings)		\$ 350,000	\$ 3,500,000			
68	ELEC	Electric Upgrades for computer installations [1]		\$ 900,000				
69	PLUM	Plumbing Project Bryan Hall				\$ 25,000	\$ 225,000	
70	PLUM	Plumbing Project Johnson Hall			\$ 40,000	\$ 370,277		
71	PLUM	Plumbing Project Jefferson Hall (1/2 of building)				\$ 125,000	\$ 697,787	
72	PLUM	Plumbing Project Jefferson Hall (1/2 of building)						\$ 697,787
73	PLUM	Plumbing Project Gamertsfelder Hall (supply & waste lines)				\$ 65,000	567,687	
74	PLUM	Plumbing Project Washington Hall (supply & waste lines)				\$ 65,000		\$ 574,002
75	PLUM	Upgrade Student Bathrooms Jefferson						\$ 280,000
76	PLUM	Upgrade Student Bathrooms Gamertsfelder						
		Sub-Total		\$ 4,685,386	\$ 4,170,000	\$ 3,320,277	\$ 3,801,415	\$ 3,666,030
RCIS								
RCIS-A		S.G. Bedroom Furniture		\$ 146,726	\$ 155,000	\$ 254,600	\$ 208,890	\$ 254,800
RCIS-B		Study Lounge Furniture			\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
RCIS-C		Main Lounge Furniture			\$ 38,200	\$ 42,000	\$ 44,100	\$ 26,200
RCIS-D		VIP Apartments		\$ 15,000	\$ 31,500			
RCIS-E		Student Chairs		\$ 20,888	\$ 32,130	\$ 14,112	\$ 27,852	\$ 34,300
RCIS-F		Shively Dining Hall Furniture		\$ 38,000				
RCIS-G		Boyd Dining Hall, Carpeting/flooring		\$ 50,000				
RCIS-H		Desk Chairs -W.G. - 3 buildings		\$ 65,000				
RCIS-I		Misc. Bedroom Furniture (Inventory Items)			\$ 15,000			
		Computer trays for desks						
		Sub-Total		\$ 335,614	\$ 311,830	\$ 360,712	\$ 320,842	\$ 355,300
		TOTAL (with contingency)		\$ 4,921,000	\$ 4,481,830	\$ 3,670,989	\$ 4,122,257	\$ 4,021,330

PROJECT Reference No.	Project ID	PROJECT NAME	98-99 A/E	PROPOSED 99-00 BUDGET	PROPOSED 00-01 BUDGET	PROPOSED 01-02 BUDGET	PROPOSED 02-03 BUDGET	PROPOSED 03-04 BUDGET
Dining Hall Improvements to be funded from reserve or by Bond Issue								
77	DIN	Boyd Grab-and-Go Concept Development					\$ 60,000	
78	DIN	Boyd Hall All-You-Can-Eat						
79	DIN	Jefferson Dining Hall Food Courts - kitchen upgrade					\$ 300,000	\$ 3,200,000
80	DIN	Nelson Hall Beverage Upgrade					\$ 40,000	
81	DIN	Nelson Snack Bar Upgrade					\$ 100,000	
82	DIN	Nelson Food Concept Change - Catering Enhancement					\$ 150,000	\$ 1,850,000
83	DIN	Shively Hall Food Court Concept Change						\$ 150,000
				\$ -	\$ -	\$ -	\$ 650,000	\$ 6,200,000
		(1) Includes buildings not done in 99-00 needing primary upgrade						
	KEY							
	\$ 5,000	Red Figures represent added funds from contingency in place.						
	\$ 5,000	Green Figures represent A/E costs in advance of project						
	\$ 5,000	Blue Figures represent DINING HALL projects						

1999-2000 Room and Board Rates - Selected Institutions



Vice President
for Administration

Cutler Hall 209
Athens OH 45701-2979
614-593-2556



OHIO UNIVERSITY
June 9, 1999

Robert Glidden, President
Cutler Hall
Ohio University

Dear Bob,

Attached is a copy of the 1999-2000 housing budget information and the eight percent rate recommendation which will be presented to the Board of Trustees. Bob Hynes, Doug Lawrence, and I will review the revised renovation plan, the computer program, and the proposed rate increase on Friday, June 25.

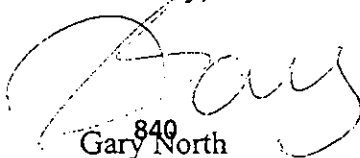
Significant features described in the proposed 99-2000 budget which support upgrading residence halls include:

- 1) provisions for \$4,021,000. in building improvements
- 2) the purchase of over 2000 computers at an estimated cost of \$2,000,000. to be placed in new student rooms
- 3) electrical upgrades in fourteen halls at a cost of \$900,000.
- 4) use of \$1.2 million from reserve funds to complete electrical work, leaving a balance of \$5.7 million in reserve at the end of FY 99-2000.
- 5) a review of an internal reorganization and staff additions made in Food Service and Maintenance to support increased activity.
- 6) the second of three eight percent increases. Our basic room and board plan will cost \$4588. This places us fifth in housing cost behind Cincinnati, Ohio State, BGSU, and Miami.

The 1999-2000 renovation project plan and a projected five year renovation upgrade plan are included in the budget information. Housing plans to spend a minimum of \$4,000,000. per year over the next several years to upgrade residence halls to a higher quality level.

I recommend approval.

Sincerely,


840
Gary North

RESIDENCE AND CAMPUS AUXILIARY SERVICES

PROPOSED BUDGET

1999-2000

*Robert Hynes, Director
Residence and Campus Auxiliary Services*

June 1, 1999

**RESIDENCE AND CAMPUS AUXILIARY SERVICES
1999-2000 BUDGET**

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**OHIO UNIVERSITY
RESIDENCE AND CAMPUS AUXILIARY SERVICES
1999-2000 BUDGET**

PREMISES

New Capital Outlay

There has been careful review over the last six months concerning the proposed renovation of Tiffin Hall. The architectural firm of Burgess and Niple prepared the design documents based upon staff, student and Trustee recommendations for upgrade and renovation. The design reflects considerable improvement in building infrastructure (plumbing, heating and the like) as well as upgrades to rooms, public areas and baths. The new design would not change the original architectural design of the building; the residence hall would have increased public space on the first floor, some suites on the second and third floors, a combination of living, study and program space on the fourth floor, elevator, ADA accommodations and grounds improvements. In short, the building would be significantly upgraded for student residents. However, taking into account previous investments in the building for electrical upgrades, life and safety improvements, roof and exterior building renovations, and the anticipated major renovation including A & E costs, the grand total for the project will amount to \$5,373,733. Accordingly, the renovation will result in a cost of \$144.11 per square foot and a per bed cost of \$29,205. The new square footage cost (additional first floor space) would amount to \$135.98. These costs are comparable to high quartile new construction expense, approximately \$138.10. Furthermore, the costs exceed the original Fink estimate by sixty-six percent. The square footage costs for the original Fink plan amounted to \$87.00 per square foot. Accordingly, it has been determined that the proposed designed renovation to Tiffin Hall should be withdrawn from the long-range capital plan.

Recognizing the importance of bringing correction to a number of deficiencies in the overall residence hall inventory, it is recommended that capital dollars be distributed to meet a wider range of infrastructure, life safety, dining and aesthetic requirements for student residents. Therefore, the budgeted amount for Tiffin Hall will be spent on multiple projects for fiscal 1999-2000. The anticipated projects to be undertaken are listed on the attached material and amounts to approximately 4 million dollars (exclusive of computer electrical upgrade). It is believed that this approach more effectively meets the needs of a greater number of students and contributes to reducing deferred maintenance and capital improvement requirements for the residence and dining hall auxiliary.

Continuing Maintenance, Upgrade and Repair

Progress continues to be made in building improvements. Exterior paint, corridor carpeting, fire doors, alarms, bath renovations and a variety of other projects have been implemented to recognize life safety requirements, public area improvement and campus beautification. The addition of microfridge units, computer labs, convenience store opportunities and food service enhancements has contributed to improving student satisfaction with residence hall living. Hopefully these improvements will contribute to positively impacting retention programs.

Residence Hall Computer Installation

A phased program for computer installation into residence hall rooms will be initiated during fiscal year 1999-2000. The program calls for the placement of computers in all freshmen rooms by the opening of fall quarter, 1999. The cost associated with the installation in freshmen buildings is estimated at 2.9 million dollars. The cost includes approximately \$2,000,000 for computers and \$900,000 for building electrical upgrades. Further, there will be some modest cost associated with keyboard drawers for some desks on the New South Green. Completion of the program will occur by the opening of fall quarter, 2000 when computers have been installed in all 4,192 student rooms. The addition of computers to the residence halls provides a significant quality dimension to the educational life of student residents. The computers will

allow students to be intricately involved in university academic programs and to become conversant with the many dimensions of computer applications in their personal and professional work. The investment of computers is a reflection of capital renewal and places the residence halls in a pivotal position to have an even greater impact on the recruitment and retention of students.

Long Range Planning

Contained in the budget material are long range projections for both budget and capital improvements. The budget reflects the third 8% room and board increase in fiscal 2000-2001 and a 4% increase for future years dependent upon inflationary requirements and further capital need adjustment. The capital improvement/renewal projections reflect a minimum expenditure of \$4,000,000 per year for facility upgrades and renewal. This base of 4 million dollars can be adjusted based on money accumulated in the Reserve which is part of the long range budget plan.

Repair Replacement and Energy Reserve

The budget forecast for fiscal 98-99 indicates a Repair and Replacement Reserve of \$4,467,918 by year-end. Concurrently, the Energy Management Fund will have a balance of \$2,457,771. The total amount forecasted for both Reserves will be \$6,925,689 at the end of fiscal year 1998-99. Recognizing the expense associated with computer equipment and building electrical upgrades to meet computer power requirements, \$1,200,000 will be transferred from the Repair and Replacement Reserve. Accordingly, it is anticipated that total Reserves at the conclusion of fiscal year 1999-2000 should amount to \$5,725,689. Reserve funds will continue to contribute toward capital upgrades and reflect accumulation of student room and board fees for capital projects. The Energy Management Reserve may be utilized to assist in funding a performance contract with an appropriate vendor to convert the New South Green residence halls from natural gas to the university steam plant. The conversion from natural gas to steam energy would result in significant savings to the auxiliary in both the short and the long run.

Departmental Clarification And Definition

The following departments have been separated from previous departments in the interest of delineating responsibilities, in a more precise fashion.

- *IT (Information Technology)*: heretofore, part of the Housing department, has been created to give emphasis to technical needs in all Auxiliary departments. The necessity of information technology requires a more comprehensive administration of the many dimensions of computer application to Auxiliary departments.
- *Conference Services/Marketing* has been separated from Housing in order to give associated activities greater visibility in the interest of increasing income and bringing greater clarity to the function. This department will be a major university component in marketing workshop programs, both during the summer and regular school year. All efforts will be carefully coordinated with Dean Thomas Shostak in Continuing Education.
- *Administrative Services* has been developed to bring greater identity to cable TV services, telephone operations and building security (key entry). These activities demand continuing administrative overview and accountability in a more defined fashion.
- *Capital Planning/Renovations* has been identified as the department to manage the planning and management of residence and dining hall capital renewal programs. Ron Chapman, former Service Safety Director for the City of Athens, will provide leadership to this most important activity.

Costs for these changes are limited and will be funded out of the planned 1999-2000 budget dollars.

Inflationary Considerations

The overall budget for the Residence and Dining Hall Auxiliary reflects a 3% increase in wages, 3000-9000, and year-end food costs. Health insurance expense will likely increase 23%. All inflationary expenses will be in accordance with university established guidelines.

Residence Hall Air Conditioning

Since the chilled water loop project for the entire campus has been limited in scope, the development of a four-pipe heating/cooling system for the residence halls has been deferred. In association with continuing electrical upgrades, window air conditioners will be added to buildings as appropriate in the interest of greater comfort to residential students and summer workshop participants. Although window air conditioning is not ideal, it has been very effective in bringing comfort to students and guests in a number of university residence halls.

A Final Note

The capital needs for the halls are great but the problem is not insurmountable. The Trustees approval of three 8% room and board increases starting with fiscal 1998-99 will contribute substantially to meeting those needs. The development of partnerships with private entrepreneurs in future years can further assist in overcoming the building aging problem and diversifying types of housing offered to students. Furthermore, the payoff of current annual debt service of approximately \$2.2 million dollars by the year 2012 will allow for greater resource allocation in the decades ahead. Finally, sustained efforts in providing quality services and residential programs will assist in maintaining occupancy and board plan participation.

June 2, 1999

**OHIO UNIVERSITY
RESIDENCE AND CAMPUS AUXILIARY SERVICES
BUDGET 1999-00**

HIGHLIGHTS

- Budget based upon 1998-99 fall occupancy, increase of 28 (6,835).
- 4% increase to apartments
6% increase to workshops
8% increase to all others
- Analysis of budget and forecast for the fiscal 98-99 as the base for fiscal 99-00
- 3% expense increase for wages and benefits
- 23% expense increase for insurance
- 3% increase to indirect costs—wages only
- Student wages--no increase
- 3000-9000's – 3% increase to auxiliary departments only
- Utilities in accordance with Facilities Management projection of April 28, 1999 (\$2,324,016).
- MicroFridges for all residence hall rooms \$350,000 per year (\$84 per unit - 4,200 rooms).
- \$200,000 ResNet Service/Maintenance
- \$2 M for student room computer purchase
- \$900,000 electrical upgrade
- \$4 M capital upgrade
- \$1.2 M withdraw from reserve
- \$240,000 reduced long distance phone income due to ethernet (e-mail usage for communicating by students) and lower long distance services to students
- Allocated cost to other departments will amount to \$3,874,137

OHIO UNIVERSITY
RESIDENCE AND DINING HALL CURRENT AUXILIARY FUND
FINANCIAL PREMISES FOR THE 1999-00 BUDGET
June 1999

Rate Increase Request:

A proposed rate increase of 8% has been applied to all room, board, snack bars, catering and banquets, guest meals and garage charges.

Income Consideration:

In addition to the above a 6% rate increase has been applied to workshops and 4% to apartments.

Facility Utilization:

All residence halls will be available for the 1999-00 academic year.

Occupancy Levels:

	<u>Fall Quarter</u>	<u>Average</u>	<u>Retention %</u>
1998-99 Trustee Budget			
- student residents	6820	6613	96.96
- dining hall students	6666	6487	97.31
1998-99 Actual/Forecast			
- student residents	6807	6645	97.62
- dining hall students	6687	6556	98.04
1999-00 Proposed Budget			
- student residents	6835	6672	97.62
- dining hall students	6666	6535	98.04

OHIO UNIVERSITY - RESIDENCE & AUXILIARY SERVICES

PROPOSED BUDGET

1999-00

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INCOME

	1997-98 ACTUAL	1998-99 PER DETAIL BUDGET *	1998-99 LOADED BUDGET **	1998-99 FORECAST 1/31/99	8% 1999-00 PROPOSED BUDGET
Residence Hall	\$18,193,188	\$19,642,800	\$19,642,800	\$19,650,678	\$21,328,541
Dining Hall	\$15,828,539	\$17,081,200	\$17,081,200	\$17,077,811	\$18,829,124
TOTAL INCOME	\$34,021,727	\$36,724,000	\$36,724,000	\$36,728,489	\$40,157,665
<i>New Income Generated</i>					\$3,433,665

Operating Expenditures

Residence Life	\$2,650,032	\$2,674,573	\$2,674,573	\$2,635,277	\$2,737,024
Director Residence Services	\$345,044	\$572,501	\$772,279	\$690,721	\$433,603
Housing Office	\$694,867	\$862,008	\$862,656	\$878,214	\$394,693
Upholstery Shop	\$449,037	\$472,129	\$474,907	\$460,752	\$421,671
Special Maintenance	\$649,545	\$670,701	\$672,399	\$682,169	\$694,970
Laundry Service/Student Room	\$9,774	\$10,500	\$10,500	\$18,558	\$10,815
Custodial Services	\$5,137,249	\$5,072,579	\$5,459,225	\$5,230,613	\$5,713,284
Food Services	\$9,961,660	\$10,217,723	\$10,223,207	\$10,631,099	\$11,167,248
Building Maintenance	\$1,955,190	\$2,070,998	\$2,089,201	\$2,105,376	\$2,053,935
Grounds Maintenance	\$566,497	\$571,253	\$571,253	\$547,570	\$590,014
→ IT Information Technology	\$0	\$0		\$0	\$314,200
→ Renovations	\$0	\$0		\$0	\$203,200
→ Workshop/Conferences	\$0	\$0		\$0	\$214,800
Purchased Utilities	\$2,265,431	\$2,343,817	\$2,343,817	\$2,207,781	\$2,324,016
Capital Improvements & Upgrade	\$3,705,402	\$1,931,706	\$3,413,970	\$3,162,078	\$4,921,000
Other Administrative/Legal	\$107,357	\$140,120	\$140,120	\$144,738	\$149,080
General Fund/Indirect Cost	\$3,812,100	\$3,761,298	\$3,761,298	\$3,912,378	\$3,874,137
Student Room Phone	(\$57,629)	(\$112,868)	(\$112,868)	\$2,366	\$145,997
→ Administrative Services	\$297,097	\$351,804	\$409,575	\$351,742	\$489,104
Ethernet	\$0				\$200,000
Repair/Replace/Reserve	(\$1,347,027)	\$1,223,958	\$1,223,958	\$1,333,127	(\$1,200,000)
Operating Contingency	\$0	\$130,200	\$130,200	\$130,200	\$200,000
Computer Purchases					\$2,000,000
Capital Surplus		\$1,630,000	\$1,630,000	\$1,630,000	\$0
Rounding	\$241				
Total Operating Expense	\$31,201,867	\$34,595,000	\$36,750,270	\$36,754,759	\$38,052,792
Net Income/Operations	\$2,819,860	\$2,129,000	(\$26,270)	(\$26,270)	\$2,104,873
Interest/Debt Service Reserve	\$31,705	\$31,940	\$31,940	\$31,940	\$28,538
Total Net Income before Debt Service	\$2,851,565	\$2,160,940	\$5,670	\$5,670	\$2,133,411
Debt Service/Mandatory	\$2,159,288	\$2,160,940	\$2,160,940	\$2,160,940	\$2,163,000
NET INCOME (DEFICIT)	\$692,277	\$0	(\$2,155,270)	(\$2,155,270)	(\$29,589)
Beginning Fund Balance	\$1,821,352	\$2,513,629	\$2,513,629	\$2,513,629	\$358,359
Ending Fund Balance	\$2,513,629	\$2,513,629	\$358,359	\$358,359	\$328,770

* Excludes encumbrances

**Includes encumbrances

→ See departmental premises (page 2) regarding departmental clarification and definition

S:\1999-00\PLANNING

**RESIDENCE & AUXILIARY SERVICES
BUDGET PROJECTION-THREE-YEAR PLAN
1999-00 thru 2001-02**

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INCOME

	1998-99 PER DETAIL BUDGET	1998-99 FORECAST 1/31/99	8% 1999-00 PROPOSED BUDGET	8% 2000-01 PROPOSED BUDGET	4% 2001-02 PROPOSED BUDGET
Residence Hall	\$19,642,800	\$19,650,678	\$21,328,541	\$23,001,602	\$23,921,666
Dining Hall	\$17,081,200	\$17,077,811	\$18,829,124	\$20,334,589	\$21,147,795
TOTAL INCOME	\$36,724,000	\$36,728,489	\$40,157,665	\$43,336,191	\$45,069,461
<i>New Income Generated</i>			\$3,433,665	\$3,178,527	\$1,733,270

Operating Expenditures

Residence Life	\$2,674,573	\$2,635,277	\$2,737,024	\$2,803,330	\$2,871,468
Director Residence Services	\$572,501	\$690,721	\$433,603	\$446,551	\$459,887
Housing Office	\$862,008	\$878,214	\$394,693	\$406,234	\$418,118
Upholstery Shop	\$472,129	\$460,752	\$421,671	\$433,857	\$446,404
Special Maintenance	\$670,701	\$682,169	\$694,970	\$713,699	\$732,970
Laundry Service/Student Room	\$10,500	\$18,558	\$10,815	\$11,139	\$11,474
Custodial Services	\$5,072,579	\$5,230,613	\$5,713,284	\$5,869,512	\$6,030,381
Food Services	\$10,217,723	\$10,631,099	\$11,167,248	\$11,479,435	\$11,800,760
Building Maintenance	\$2,070,998	\$2,105,376	\$2,053,935	\$2,114,813	\$2,177,510
Grounds Maintenance	\$571,253	\$547,570	\$590,014	\$602,335	\$614,972
IT Information Techonology	\$0	\$0	\$314,200	\$323,164	\$332,392
Renovations	\$0	\$0	\$203,200	\$209,096	\$215,167
Workshops/Conferences			\$214,800	\$220,304	\$225,964
Purchased Utilities	\$2,343,817	\$2,207,781	\$2,324,016	\$2,393,736	\$2,465,549
Capital Improvements& Upgrade	\$1,931,706	\$3,162,078	\$4,921,000	\$4,000,000	\$4,000,000
Other Administrative/Legal	\$140,120	\$144,738	\$149,080	\$153,552	\$158,159
General Fund/Indirect Cost	\$3,761,298	\$3,912,378	\$3,874,137	\$3,990,361	\$4,110,072
Student Room Phone	(\$112,868)	\$2,366	\$145,997	\$150,377	\$154,889
Administrative Services	\$351,804	\$351,742	\$489,104	\$498,877	\$508,940
Ethernet			\$200,000	\$200,000	\$200,000
Repair/Replace/Reserve	\$1,223,958	\$1,333,127	(\$1,200,000)	\$2,077,000	\$2,892,000 *
Operating Contingency	\$130,200	\$130,200	\$200,000	\$130,200	\$130,200
Computer Purchases			\$2,000,000	\$2,000,000	\$2,000,000
Capital Surplus	\$1,630,000	\$1,630,000	\$0	\$0	\$0
Total Operating Expense	\$34,595,000	\$36,754,759	\$38,052,791	\$41,227,576	\$42,957,275
Net Income/Operations	\$2,129,000	(\$26,270)	\$2,104,873	\$2,108,615	\$2,112,186
Interest/Debt Service Reserve	\$31,940	\$31,940	\$28,537	\$28,538	\$28,538
Total Net Income before Debt Service	\$2,160,940	\$5,670	\$2,133,410	\$2,137,153	\$2,140,724
Debt Service/Mandatory	\$2,160,940	\$2,160,940	\$2,163,000	\$2,163,200	\$2,164,600
NET INCOME (Deficit)	\$0	(\$2,155,270)	(\$29,590)	(\$26,047)	(\$23,876)
Beginning Fund Balance	\$2,513,629	\$2,513,629	\$358,359	\$328,769	\$302,722
Ending Fund Balance	\$2,513,629	\$358,359	\$328,769	\$302,722	\$278,846

* \$10.7 M in Reserves, includes \$2.45 in Energy Management-year ending 2001-02

Mr. Grover presented and moved approval of the resolution. Dr. Ackerman seconded the motion. All voted aye.

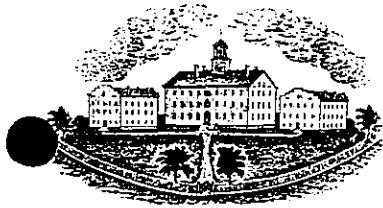
**EXTENSION OF CONTRACT FOR THE
CENTER FOR STUDENT ADVOCACY**

RESOLUTION 1999 — 1669

WHEREAS, the Ohio University Board of Trustees has agreed to the creation of the Center for Student Advocacy by Resolution 1996-1472 to provide a student legal services plan for Ohio University students in accordance with Ohio Law; and

WHEREAS, the services of the Center for Student Advocacy were extended to freshman and sophomores by Resolution 1998-1617,

NOW, THEREFORE, BE IT RESOLVED, that due to the success and responsible administration and educational programming of the Center for Student Advocacy the Ohio University Board of Trustees commends the Center for its success and will extend Ohio University's contract for five (5) years to June 30, 2004.




Interoffice Communication

OHIO UNIVERSITY

Date: June 10, 1999

To: The President and Board of Trustees

From: John F. Burns, Director, Office of Legal Affairs 

Subject: Extension of the Contract with the Center For Student Advocacy

The Ohio University Board of Trustees previously adopted Resolution 1996-1472 to establish the Center For Student Advocacy to provide a student legal services plan to Ohio University students in accordance with Ohio Law; and the board later adopted Resolution 1998-1617 extending the Center For Student Advocacy programs to freshman and sophomores.

During the past few months the board requested trustee Victor Goodman to chair review of the Center For Student Advocacy to determine whether it should be extended by the Ohio University Board of Trustees. This review has been completed and the result is a recommendation that the Center For Student Advocacy be continued for another five (5) years to June 30, 2004.

Thank you and please consider the attached resolution to accomplish this extension.

JFB:tmw

cc: Dr. Alan H. Geiger, Secretary to The Board of Trustees

Mr. Emrick moved approval of the resolutions electing Board of Trustee Officers, Chairs and President. Mr. Grover, Jr., seconded the motion. Approval was unanimous.

ELECTION OF OFFICERS AND CHAIRMAN

Election of Chairman

RESOLUTION 1999 - 1670

RESOLVED that N. Victor Goodman be elected Chairman of the Board of Trustees for the year beginning July 1, 1999, and ending June 30, 2000.

Election of Vice Chairman

RESOLUTION 1999 - 1670

RESOLVED that Patricia A. Ackerman be elected Vice Chairman of the Board of Trustees for the year beginning July 1, 1999 and ending June 30, 2000.

Election of Treasurer

RESOLUTION 1999 - 1670

RESOLVED that Richard P. Siemer be elected Treasurer of Ohio University for the period beginning July 1, 1999, and ending June 30, 2000.

ELECTION OF SECRETARY

RESOLUTION 1999 – 1670

RESOLVED that Alan H. Geiger be elected Secretary for the Board of Trustees for the year beginning July 1, 1999 and ending June 30, 2000.

ELECTION OF PRESIDENT

RESOLUTION 1999 – 1670

RESOLVED that Robert Glidden be elected President of Ohio University for the year beginning July 1, 1999 and ending June 30, 2000.

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

**COMPENSATION FOR PRESIDENT AND EXECUTIVE OFFICERS
1999-2000**

RESOLUTION 1999 - 1671

WHEREAS, in executive session in Committee of the Whole there was a review of the performance of executive officers and a presentation of salary recommendations by the President based on this review, and a discussion of compensation for the President.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorize the Board-Administration Committee to review with the President the salaries for executive officers and to determine the compensation for the executive officers and the President for 1999-2000.

Dr. Ackerman presented and moved approval of resolution. It was noted that some dates may need to be adjusted to meet Trustee schedules. Mr. Snyder seconded the motion. All agreed.

MEETING DATES FOR SUCCEEDING YEARS

Designation of Stated Meeting Dates for Years Beginning
July 1, 1999 and Ending June 30, 2001

RESOLUTION 1999 - 1672

RESOLVED that the following dates, which are Thursday and Friday, be designated the stated meeting dates for the year beginning July 1, 1999, and ending June 30, 2001.

October 7 and 8, 1999

COMMENCEMENT

December 2 and 3, 1999

June 9 and 10, 2000

January 27 and 28, 2000

June 8 and 9, 2001

April 6 and 7, 2000

June 29 and 30, 2000

September 28 and 29, 2000

December 7 and 8, 2000

February 1 and 2, 2001

April 12 and 13, 2001

June 28 and 29, 2001

RESOLVED further that, if conditions dictate, the Board-Administration Committee be authorized to change the date of the stated meetings.

VIII. GENERAL DISCUSSION - CALL OF MEMBERS

Members, in turn, warmly welcomed new Trustees C. David Snyder and Deland Basora. Each stated he was looking forward to working with other Trustees on matters of importance to the University.

Mr. Emrick congratulated Vice President Raley and his staff for their good work with this year's record high annual giving program.

Mr. Walter congratulated President Glidden and Tom Hodson for their efforts with the Mill Street project. He commented that with a will, big institutions can sometimes move quickly.

Mr. Susany congratulated newly elected board officers. He noted the Alumni Board of Directors had provided endowment funding supporting alumni scholarships.

Mr. Grover commented these were exciting times at Ohio University and that the next several years will be even more exciting.

Mr. Basora thanked members for welcoming him and said that he found his first meeting of the Trustees to be an interesting experience. He noted that he hoped to bring to the Trustees' deliberations an insight into student issues.

Dr. Ackerman suggested that Mr. Basora would be a good addition to the strategic team planning new initiatives for minority recruiting. She expressed hope for Student Trustee Miller's speedy recovering from her illness. Dr. Ackerman stated she appreciated the update on the "Heritage Wall" and asked that a brochure be developed to assist with fund raising.

President Glidden noted he stated at each commencement the role Trustees have in holding the University in the public trust and thanked them for their dedication to this service.

Acting Chairman Goodman indicated he was looking forward to working with Trustees as their Chairman. He commented as well on the new meeting format being considered and how Trustees might best use their time when on campus.

IX. ANNOUNCEMENT OF NEXT STATED MEETING

Secretary Geiger announced the Board of Trustees would meet next on the Athens Campus, Thursday, October 7, 1999, for committee/study sessions and Friday, October 8, 1999, for the formal board meeting.

X. ADJOURNMENT

Determining there was no further business to come before the Board, Acting Chairman Goodman adjourned the meeting at 3:00 p.m.

XI. BOARD ADMINISTRATION COMMITTEE

Immediately following adjournment of the Board of Trustees' meeting, the Board Administration Committee met to consider the 1999/2000 evaluation and compensation recommendations for the president and executive officers. Committee members present were N. Victor Goodman, Chairman and by invitation of the Chairman, Patricia Ackerman, Charles R. Emrick, Jr., and Brandon T. Grover, Jr.

Mr. Goodman moved to approve the compensation recommendations for executive officers as previously discussed in executive session with President Glidden. Mr. Grover seconded the motion. All voted aye.

Mr. Grover moved to set the Fiscal Year 1999/2000 salary for President Glidden at \$242,300. Mr. Goodman seconded the motion. All agreed.

Mr. Grover moved to provide "key man" insurance for Board Secretary Alan H. Geiger. Mr. Emrick seconded the motion. All voted aye.

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.

N. Victor Goodman
Acting Chairman

Alan H. Geiger
Secretary

