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Board of Trustees

8-11-2006

August 11, 2006 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
August 11, 2006**

Chairperson Kay Reynolds called the meeting to order at 1:15 p.m. noting the meeting was in compliance with RC § 121.22(F).

Roll Call

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

Members Absent: Mr. McCoy, Mr. Teichman

Approval of the August 11, 2006 Agenda

Dr. Ball moved and Mr. Harcha seconded a motion to approve the August 11, 2006 agenda. Without discussion, the Board unanimously approved said agenda.

Approval of the June 9, 2006 Board Meeting Minutes

Mr. Mooney moved and Mr. Warren seconded a motion to approve the August 11, 2006 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. As part of her report, Dr. Morris commented on the White Paper that was mailed to the Board earlier. Dr. Morris introduced the authors of the White Paper, Mr. Randy Warman and Dr. Michael Hughes. She asked the Board if anyone had any questions for Mr. Warman and Dr. Hughes and there being none, thanked them for the report and said it was helpful information for the Board.

Committee Reports

Academic Affairs Committee – Mr. William McKinley

Mr. McKinley reported on behalf of the Academic and Student Affairs Committee and said the Committee had one action item.

Mr. McKinley said the Academic and Student Affairs Committee recommended approval of Resolution ASA15-06, Approval of James Flavin, Professor Emeritus. He said Dr.

Flavin has served at SSU for over 23 years, was the recipient of the Distinguished Teaching Award in 2002 and the Bear Hug Award in 2005. Mr. McKinley said there was no compensation for the status of Professor Emeritus but was an honor to be selected for such award. Mr. McKinley moved and Mr. Harcha seconded a motion to approve Resolution ASA15-06, Approval of James Flavin, Professor Emeritus.

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

Nays: None

Ms. Reynolds presented Dr. Flavin with a plaque in honor of this award and thanked him for all his years of service to SSU and the community. A round of applause followed.

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

Mr. McKinley reported that Dr. Field reported the changes in CAS Chairpersons. He said Dr. Darren Harris-Fain is serving as the Chair of the Department of English/Humanities and had been employed at SSU since 1996. Mr. McKinley said Dr. Paul Madden is serving as Chair in the Department of Teacher Education and had been employed at SSU since 1992. Mr. McKinley also said Dr. Krista Taylor Maxson will serve as the Chair in the Department of Mathematical Sciences beginning fall quarter replacing Dr. Michael Fiske.

Mr. McKinley said that Dr. Stephen Midkiff, Registrar, reported on preliminary enrollment data for summer and fall quarters. Mr. McKinley reported that there was a slight decline in enrollment for summer quarter. He said part of that decline was due to the fact that 90+ students in the nursing program attended a special nursing class at Kings' Daughters Hospital instead of SSU for summer quarter. Mr. McKinley said that according to preliminary figures, we have a commitment from 2,915 students, or up 107 students for fall quarter. He said the official headcount would not be until September 15.

Mr. McKinley said Dr. Midkiff presented a draft report on the recent audit of the enrollment and financial aid records. Mr. McKinley said the Ohio Board of Regents completed the enrollment audit of FY 2005 records and of the 5,838 data items that were audited, there were 32 errors, or a 0.5% overall error rate. Mr. McKinley said this was a good report.

Mr. McKinley said Mr. Ryan McCall, Project Director, Talent Search, Upward Bound/Math Science, Upward Bound, reported that 40 students attended this year's Upward Bound summer program that included a trip to Atlanta. The Upward Bound Math Science program ended their program with a trip to Chicago. Twenty-one Upward Bound Math Sciences seniors also visited Utah, Arizona and Nevada. Mr. McKinley said Mr. McCall was leaving SSU for Southern State and that Mr. Tim Amburgey would be replacing him.

Mr. McKinley also said Mr. McCall reported that the Shawnee State University's Educational Talent Search (Trio Grant) was informed by Senator George Voinovich's office that the grant approved is for an additional five years at \$280,000 per year. Mr. McKinley said this has not been confirmed but Mr. McCall was very optimistic about receiving the 5 year grant.

Mr. McKinley said Mr. Steve Gregory, Director of Career Planning and Placement, reported on the 2005 Graduate Placement Report. Mr. McKinley said the report is full of data on SSU students and that approximately one-third of alumni responded for the report.

Mr. McKinley said Ms. Debra Scurlock Assistant Professor, Department of Occupational Therapy, reported on the Masters of Occupational Therapy program which will begin holding classes August 21, 2006. The program currently has 10 students registered including two graduates from SSU. This is a good start considering Cleveland State had only six students and OSU had nine students in their first classes. Mr. McKinley said this program will be the first one on semesters as the entire University converts to semesters in 2007.

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

Finance and Facilities – Dr. Ball

Dr. Ball reported that the Finance and Facilities Committee had 4 action items.

Dr. Ball said the Finance and Facilities Committee recommended approval of Resolution F23-06, McCarthy Re-Employment. Dr. Ball said the re-employment of Ann C. McCarthy fell under the provisions of the Administrative Retirement Incentive Program and would run from September 1, 2006 to August 31, 2009. Mr. Mooney moved and Mr. Harcha seconded a motion to approve Resolution F23-06.

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

Nays: None

Dr. Ball said the Finance and Facilities Committee recommended approval of Resolution F24-06, Re-employment of Faculty Retirees under ORC 3307.353. Dr. Ball said the Committee recommended the approval to rehire the faculty who have applied for re-

employment. Mr. Harcha moved and Mr. Warren seconded a motion to approve Resolution F24-06.

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

Nays: None

Dr. Ball said the Finance and Facilities Committee approved Resolution F25-06, Personnel. Dr. Ball said that per Policy 5.16, the Committee recommended approval of the personnel action items. Mr. Mooney moved and Mr. Harcha seconded a motion to approve Resolution F25-06, Personnel.

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

Nays: None

Dr. Ball said the Finance and Facilities Committee approved Resolution F26-06, Tuition Waiver for Adjunct Faculty, Policy 4.73REV. Dr. Ball said the Committee recommended approval to update the Tuition Waivers for Adjunct Faculty which will allow Adjunct Faculty more flexibility to take courses. Dr. Ball moved and Mr. Mooney seconded a motion to approve Resolution F26-06, Tuition Waiver for Adjunct Faculty, Policy 4.73REV.

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

Nays: None

Dr. Ball reported on the Finance and Facilities Committee informational items.

Dr. Ball said the Personnel Items were summarized in the attached listing for personnel action taken between June 12, 2006 and July 24, 2006.

Dr. Ball said Mr. Davis presented the capital status report that reflects current information on each capital project. Dr. Ball said the Health Sciences building is finishing on schedule and the UC renovations are in the design stages.

Dr. Ball said the 4th quarter draft financial report for the VRCFA was provided for review. Dr. Ball said the Center is operating in the deficit and asked President Morris to look into controlling these figures.

Reports, if any, form Board Liaisons with other Organizations

None.

New Business

None.

Comments from Constituent Groups (if any) and the Public

None.

Other Business

Executive Session, if necessary

Mr. Harcha moved and Dr. Ball seconded a motion to move into executive session under RC 121.22(G)(4) to prepare for negotiations with public employees, collective bargaining unit (SEA).

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

Nays: None

The Board entered into Executive Session at 1:54 p.m.

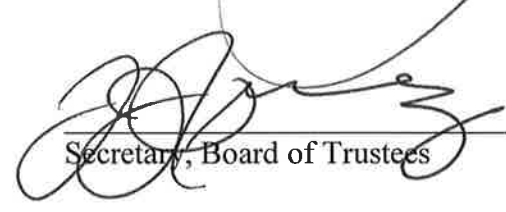
The Board returned to regular session at 2:17 p.m.

Adjournment

The meeting was adjourned by acclamation at 2:18 p.m.



Chairperson, Board of Trustees



Secretary, Board of Trustees

President's Report to the
Shawnee State University Board of Trustees
August 11, 2006
Rita Rice Morris, President

Performance Recognition Awards

I am very pleased to report that, in accordance with university policy 4.49, five members of the university staff were selected to receive Performance Recognition Awards of \$1,000. They are:

Matt Matthews – Coordinator, Multicultural Affairs
Nikki Montgomery – Associate Director, Financial Aid
Joyce Moore – Secretary, President's Office
Mark Moore – Associate Registrar
Brian Saul – Coordinator, Transfer Student Services

The award recognizes exemplary and dedicated work during the 2006 evaluation period. These individuals are a credit to Shawnee State, and it is wonderful to have a way to recognize their contributions.

White Paper: Enrollment Growth Challenges in Student Services

As Shawnee State continues to grow, the need for enhanced student services does too. This meeting's white paper provides an overview of the Office of Counseling and Psychological Services, the Student Activities and Auxiliaries Office and the Office of Residential Life, and considers future service needs for our students.

Seven Fates

In June the Vern Riffe Center for the Arts was the site of the "world premier" of "Seven Fates," a rock opera created, composed and directed by Michael Barnhart, senior instructor of music.

The show, a combination of live performance, music and video, was truly a Shawnee State production. Peggy Wilkes was choreographer, Vivian Robson provided production management, Greg Lyons contributed animation, and Leo Schlosser took care of the scenery and lighting.

Gearing up for 20th

Because of the timing of your meetings, this is the last scheduled meeting before Shawnee State's 20th Anniversary celebration, to be held September 25th through September 30th.

We have an exciting schedule of events that have broad appeal:

- Planetarium Shows
- Performance by Kathleen Battle
- Presentation of the two film versions of "Little Shop of Horrors" with a panel discussion between viewings
- Lecture by Anita Hill
- "Lunch and Learns" with faculty members
- "Totally Awesome 80s" dance for students and alumni
- Community picnic with free food, inflatables, a mini-zoo, and a cake decorating contest

Board of Trustees Retreats

Please mark your calendar for the Board of Trustees retreats immediately following the October and April regular meetings. Details will follow.

RESOLUTION ASA15-06

JAMES FLAVIN, Ph.D.

PROFESSOR EMERITUS

WHEREAS, the Shawnee State University Board of Trustees has the inherent authority to grant Emeritus Status for outstanding service and contribution of selected faculty and administrators; and

WHEREAS, Dr. James Flavin has served with distinction for over 23 years in higher education as teacher, mentor, and leader; and

WHEREAS, Dr. Flavin was an outstanding professor of English at the University as evidenced by his continued dedication and devotion to the mission, the region and especially his students; and

WHEREAS, Dr. Flavin, retired Professor of Shawnee State University, provided exceptional leadership to the Department of English in 1986 spearheading the development of its English degree, resulting in it being accepted by the Board of Regents in 1987; and

WHEREAS, Dr. Flavin assumed the role of chair of the Department of Arts and Humanities from 1986-1990 during its "start-up" phase; and

WHEREAS, Dr. Flavin was the recipient of the Distinguished Teaching Award in 2002 and the Bear Hug Award in 2005; and

WHEREAS, the Chair of the Department of English and Humanities (now the new Dean of the College of Arts and Sciences) submitted a letter providing numerous details of exceptional services to Shawnee State University and requested Professor Emeritus status; and

WHEREAS, the Dean, Provost, and the President strongly recommend this action; and

WHEREAS, the Board of Trustees finds the service of Dr. Flavin to be extraordinarily meritorious and that he meets the minimum requirements in Board Policy 5.18 for Emeritus status;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees confers the title of Professor Emeritus on Dr. James Flavin, together with all rights and privileges of the position herein granted.

(August 11, 2006)


Certified to be True and Correct
Secretary, SSU Board of Trustees
Date 8/25/06

Shawnee State University

940 Second Street
Portsmouth, Ohio 45662
740.354.3205

June 1, 2006

Dr. Rita Rice Morris
President
Shawnee State University
Portsmouth, OH 45662

Dear Dr. Morris:

It is a pleasure for me to propose to you and the Board of Trustees that Dr. James Flavin be granted Professor Emeritus status. Jim began his career at Shawnee State University in 1983 when it was still Shawnee State Community College. In his over twenty years at Shawnee State he has distinguished himself as a classic scholar-teacher and as a hardworking colleague.

Jim is not only one of the most highly regarded professors in the Department of English and Humanities but one of the most highly regarded teachers at SSU. His students often comment on his rigorous but fair standards in the classroom, his ability to communicate the material in a clear and engaging manner, and on his willingness to work with them so they can excel in their writing and appreciation of literature. In 2002, he was honored with the Distinguished Teaching Award, a fitting tribute to his dedication to his students and his discipline.

Jim is also an active and productive scholar. He has an impressive range of publications, both scholarly and creative, no small feat considering the amount of grading English professors need to do in the department. Jim has published extensively and presented often on Native American Literature as well as nineteenth century British literature. His list of creative projects is impressive, ranging from essays in our own *Silhouette*, to short stories, to screenplays, and stage plays. His experience as a practicing writer, moreover, has stood him in good stead in his teaching of creative writing courses in the department. He is an excellent example of the practitioner as teacher, a sometimes rare commodity in academia where artists may prove to be less than effective pedagogues.

Finally, the presentation of the Bear Hug Award to Jim in 2005 is but an exclamation point on a distinguished career of service to Shawnee State University. The Department of English is deeply indebted to him for spearheading the development of its English degree in 1986, resulting in its being accepted by the Board of Regents in 1987. He then assumed the role of chair of the Department of Arts and Humanities from 1986-1990 during its "start-up" phase. He also assisted in developing the General Education

Certified as True and Correct

Secretary, SSU Board of Trustees
Date 6/20/06

Core and integrated composition sequence. He has served on numerous search committees for faculty and administration alike and is a hard working, creative, cooperative, and generous committee member, having served on committees ranging from Faculty Affairs, to Promotion and Tenure, to Constitutional Drafting, to the Community Involvement Advisory Committee, to the Hodgden Committee, and oversight committees for composition and developmental education. In short, Jim could always be counted upon to pull his weight and then some when his services were needed by the department and the university community.

I really can think of no one more deserving of this honor than Jim Flavin and I hope the board will vote to grant him emeritus status.

Thank you.

Sincerely,



Timothy E. Scheurer, Ph.D.
Chair, Department of English and Humanities


Certified as True and Correct
Secretary, SSU Board of Trustees
8/25/06
Date

Shawnee State University

Summer Quarter 2006 Preliminary Enrollment Report (compared to 2005)

Category	Summer 2004	Summer 2005	Summer 2006	Difference 2005/2006	
				#	%
Headcount Enrollment	1108	1192	1082	-110	-9.2
Total Quarterly FTE	651	701	645	-56	-8.0
<i>Annualized FTE**</i>	217	234	215	-19	-8.1

Summer 2005 Enrollment Highlights...

Total Enrollment (Headcount) 1082 (*down 110 students or 9.2%*)
Total Enrollment (FTE) 645 (*down 56 FTE*)
New Students 133 (*down 72 students*)

While enrollments have declined from those of Summer 2005, the 2006 data is much like that of 2004. The enrollments in 2005 were particularly large due to a *special* Nursing class where 90 of the 205 new students attending in the Summer of 2005 were enrolled – BSNR495. The same course in 2006 has enrollment of eight (8).

The enrollment data remains preliminary until the final report in late September.

Prepared by the Office of the Registrar
August 1, 2006.

Certified as True and Correct

Secretary, SSU Board of Trustees
8/20/06
Date

Shawnee State University

Registration Report

Fall 2005 / Fall 2006

Comparison

As of July 28, 2006

	Headcount				SCH			
	2005	2006	± Diff	(± %)	2005	2006	± Diff	(± %)
Part-Time	351	404	+ 53	+ 15.1	2453	2928	+ 475	+ 19.4
Full-Time	2457	2511	+ 54	+ 2.2	35882	36950	+ 1068	+ 3.0
Total	2808	2915	+ 107	+ 3.8	38335	39878	+ 1543	+ 4.0

Registration through the most recent comparable date reflects growth over 2005 in all categories compared. Both Full-time Headcount and Full-time SCH (*Student Credit Hours*) have increased, 2.2% and 3.0% respectively. Part-time registration is also up: +15.1% in Headcount and +19.4% in SCH. Total registration has also increased with total Headcount up 3.8% and SCH up 4.0%. Caution in projecting final registration numbers is urged as registration remains open through the first week of the Fall term.

Prepared by the Office of the Registrar
07/28/2006

Certified as True and Correct

Secretary, SSU Board of Trustees Date 8/25/06



OHIO BOARD
OF REGENTS

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E. GARRISON WALTERS, INTERIM CHANCELLOR

July 12, 2006

Dr. Rita Rice Morris
President
Shawnee State University
940 Second Street
Portsmouth, Ohio 45662-4303

Dear President Morris:

As you know, my staff has completed the enrollment audit of FY 2005 records for the Shawnee State University.

I am enclosing the auditor's reports, "Executive Summary" and "Summary of Key Findings and Recommendations" for your campus. These reports are based upon our audit of your institution's records and processes to determine compliance with state subsidy policies and HEI data reporting guidelines. I have also provided you with the auditors' "Error Report Summary". This report displays all data items audited and the number of errors reported for each item.

In addition, my staff audited financial aid records for Shawnee State University, fiscal year 2005, to determine compliance with federal and state reporting standards. A total of ninety-eight records were reviewed for this audit. Materials reviewed included the student's application, transcript, class schedule and statement of account. According to the report, of the ninety-eight records that were audited on your campus, all were compliant. I commend you and your staff on your Financial Aid reporting accuracy and for providing a well-organized audit. The results of the audit were exemplary.

A copy of this draft has also been sent to your audit contacts, Stephen Midkiff, Registrar and Deborah Atkinson, Financial Aid Director. I request that you have someone from your staff review and respond to the draft summaries within the next 14 days. We welcome your feedback and will make every attempt to incorporate your response into the final report. Please note that we will review your compliance with our recommendations during future audits. Chris Crump of my staff is coordinating this activity. If you have any questions, please contact him at 614-387-1087 (phone), 614-728-0102 (fax), or mail to ccrump@regents.state.oh.us.

Certified as True and Correct

Secretary, SSU Board of Trustees Date 8/25/06

July 12, 2006

Thank you for your cooperation in helping us complete this important report.

Sincerely,



Richard L. Petrick
Vice Chancellor for Finance

Copy to: Stephen Midkiff, Registrar ✓
Deborah Atkinson, Financial Aid Director

Attachments: Executive Summary
Summary of Key Findings and Recommendations
Error Report Summary
Error Report Organized by Issue
Financial Aid Summary Error Report

Certified as True and Correct

Secretary, SSU Board of Trustees
8/25/06
Date

Shawnee State University
Audit Final Report, July 12, 2006

Executive Summary

According to these reports, of the 5,838 data items that were audited on your campus, there were 39 errors (or a 0.7 % overall error rate). According to the Ohio Revised Code-Rule 3333-1-02, "If the incidence of errors as determined on a sampling basis exceeds five per cent, the board of regents may request the institution to have a complete enrollment audit conducted at the institution's expense by a certified public accountant". For an explanation of each error reported, please see the attached "Error Report Organized by Issue".

Enrollment

There were two issues of concern raised by this enrollment audit.

Subsidy Eligibility:

- Eight students (a 3.7 % error rate) were reported as eligible for subsidy whose fees were not paid by the end of the present term.

We recommend that Shawnee State University review existing procedures for verifying and properly reporting in HEI the subsidy eligibility status of students who did not pay. According to the HEI rule, for the current term, "all fees must be paid by the end of the present term in order to be eligible for subsidy". This procedure should be in place by the start of the next term and will be reviewed during subsequent audits.

Course Inventory:

- Of the 25 courses that were verified using the Course Inventory Expert System, the technical summaries for 4 courses were not on file with the Board of Regents.

We recommend that Shawnee State University review existing policies to ensure that summaries for all new technical courses are listed and submitted to the Board of Regents each year. This procedure should be in place by the start of the next term and will be reviewed during subsequent audits.

Certified as True and Correct

Secretary, SSU Board of Trustees 8/25/06
Date

Shawnee State University
Revised Audit Final Report, August 3, 2006

Executive Summary

According to these reports, of the 5,838 data items that were audited on your campus, there were 32 errors (or a 0.5 % overall error rate). According to the Ohio Revised Code-Rule 3333-1-02, "If the incidence of errors as determined on a sampling basis exceeds five per cent, the board of regents may request the institution to have a complete enrollment audit conducted at the institution's expense by a certified public accountant". For an explanation of each error reported, please see the attached "Error Report Organized by Issue".

Enrollment

There was one issue of concern raised by this enrollment audit.

Course Inventory:

- Of the 25 courses that were verified using the Course Inventory Expert System, the technical summaries for 4 courses were not on file with the Board of Regents.

We recommend that Shawnee Sate University review existing policies to ensure that summaries for all new technical courses are listed and submitted to the Board of Regents each year. This procedure should be in place by the start of the next term and will be reviewed during subsequent audits.



RESOLUTION F23-06

RE-EMPLOYMENT OF ANN C. McCARTHY

WHEREAS, Ms. Ann C. McCarthy has fulfilled the requirements of Shawnee State University's Administrative Retirement Incentive Program (ARIP) by making application for re-employment beginning September 1, 2006 through August 31, 2009 and after service retirement under Ohio Public Employees Retirement System (OPERS) effective July 1, 2006; and

WHEREAS, in accordance with O.R. C. § 145.381, Ms. McCarthy's intent to retire and to make application for re-employment to the position of Secretary to the Dean, College of Professional Studies was made public at the June 2006 Shawnee State University Board of Trustees' meeting; and

WHEREAS, Ms. McCarthy has requested and, as required under the ARIP, obtained the approval of the Vice President of Academic Affairs/Provost contingent upon approval by the Board of Trustees to begin re-employment in the capacity of Secretary to the Dean, College of Professional Studies on September 1, 2006 through August 31, 2009; and

WHEREAS, Ms. McCarthy's retirement is subject to Board of Trustees' policies and practices regarding the normal service retirement of University employees and her re-employment is subject to the provisions, conditions and duration stipulated by the ARIP and applicable Board of Trustees policies regarding administrative/ATSS employees; and

WHEREAS, the August 11, 2006 Board of Trustees' meeting in which the action of re-employment is being considered fulfills the O.R. C. § 145.381 requirement to hold a public meeting 15 to 30 days before the re-employment is to commence; and

WHEREAS, the Shawnee State University Board of Trustees has complied with State of Ohio rules and regulations regarding this re-employment action;

THEREFORE BE IT RESOLVED, re-employment of Ms. Ann C. McCarthy to the position of Secretary to the Dean, College of Professional Studies beginning September 1, 2006 through August 31, 2009 and in compliance with all stipulations, conditions and duration of the Shawnee State University ARIP is approved.

(August 11, 2006)



RESOLUTION F24-06

RE-EMPLOYMENT OF FACULTY RETIREES

WHEREAS, the University and Shawnee Education Association (SEA) have mutually agreed to a Memorandum of Understanding (MOU) that establishes a Faculty Retirement Incentive Program (FRIP) that provides for re-employment of selected retirees to their same positions under specified conditions for a period not to exceed three (3) years; and

WHEREAS, the University has complied with O.R.C. § 3307.353 by publicly announcing the identification of faculty members who intend to retire and their intentions to make application for re-employment to their same faculty position; and

WHEREAS, the following list of faculty have complied with the provisions of the MOU and the FRIP agreement and have complied with application requirements for re-employment to their same faculty positions effective July 1, 2006; and

WHEREAS, the re-hire of these faculty is subject to Board of Trustees policies and practices and the applicable provisions of the collectively bargained agreement between the parties; and

WHEREAS, the consideration by the Board of Trustees of the applications for re-employment fulfills the O.R.C. § 3307.353 requirement to hold a public meeting 15 to 30 days before the re-employment is to commence;

THEREFORE BE IT RESOLVED, the Board of Trustees approves the re-employment of the following list of faculty retirees to their same faculty positions effective September 7, 2006 and in compliance with the Memorandum of Understanding (MOU) dated May 25, 2006 and the Faculty Retirement Incentive Program (FRIP) Contract.

<u>Employee</u>	<u>Position</u>
Robbie A. Burke	Professor, Business
Catherine F. Chaffin	Professor, Business Administration
Anna R. Gampp	Professor, Nursing
Mary K. Simon	Professor, English

(August 11, 2006)

Certified as True and Correct

Secretary, SSU Board of Trustees Date 8/25/06

RESOLUTION F25-06

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; and

WHEREAS, this approval is contingent upon all appointees complying with applicable sections of Senate Bill 9 (effective April 14, 2006);

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.

(August 11, 2006)

Certified as True and Correct

Secretary, SSU Board of Trustees 8/25/06
Date

PERSONNEL ACTION ITEMS

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

August 2006 BOT MEETING

Actions submitted for approval June 12 to July 24

(Developed from information received in HR Department through July 24, 2006)

ACADEMIC AFFAIRS DIVISION

Promotion - Administrative

Brian D. Saul, Coordinator of Transfer Student Services for Admissions/Enrollment Management in the Division of Academic Affairs beginning July 1, 2006 at a fiscal-year salary of \$39,796. Mr. Saul possesses a Bachelor of Arts in Social Sciences degree from Shawnee State University and has previously served as an Admission's Officer at the University for six years.

Appointment - Faculty

Theresa Jackson, full-service Senior Instructor in the Department of Nursing for the Division of Academic Affairs beginning September 7, 2006 at an academic year salary of \$38,850 or as otherwise determined under the SSU-SEA collective bargained agreement. Ms. Jackson possesses a Masters of Science in Nursing from the University of Phoenix and a Bachelor of Science in Nursing from Marshall University.

Ann Linden, one-year full-service temporary, Senior Instructor in the Department of English/Humanities for the Division of Academic Affairs beginning September 7, 2006 at an academic year salary of \$31,650 or as otherwise determined under the SSU-SEA collective bargained agreement. Ms. Linden possesses a Master of Fine Arts in Theatre History and Criticism from The Catholic University of America and a Bachelor of Arts in Theatre from Arizona State University.

Christopher Meade, full-service Assistant Professor in the Department of Natural Sciences for the Division of Academic Affairs beginning September 7, 2006 at an academic year salary of \$41,550 or as otherwise determined under the SSU-SEA collective bargained agreement. Dr. Meade possesses a Doctorate in Neuroscience from Kent State University and a Bachelor of Science in Psychobiology from Westminster College.

Amanda Page, one-year full-service temporary, Senior Instructor in the Department of English/Humanities for the Division of Academic Affairs beginning September 7, 2006 at an academic year salary of \$31,650 or as otherwise determined under the SSU-SEA collective bargained agreement. Ms. Page possesses a Master of Fine Arts in Creative Writing from the University of Alabama and a Bachelor of Specialized Studies in Writing from Ohio University.

BUSINESS AFFAIRS DIVISION

Nothing to report.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Nothing to report.

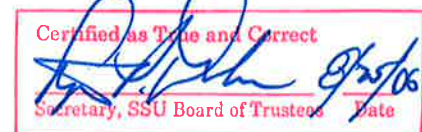
PRESIDENT'S OFFICE

Conditional Appointment - Administrative

Mandilyn Hart, Associate Director of Development for Major and Planned Gifts in the Division of Central Administration beginning July 5, 2006 at a fiscal year salary of \$60,000. Ms. Hart possesses an Associate's Degree in Accounting from the University of Kentucky and is a certified Trust and Financial Advisor specializing in Estate, Trust and Charitable Planning. The continuation Ms. Hart's employment is conditional upon her active pursuit of a bachelor's degree from a regionally accredited institution.

STUDENT AFFAIRS DIVISION

Nothing to report.



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 5/25/06

RESOLUTION F26-06

POLICY 4.73REV, TUITION WAIVER FOR ADJUNCT FACULTY

WHEREAS, the University is expanding into graduate programs and converting to a semester calendar system; and

WHEREAS, University Policy 4.73 does not establish firm guidelines as to qualifications for adjunct faculty to participate in the tuition waiver program; and

WHEREAS, the current policy limited the benefit of tuition waiver for adjunct faculty to the same quarter in which they taught courses; and

WHEREAS, the Provost and the President recommend this change in the policy which will provide more flexibility in the program and conform it to the new academic calendar;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Policy 4.73REV, attached hereto, effective August 11, 2006.

(August 11, 2006)


Certified as True and Correct
Secretary, SSU Board of Trustees
8/25/06
Date

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO. 4.73 REV. ADMIN. CODE 3362-4-44 PAGE NO. 1 OF 1 EFFECTIVE DATE: 8-11-06 RECOMMENDED BY: BUSINESS AFFAIRS APPROVED BY:
SUBJECT:	TUITION WAIVER FOR ADJUNCT FACULTY	

It is the policy of Shawnee State University to allow a tuition waiver for one undergraduate course/term to any adjunct faculty member who has taught at least 9 semester credits or 12 quarter credits (or the equivalent combination of semester and quarter credits) within the immediate previous four complete fiscal years and is an adjunct faculty member during the fiscal year in which he or she elects to take a course.

1.0 Definitions

"On-campus tuition waiver benefits" apply to Shawnee State University undergraduate fees only, and do not cover special fees such as lab fees. An adjunct faculty member is entitled to an on-campus undergraduate tuition benefit for one course per term, "one course" being a single class for credit and carrying five or fewer credit hours.

2.0 Requirements and Limitations

The adjunct faculty member may enroll in undergraduate classes during the regular registration process, and no special provisions will be made for him or her to enroll in a course. Such enrollees will not be counted in determining minimum class size requirements, nor will additional sections be added to accommodate them.

Programs or classes which have special admission requirements or class size limitations will be available to such enrollees in the same way they are available to the student body, and enrollees will be required to compete for admission into these programs or courses with other student applicants.

3.0 Procedures

- 3.1 Any adjunct faculty member desiring to take a Shawnee State University undergraduate class under this on-campus tuition benefit policy shall obtain and complete the appropriate form.
- 3.2 At least one week prior to early registration, an adjunct faculty member should submit his/her fee waiver benefit form to his/her division chairperson or dean, for approval, review and final processing by the Financial Aid Office.

[Signature]
Certified as True and Correct
Secretary, SSU Board of Trustees
9/25/16
Date

PERSONNEL INFORMATION ITEMS
August 2006 BOT MEETING
Changes processed from June 12 to July 24, 2006
(Developed from information received in the HR Department through July 24, 2006)

ACADEMIC AFFAIRS DIVISION

End of Contract - Faculty

Elizabeth Jenkins, Senior Instructor in the Department of Teacher Education, expiration of temporary contract effective June 13, 2006.

Suella Slibeck, Senior Instructor in the Department of Teacher Education, expiration of temporary contract effective June 13, 2006.

Resignation – Administration

Megan Horne, Manager of University Outreach Services, resignation effective July 14, 2006.

Resignation - Faculty

Stephanie Mazerolle, Assistant Professor of Athletic Training for the Department of Health Sciences, resignation effective June 29, 2006.

BUSINESS AFFAIRS DIVISION

None.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

None.

PRESIDENT'S OFFICE

Change of Status - Administration

Roger Murphy, Vice President of Business Affairs, status change to Assistant to the President, effective July 1, 2006 through retirement effective date March 1, 2007 as ratified in BOT Resolution E7-04

STUDENT AFFAIRS DIVISION

None.


Certified as True and Correct
Secretary, SSU Board of Trustees Date 8/25/06

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 5/25/06