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February 10, 2006 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
February 10, 2006**

Chairman Kay Reynolds called the meeting to order at 1:16 p.m. noting the meeting was in compliance with RC § 121.22(F).

Roll Call

Members Present: Dr. Ball, Ms. Fennell, Mr. Harcha, Mr. McCoy, Mr. McKinley, Mr. Mooney, Ms. Seif, Ms. Reynolds, Mr. Teichman, Mr. Warren and Ms. Laugle

Members Absent: None

Approval of the February 10, 2006 Agenda

Mr. Harcha moved and Mr. Mooney seconded a motion to approve the February 10, 2006 agenda. Without discussion, the Board unanimously approved said agenda.

Approval of the December 9, 2005 Board Meeting

Ms. Seif moved and Mr. Teichman seconded a motion to approve the December 9, 2005 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

President's Report

Dr. Morris summarized her written report that she submitted to the Board and is made a part of these minutes.

Ms. Reynolds thanked Mr. Carl Hilgarth for guiding their tour of the ATC facility. She said some of the more "seasoned" Board members have seen so much change over the years and it is good to keep up with those changes. She also extended thanks to Mr. Butch Kotcamp and his team for getting the lecture hall in Massie done.

Committee Reports

Academic Affairs Committee – Mr. Jim Warren

Mr. Warren reported on behalf of the Academic and Student Affairs Committee and said the Committee had four action items.

The Academic and Student Affairs Committee recommended approval of Resolution ASA01-06, Addition and Change to the Student Code of Conduct. Mr. Warren said the addition of a "Victim's Rights at Hearings" section and an addition to Section III.C.6., "Misuse or Abuse of Computers" to the Student Code of Conduct was approved by the Committee. Mr. Harcha moved and Mr. McCoy seconded a motion to approve Resolution ASA01-06, Addition and Change to the Student Code of Conduct. Without discussion, the Board unanimously approved Resolution ASA01-06.

Mr. Warren said the Academic and Student Affairs Committee recommended approval of Resolution ASA02-06, 2006-2007 Academic Calendar (Quarters). He said this resolution had been developed and reviewed by the Calendar Advisory Committee and had been approved by the Provost and the President. Mr. Mooney moved and Mr. Harcha seconded a motion to approve Resolution ASA02-06, 2006-2007 Academic Calendar (Quarters). Without discussion, the Board unanimously approved Resolution ASA02-06.

Mr. Warren said the Academic and Student Affairs Committee recommended approval of Resolution ASA03-06, 2006-2007 Academic Calendar (Semesters). He said this calendar had been developed for the Masters of Occupational Therapy beginning August, 2006. Dr. Ball moved and Ms. Seif seconded a motion to approve Resolution ASA03-06, 2006-2007 Academic Calendar (Semesters). Without discussion, the Board unanimously approved Resolution ASA03-06.

Mr. Warren said the Academic and Student Affairs Committee recommended approval of Resolution ASA04-06, Revisions to Policy 5.03, Unlawful and Prohibited Discrimination and Harassment. Mr. Warren moved and Mr. Harcha seconded a motion to approve Resolution ASA04-06, Revisions to Policy 5.03, Unlawful and Prohibited Discrimination and Harassment. Without discussion, the Board unanimously approved Resolution ASA03-06.

Mr. Warren reported on the Academic and Student Affairs Committee informational items.

Mr. Warren reported that Dr. Steve Midkiff, Registrar, presented a preliminary enrollment report for winter quarter 2006. Mr. Warren said that headcount enrollment was 3,535, up 34 students; full-time enrollment was at 3,085, up 9 FTEs; and new student enrollment was 222, up 38 students. Mr. Warren said it amazed him that more women than men were attending college. He also said that the University was moving in the right direction in enrollment.

Mr. Warren said that Ms. Megan Horne, Manager, University Outreach Services, reported on the recent notification from the Scioto Foundation on the approval of the "Summer College for High School Students" project in the amount of \$2,000 per student enrolled up to \$50,000 from the Bess and Marie Pixley fund. Mr. Warren said this was a five-week program and the students are housed on campus.

Mr. Warren said Ms. Jessica Crosby, Secretary of the SPB, reported on the activities of the Student Programming Board. He said homecoming this year was a huge success.

Mr. Warren said Dr. Mangus reported on the winter quarter housing occupancy. Mr. Warren said he was impressed with this report and said 479 students are residing on campus. He also noted that there are no students housed at the Ramada Inn.

Mr. Warren said the personnel appointments would be covered by the Finance and Facilities Committee.

Finance and Facilities – Mr. McCoy

Mr. McCoy reported that the Finance and Facilities Committee had four action items.

Mr. McCoy said the Finance and Facilities Committee recommended approval of Resolution F01-06, Shawnee State University Development Foundation Policy. He said Ms. Susan Warsaw informed the committee that the change was to update the policy. Mr. McCoy moved and Dr. Ball seconded a motion to approve Resolution F01-06. Without discussion, the Board unanimously approved Resolution F01-06.

Mr. McCoy said the Finance and Facilities Committee recommended approval of Resolution F02-06, Personnel. Mr. McCoy noted the hiring of James McPherson as a full-service Associate Professor of OT, Teresa Stockham, a pre-school classroom teacher in the CLC and James Weaver, Coordinator of Disability Services. Mr. Harcha moved and Mr. Mooney seconded a motion to approve Resolution F02-06, Personnel. Without discussion, the Board unanimously approved Resolution F02-06.

Mr. McCoy said the Finance and Facilities Committee approved Resolution F03-06, Ohio Department of Education Mathematics and Science Partnership, 21st Century Community Learning Centers, and Educational Talent Search Grants. Mr. McCoy said these grants will have a positive impact on the University. Mr. Mooney moved and Dr. Ball seconded a motion to approved Resolution F03-06. Without discussion, the Board unanimously approved Resolution F03-06.

Mr. McCoy said the Finance and Facilities Committee approved Resolution F04-06, New Position Coordinator, Transfer Student Services. Dr. Ball moved and Ms. Seif seconded a motion to approve Resolution F04-06. Without discussion, the Board unanimously approved Resolution F04-06.

Mr. McCoy reported on the Finance and Facilities Committee informational items.

Mr. McCoy said the Personnel Items had already been approved.

Mr. McCoy said Mr. Murphy reviewed the general fund revenues and expenditures pace report, fiscal year to date through December 2004 and 2005. Mr. McCoy said that revenue is higher than budgeted and this was a very positive report.

Mr. McCoy said Mr. Murphy also reviewed the University's Investment Report for the first half of FY06. Mr. McCoy said this was also a very positive report.

Mr. McCoy stated that the Capital status report reflects current information on each capital project. He stated that the projects were progressing well and on schedule.

Mr. McCoy reported that OACHE is proposing a continuation of the Educational Opportunity Centers Program grant with the U.S. Department of Education. Mr. McCoy said this program was housed at SSU but operated independently.

Mr. McCoy said the Committee reviewed a spreadsheet summarizing the fiscal year to date financial information through December 2004 and 2005 for the Vern Riffe Center for the Arts. He said Dr. Carl Daehler shared updated financial information with the Committee.

Reports, if any, form Board Liaisons with other Organizations

None.

New Business

None.

Comments from Constituent Groups (if any) and the Public

Mr. Carl Hilgarth thanked the Board for touring the technology facility. He extended an open invitation to the Board and welcomed inquiries and/or questions. Ms. Reynolds said the tour was not only pleasurable but also very knowledgeable and thanked Mr. Hilgarth and his department.

Other Business

None.

Executive Session, if necessary

Mr. Mooney said in accordance with Section 121.22(G)(4) of the Ohio Revised Code, he moved and Mr. Harcha seconded a motion to move into executive session to prepare for upcoming collective bargaining negotiations.

Ayes: Dr. Ball, Mr. Harcha, Mr. McCoy, Mr. McKinley, Mr. Mooney,
Ms. Reynolds, Ms. Seif, Mr. Teichman and Mr. Warren

Nays: None

The Board entered into Executive Session at 1:46 p.m.

The Board returned to regular session at 2:23 p.m.

Adjournment

Mr. Teichman moved to adjourn the meeting. The meeting was adjourned by acclamation at 2:24 p.m.


Chairperson, Board of Trustees


Secretary, Board of Trustees 4/21/06

President's Report to the
Shawnee State University Board of Trustees
February 10, 2006
Rita Rice Morris, President

White Paper: Enrollment Opportunities Analysis

As our "white paper" for this meeting I shared with you the findings and recommendations from a Noel Levitz study of our current enrollment and retention activities. The survey is full of good news about how well we are doing. Results of the Student Satisfaction Inventory referenced in the Enrollment Opportunities Analysis offer solid evidence that Shawnee State students are having a good experience here. Students score the university higher than the average for four-year colleges on items including: the variety and quality of courses; the knowledge and availability of professors; and, the responsiveness of staff. Even on the items with which Shawnee State students are not entirely satisfied they scored the university higher than their counterparts at other four-year colleges.

Survey results also show us how our students are different. Shawnee State students are much more concerned about the cost of college and financial aid than their national counterparts. The analysis also includes items students think we could do better.

The report is lengthy and contains many recommendations to enhance our enrollment management practices. The length of the list should not be construed such that we are doing a poor job. Instead, it reflects my request of the consultant to be exhaustive in his recommendations. These recommendations are being reviewed throughout the university and I have already taken the following steps:

1. I have referred specific recommendations to AQIP Project Teams that are currently working on related projects.
2. An ad hoc committee is currently reviewing recommendations to me about restructuring and will present preliminary recommendations next week.
3. I have asked each Vice President to identify recommendations they will incorporate into their units in the next year.
4. I have created a transfer advisor position for implementation as soon as possible. The Board will be asked to approve this position at this meeting.
5. I am considering the best method for engaging the university community in continuing discussions about recruitment and retention and have begun discussions with constituency leadership about integrating such review into our university-wide committee structure.

Certified as True and Correct

Secretary, SSU Board of Trustees
4/7/06
Date

Planning for Enrollment Growth

At the Board Retreat last October the Board confirmed its commitment to increase enrollment and supported my preliminary plans to "plan to grow." Our recent growth has made a great difference at Shawnee State and was relatively easy for us to achieve because of strong efforts from our admissions staff and new housing options for students. However, we were challenged to match this growth with enhanced class offerings and student services. As college enrollment has leveled out in Ohio we need to be deliberate in our efforts to increase enrollment and plan to match any growth in numbers with additional services, etc. We are currently developing plans to begin discussions about planning enrollment growth in the university units. In the next few weeks I will set an "enrollment target" for us to plan to. The target will be based upon OBR assessments of the capacity of our current physical plant. As a target I expect that it will change as the university examines its recruitment and retention practices and makes changes.

State of the University

On February 21st, I will present a "State of the University" address. This will be a report on our institutional progress – where have we been and where we are going. The address will be an opportunity to review our achievements and aspects of our operation that require more attention.

The Governor's Office, legislative representatives, friends of the university and community leaders have been invited. All are welcome.

Legislative Activity

Higher education is receiving considerable attention in both the executive and legislative branches of state government. Attached are proposals from Senators Padgett and Gardner submitted to the Senate Majority leadership and initiatives Governor Taft included in his State of the State address. Both emphasize high school preparation and improving retention and graduation rates.

At the federal level, the House of Representatives last week narrowly approved the FY 2006 budget reconciliation bill which included changes to the student loan program that unfortunately will make borrowing money for college more expensive for our students. The legislation requires lenders to levy a one percent "fee" on student loans that would be transferred to federal coffers. Additionally, due to an apparent legislative drafting error in the reauthorization of the Higher Education Act in 1998, students are required to pay interest at a rate higher than the lenders are authorized to charge. Instead of reducing student interest rates, Congress has chosen to require lenders to send the excess student interest payment to the federal government. Finally, the interest rates for

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Secretary, SSU Board of Trustees
Date 4/7/06

both the Federal Family Education Loan (FEEL) program and the Direct Loan program Pell loan rate remain unchanged.

AQIP Action Project Teams

We have kicked off the Academic Quality Improvement Program (AQIP) on campus with the creation of four "Action Project Teams." These projects evolved from last April's "Conversation Day." Our Action Project Teams are:

- Improve Student Advising
- Scheduling Revisions for the Semester Calendar
- Improving Student Life at Shawnee State University
- Develop a Teaching and Learning Center for Faculty and Staff

Minute Man Award

Last Sunday I accepted on behalf of Shawnee State University the "Minuteman Award" from Company B of the 216 Engineer Battalion of the Ohio National Guard. The Battalion wanted to express its appreciation for our support. We have made university facilities, including the Vern Riffe Center, available to the battalion for going-away and homecoming events. The Minute Man Award demonstrates the appreciation, not just of the members of the Guard, but their families as well, and underscores the university's commitment to being an active member of the community.

Homecoming

Homecoming was a tremendous success. We have started a new tradition on Friday night – the Homecoming Bonfire. The bonfire drew students, alumni, faculty and staff, not to mention the attention of local residents who called the fire department. The fire fighters were great sports and left with sirens and horns blowing. I understand most in attendance thought it was part of the show!

On Saturday morning, the alumni were treated to a tour of the campus including the student residences and the planetarium. That morning we also held the induction ceremony for the new members of Shawnee State's Hall of Fame: Brandon Doss (baseball); Brandi Baker (basketball); and, Crystal Pickelsimer (softball).

That afternoon the Women's and Men's Basketball teams played to a packed gym, and the alumni basketball game was again an extremely popular event

Certified as True and Correct
 9/7/06
Secretary, SSU Board of Trustees Date

Engineering Distance-Learning (DIDLET)

Thanks in part to an \$80,000 grant from the Board of Regents secured by Dr. Janna Gallaher in collaboration with Miami University's Department of Engineering Technology, the Shawnee State Department of Industrial and Engineering Technologies is proceeding with a system for internet-based instruction in engineering technology. Equipment for the Digital Infrastructure for Distance Learning of Engineering Technology (DIDLET) initiative has been installed – the posters you received today were designed by Shawnee State engineering faculty and printed on DIDLET machinery

Activities to date have focused primarily on establishing the infrastructure for the delivery of courses, while the courses themselves are being developed. The domain name "didlet.org" has been purchased but has not yet been launched. Faculty are working with regional high schools and vo-tech schools to deliver courses to Tech Prep students via the DIDLET system. We hope these students will be inspired by the experience to enroll in one of Shawnee State's degree programs in engineering technology.

Massie Auditorium

Under the close supervision of our Facilities Director, Butch Kotcamp, the Massie Auditorium renovation was completed in time for winter quarter classes. With its audio-visual capacity, the auditorium is a cutting-edge facility. Along with its service as a lecture hall, it can be used for any multi-media function, including films and business presentations.

Jazzman's Cafe

I hope you saw the latest addition to the library – Jazzman's Café, a cooperative venture between Sodexho and Shawnee State that has proven to be very popular with students, faculty and staff. I should point out that Jazzman's is a response to what we heard at last April's "Conversation Day."

Information Technology Alliance of Appalachian Ohio (ITAAO)

I Have been elected to the ITAAO board. ITAAO is dedicated to growing and improving the competitiveness of South East/South Central Ohio's information technology (IT) industry. ITAAO is a member of Ohio's IT Alliance, a statewide network of six regional organizations concentrating solely on the goal of developing information technology in Ohio.

Certified as True and Correct

Secretary, SSU Board of Trustees
Date 4/3/06

RESOLUTION ASA01-06

ADDITION AND CHANGE TO THE STUDENT CODE OF CONDUCT

WHEREAS, the Student Code of Conduct is an effective tool in maintaining discipline among the students at Shawnee State University; and

WHEREAS, the Campus Security Act requires the publication of victim's rights in the student disciplinary process; and

WHEREAS, the code requires further amendment to proscribe the theft or unauthorized access to University computers, information systems, and associated programs and data:

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the addition of the attached "Victim's Rights at Hearings" and the following change to the Student Code of Conduct:

Section III.C.6 (addition is in bold)

Misuse or Abuse of Computers – Misuse or abuse of any computer, computer system, service, program, data, network, cable television network, or communication network. **Unauthorized access to University networks, theft or attempted theft or the unauthorized access, use or possession of university computers or other equipment, programs or data.**

(February 10, 2006)

Certified as True and Correct

Secretary, SSU Board of Trustees
3/2/06
Date

VICTIM'S RIGHTS AT HEARINGS

The hearing shall be held in compliance with the guidelines in the Student Conduct Code. The victim shall be guaranteed the following rights/protections:

- a. The victim may have an advocate appointed by the Vice President for Student Affairs to assist the individual in understanding the rights and options available as well as provide support throughout the disciplinary hearing process.
- b. The victim shall be entitled to be present throughout the presentation of information and the presentation of testimony of witnesses at the conduct hearing.
- c. The victim shall not be required to testify.
- d. The victim shall have the right to present witnesses and information through the conduct officer.
- e. The victim shall have the right to review all material information presented in the hearing.
- f. The victim is entitled to a written copy of the disciplinary action taken as a result of the hearing.
- g. The victim has no right of appeal of the decision of the Conduct Committee.
- h. If there is an appeal by the accused of the decision of the Conduct Committee to the President of the University the victim may submit a written statement to the President.

Certified as True and Correct

Secretary, SSU Board of Trustees 3/2/06
Date

RESOLUTION ASA02-06

2006-2007 ACADEMIC CALENDAR (QUARTERS)

WHEREAS, members of the Calendar Advisory Committee have developed and reviewed the Proposed 2006-2007 Shawnee State University Academic Calendar (Quarters); and

WHEREAS, this calendar has been modified to accommodate new guidelines from the Ohio Board of Regents regarding the number of instructional days each quarter; and

WHEREAS, the Calendar Committee, the Provost and the President have approved the proposed academic calendar for 2006-2007; and

WHEREAS, the Academic Affairs Committee recommends approval of the proposed 2006-2007 academic calendar (quarters);

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the 2006-2007 Shawnee State University Academic Calendar (Quarters), attached hereto.

(February 10, 2006)



Shawnee State University
Proposed 2006-2007
Quarter Calendar

Summer Quarter 2006-2007

May 2	Advance registration opens for summer quarter
June 14	First day of summer quarter – classes begin (full summer quarter and first five-week term)
June 21	Last day to add a class (first five-week term) Last day to apply for pass/no credit (first five-week term)
June 23	Last day for 100% refund upon complete withdrawal (all summer terms) Last day to add a class (full summer term)
July 3	Last day to apply for pass/no-credit (full summer term)
July 4	Independence Day Holiday Observed (University closed)
July 17	Last day to apply for non-credit (first five-week term)
July 21	Last day to drop a class (first five-week term)
July 24	Last day of first five-week term
July 18-24	Final Exams (first five-week term) – scheduled for last class session of this week
July 25	First day of second five-week term
July 26	Grades due in Office of the Registrar by noon (first five-week term)
July 27	Last day to add a class (second five-week term)
July 29	Last day to apply for summer quarter graduation
August 1	Last day to apply for pass/no credit (second five-week term)
August 4	Last day to apply for non-credit (full summer quarter)
August 7	Last day to drop a class (full summer quarter)
August 16	Last day to drop a class (second five-week term)
August 21-26	Final Exams (second five-week and full summer quarter) – scheduled last class session of this week
August 26	Last day of quarter (full summer term and second five-week term)
August 28	Grades due in Office of the Registrar by noon (full summer quarter and second five-week term)

Fall Quarter 2006-2007

May 16	Advance registration opens for fall quarter
September 4	Labor Day Holiday (University closed)
September 7	First day of fall quarter – classes begin
September 13	Last day for 100% refund upon complete withdrawal from full quarter Last day to add a class
September 20	Last day to apply for pass/no credit
September 23	Rosh Hashanah (University open)
October 1	Yom Kippur (University open)
October 2	Last day to apply for Fall Quarter Graduation
October 9	Columbus Day (University open)


Certified as True and Correct
Secretary, SSU Board of Trustees 3/2/06 Date

October 24	Last day to apply for non-credit
October 25	Last day to drop a class
November 1	Advance registration opens for winter quarter
November 10	Veteran's Day Observed (University closed)
November 15	Last day of fall quarter
November 16-22	Final Exams
November 23	Thanksgiving Day (University closed)
November 24	Thanksgiving Holiday (University closed in lieu of Columbus Day)
November 28	Grades due in Office of the Registrar by noon
December 25	Christmas Day (University closed)
December 26	Christmas Holiday (University closed in lieu of President's Day)

Winter Quarter 2006-2007

November 3	Advance registration opens for winter quarter
January 1	New Years Day (University closed)
January 3	First day of winter quarter – classes begin
January 9	Last day for 100% refund upon complete withdrawal from winter quarter
	Last day to apply for Winter quarter graduation/ Last day to add a class
January 15	Martin Luther King, Jr Day (University closed)
January 17	Last day to apply for pass/no credit
February 13	Advance registration opens for spring quarter
February 19	President's Day (University open)
February 21	Last day to apply for non-credit/ Last day to drop a class
March 14	Last day of winter quarter
March 15-21	Final Exams
March 22-31	Spring break
March 26	Grades due in the Office of the Registrar by noon.

Spring Quarter 2006-2007

January 31	Last day to apply for spring quarter graduation (and participate in June commencement)
February 13	Advance registration opens for spring quarter
April 2	First day of spring quarter – classes begin
April 6	Last day for 100% refund upon complete withdrawal from spring quarter/
	Last day to add a class
April 13	Last day to apply for pass/no-credit
May 8	Advance registration opens for summer quarter/Last day to apply for non-credit
May 15	Advance registration opens for fall quarter
May 16	Last day to drop a class
May 28	Memorial Day (University closed)
June 9	Last day of spring quarter
June 11-16	Final exams
June 16	Commencement
June 19	Grades due in Office of the Registrar by noon

Certified as True and Correct

 Secretary, SSU Board of Trustees 7/3/05 Date

RESOLUTION ASA03-06

2006-2007 ACADEMIC CALENDAR (SEMESTERS)

WHEREAS, members of the Calendar Advisory Committee have developed and reviewed the Proposed 2006-2007 Shawnee State University Academic Calendar (Semesters); and

WHEREAS, this calendar has been modified to accommodate new guidelines from the Ohio Board of Regents regarding the number of instructional days each semester; and

WHEREAS, this calendar will be utilized only by the Masters of Occupational Therapy program in 2006-2007; and

WHEREAS, the Calendar Committee, the Provost and the President have approved the proposed academic calendar for 2006-2007; and

WHEREAS, the Academic Affairs Committee recommends approval of the proposed 2006-2007 academic calendar (semesters);

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the 2006-2007 Shawnee State University Academic Calendar (Semester), attached hereto.

(February 10, 2006)

Certified as True and Correct

Secretary, SSU Board of Trustees 3/2/06
Date

Shawnee State University
Proposed 2006-2007
Semester Calendar

Fall Semester 2006/2007

August 21	Classes Begin
August 27	Last Day to Add a Class / Last Day to Withdraw w/100% Refund
September 1	Last Day to apply for Pass Non-Credit/Last Day to withdraw w/90% Refund
September 4	Labor Day (University Closed)
September 23	Rosh Hashanah (University Open)
October 1	Yom Kippur (University Open)
October 6	Last Day to Apply to Graduate-Fall Semester
October 9	Columbus Day (University Open)
October 31	Last Day to Drop a Class
October 31	Last Day to Apply for Non-Credit
November 1	Registration for Spring Semester Opens
November 10	Veteran's Day Observed (University Closed)
November 23	Thanksgiving Day (University Closed)
November 24	Thanksgiving Holiday (University Closed in lieu of Columbus Day)
December 11-16	Final Exams
December 19	Grades Due
December 25	Christmas (University Closed)
December 26	Christmas Holiday (University Closed in lieu of President's Day)

Spring Semester 2006-2007

January 1	New Year's Day (University Closed)
January 8	Classes Begin
January 14	Last Day to Add a Class/Last Day to withdraw w/100% refund
January 15	Martin Luther King, Jr. Holiday (University Closed)
January 19	Last Day to Withdraw w/90% Refund
January 22	Last Day to Apply for Pass/Non-Credit
February 1	Last Day to Apply to Graduate – Spring Semester
February 19	President's Day (University Open)
March 5	Summer Term – 2007-2008 Registration Opens
March 11-17	Spring Semester Break
March 22	Last Day to Drop a Class/ Last Day to Apply for Non-Credit
March 26	Fall Semester 2007-2008 Registration Opens
April 20-May 5	Final Exams
May 5	Spring Commencement
May 8	Grades Due

Certified as True and Correct
 3/2/06
Secretary, SSU Board of Trustees Date

Shawnee State University
Tentative 2007-2008
Semester Calendar

Summer Semester 2007-2008

June 25	Classes Begin
July 4	Independence Day (University Closed)
August 10	Last Day of Classes
August 11-17	Final Exams
August 17	Semester Ends/Grades Due

Fall Semester 2007-2008

August 27	Classes Begin
September 3	Labor Day Holiday (University Closed)
September 13	Rosh Hashanah (University Open)
September 21	Yom Kippur (University Open)
October 8	Columbus Day (University Open)
November 12	Veteran's Day Observed (University Closed)
November 22-24	Thanksgiving Holiday (University Closed)
November 26	Classes Resume
December 6	Last Day of Classes
December 8-14	Final Exams
December 14	Semester Ends
December 18	Final Grades Due
December 24	Christmas Holiday (in lieu of President's Day-University Closed)
December 25	Christmas Day (University Closed)

Spring Semester 2007-2008

January 1	New Year's Day (University Closed)
January 7	Classes Begin
January 21	Martin Luther King, Jr. Holiday (University Closed)
February 18	President's Day (University Open)
March 17-23	Spring Break
March 24	Classes Resume
April 25	Last Day of Classes
April 26-May 2	Final Exams
May 2	Semester Ends
May 4	Commencement
May 6	Grades Due


Certified as True and Correct
Secretary, SSU Board of Trustees 3/2/06 Date

RESOLUTION ASA04-06

REVISIONS TO POLICY 5.03 UNLAWFUL AND PROHIBITED DISCRIMINATION AND HARASSMENT

WHEREAS, the Inter-University Presidents signed a resolution assuring academic freedom policies would be adopted at all Universities; and

WHEREAS, the Provost and the General Counsel recommend revisions to Policy 5.03 concerning unlawful and prohibited discrimination and harassment; and

WHEREAS, the American Council on Education (ACE) statement on Academic Rights and Responsibilities will be attached to the policy to support these revisions; and

WHEREAS, all constituent groups concur in this proposed revision to the policy; and

WHEREAS, the President recommends this change;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the attached revised Policy 5.03 effective February 10, 2006.

(February 10, 2006)

Certified as True and Correct

Secretary, SSU Board of Trustees Date 3/2/06

Shawnee State University

AREA: UNIVERSITY-WIDE POLICY

SUBJECT: UNLAWFUL AND PROHIBITED DISCRIMINATION
DISCRIMINATION AND HARASSMENT

POLICY NO.: 5.03 Rev.
ADMIN. CODE: 3362-5-04
PAGE NO.: 1 OF 8
EFFECTIVE DATE: 01/10/06 Rev.
RECOMMENDED BY: Affirmative
Action and Diversity Committee
APPROVED BY: Board of
Trustees

1.0 Statement of Policy

- 1.1 The educational mission of Shawnee State University requires a working and learning environment free from harassment, hostility and other unlawful and prohibited discrimination. It is our ethical and legal obligation to provide applicants, employees and students an environment conducive to learning and working. Unlawful or prohibited discrimination, including harassment, quid pro quo or the creation of a hostile environment, is not tolerated at Shawnee State University.
- 1.2 The purpose of this policy is to prevent unlawful and prohibited discrimination and harassment from occurring in the workplace and the educational environment; educate students and employees regarding their responsibilities and rights; improve morale; enhance professionalism; increase productivity; encourage victims of discrimination and harassment to come forward and ensure that prompt and effective corrective action is taken to eradicate unlawful and prohibited discrimination and harassment.
- 1.3 The implementation of this policy is the direct responsibility of each administrative and supervisory employee of the University. The President retains responsibility for overall coordination of compliance with this policy. It is the responsibility of all University employees, if they are aware of unlawful and prohibited discrimination or harassment, to report such to the appropriate University officials (ref. 10.3).
- 1.4 Conduct found to violate this policy does not necessarily establish a violation of state or federal anti-discrimination laws.

2.0 Academic Freedom

- 2.1 Freedom of expression is essential to the educational mission of Shawnee State University. Academic freedom protects the actions of a faculty member made in furtherance of this mission. Adherence to the right of freedom of speech and to the principle of academic freedom requires that all thoughts presented as ideas or the advocacy of ideas in instructional settings, if germane to the subject matter of the course being taught, be protected. Discrimination and harassment, including the creation of a hostile environment, are inconsistent with academic freedom on campus.
- 2.2 Shawnee State University is a community of students and employees where the right to freedom of thought and expression coexists with a responsibility to respect the rights of others. **Students and faculty should not be disadvantaged or evaluated on the basis of their political opinions.** [See the attached ACE Statement on Academic Rights and Responsibilities]

Certified as True and Correct
[Signature] 3/2/06
Secretary, SSU Board of Trustees Date

3.0 Definitions

- 3.1 Unlawful and prohibited discrimination: Any adverse employment action, including failure to hire, retain, or promote, against an individual; making decisions affecting a student, including discipline, grades, and class assignment based upon the individual's **political opinions**, race, color, religion, sex, sexual orientation, national origin, disability, age (40 years or older), veteran or other protected status under federal or state statutes.
- 3.2 Unlawful and prohibited harassment: A form of discrimination that can be directed at any individual based on race, color, religion, sex, sexual orientation, national origin, disability, age (40 years or older), veteran, or other protected status under federal or state statutes. The two forms of unlawful harassment are quid pro quo or hostile environment.
- 3.2.1 Unlawful and prohibited harassment can occur from a single severe overt action such as physical assault or from a pattern of unwelcome statements or actions that are sufficiently severe or pervasive so as to interfere with an individual's work performance, or create an intimidating, hostile or offensive work or academic environment, when:
- 3.2.1.1 Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic activities (quid pro quo); or,
- 3.2.1.2 Has the effect of interfering with an individual's employment or academic performance, or, creates an intimidating, hostile, or offensive working or educational environment (hostile environment). Examples of hostile environment harassment may include, but are not limited to:
- ☐ Comments that are negative and consistently targeted at one gender, race, or other Title VII category, or sexual orientation.
 - ☐ Unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment.
 - ☐ Threats and demands to submit to sexual requests in order to obtain or retain any educational or employment benefit.
 - ☐ Verbal conduct such as epithets; derogatory or obscene comments; slurs or sexual invitations; negatively stereotypical jokes; propositions; suggestive, insulting, obscene comments or other verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies, race-based insults, intimidations, or ridicule.
 - ☐ Unwelcome and repeated flirtations and sexual advances; leering; whistling; touching; or more severe actions such as pinching; assault; coerced sexual acts; blocking normal movements.
 - ☐ Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures or other displays in the work place of sexually or racially derogatory objects or pictures; transmitting or posting via electronic or other medium defamatory, harassing, obscene or threatening messages or any communications prohibited by law.

4.0 Consensual relationships

- 4.1 No person involved in a consensual sexual relationship should have direct responsibility for evaluating the employment or academic performance or for making decisions regarding the promotion, tenure, or compensation of the other party to the relationship. Consensual sexual relationships between supervisor and employee or between faculty and student under their authority are strongly discouraged. If such a relationship exists, the supervisor or faculty member should take steps to terminate any supervisory or academic authority that exists.

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Secretary, SSU Board of Trustees 3/2/06 Date

5.0 Application of policy off campus and Reasonable Person Standard

- 5.1 Unlawful discrimination and harassment are unacceptable not only in the workplace but in other work/academic-related settings such as academic field trips, athletic events, business trips and business-related social events.
- 5.2 In determining whether an action or actions constitute harassment, the standard to be applied is that of the reasonable person of the same status as the complainant as established by case law. For example, the viewpoint of a "reasonable female" should be applied when the complainant is a female. The courts have found that "not intending to harass" is not an acceptable defense.

6.0 Prohibitions

- 6.1 It is a violation of this policy for any student or employee of the University to engage in unlawful or prohibited discrimination or harassment.
- 6.2 It is a violation of this policy to retaliate against any member of the University community who files a complaint of discrimination or harassment. Retaliation is illegal and is contrary to the letter and spirit of this policy.
- 6.3 It is a violation of this policy for anyone to make, or threaten to make, a false accusation of unlawful or prohibited discrimination or harassment, or to otherwise use this policy in a manner inconsistent with its stated purpose.

7.0 Responsibilities

- 7.1 Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility and to provide education and training to department or unit personnel on this policy on a regular basis.
- 7.2 It is the professional responsibility of all members of the University community to discourage unlawful or prohibited discrimination or harassment and to cooperate in any investigation resulting from a possible violation of this policy.

8.0 Inquiries

An inquiry about this policy is not considered a complaint nor is it considered notification to the University of an alleged violation of policy.

9.0 Office of Ombuds

- 9.1 The Ombuds Office provides an opportunity for informal discussion of issues or concerns outside the formal channels. The Ombuds Office is available to listen, discuss, answer questions, provide information, and help the employee develop options for resolving problems or conflicts. Employees are encouraged to contact the Ombuds Office if unclear about the particular nature of the concern or if assistance is needed in determining where to go for help. The Ombudsperson will assist in considering and exploring options. Utilizing the Ombuds Office is strictly voluntary and does not constitute notification to the University of an alleged violation of policy.
- 9.2 Ombuds service for student needs is described in detail in the student handbook and is provided by the vice president for student affairs.

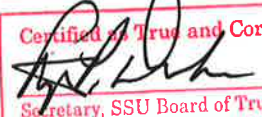
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Secretary, SSU Board of Trustees
3/2/06
Date

10.0 Complaint Procedures

The University encourages individuals who believe they are victims of unlawful or prohibited discrimination or harassment to promptly notify the offender that the behavior is not welcome. It is understood that power and status disparities between the alleged offender and the complainant may make such a confrontation difficult. Therefore, in addition to direct communication with the offender, the complainant may elect to report the behavior in the following manner:

- 10.1 **Informal Complaint** - An informal complaint can be addressed through university officials identified below. An official may recommend or aid in setting up an informal meeting with the appropriate supervisor, a discussion with the person accused with the university official present, the university official discussing the complaint with the accused without the complainant present, or filing of a formal complaint. Other actions may be identified during the course of the initial interview. Every effort will be made to address and resolve informal complaints in an educational and preventive manner. The decision to proceed informally initially does not preclude the filing of a formal complaint at some later point prior to the completion of the informal complaint process. Nor is filing an informal complaint a prerequisite for filing a formal complaint. However, a complainant should not simultaneously maintain complaints arising from the same occurrence with more than one office.
- 10.2 **Formal Complaint** - A formal complaint must be written, signed by the complainant and filed with authorized university officials within 180 days of the alleged incident(s) [300 days for complaints under EEOC jurisdiction, 29 CFR § 1601.13]. This timeline may be extended if the incident was reported under the informal complaint step within 180 days or 300 days for EEOC jurisdiction complaints, is being actively investigated and a decision to proceed as a formal complaint is made by the complainant or the receiving official. It may also be extended if a complaint was delayed due to the complainant's fear of retaliation and sufficient evidence is provided that would justify the extension. Formal complaints received by other university officials must be submitted to the affirmative action officer for investigation.
- 10.3 **Authorized University Officials**
 - 10.3.1 An aggrieved faculty member should report to the provost or the offender's supervisor.
 - 10.3.2 An aggrieved administrator, staff, or student employee should report to his/her immediate supervisor, supervisor of the offender, or the supervisor's supervisor.
 - 10.3.3 An aggrieved individual may report to any individual listed in this section. For example, an aggrieved student may report to the vice president for student affairs, provost, offender's supervisor, supervisor's supervisor or affirmative action officer.
 - 10.3.4 The affirmative action officer is an alternative for any of the above reporting points.
- 10.4 **Student filing a complaint against a student** - An aggrieved student who wishes to file a complaint for unlawful discrimination or harassment by another student should report to the vice president for student affairs or the Title IX coordinator.
- 10.5 **State and federal offices which receive discrimination and harassment complaints are:**
 - 10.5.1 Ohio Civil Rights Commission (OCRC), Regional Office, Holiday Office Park 801B West 8th St., 2nd Floor, Cincinnati, OH 45203, 513.852.3344; Central Office, 1111 E. Broad Street, Suite 301, Columbus, Ohio 43205, 614.466.2785 or 888.278.7101.
 - 10.5.2 Equal Employment Opportunity Commission (EEOC), Tower City Skylight Office Tower, Suite 850, 1660 West Second Street, Cleveland, OH 44113-1454, 800.669.4000

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 Date 3/2/06

11.0 Investigation of a Formal Complaint

- 11.1 The affirmative action officer or a designee of the president is responsible for conducting an investigation of a formal complaint. These investigation results will be reviewed with three members of the advisory panel selected by the investigating official from the constituent representatives (see section 12.0). The three advisory panel members may accept the initial investigation results, recommend the investigator explore additional facts, or conduct an independent investigation.
- 11.2 The affirmative action officer or the University president may refer an investigation to the full advisory panel. In such case that the full advisory panel is involved in the initial investigation and if a request for review is received from either party, a temporary full advisory panel will be constituted in accordance with section 12.0 for the sole purpose of conducting such review.
- 11.3 Written notice will be given promptly to the parties (complainant and alleged offender) when an investigation has been initiated.
- 11.4 Every effort will be made to timely conclude both the initial investigation and the advisory panel recommended actions within 60 calendar days of the filing of a formal complaint. A report listing the findings of facts will be prepared and referred to the appropriate administrative official with the authority to take action (e.g. divisional vice president, provost, president, etc.) if required. Should additional time be needed to assure a thorough investigation, the investigating official may request an extension from the president.
- 11.5 Every possible effort will be made to keep an investigation confidential and to protect the privacy of all individuals involved to the extent permitted under Ohio law. Information concerning the investigation will be shared with others on a "need to know" basis only.
- 11.6 In some instances and if deemed necessary by the investigating official, the University may place the accused on paid leave pending the results of an investigation. The purpose of the leave is to protect all parties and is not an indication of guilt.
- 11.7 When the alleged harassment takes place in an instructional setting and the alleged harasser believes the allegation involves actions protected by academic freedom, the investigating official shall request the University Faculty Senate (UFS) and Shawnee Education Association (SEA) presidents to designate faculty representatives for consultation purposes. The UFS president and the SEA president may designate the same faculty member or two different faculty members in which case both designees will serve as faculty consultants. In the event that the faculty consultant(s) do not agree with the determination of the investigating official, the faculty consultant(s) may file a dissenting report that will be included with the investigating official's final report. The intent is to provide the investigating official with consultative support so that due regard for academic freedom is maintained during the course of the investigation.
- 11.8 In an effort to protect or preserve the integrity of electronic or hard copy records during the course of an open investigation, the investigating official will restrict access to such records. This action must be in compliance with applicable university policies and federal/state laws.

12.0 Advisory Panel

- 12.1 The advisory panel will include two (2) faculty members, two (2) administrators, two (2) support staff and one (1) Administrative Technical Support Staff (ATSS), selected via the constituent governance process. If a student is involved, a student member will be identified through consultation with the student government association. Membership, except for the student, will be for staggered three-year terms in order to permit training and to allow continuity of experience.

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- 12.2 The advisory panel is strictly advisory in nature. Its purpose is to assure that independent and impartial review of the allegations has occurred.
- 12.3 Any advisory panel member who has direct involvement in a complaint or matter under review should self identify and will be excused from an investigation review or appeal. Members are expected to maintain the strictest confidence in all matters concerning investigations and proceedings.
- 13.0 Investigation Review
- 13.1 Within 14 workdays of receiving the final investigation results, the complainant or the accused may submit a written request for a review of the investigation results to the investigating official.
- 13.2 Within 14 workdays of receiving the review request, members of the advisory panel who did not participate in the initial investigation will convene for the purpose of reviewing the final investigation results.
- 13.3 Within 30 working days from the date convened, the advisory panel will submit a written report of the review of the investigation to the University President. The advisory panel's report will be given consideration by the appropriate administrative official when considering possible action(s).
- 13.4 The advisory panel's role is to review the procedures of the investigation for fairness and to determine if the findings of facts are supported by substantial evidence. The advisory panel does not decide or recommend disciplinary action. If discipline is required, the appropriate administrative official will be responsible for its implementation.
- 14.0 Discipline
- 14.1 Any disciplinary action resulting from a violation of this policy will be proportionate to the seriousness of the offense and will be designed to eliminate the unlawful discrimination or harassment.
- 14.2 Any supervisor who fails to report a complaint of possible violation(s) of this policy may be subject to disciplinary action.
- 14.3 Any person found to have made false allegations of unlawful discrimination or harassment is subject to disciplinary action up to and including termination.
- 14.4 Disciplinary measure(s) imposed upon the accused shall not violate the provisions of the appropriate labor agreement(s) or administrative policy concerning non-bargaining unit appeals. These may be obtained by contacting the Human Resources Department.
- 15.0 Record Retention and Public Records
- 15.1 Upon the conclusion of a formal investigation, the final report and related documents will be retained in accordance with the University's records retention schedule. Release of copies of such documents shall be handled in accordance with ORC Chapter 149, Ohio Public Records Act and Board of Trustee policy 5.19, Requests for Access to/and Copies of Public Records.

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Unlawful and prohibited discrimination and harassment Investigation *Flowchart*

Incident Occurs

Complainant may:

Contact Ombudsperson for confidential advice -- voluntary and does not constitute notice to University

- Make informal complaint
- Make formal complaint

University Officials:

- Provost, or offender's supervisor (faculty);
- Immediate supv., offender's supv or supv's supv (admin., staff, student employee);
- Any individual listed in 10.3 of policy 5.03Rev.;
- Affirmative Action Officer.

160 days
(300 days, EEOC jurisdiction)

Extension in timeline permitted for specific reasons identified in policy 5.03, section 10.2.

Investigation Begins

AA Officer receives formal complaint -- investigation efforts begin
Written notice of investigation promptly to complainant and alleged offender
Advisory Panel notified of complaint and selection of three members made
Advisory Panel (full)

- 2 faculty
- 2 administrators
- 2 support staff
- 1 admin. Tech support staff (ATSS)
- 1 student (if student is party)

50 days

Completion of investigation and initial 3-member advisory panel actions either:

- accepts report
- recommends additional investigation
- conducts independent investigation

If academic freedom is issue, affirmative action officer obtains UFS/SEA consultation
Final investigation report submitted to the appropriate administrative official with the authority to take action (divisional vice president, Provost, University President, etc.) if required.

Review Process

14 days from initial investigation results, alleged offender or complainant may request a written review of initial investigation results.

14 days, Advisory panel (remaining members) convene to consider the review request

30 days, Advisory panel must submit their review to University President

Maximum: 50 days

Inaction/Action Appropriate administrative official will consider panel's report when considering possible action

Record Retention Affirmative Action Officer maintains records per ORC 149.

University Policies and Procedures Manual

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[Signature] 3/2/06
Secretary, SSU Board of Trustees Date



Statement on Academic Rights and Responsibilities

Intellectual pluralism and academic freedom are central principles of American higher education. Recently, these issues have captured the attention of the media, political leaders and those in the academy. This is not the first time in the nation's history that these issues have become public controversies, but the current interest in intellectual discourse on campus suggests that the meaning of these terms, and the rights and responsibilities of individual members of the campus community, should be reiterated.

Without question, academic freedom and intellectual pluralism are complex topics with multiple dimensions that affect both students and faculty. Moreover, America's colleges and universities vary enormously, making it impossible to create a single definition or set of standards that will work equally well for all fields of academic study and all institutions in all circumstances. Individual campuses must give meaning and definition to these concepts within the context of disciplinary standards and institutional mission.

Despite the difficulty of prescribing a universal definition, we believe that there are some central, overarching principles that are widely shared within the academic community and deserve to be stated affirmatively as a basis for discussion of these issues on campuses and elsewhere.

- American higher education is characterized by a great diversity of institutions, each with its own mission and purpose. This diversity is a central feature and strength of our colleges and universities and must be valued and protected. The particular purpose of each school, as defined by the institution itself, should set the tone for the academic activities undertaken on campus.
- Colleges and universities should welcome intellectual pluralism and the free exchange of ideas. Such a commitment will inevitably encourage debate over complex and difficult issues about which individuals will disagree. Such discussions should be held in an environment characterized by openness, tolerance and civility.
- Academic decisions including grades should be based solely on considerations that are intellectually relevant to the subject matter under consideration. Neither students nor faculty should be disadvantaged or evaluated on the basis of their political opinions. Any

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Secretary, SSU Board of Trustees 3/2/06 Date

member of the campus community who believes he or she has been treated unfairly on academic matters must have access to a clear institutional process by which his or her grievance can be addressed.

- The validity of academic ideas, theories, arguments and views should be measured against the intellectual standards of relevant academic and professional disciplines. Application of these intellectual standards does not mean that all ideas have equal merit. The responsibility to judge the merits of competing academic ideas rests with colleges and universities and is determined by reference to the standards of the academic profession as established by the community of scholars at each institution.
- Government's recognition and respect for the independence of colleges and universities is essential for academic and intellectual excellence. Because colleges and universities have great discretion and autonomy over academic affairs, they have a particular obligation to ensure that academic freedom is protected for all members of the campus community and that academic decisions are based on intellectual standards consistent with the mission of each institution.

June 23, 2005

The following organizations have endorsed this statement:

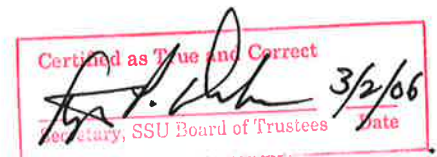
- American Association of Community Colleges
- American Association of State Colleges and Universities
- American Association of University Professors
- American Council of Learned Societies
- American Council on Education
- American Dental Education Association
- Association of American Colleges and Universities
- Association of American Law Schools
- Association of American Universities
- Association of Catholic Colleges and Universities
- Association of Governing Boards of Universities and Colleges
- Association of Higher Education Facilities Officers
- Association of Jesuit Colleges and Universities
- The College Board
- ACPA—College Student Educators International
- College and University Professional Association for Human Resources
- Council for Advancement and Support of Education
- Council for Christian Colleges and Universities

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Date

- Council for Higher Education Accreditation
- Council for Opportunity in Education
- Council of Graduate Schools
- Council of Independent Colleges
- EDUCAUSE
- Hispanic Association of Colleges and Universities
- National Association for Equal Opportunity in Higher Education
- National Association of Independent Colleges and Universities
- National Association of State Universities and Land-Grant Colleges
- National Association of Student Personnel Administrators
- National Collegiate Athletic Association
- University Continuing Education Association

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SHAWNEE STATE UNIVERSITY
Preliminary Enrollment Report - Winter Quarter 2005-2006
(compared to 2004-2005)

Headcount enrollment.....3535, up 34 students or + 0.97% increase over 2004-2005.
FTE enrollment.....3085, up 9 FTEs or + 0.3% increase over 2004-2005.
Subsidy eligible FTE enrollment.....3026, unchanged from 2004-2005.
New Students (first-time freshmen
and new transfer students).....222, up 38 students from 2004-2005.

Enrollment Highlights:

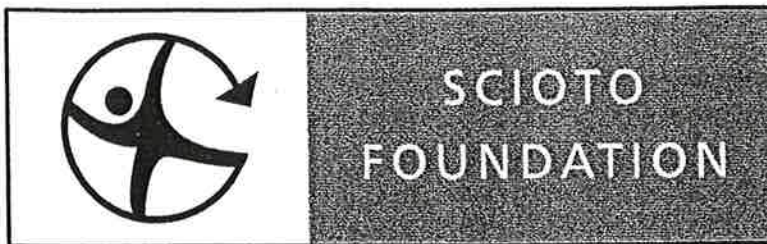
- 1) The 3535 student headcount is the highest Winter Quarter enrollment in the history of Shawnee State University. A very modest growth in headcount (0.97%) is slightly greater than the Fall 2005 increase of 0.58 %.
- 2) Ohio resident enrollment is 3229, up 36 students over the 2004-2005 headcount.
- 3) Students residing in Kentucky total 266, up 8 students over 2004-2005.
- 4) Full-time enrollment (headcount) decreased by 20 students to 2943 compared to 2004-2005.
- 5) Part-time enrollment (headcount) is 592, up 54 students (approximately 10% increase) over 2004-2005. This is a reversal of two-year trend of fewer part-time students enrolling. There was a 17.4% (total) decrease in part-time enrollment the two previous years.
- 6) Both the number of male students and the number of female students increased by 17 for a total increase of 34 students.
- 7) There are 2138 females enrolled, 60.4% of the student body. Males make up 39.6% of the students and total 1397. These percentages vary little year to year.
- 8) 75% of the first-time freshmen entering Fall Quarter 2005-2006 returned for the Winter Quarter 2006. This is a 4% decrease in the percentage of first-time freshmen retained from the Fall Quarter compared to 2004-2005. This data must be examined future to explore the possible cause of this change.

Note the following first-time freshmen retention data from previous years:

79% of the first-time freshmen entering Fall Quarter 2004-2005 returned for the Winter Quarter.

80% of the first time freshmen entering Fall Quarter 2003-2004 returned for the Winter Quarter.

78% of the first time freshmen entering Fall Quarter 2002-2003 returned for the Winter Quarter.



303 Chillicothe Street
P.O. Box 911, Portsmouth, OH 45662
Phone/Fax Number: 740.354.4612

January 19, 2006

Toll Free: 866.774.7223 E-Mail: kcutlip@zoomnet.net

Ms. Megan Horne
Shawnee State University
Outreach Services, 940 Second Street
Portsmouth, Ohio 45662

Dear Megan:

This letter is to inform you that the Governing Board of the Scioto Foundation approved the Shawnee State University grant request for the "Summer College for High School Students" project in the amount of \$2,000 per student enrolled up to \$50,000 from the **Bess & Marie Pixley Fund**.

Enclosed is a copy of the Foundation's Grant Agreement. Please read this document carefully and then sign, date, and return it to our office no later February 6, 2006.

Please send a written request for the disbursement of funds when needed. Upon receipt of your letter, allow two weeks for the paperwork to be completed and the check to be processed.

The Scioto Foundation welcomes and encourages publicity concerning its grants. **Please be advised that any publicity you release must name the Scioto Foundation.**

A grant evaluation report form will follow under a separate cover at a later date.

If you have any questions, comments, or concerns, please do not hesitate to call me Monday through Friday during normal business hours of 9:00 am to 5:00 pm.

Sincerely,

Kimberly E. Cutlip, Executive Director
Scioto Foundation



RESOLUTION F01-06

SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION POLICY

WHEREAS, as the sole member of the Shawnee State University Development Foundation, the board of Trustees of Shawnee State University must ratify Foundation policies and members; and

WHEREAS, the Policy Committee of the Shawnee State University Development Foundation has passed resolution 2006.1 at their meeting on January 18, 2006; and

WHEREAS, the Shawnee State University Development Foundation will vote to approve the resolution at their February 4, 2006 annual meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the attached Development Foundation resolution.

(February 10, 2006)

Certified as True and Correct

Secretary, SSU Board of Trustees 3/2/06
Date

**Shawnee State University
Development Foundation**

940 Second Street
Portsmouth, Ohio 45662
740.351.3284
740.351.3198 fax

Resolution 2006.1

WHEREAS, the Shawnee State University Development Foundation is embarking upon "Poised for Tomorrow," a capital campaign to raise funds to move the University forward into its next stage of growth and development; and

WHEREAS, the Shawnee State University Development Foundation has accepted campaign policies which will guide the conduct of the campaign particularly in relation to gift acceptance policies and named gift opportunities; and

WHEREAS, it is believed that these policies should become a permanent part of the Policy and Procedures of the Shawnee State University Development Foundation;

THEREFORE BE IT RESOLVED, that the policies regarding those items, covered in Policy 7, 11 and 20 be updated as attached.

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Secretary, SSU Board of Trustees
3/2/06
Date

SSUDF Policy 7.0 (Proposed Changes – 01/18/06 Policy Meeting)

7.0 Gift Types.

7.1 Policy. The Shawnee State University Development Foundation welcomes gifts of all types, but reserves the right to refuse specific gifts that may be inappropriate to accept. The Foundation, in consultation with the Board of Trustees, reserves the right to refuse a gift if acceptance causes expenses that the University cannot pay; if acceptance creates conflict of interest or perception thereof; or if, for any reason, the acceptance is deemed to be not in the best interest of the Foundation or the University. The Gifts Committee of the Foundation will make such a determination at the request of the Director of Development or University President. Generally, the following gifts will be accepted:

7.1.1 Cash, checks and money orders.

7.1.2 Pledges, or promises to give, both conditional and unconditional. **(Delete) to be paid (preferably) within ten years from the date of the pledge.** The Foundation may refuse conditional pledges if it deems the condition as one which may be impossible to satisfy. A pledge without a signed pledge form is an intent to give and will not be recorded as an asset of the Foundation, nor receive commemorative status.

7.1.3 Securities.

7.1.4 Gifts-In-Kind, both asset and non-asset, subject to criteria described below.

7.1.4.1 Asset gifts-in-kind

- a. Donated materials and facilities. The Foundation will accept donations of materials and facilities, to the extent that the fair market value of said donations can be readily determined, the donated item's useful life is defined, and receipt of the donated item(s) creates or enhances a Foundation asset.
- b. Gifts with claimed values of \$5,000 or more must be accompanied by a qualified appraisal, the cost of which is the donor's responsibility.

7.1.4.2 Non-asset gifts-in-kind.

- a. The Gifts Committee welcomes all gifts whose value may be indeterminate, but which nonetheless have educational, artistic, historic, scientific, or other importance. The Foundation has the right to sell donated property unless an agreement otherwise is made with the donor.
- b. Items may also be accepted for the Community Collection (a display of artwork, crafts, memorabilia and other items deemed to have interest to the community served by Shawnee State) following review by the Gifts Committee. If there is a cost associated with the acceptance of such a gift, the donor may be asked to be responsible for all or part of the cost.

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Secretary, SSU Board of Trustees 3/2/16
Date

SSUDF Policy 7.0 (Proposed Changes – 01/18/06 Policy Meeting)

- c. Donated services. The Foundation will accept donations of service, for commemorative value, to the extent that the fair market value of said donations can be readily determined, and the service either creates or enhances a Foundation asset or precludes the purchase of similar service otherwise used by the Foundation.

7.1.5 Perpetual Trusts. The Foundation will accept perpetual trust agreements.

7.1.6 Charitable Remainder Trusts. The Foundation will accept both charitable remainder annuity trusts (CRATS) and charitable remainder unitrusts (CRUTS), but will not act as trustee. **(Delete) Only irrevocable CRATS and CRUTS will be accepted for commemorative purposes.**

7.1.7 Gifts of Life Insurance. The Foundation will actively seek gifts of life insurance policies which build cash value (whole-life, universal life and variable life policies) and will accept both existing life insurance policies and life insurance policies purchased specifically for the Shawnee State University Development Foundation. The Shawnee State University Development Foundation must be the irrevocable owner, beneficiary, and holder of any insurance gift.

7.1.8 Charitable Gift Annuity. The Development Foundation will accept charitable gift annuities and deferred gift annuities for a minimum of \$5,000 for the initial contribution and \$2,000 for each additional contribution. Further, the Foundation will accept annuity contributions for one life, two lives in succession, or joint and survivor agreements **(Add) and will also accept Deferred Gift Annuities.** Contributions will be limited to cash, securities, and real estate for which there is a ready market.

7.1.8.1 **(Delete) Because** Charitable gift annuity payment rates vary by the donor's age. The Foundation will use, as a maximum, the annuity table suggested by the American Council of Gift Annuities.

7.1.9 A bequest of estate documented by a copy of the donor's will (or appropriate section of the donor's will) or a letter from the donor (or the donor's attorney) confirming the commitment will be encouraged. **(Delete) and commemorative opportunities will be allowed subject to all terms and conditions previously described in this policy 7.0, inclusive.**

7.1.10 Gift of Farm or Personal Residence with Retained Life Estate. The Foundation will accept such a gift after review by the Gifts Committee.

7.1.11 Gifts of Real Property. Real estate donations are subject to review by the Gift Committee. Acceptance is contingent upon several issues, including (but not limited to): location, marketability, improvements, accessibility, and parcel size.

7.1.12 Gifts of Real Property with Donor-Retained Life Estate. Such gifts may be accepted, subject to a case-by-case review by the Gift Committee.

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Secretary, SSU Board of Trustees
3/2/06
Date

SSUDF Policy 11.0 (Proposed Changes - 01/18/06 Policy Meeting)

11.0 Gift Credit.

11.1 Policy. Gifts to the Shawnee State University Development Foundation ~~(Delete) are~~ *(Add) may be* credited by the Foundation *(Add) for commemorative value* in a different manner than that accepted by the Internal Revenue Service. Generally, the goal is to give the donor as much credit as possible since all gifts to the University whether cash, in-kind or deferred have real value. (See addendum). *(Add) Gift credit for all gifts will count toward commemorative opportunities such as published listings and membership in the President's Club. Naming rights for buildings, rooms, programs, etc. may also be granted.*

The following guidelines prevail:

11.1.1 Cash is counted at face value.

11.1.2 Pledges are counted at face value when properly documented ~~(Delete) with full payment within 10 years.~~ *(Add) The named gift opportunity will be activated when 50% of the total pledge is made.*

11.1.3 Securities. A gift of stock shall be valued at the (gross) market value of the stock on (1) the day the stock is transferred to the University Development Foundation; or (2) the date of the newly-issued stock certificate in the Development Foundation's name; or (3) the date the stock power and/or the stock certificate is mailed or brought to the University as agreed upon by the donor and the Director of Development. The gross (market) value shall be credited to the donor and applies for gift club membership. The proceeds realized from the sale of the stock will be entered and assigned to a specific account.

11.1.4 Real property, personal property, equipment and other in-kind gifts. A gift-in-kind shall be entered for the estimated fair market value of the gift as determined by the donor or by the donor's representative, based on valuation of an expert individual appraiser, and accepted by the University Development Foundation. The donor will receive non-cash credit for the value and may apply the value to gift club membership. Where the donor does not accompany this gift with an appraisal, the university may value the gift based on a "best estimate".

Further, if the value of the gift to the University exceeds its fair market value, the University may consider its greater value for internal and/or commemorative purposes.

11.1.5 Charitable Lead Trusts. Charitable lead trusts shall be counted at the cumulative value of the annual gifts received. *(Add) The named gift opportunity will be activated when 50% of the total pledge is made.*

Certified as True and Correct

Secretary, SSU Board of Trustees
3/2/06
Date

SSUDF Policy 11.0 (Proposed Changes - 01/18/06 Policy Meeting)

11.2 Deferred Gifts.

11.2.1 Charitable Remainder Trusts (for which the University is the irrevocable beneficiary) will be counted at fair market value of the assets given, if the donor is 65 years of age or older. If the donor is less than 65 years of age, the value of the charitable remainder trust for commemorative opportunity purposes will be reduced by 1 % for each year between the donor's age and age 65.

11.2.2 Insurance gifts which are fully paid up will count at full value of the death benefit if the insured is 65 years of age or older. If the donor is less than 65 years of age, gifts of fully paid up insurance will be reduced by 3% for each year between the donor's age and age 65. The donor will receive credit of a minimum of two times the cash value of the policy.

11.2.3 Insurance gifts, by donors of 65 years of age or older, which are not yet paid up will count for full death benefits if the policy is paid within (Delete) ten (Add) five years. If the insured is less than 65 years of age, insurance gifts for which the donor is paying premiums will be reduced by 5% for each year between the donor's age and age 65. The donor will receive credit of a minimum of two times the value of five years of premium payments.

Note: For gifts of insurance, the Shawnee State University Development Foundation must be the irrevocable owner, beneficiary and holder of a life policy. Universal life and variable insurance policies will be evaluated on a case by case basis.

11.2.4. Charitable Gift Annuity. A charitable gift annuity by donors of 65 years of age or older will be counted at the full amount of the annuity. A charitable gift annuity by donors under the age of 65 will be reduced by 1% for each year between the donor's age and age 65. (Add) Credit for Deferred Gift Annuities will be based on the age that payments begin.

11.2.4.1 (Delete) Charitable gift annuity payment rates vary by the donor's age. The Foundation will use, as a maximum, the annuity table suggested by the American Council on Gift Annuities.

11.2.5 (Delete) A bequest (Add) An irrevocable bequest, documented by a pledge to make a will, documented by a copy of the donor's will (or appropriate section of the donor's will) or a letter from the donor or the donor's attorney confirming the commitment, will be counted at full value for individuals 65 years of age or older. For individuals under age 65, the gift will be reduced 5% for each year between the donor's age and age 65. The University will also require a signed statement attesting to the present value of the gift.

11.2.5.1 (Add) Naming opportunities may be reserved under certain circumstances with approval by the Gifts/Grants Committee.

Certified as True and Correct
[Signature]
Secretary, SSU Board of Trustees
3/2/06
Date

SSUDF Policy 11.0 (Proposed Changes - 01/18/06 Policy Meeting)

11.2.6 (Add) Revocable Deferred Gifts such as a bequest, a beneficiary designation in an IRA, or CRT's where Shawnee State University is not listed as an irrevocable beneficiary will qualify donors for membership in the Legacy Society.

Certified as True and Correct

Secretary, SSU Board of Trustees
3/2/06
Date

SSUDF Policy 20.0 (Proposed Changes – 01/18/06 Policy Meeting)

- b. Use unrestricted funds to subsidize the Endowment
- c. Use a portion of the Corpus with the understanding that the corpus must be replenished to its correct base amount as soon as possible.

20.2.3.1 If the Foundation plans on awarding funds for a future date based on a financial position at a point in time and it is determined at a later date the Endowment will not be able to meet that obligation and it has not been officially allocated to a third party the Foundation may withdraw its award. This only applies if the funds have not been allocated to a third party.

20.2.3.2 In any event, the base amount (Corpus) of the Endowment must always remain in the Endowment or be replenished as soon as possible unless otherwise specified in the Endowment Agreement or as authorized according to Policy 20.2.1.

20.2.4 Flexible endowments. For individuals who are unable to fund an endowment with one lump sum, but wish to see the benefits of their gift immediately, the Development Foundation accepts flexible endowments. Donors must pledge ~~(Delete)~~ a minimum of \$10,000 to create the endowed fund *(Add) the minimum required to create an endowment.* Until the minimum is reached, the donor will give an annual gift equal to the spending amount that would be covered by its income were the endowment fully funded or will give an amount to add to the income to reach the spending amount.

Certified as True and Correct

Secretary, SSU Board of Trustees
3/2/16
Date

RESOLUTION F02-06

PERSONNEL

WHEREAS, the University-wide Board policy 5.16 "Approval of Personnel Appointments" establishes the procedure for the approval of those personnel changes requiring action by the Board of Trustees and for the reporting of other personnel actions to the Board; and

WHEREAS, this policy establishes a procedure for the consolidation of personnel resolutions; and

WHEREAS, all actions in this resolution are in compliance with this policy;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University authorizes the following personnel actions attached to this resolution effective on the dates indicated.

(February 10, 2006)



PERSONNEL ACTION ITEMS

All appointments are subject to any contingency included in the written offers of employment.

February 2006 BOT MEETING

Actions submitted for approval, December 1, 2005 through January 24, 2006

(developed from information received in HR Department through January 24, 2006)

ACADEMIC AFFAIRS DIVISION

Appointment – Faculty

James McPherson, full-service Associate Professor of Occupational Therapy for the Department of Health Sciences, Master of Occupational Therapy program, beginning August 21, 2006, at the academic year salary of \$59,550. Dr. McPherson possesses a Ph.D. in the Department of Kinesiology (with emphasis in Motor Development) from the University of Wisconsin-Madison, a Master of Science in the Department of Occupational Therapy from Virginia Commonwealth University, and a Bachelor of Science in the Departments of Psychology and Sociology from the University of Buffalo.

Appointment – Administrative

Teresa Stockham, Pre-school Classroom Teacher in the Children's Learning Center for the Department of Teacher Education beginning January 3, 2006 at a fiscal-year salary of \$27,200. Ms. Stockham possesses a Bachelor of Science in Early Childhood Education from Shawnee State University.

BUSINESS AFFAIRS DIVISION

Nothing to report.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Nothing to report.

PRESIDENT'S OFFICE

Nothing to report.

STUDENT AFFAIRS DIVISION

Appointment – Administrative

James Weaver, Coordinator of Disability Services in the Student Success Center for the Division of Student Affairs beginning December 16, 2005 at a fiscal-year salary of \$40,700. Mr. Weaver possesses a Master of Education degree in Rehabilitation Counseling, and an Associate of Business degree in English language and literature from Ohio University.



Per Policy 5.16

Board of Trustees has prior approval for appointment or removal of the position of vice president and creation of all new faculty and administrative positions.

Board of Trustees has subsequent approval for appointment to and removal of all faculty and administrators, establish the compensation for same, and award or deny continuing contracts and promotions for faculty.

Prepared 1/24/2006

RESOLUTION F03-06

OHIO DEPARTMENT OF EDUCATION MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM, 21st CENTURY COMMUNITY LEARNING CENTERS, AND EDUCATIONAL TALENT SEARCH GRANTS

WHEREAS, the grants summarized on the attached have been reviewed by the appropriate University committees and/or individuals, and are recommended for submission;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the submission of the Ohio Department of Education Mathematics and Science Partnership Program, and 21st Century Community Learning Centers, and Educational Talent Search Grant proposals.

(February 10, 2006)



GRANT PROPOSAL SUMMARY

TITLE: Ohio Department of Education, Mathematics and Science Partnership Program

GRANTING AGENCY: Ohio Department of Education

PRINCIPAL INVESTIGATOR: Michael B. Fiske

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: one-third reassigned time.

PURPOSE: The purpose is to provide 3rd through 10th grade teachers with mathematical content and pedagogical knowledge that aligns with the Ohio Academic Content Standards in Mathematics.

CLIENTELE TO BE SERVED: Grade 3–10 mathematics teachers in Scioto, Adams, Ross, Pike, Lawrence, and Jackson Counties who teach in high–need schools or districts as identified by the ODE.

RELATIONSHIP TO SSU MISSION: “To enrich the lives of the community, the University provides opportunities for continuing personal and professional development...”

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN THE PROJECT: South Central Ohio Educational Service Cooperative, Portsmouth City Schools, Washington–Nile Local School District, Northwest Local, Minford Local, Green Local, Clay Local, Bloom–Vernon, Wheelersburg. Other districts in the identified counties will be asked to participate.

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: The Department of Mathematical Sciences will provide a minimum of 320 hours of professional development to approximately 150 grade 3–6 and grade 7–10 mathematics teachers over a three– year period. The department will use materials developed for the Ohio Mathematics Academy Project as required by the grant. The department will develop additional mathematical content to supplement the OMAP materials.

FUNDING PERIOD: January 2006 through June 2009

BUDGET:

<u>Fund Source</u>	<u>Year One</u>	<u>Total, all years</u>
Grant	\$500,000	\$1,500,000
Direct Costs		
Indirect Costs	8% of grant total.	
Other		
University-In Kind	not necessary	
University Match		
TOTAL		\$1,500,000

Certified as True and Correct

Secretary, SSU Board of Trustees
3/2/06
Date

GRANT PROPOSAL SUMMARY

TITLE: 21st Century Community Learning Centers

GRANTING AGENCY: Ohio Department of Education

PRINCIPAL INVESTIGATOR: Cathy Mullins/Jerry Blanchard

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: Mullins – 15%, Blanchard – 60%

PURPOSE: 21st Century Community Learning Centers provide after-school programming at two area elementary schools. The Centers provide tutoring and supplemental instruction especially in reading and mathematics, expanded library and computer laboratory hours, family reading programs, drug and violence education and counseling, enrichment classes, field trips and recreational time. The goals of the Centers include better student performances on Ohio Proficiency Tests and in the classroom, better school attendance, increased parental and volunteer involvement in the schools, increased participation in anti-drug/violence activities, and stronger linkages and collaborations among the partner schools.

CLIENTELE TO BE SERVED: Students, their parents and surrounding community members in the Northwest and Minford local school districts, especially those in first through sixth grade.

RELATIONSHIP TO SSU MISSION: “..To enrich the lives of the community, the University provides opportunities for continuing personal and professional development, intellectual discovery, and appreciation for the creative and performing arts.” Further, the grant addresses the University’s strategic opportunity to “develop partnerships that involve the University in collaborative activities with other groups and institutions.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN THE PROJECT: Ohio South Tech Prep Consortium, Northwest Local Schools, Minford Local Schools, the South Central Ohio Educational Service Center.

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: The Centers will be conducted four evenings per week, offering services immediately after school until approximately 5:30 pm. Before school programming may also be offered if desired by the individual schools. Students will participate in homework help, tutoring and recreational activities. The program director is housed at SSU and assists the schools in hiring teachers, site coordinators and other personnel. SSU students are often hired as tutors and teaching assistants, gaining valuable class-related experience. This grant is an expansion of a project that provides after school programming to students in South Webster, Green, New Boston, Clay, and Washington Nile School Districts.

FUNDING PERIOD: Five years July 2006 – June 2011

BUDGET:

<u>Fund Source</u>	<u>Year One</u>	<u>Total, 5 years</u>
Grant	\$300,000	\$1,275,000
Direct Costs	285,000	1,211,250
Indirect Costs	15,000	63,750
Other		0
University-In Kind (estimated)	10,000	50,000
University Match		0
TOTAL	\$310,000	\$1,325,000

Certified as True and Correct

Secretary, SSU Board of Trustees
Date 3/2/06

GRANT SUMMARY PROPOSAL

TITLE: Educational Talent Search

GRANT AGENCY: United States Department of Education

PRINCIPAL INVESTIGATOR: Ryan McCall

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 43%

PURPOSE: This grant is designed to increase postsecondary education awareness, knowledge, and enrollment, for low-income and first generation students in the three county (Lawrence, Pike, and Scioto) program target area, and provide cultural opportunities not normally available to them.

CLIENTELE TO BE SERVED: Current and future students of the Educational Talent Search program, who attend the participating target schools.

RELATIONSHIP TO SSU MISSION: The Educational Talent Search program prepares students to enter college through workshops and personal interactions, by helping prepare these students the grant helps SSU "preparing students for the changing needs of business, industry, education, and society..." Additionally, by providing students with the opportunity to attend cultural events they are not normally capable of doing, the grant helps SSU "enrich the lives of the community".

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN THE PROJECT: Northwest Jr. and Sr. high schools, Portsmouth West Jr. and Sr. high schools, Bloom Vernon Jr. and Sr. high schools, Green Jr. and Sr. high schools, New Boston Jr. and Sr. high schools, Sciotoville Jr. and Sr. high schools, Western Jr. and Sr. high schools, Piketon Jr. and Sr. high schools, Eastern Jr. and Sr. high schools, Dawson Bryant high school, Ironton high school, Rock Hill high school, Symmes Valley high school.

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: U.S. Department of Education grant funds will be used to pay for salaries, benefits, staff and participant travel, participant workshops, and professional development. Program staff will conduct monthly workshops at each participating school and schedule cultural and college visit trips throughout the tri-state area for the participants.

FUNDING PERIOD: Four fiscal years beginning September 1, 2007 and ending August 31, 2011.

BUDGET:

<u>Fund source</u>	<u>Year One</u>	<u>Total, all years</u>
ETS Grant	\$292,266	\$1,169,064
Direct Costs		\$1,075,536
Indirect Costs		\$93,528
Other		\$ 0
University In-Kind		\$ 0
TOTALS	\$292,266	\$1,169,064

Certified as True and Correct

Secretary, SSU Board of Trustees
3/2/06
Date

RESOLUTION F04-06

APPROVAL OF NEW POSITION COORDINATOR, TRANSFER STUDENT SERVICES

WHEREAS, the transfer student population comprises nearly 20 percent of Shawnee State University's student population; and

WHEREAS, Shawnee State University's transfer yield for fall 2005 was below the state and national average as compared to equivalent four-year public institutions; and

WHEREAS, the report titled "Enrollment Opportunities Analysis" conducted by a representative of Noel Levitz dated November 17, 2005, identifies a declining trend in the transfer yield rates as compared to fall 2002; and

WHEREAS, there is ample evidence that direct advising, recruiting and support services are essential to effectively address the needs of transfer students; and

WHEREAS, the President recommends the creation of a new administrative position to be charged with the responsibility for providing pre-enrollment and enrollment related services to transfer students to ensure these students are assisted through the enrollment process; and

WHEREAS, a close approximation of the salary and benefit costs are shown on the attached addendum;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees approves the funding and establishment of the above-described administrative position.

(February 10, 2006)

Certified as True and Correct

Secretary, SSU Board of Trustees
Date 3/2/06

ADDENDUM TO RESOLUTION F04-06
ANNUAL COST ESTIMATION
COORDINATOR, TRANSFER STUDENT SERVICES

Full-time, 12-month administrative
FLSA Exempt
O.R. C. Unclassified

Estimated Salary	\$34,161 (based on 25% range placement at grade A25, Administrative Salary Structure)
Estimated Benefits	<u>\$21,425</u> (assumes family insurance)
Total estimated Salary and benefits	\$55,586

(February 10, 2006)

Certified as True and Correct

Secretary, SSU Board of Trustees 3/2/06 Date

PERSONNEL INFORMATION ITEMS
February 2006 BOT MEETING
Changes processed from December 1, 2005 to January 24, 2006
(developed from information received in the HR Department through January 24, 2006)

ACADEMIC AFFAIRS DIVISION

None.

BUSINESS AFFAIRS DIVISION

None.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

None.

PRESIDENT'S OFFICE

None.

STUDENT AFFAIRS DIVISION

Retirement - Administration

Larry Mangus, Vice President for Student Affairs, last employment date December 31, 2006, retirement effective January 1, 2007.



Per Policy 5.16 Part-time administrative appointments and changes in status for administrative and faculty positions are reported to the Board of Trustees.

Prepared 1/24/2006