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From the Board Room

A True Meaning of Volunteerism

Saturday, January 19 was "one of those days" for Shawnee State University's 11-member Board of Trustees. With an early morning University Center ground breaking; consecutive sessions with representatives from the UFA, SEA, CWA, and UAA; the board meeting; and a basketball doubleheader, the day was long but productive.

In several of the next reports "From the Board Room," we'll vary somewhat from the normal format of delving just into business of the Board's day and instead take a look at the members themselves. Hopefully, just as they took time to "get to know" representatives of the constituent groups, the following series of articles will help introduce you to our Trustees: Raymond Carson; Orville Ferguson, Sr.; Dick Hyland; Jeff Kaplan; David Nelson; Patricia Richards; Verna K. Riffe; Latricia Sessor; William Shkurti; Robert Walton; and Thomas Winters—all volunteers giving their time to make Shawnee State the best.

With the exception of student members, who have two-year terms, the Board of Trustees of Shawnee State are appointed to nine-year terms by the governor of Ohio with the consent of the state's Senate. The statutes of the state of Ohio, which created Shawnee State, prescribe the powers of trustees: to establish and provide for the educational program; to employ and remove the president, faculty and staff; to hold and convey property; to provide for buildings and equipment; and generally "do all the things necessary for the creation, proper maintenance, and successful and continuous operation of the University."

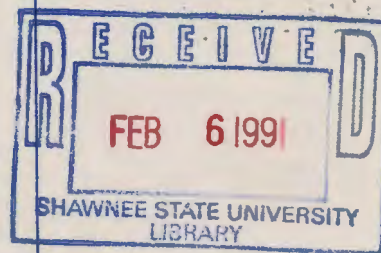
Frank Dixon Hyland

Best known as Dick, Frank Dixon Hyland is a retired school administrator from the Bloom/Vernon Local School District. He was appointed to the Shawnee State University Board of Trustees on July 2, 1986, and has served as chairperson and vice chairperson.

Dick, a native of Scioto Furnace, has distinguished himself in a number of athletic ventures, including serving as a high school and college basketball referee for 35 years and being selected to officiate 10 state of Ohio high school basketball championships.

Commitment is what transforms a promise into reality. It is the words that speak boldly of your intentions and the actions which speak louder than words. It is making the time when there is none. Coming through time after time, year after year. Commitment is the stuff character is made of—the power to change the face of things. It is the daily triumph of integrity over skepticism.

— American Express



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There is something that can happen to every athlete, every human being—it's the instinct to slack off, to give in to the pain, to give less than your best . . . the instinct to hope to win through luck or your opponents not doing their best, instead of going to the limit and past your limit, where victory is always to be found. Defeating those negative instincts that are out to defeat us is the difference between winning and losing, and we face that battle every day of our lives.

— Jesse Owens

Board (cont'd)

He was a charter member of the Scioto County Joint Vocational Board and the Scioto Technical College. Dick is also a life member of the Scioto County Retired Teachers Association, Ohio Retired Teachers Association, and the Ohio Association of Basketball Officials and is a member of the Scioto County Board of Education and the Board of Directors of the Alumni Association of the University of Rio Grande.

In recognition of his commitment to the community, Dick has been inducted into the South Webster Hall of Fame, received the Silver Beaver Award from the Scioto County Area Council of the Boy Scouts of America and the Distinguished Citizens Award from the Portsmouth Area Jaycees, was awarded an Honorary Doctor of Technical Letters from Scioto Technical College, and earned the Rio Grande Alumni Award.

Dick and Helen Esther Mossbarger have been married for 48 years and have two sons, Michael Dixon, 46, and Timothy Keith, 43. His term as a Trustee will end June 30, 1994.

Faculty and University Form Labor-Management Committee

The Shawnee Education Association, representing full service faculty, and the University administration have agreed to form a Labor-Management Committee (LMC), with Joe Crowe, Federal Mediation and Conciliation Services, as mediator. The committee met for the first time on January 9.

Participating at the first meeting with Crowe were SEA representatives Edward Miner, William Penn, Gary Gemmer, Jeff Bauer, and John Shupert. University administration representatives are Clive Veri, A.L. Addington, James Kadel, Elinda Boyles, and Cay Roberts.

The LMC will be a discussion forum, providing an opportunity for dialogue and a way to identify and resolve issues of common interest. The LMC does not intend to substitute for collective bargaining or for the grievance process, and participants view improving labor-management cooperation as a long term process.

Among the topics discussed at the first meeting were opportunities for teaching overloads and the nature of the LMC. Three topics slated for discussion at the next meeting, February 20, are safety training for faculty, formalizing the LMC structure and operation in writing, and awards for excellence in teaching.

The Committee agreed to keep the University community informed about its discussion and any actions which result, and they encourage people to contact any member of the LMC with issues to be brought to the entire group.

South of the Border

Shawnee State faculty are invited to join a tour of Mexico this summer as part of Educators for International Understanding. The only cost for participants is transportation from Portsmouth to Orizaba.

The group will depart from Columbus on June 17, and individuals will live with families in Orizaba for 10 days. The deadline for application is April 30. If interested, contact Julia Coll at x599 or Marcia Tackett at x300.

Continuing Education

Are You an Entrepreneur?

Shawnee State's Center for Business and Industry, College of Business, and OTTO office will present a workshop series for business success, beginning on February 5. The series will feature sessions on "Starting a New Business," "Cash Flow," and "Women's Issues of the 90's and Beyond."

Each session will run from 8:30 a.m. until 4:00 p.m. and will include lunch. A minimal cost of \$15 per session or \$40.00 for the entire series is required.

The business success workshops are co-sponsored by the Small Business Administration, Portsmouth Area Chamber of Commerce, Small Business Development Center, and Retail Merchants Association.

For more information contact Dan Brown at x316.

Attention Faculty

The SPSS faculty workshops will be held on February 15 and 22 in room 230 of the Business Building. Coordinated by Robbie Burke and Dan Moore, the workshops will run from 1:00-5:00 p.m. on the 15th and 8:30 a.m. until 12:30 p.m. on the 22nd. Contact Robbie at x355 or Dan at x354 for more information.

Library/Media Services



A Goal-Oriented Library

As Library/Media Services moves into its new facility this summer, we will also begin constructing a system of program review for Library/Media Services, while simultaneously preparing for North Central Accreditation in the coming year.

A touchstone for these efforts will be a document called "Standards for University Libraries," established by the American Library Association (ALA) in 1959 and later revised in 1975 and 1989. The initial document recommended the establishment of objectives which relate to the mission of the college, but then it focused mainly on establishing base levels for size of collection, staff, and budget assuming a set number of programs, faculty, and students at that institution.

The latest revision shifts its focus from stating basic minimums to recommending that university and library administration instead work to develop a clearly stated set of objectives which can be matched against the resources needed to achieve those goals. Suggested criteria include a library's participation in planning; adequacy of budget, collection, and buildings/equipment; access and availability of collections; preservation/conservation efforts; usage of the collection; and adequacy of services.

In other words, it is no longer enough to merely provide an adequate facility or collection, but services and policies must assure that the library provides services to its users based upon set goals. In reaching these goals, Library/Media Services must assist the University in meeting its objectives to provide a quality educational experience for its students, while also serving as an information center for the community.

 Sometimes,
the only thing
that keeps me
going is not
knowing what's
coming. 

— Robert Orben

University Information Services

by Mary Tomlin

Proper E-Mail Techniques

66 A lady went in to see a lawyer for a divorce. The lawyer asked her if she had grounds for divorce. She said, 'Yes, about an acre and a half.' The lawyer tried again. 'Perhaps I'm not communicating. Let me try again. Do you have a grudge?' The lady said, 'No, I don't have a grudge. I have a carport.' The lawyer tried one more time. He said, 'Let me get to the point. Does your husband beat you up in the morning?' 'No,' she said, 'I get up earlier than he does.' At that point, the lawyer gave up and said, 'Are you sure you want a divorce?' And the lady said, 'No, I don't want a divorce at all. My husband wants a divorce. He claims we have difficulty communicating.' **77**

— Executive Speechwriter
Newsletter

Have you ever received an electronic mail message which left you wondering what the sender was trying to convey? Have you sent a message that was interpreted differently than you intended?

Electronic mail is quickly becoming the standard for university correspondence, so we need to educate ourselves on the proper techniques for using this valuable communication tool. Norman Shapiro and Robert Anderson at the Rand Corporation have developed a list of general guidelines that help improve electronic mail messaging.

Think about the formality of what you put into a message.

Senders should take care in choosing words and formatting messages they want to have taken seriously. At the same time, recipients should not try to read deep meaning into a message that may have been hastily keyed at the end of the day.

If you must express emotion in a message, clearly label it as such. Emotion—including humor—is best left out of electronic correspondence. Remember that hasty or ill-chosen words expressed in telephone calls or personal conversations fade with time. But if said through E-Mail, they can sit around in electronic "in-boxes", or even be printed out, and remain forever. Try not to send off a message or idea spontaneously. Think out the message you are sending. Attempts at wit, irony, or sarcasm can easily be misinterpreted. Make notations after a statement of negative emotion such as (flame, flame), or when indicating humor, type a smiley face symbol :-).

Avoid responding while emotional. If you receive a message that makes you angry, read it more carefully and try to consider the context in which it was written. Never respond immediately to a message that makes you angry. Give yourself time to cool off. Always read and re-read a message before sending it to make sure it doesn't sound too harsh.

Consider alternative media. If correspondence with a user begins to deteriorate through misinterpretation, try using another medium of communication. Don't rely on electronic mail as the only source of communicating with someone.

Create single-subject messages whenever possible. It is better to send shorter messages about specific subjects than to create one long miscellaneous message. The subject line in each message can describe the content, making it easier for the recipient to find later, if needed.

Assume that any message you send can be stored indefinitely. Remember, an electronic message can be altered and printed so it looks like a permanent, authentic copy of the original message. It can also be forwarded to third parties at the touch of a button, without the sender's consent. Send the message to the minimum number of people necessary.

Don't just ignore a message you receive by mistake. If you receive a message that was intended for someone else, don't ignore it. If you know who the correct recipient is, forward it with a cover note explaining the error. If you are not sure of the intended receiver, let the sender know the mistake.

Avoid Irrelevancies. The message that makes its point and fits on one screen does its job best. And be careful of spelling and diction; take advantage of the on-line spell checker.

UIS (cont'd)

Don't use electronic mail for serious confrontation. Sensitive documents sent through electronic mail should be avoided, and don't use the administrative network for personal use.

Whenever appropriate, open your message with a friendly greeting. Use upper and lower case text—MESSAGES IN ALL CAPS HAVE THE EFFECT OF SHOUTING.

Lunch Box Returns

Tired of the same old lunch routine? Lunch Box Theatre in Shawnee State's Massie Auditorium can break up your lunch time blahs.

Featuring student-produced cuttings, scenes, excerpts, and monologues, Lunch Box Theatre begins at 12:35 on Mondays and Wednesdays during winter quarter. Future presentations will take place on February 11, 13, 25, and 27, and March 4 and 6.

Bring your lunch and join us in the fun.

Helpful Hints

Enhancing Your Career

The following information is from the January 1991 issue of *Communications Briefings*.

Good manners and getting along with others mean more to your career than dressing well and looking good, according to a recent survey of 400 *Communication Briefings* subscribers.

When asked for the top three traits preferred in employees:

- 84 percent of the respondents cited interpersonal communication skills, including good manners and the ability to get along well with others.
- 79 percent said the ability to write well is important.
- 68 percent noted they look for good speaking abilities.
- Only 40 percent of those surveyed placed educational background and work experience in the top-three category. Personal appearance placed last, with only 18 percent saying it was vital.



Businesses still want employees who will get the job done. But they seem to be placing more emphasis on finding people who can make things happen while building a spirit of teamwork and cooperation.

When evaluating your career development:

- Take a look at the projects you've handled that showcase your ability to build consensus. Leadership no longer is the exclusive domain of CEO's.
- Be brutal in your assessment of your writing skills and don't be shy about taking classes or finding resources to help you do a better job. The influx of personal computers, faxes, and electronic communication databases in the workplace is placing more importance than ever on your ability to write well.
- Note that dressing well is important, but not as important as speaking well. A \$500 business suit may become worthless if you misuse a \$10 word.

GA A promising Junior Executive at IBM was involved in a risky venture that managed to lose over \$10 million. When Tom Watson, Sr., called him in, the young man blurted, 'I guess you want my resignation.' Watson replied, 'You can't be serious. We just spent \$10 million educating you.' . . . The fact is, sometimes we learn our lessons the hard way. But if we truly learn from the experience and if we bounce back armed with new knowledge as to how to do the job better, we have defeated a major obstacle on our way to reaching our goals. **77**

— Executive Speechwriter
Newsletter

 The mind, once expanded to the dimensions of larger ideas, never returns to its original size. 

— Oliver W. Holmes

Newsworthy Briefs

Professional Activities in the Community and Beyond

- **Nina Pascal** attended a national conference of the Allied Social Science Association in Washington, D.C., December 28-30.
- **Tess Midkiff, Connie Salyers, Beth Townsend, and Gary Stottlemeyer** attended the midwinter meeting of the American Library Association, held in Chicago, January 11-15.
- **Tom Charles** has been appointed to a statewide Articulation and Transfer Council. The council was created to serve as a continuing forum for the implementation and maintenance of the Ohio Board of Regent's policy.
- **Clive Veri** has been appointed to the Publications Standing Service Unit of the American Association for Adult and Continuing Education. The unit is responsible for overseeing the publication of books, monographs, and journals of the Association.
- **Ken Warfield** facilitated the January technical meeting of the Mid-Ohio Valley Chapter of the Society of Manufacturing Engineers in Portsmouth. The meeting featured speakers from, and a tour of, Osco Industries, Inc.
- **Ed Scott** represented the College of Engineering Technologies at the December 1990 meeting of the Institute of Advanced Manufacturing Sciences in Cincinnati, where John B. Woodward was installed as its new president.
- **Julia Coll's** paper "A Comparison of Reading Miscue Analysis Between Bilingual and Monolingual South American Third Graders" was published in the September issue of *Hispania*, the United States' most prestigious referred journal in Romance languages.
- **Alexander Alex** presented a paper entitled "Crisis of Development: An Interdisciplinary Perspective" during the Second Annual Convention of the Congress of Political Economists (COPE), January 9-12 in Boston. **A. L. Addington** served as a discussant during the same session, focusing on "Human Resources and Economic Development."
- **Stylianios Hadjityannis** presented "Political Economy and Limits to Growth in Greece" at the COPE convention. He also served as a discussant during a session on "Economy and Economic Policy."

The next edition of the *Shawnee Statement* will be distributed on February 15. Please submit articles for publication to the Office of Public Relations no later than February 5.

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