

Shawnee State University

## Digital Commons @ Shawnee State University

---

Minutes of the Board of Trustees Meetings

Board of Trustees

---

4-20-1981

### April 20, 1981 Meeting Minutes

Shawnee State University

Follow this and additional works at: <https://digitalcommons.shawnee.edu/botmeetings>

---

#### Recommended Citation

Shawnee State University, "April 20, 1981 Meeting Minutes" (1981). *Minutes of the Board of Trustees Meetings*. 211.

<https://digitalcommons.shawnee.edu/botmeetings/211>

This Board of Trustee Minutes is brought to you for free and open access by the Board of Trustees at Digital Commons @ Shawnee State University. It has been accepted for inclusion in Minutes of the Board of Trustees Meetings by an authorized administrator of Digital Commons @ Shawnee State University. For more information, please contact [svarney@shawnee.edu](mailto:svarney@shawnee.edu).

M I N U T E S  
SHAWNEE STATE COMMUNITY COLLEGE  
Board of Trustees Meeting  
April 20, 1981

The meeting was called to order by chairman Brown.

ROLL CALL

Members Present: Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter, Dr. Carson,  
Mr. Hyland, Mr. Jenkins, Mrs. Kennedy, Mr. Brown

Members Absent: None

APPROVAL OF MINUTES

Mr. Jenkins moved that the minutes of the January 19, 1981 be approved.

Ayes: Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter, Dr. Carson, Mr. Hyland,  
Mr. Jenkins, Mrs. Kennedy, Mr. Brown.

Nays: None

PRESIDENT'S REPORT

As a part of the President's Report, Mr. Foti, Dean of Technical Programs announced the offer of four scholarships from Southern Hills Hospital. They have offered to four freshman students for the next academic year full scholarship. Two students will be selected for the Medical Technology Program and two students for the Associate Degree Nursing Program. These scholarships will be offered through the high school counselors from the local area and Greenup County Kentucky area. The students will be recommended by the high school counselors and the selection will be made by Southern Hills Hospital. The scholarship is renewable for the second year upon successful completion of the first year. Southern Hills has asked that no publicity be given to this offer.

Mr. Hawk, Treasurer, gave the Board members an investment schedule report for their information, stating that when feasible interest is rolled over with the principle for investment.

Continuing the report, Mr. Taylor, told the Board that he had been contacted by Barry Feldman, Portsmouth City Manager, asking the College to enter into a contract with the City of Portsmouth to develop, administer, grade and keep all promotion and hiring lists for Civil Service for the city. The test results would be turned over to the City Manager's office and the city would do their own hiring and promotions. After discussion Dr. Carson made a motion and Mr. Hyland seconded the motion to table this request until further information concerning such an operation could be gathered.

Ayes: Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter, Dr. Carson, Mr. Hyland,  
Mr. Jenkins, Mrs. Kennedy, Mr. Brown.

Nays: None

Commencement will be held June 14, 1981. Mr. Taylor has requested members of the Board to take an active part in this years commencement exercises by participating in the welcoming address, introduction of speakers, presentation of diplomas, and the closing remarks.

Mr. Taylor reported to Board members that Shawnee State has requested \$6,381,000 for the Capital Improvements Bill that is pending in the State Legislature for paving of parking lots, an addition to the nursing facility, an addition to the activities center, to build a student center, and the renovation of Massie Hall. After some discussion the Board directed Mr. Taylor to seek names, from the State Architects office, of architects, to request from these architects renderings and figures for the proposed projects that will be covered under the Capital Improvements Bill.

Mr. Hawk, Treasurer, gave a quarterly financial report to the Board members. He indicated that expenditures are about 72% of the budget, that there is a favorable balance of \$51,000, that in most areas balances are better than budget projections.

Mr. Taylor requested that the Board of Trustees give him authority to request the State of Ohio Attorney General's office appoint an additional attorney to represent the College in the absence of Mr. McCurdy. Mr. Baxter made a motion that the President contact the State Attorney General and request the appointment of a second attorney. Dr. Carson seconded this motion.

Ayes: Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter, Dr. Carson, Mr. Hyland, Mr. Jenkins, Mrs. Kennedy, Mr. Brown.

Nays: None

In conjunction with the above motion Mr. Jenkins made a motion that the name of Mr. Ron McKenzie be recommended to the Attorney General for appointment as the second College attorney. Mr. Hyland seconded this motion.

Ayes: Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter, Dr. Carson, Mr. Hyland, Mr. Jenkins, Mrs. Kennedy, Mr. Brown.

The report of the North Central Focus Team has been received. The report was favorable and suggestions that were made are being given consideration and will be carried out. The administration is very pleased with this report. Dr. Carson noted that they should be, and that he as a Board member was very pleased also with this report.

#### COMMITTEE REPORTS

Building and Grounds Chairman, Dr. Carson said the the President's report concerning Capital Improvements covered his committees report.

Education Policies Committee Chairman, Mrs. Kennedy said that their committe had met some time ago and that a policy on vacation for administrators is on the agenda under new business.

Finance Committee Chairman, Mr. Vetter had no report at this time.

NEW BUSINESS

RESOLUTION 4-81 GRANTING OF ASSOCIATE OF SCIENCE DEGREE

Mr. Hyland moved and Mr. Rittenour seconded the motion to approve Resoltuion 4-81, concerning the granting of the Associate of Science Degree. This resoltuion was recommended by Dr. Come.

Ayes: Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter, Dr. Carson, Mr. Hyland, Mr. Jenkins, Mrs. Kennedy, Mr. Brown.

Nays: None

RESOLUTION 6-81 VACATION POLICY

After discussion Mrs. Kennedy made a motion to table Resolution 6-81 indefinately, the motion was seconded by Mr. Hyland. (Recommendation was made to seek information on vacation policy from other state offices and community colleges)

Ayes: Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter, Dr. Carson, Mr. Hyland, Mr. Jenkins, Mrs. Kennedy, Mr. Brown.

Nays: None

RESOLUTION 7-81 PROMOTION POLICY

Dr. Carson moved and Mr. Morgan seconded the motion to adopt Resolution 7-81, amending the promotion policy.

Ayes: Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter, Dr. Carson, Mr. Hyland, Mr. Jenkins, Mrs. Kennedy, Mr. Brown

Nays: None

RESOLUTION 8-81 EMPLOYMENT OF JAMES KADEL

Upon the recommendation of Mr. Foti, Dean of Technical Programs, Mr. Baxter moved and Mr. Rittenour seconded the motion to employ Dr. James Kadel as Director the the Dental Hygiene Program.

Ayes: Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter, Dr. Carson, Mr. Hyland, Mr. Jenkins, Mrs. Kennedy, Mr. Brown.

Nays: None

RESOLUTION 9-81 NEW POSITION - COMPUTER PROGRAMMER

Upon the recommendation of Mr. Howard, Dean of Student Services, Mr. Baxter moved and Mr. Hyland seconded the motion to approve Resolution 9-81 creating the new position of computer programmer.

Ayes: Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter, Dr. Carson, Mr. Hyland, Mr. Jenkins, Mrs. Kennedy, Mr. Brown.

Nays: None

RESOLUTION 10-81 APPROVAL OF 1981-1983 CALENDAR

Mr. Hyland moved and Mr. Morgan seconded the motion to adopt Resolution 10-81, the proposed calendar for 1981-83.

Ayes: Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter, Dr. Carson, Mr. Hyland, Mr. Jenkins, Mrs. Kennedy, Mr. Brown.


Nays: None

ADJOURNMENT

Mr. Hyland moved for adjournment.

Ayes: Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter, Dr. Carson, Mr. Hyland, Mr. Jenkins, Mrs. Kennedy, Mr. Brown.

Nays: None

  
Chairman, Board of Trustees

  
Secretary, Board of Trustees

RESOLUTION 4-81

Whereas the Ohio Board of Regents has provided two-year institutions in the State of Ohio the opportunity to award the Associate of Science degree, and

Whereas the awarding of the Associate of Science degree by Shawnee State Community College would more appropriately reflect the first two-years of a Bachelor of Science degree as well as two years of general education with emphasis in science and mathematics,

Therefore, be it resolved that the Board of Trustees of Shawnee State Community College approves the awarding of the Associate of Science degree upon successful completion of degree requirements.

\*Associate of Science

I. Core Requirements

Designed primarily for those desiring two years of general education with an emphasis in the sciences and mathematics.

A. Communications (11 qtr. hours)

Two courses from: Eng. 111, Eng. 112, Eng. 115, Eng. 140A, B, C, or D, (Topics in English Language and Literature), and Speech 101 (Speech I) or Speech 102 (Speech II).

B. Natural Sciences/Mathematics (20 hrs. Min.)

At least two courses from one area:

- A. Biological Sciences (Bio. 111 or Above)
- B. Chemistry (Chem. 121, 122, 123, or Chem. 141, 142, 143)
- C. Geology
- D. Physics
- E. Physical Sciences
- F. Mathematics (Math. 120, 121, 130-32, 150, 201-203)

C. Humanities and Social Sciences (24-30 qtr. hours)

1. (Social Sciences) (12-15 qtr. hours)

Three courses covering two areas:

- A. Economics (Econ. 191, 102)
- B. Psychology
- C. Geography
- D. Government
- E. History
- F. Sociology
- G. Anthropology

2. (Humanities) (12-15 qtr. hours)

Three courses covering two areas:

- A. Philosophy
- B. Comparative Arts
- C. Humanities
- D. Art
- E. Modern Language
- F. Music
- G. Theater
- H. Literature

D. Health/Physical Education (2-4 qtr. hours)

Two activity courses or Health 202

II. Concentration Area

Selected Specialized Courses

\* Pending Ohio Board of Regents Approval, Summer, 1981

RESOLUTION 5-81

Whereas the current Director of Data Processing has resigned effective June 30, 1981 and,

Whereas the College has identified a need to provide assurance of continued productivity during the transition from current Director to the new Director, and,

Whereas the Administration feels that the best means of providing this assurance is to employ a new Director immediately, and

Whereas Mr. Howard has advertised, screened and interviewed applicants for the position, and

Whereas Mr. Howard recommends Paul Dawson as Director of Administrative Data Processing to begin February 23, 1981,

Now therefore, be it resolved that the Board of Trustees of Shawnee State Community College employ Paul Dawson as Director of ADP at the annual salary of \$20,000 prorated to yield \$7,083.35 for the period of February 23, 1981 through June 30, 1981.

Approved by Telephone Vote February 16, 1981

Dr. Carson

Mr. Hyland

Mrs. Kennedy

Mr. Vetter

Mr. Rittenour

Mr. Brown



RESOLUTION 6-81

Be it resolved that the Board of Trustees of Shawnee State Community College hereby approves changes in the Policy and Procedures Manual in accrued vacation as noted on the attached page.

#### 4.140 Vacation Policy

The purpose of this section is to provide a standard for full-time administrative contract appointees holding fiscal year contracts at Shawnee State College. This section does not apply to any contract appointee holding faculty or civil service status.

The College regards a vacation as a period of rest and relaxation earned for past service and in preparation for future service. Since the annual vacation is important to the well-being of the employee and his or her family, each employ should use all earned vacation. The vacation year is July 1 through June 30 which coincides with the usual contract period.

All vacation requests must be approved by the appropriate supervisor prior to actually taking time off. Paid vacation is earned by employees holding fiscal year contracts at the rate of ~~7693-days~~ 6.2 HRS. per pay period. During a fiscal year an employee may accumulate up to 60 days vacation. ~~However,~~ ~~only~~ A maximum of ~~forty-(40)~~ SIXTY (60) working days of earned vacation may be carried from one fiscal year to the next. Any deviation from the accumulated number of Vacation days must be cleared with the President.

It is STRONGLY recommended that all vacation be taken during the year in which the employee qualified or becomes entitled to the vacation.

When an official College holiday falls within an employee's vacation period, vacation is not charged for that day.

All accrued vacation must be exhausted before a leave of absence commences.

Employees who are scheduled for retirement or who resign can be paid for earned accrued vacation, up to a maximum of ~~forty-(40)~~ SIXTY (60) days, at the time of his/her departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to a maximum of ~~forty-(40)~~ SIXTY (60) vacation days will be paid to the estate of the employee.

RESOLUTION 7-81

Whereas the Board of Trustees recommended a review of the College promotion policy and

Whereas, a committee, composed of faculty and administration, reviewed the policy and amended the same to parallel today's institutional philosophy, and

Whereas, the President recommends the proposed policy

Therefore be it resolved that the Board of Trustees of Shawnee State Community College adopts the attached promotion policy and its immediate implementation.

#### 5.100 Eligibility for Advancement in Rank

The promotion process and advancement in rank at Shawnee State Community College is viewed as recognition of faculty for outstanding and substantive contribution to the institution and their particular field or area of expertise. Concomitantly, a faculty member advancement in rank must be substantiated and documented in order that such recognition is apparent both to those associated with decision making in the promotional process as well as other academic and administrative professionals at the institution. Thus recognition is based upon contributions above and in excess of normal employment expectations.

Each faculty member is encouraged to make himself eligible for advancement in rank as stated in the policies of Shawnee State Community College. Eligibility is based on the following areas:

- A. demonstrated teaching ability
- B. scholarship as manifested in degrees, scholarly writing, research in his own and related fields
- C. value to the college as a whole, as manifested by his ability to see the needs of the college over and above the needs of his own department, his constructive counseling with students, participation in professional associations and committee work, initiation of and participation in curriculum development, and community activities which enhance the status of the college
- D. leadership in new and promising movements
- E. evidence of continued preparation
- F. loyalty to his work and enthusiasm for it.

#### 5.101 Promotion Procedure

- A. The faculty member must secure certification from the appropriate Dean stating successful completion in meeting minimal criteria for advancement in rank as per Section 5.120 and 5.140. This statement must be forwarded to the Chairman of the Promotion Committee.

- B. Candidates must submit to the Committee the promotion folder documenting their contribution to the College and their profession as per Section 5.100, 5.110, 5.120, and 5.140.

5.110 Criteria for Evaluating the Performance of Promotion Candidates

- A. Primary consideration in the evaluation of candidates; indications of teaching ability.
1. The ability to organize the course material in a way most appropriate to its presentation is a significant indication of teaching competence. The ability of the candidate to provide clear statements of course objectives, syllabi, etc. shall be considered to be a valuable aid in determining his level of competence.
  2. The yearly evaluations by the appropriate Dean during the Spring Quarter of each year.
  3. The results of student evaluation programs shall be considered as a valuable measure of the student's subjective estimation of the candidates teaching competence.
  4. The willingness of the candidate to help students outside of class can be partially measured by the degree to which he makes himself available for office hours.
  5. The ability to be successfully innovative in teaching and in curriculum development is a significant indication of teaching competence.
  6. Participation in activities of professional growth and enrichment; formal graduate work; individual research and publications; attendance and participation in symposia, workshops, and seminars; or substantive work experience related to the area of teaching.
- B. Self-Evaluation
1. Self-evaluation should be completed on the appropriate form during the spring quarter of each year. The self-evaluation is an important part of the Dean's yearly evaluation of a faculty member.

C. Additional considerations in the evaluation of candidates:  
service.

1. Service on college committees, service in college activities, meaningful counseling of students, attendance at and support of student and faculty activities, and contributions to the governance of the college shall be considered desirable activities.
2. Community service should be examined. However, only service to the community which is of a genuinely professional and/or educative nature should be considered. Membership in, or service to, organizations which are associated with an individual's normal personal and/or social life do not provide evidence that the candidate is deserving of promotion.

D. Scholarly and professional activities:

Scholarly and professional activities may aid in the production of new knowledge and the wider dissemination of existing knowledge. Through such activities the faculty member may provide his students with information on the latest developments in his field(s). Additionally, through discussion of his research, students may receive valuable insights into the intellectual process.

1. Scholarly Activities: all scholarly activities (such as substantive publications, supported research projects, papers read and consultant activities), provided that they do not interfere with teaching duties or other college responsibilities, should be encouraged. The research should be considered even more important, however, if it improves and assists the candidate's teaching.
2. Professional Activities: participation in professional organizations and activities is relevant to the consideration of a candidate. Normally, however, mere membership in an organization will not be viewed as significant.

## 5.120 Minimal Criteria for Rank

The following are understood to be minimal criteria for advancement in rank. As a person moves toward the minimal qualifications for advancement, he should realize that advancement is predicated upon excellence in his services to the college. It is the faculty member's responsibility to document this excellence as required in the criteria noted in Section 5.100, 5.110 and 5.120.

### Technical

### Academic

#### A. Assistant Instructor:\*

Certification in specialized fields of instruction is required. This rank is limited to those specific technologies in which the professional accrediting agencies accept certification without the Bachelor's Degree.

#### B. Instructor:\*

Bachelor's Degree in the field of specialization is required, or certification with five years of substantive work experience related to the field of specialization is required.

#### C. Senior Instructor:

1. Master's Degree in area,  
or
2. Bachelor's, plus five years of substantive work experience related to field of specialization.

#### A. Senior Instructor:

Master's Degree in the academic discipline.

\*Based upon acceptable service to the College for specified number of years.

Faculty members classified as Assistant Instructor or at the Instructor level will be selected and recommended by the Dean for promotion

Faculty members in these two categories must meet all of the criteria for promotion as outlined in Chapter 5 of the Policy and Procedures Manual, but will not be required to put together a promotion folder.

All other advancement in rank from the Senior Instructor on requires strict adherence to the promotion procedure.

All teaching experience credited towards advancement in rank must be obtained in the service of Shawnee State Community College.

Technical

D. Assistant Professor:

1. Ph.D. in area of specialization, or
2. Master's Degree in area of specialization with three years of full-time teaching as a senior instructor.
3. Bachelor's degree in field of specialization, five years of substantive work experience related to field of specialization, and five years experience as a senior instructor.

E. Associate Professor:

1. Ph.D. in area of specialization and three years of full-time teaching experience as as Assistant Professor.
2. Master's Degree in area of specialization and five years of teaching experience as an Assistant Professor.
3. Bachelor's Degree in area of specialization, five years of substantive work experience related to the field of specialization, and ten years of full-time teaching experience as an Assistant Professor, plus 18 semester hours in an appropriately related field.

Academic

B. Assistant Professor:

1. Ph.D. in academic discipline of teaching area, or
2. Master's Degree in the academic discipline and three years of full-time teaching as a senior instructor.

C. Associate Professor

1. Ph.D. in the academic discipline and three years of full-time teaching experience as an Assistant Professor.
2. Master's Degree in the academic discipline and five years of full-time teaching experience as an Assistant Professor.



F. Professor

1. Ph.D. in area of specialization and five years of full-time teaching experience as an Associate Professor.
2. Master's Degree, plus 60 quarter/40 semester hours beyond the first Master's Degree in an appropriately-related field, and 10 years of full-time teaching experience as as Associate Professor.

D. Professor

1. Ph.D. in the academic discipline and five years of full-time teaching experience as an Associate Professor, or in his academic discipline.
2. Master's degree, plus 60 quarter/40 semester hours beyond the first Master's Degree in an appropriately-related field, and 10 years full-time teaching experience as an Associate Professor.

### 5.130 Promotion Committee

- A. **Composition of the Committee:** The Promotion Committee shall consist of six members: Dean of Academic Programs, Dean of Technical Programs, one Coordinator from Business/Engineering, one Director from Allied Health, one faculty at large, and one Coordinator from Humanities/Fine Arts, Social Sciences/Public Services, or Math/Science. The only permanent members of the Promotion Committee will be the Deans with no Coordinator or Program Director serving more than one consecutive term.
- B. **Candidate Evaluation:** Before a candidate can receive a promotion, he must receive 5 affirmative votes of the Promotion Committee. Voting will be by secret ballot.
- C. **Documentary Sources to be Considered by the Committee:** The Committee shall obtain from the appropriate Dean's office the folder of the candidate who has applied for promotion. It is the responsibility of the candidate to insure that the following types of documentation are in his folder:
  1. an outline summarizing the candidates position on why he should be granted a promotion
  2. a letter from the appropriate coordinator/director
  3. a summary of student evaluation (minimum of 1/2 classes taught) for Fall and Winter Quarter during evaluation period
  4. yearly evaluation by the Dean
  5. the candidate yearly self-evaluation
  6. course outlines and syllabi for all courses taught for a period of two years prior to the application for promotion
  7. a list of publications followed by copies of the publications
  8. list of relevant conventions, seminars, workshops, etc. followed by individual summaries of the candidates participation during the evaluation period
  9. indications of additional graduate work during the evaluation period
  10. other material which is relevant to the promotion:
    - a. Community Service
    - b. Loyalty to the College
    - c. Leadership

5.140 Timetable for Promotion Process

- March Third Friday in March - Faculty member must submit certification of completion of minimal criteria for advancement in rank from the appropriate Dean as outlined in Section 5.120
- April Third Friday in April - Faculty submits promotion folders to Promotion Committee
- May First Friday in May - Committee's recommendation to the President
- May May Board Meeting - President's Recommendation to Board of Trustees

RESOLUTION 8-81

Whereas Dr. Scott Oliver has resigned his position as Director of Dental Hygiene, and

Whereas Mr. Foti has advertised and interviewed available candidates for the position, and

Whereas Mr. Foti recommends the employment of Dr. James Kadel (see attached),

Therefore be it resolved that the Board of Trustees of Shawnee State Community College appoints Dr. Kadel to an initial contract of twelve months and **four** days at the annual salary of \$29,000. Such contract to begin June 16, 1981 and run through June 18, 1982 at a salary of \$29,464.00.

Dental Hygiene

Position: Director of Dental Hygiene

James R. Kadel  
38200 Jackson Road  
Chagrin Falls, OH

Education: Ohio State University B.A. Anatomy-Physiology  
Ohio State University D.D.S. General Dentistry  
Cleveland State University M.Ed. Vocational Education

Licensure: Ohio Dental Board, License No. 12492  
American Dental Assistant, License No. 066869

Teaching Experience: Ten years

Cleveland Public Schools  
Jane Addams Vocational School  
Cuyahoga Community College  
Case Western Reserve University

Program of Instruction & Courses:

Biological Sciences for Dental Assistants, Dental Laboratory Technologists, Nurse Assistants, Practical Nurses and Dental Hygienists.

12-Month Position--yearly salary \$29,000

Pro-Rata: June 16-June 19 = \$464.00  
June 20 1981, to June 18, 1982 = \$29,000

RESOLUTION 9-81

Whereas the college has recognized the need to provide assurances of continued productivity in the event of a vacancy of the Director of Administrative Data Processing position, and,

Whereas the administration feels that increased enrollment and increased application usage of the computer has created a need for increased staff in this department,

Therefore be it resolved that the Board of Trustees of Shawnee State Community College direct Mr. Howard, Dean of Student Services, to establish a position of Computer Programmer, advertise, screen and interview applicants for the position, with employment to begin on or about July 1, 1981, with an salary established at a range of \$10,000- \$14,000 for a twelve month contract.