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August 29, 1983 Meeting Minutes

Shawnee State University

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M I N U T E S
SHAWNEE STATE COMMUNITY COLLEGE
Board of Trustees Meeting
Monday, August 29, 1983

The meeting was called to order by Chairman Hyland.

ROLL CALL

Members Present: Mr. Morgan, Mr. Rittenour, Dr. White, Mr. Baxter, Mr. Brown,
Mr. Jenkins, Mr. Hyland

Members Absent: Mrs. Kennedy, Dr. Carson

APPROVAL OF MINUTES

Dr. White moved and Mr. Jenkins seconded a motion to approve the minutes of the August 15, 1983 Board of Trustees meeting.

Ayes: Mr. Morgan, Mr. Rittenour, Dr. White, Mr. Baxter, Mr. Brown,
Mr. Jenkins, Mr. Hyland

Nays: None

PRESIDENT'S REPORT

Mr. Taylor began his report to bring the Board members up to date on the status of the 10 houses that the college owns. Several letters have been exchanged between Speaker Riffe and Chancellor Moulton, with the Speaker asking that the Board of Regents approve the plans that Shawnee State has for the rehabilitation of these houses. The Speaker has indicated to Chancellor Moulton that progress is being held up by the OBR in regard to the development of student housing and the rehabilitation of three houses. (One for a student union; one for use by the Athletic Department; and one for use for faculty workshops and offices). Dr. Moulton has indicated that the OBR needs a request for approval of the purchase of the above mentioned properties. However, the requests have been submitted, approved and paid for by the Controlling Board.

Mr. Taylor indicated that a letter of request will be sent to the OBR, requesting reapproval of the purchase of the properties in question and indicating that some of the houses will be leased to a developer for development of student housing. Mr. Taylor has been in contact with Ms. Jody Piehowicz, Mr. Riffe's legal representative concerning the matter of the purchase of the property and feels we have a strong case. Mr. Taylor stated that there is an OBR meeting on September 12, and that the request should be approved at that time.

Mr. Taylor has written a letter to Al Deitzel, Department of Development, to ask if the college qualifies for money to develop the houses scheduled to be used for a student union, use of the athletic department and faculty for workshops, etc. Mr. Deitzel replied that Shawnee State could participate in the block grants, or administrative grants through the city of Portsmouth. Mr. Taylor has been in contact with Mr. Roberts, City Manager, all of the monies for 1984 have been allocated.

Bids were opened on August 19, 1983 for the renovation of three houses on Second Street; 1010 for a student union; 1202 for use by the Athletic Department; and 1147 for use by faculty and administrators for workshops, etc. Two bids were received; Holbrook Construction's bid was \$284,000; Clevenger, Inc. bid was \$229,400. Both bids were over estimate. The Board of Trustees had allocated \$130,000 for the renovation of this property and the architects had estimated the cost to be \$160,000. The direction of the Board was for Mr. Taylor to write letters to the bidders rejecting their bids. Mr. Taylor indicated that he felt two reasons the bids were so much over estimate were (1) complying with the handicapped regulations; and (2) due to the fact that the college is a state agency the pay scale for labor must be paid at the prevailing wage scale.

Mr. Taylor is recommending that students be placed in the three houses that are described above in these minutes, to prevent vandalism. He also suggests that maintenance be done on these houses to prevent further deterioration.

The purchase request for the Home for Aged Women, 1004 Second Street will be sent to the Board of Regents for approval. OBR has requested copies of the two appraisals that were made on this property.

A request for City Council to vacate Front Street from Waller to Union, is being prepared.

On Thursday September 29, 1983, the Portsmouth Area Recognition Society, will hold a dinner to honor Vernal Riffe, Speaker of the Ohio House of Representatives. The dinner will be held in the Activities Center of Shawnee State. A scholarship will be presented to the college in Mr. Riffe's name from proceeds of this dinner.

Requests for letters of good will or recognition of Mr. Riffe's contribution to the area are being made. Mr. Taylor presented a Resolution (attached to these minutes) to present to Mr. Riffe. Mr. Brown moved and Mr. Rittenour seconded a motion to adopt this Resolution and present it to Mr. Riffe.

There was a unanimous aye vote cast.

NEW BUSINESS - RESOLUTION 66-83 - Appointment of Ms. Horr

Mr. Morgan moved and Dr. White seconded a motion to approve Resolution 66-83, appointing Ms. Brenda Horr, Director of the LPN Program.

Ayes: Mr. Morgan, Mr. Rittenour, Dr. White, Mr. Baxter, Mr. Brown, Mr. Jenkins, Mr. Hyland

Nays: None

RESOLUTION 67-83 - Approval of Changes in Hourly Employees Manual

Mr. Jenkins moved and Mr. Morgan seconded the motion to adopt Resolution 67-83, change in the hourly employees manual.

Ayes: Mr. Morgan, Mr. Rittenour, Dr. White, Mr. Baxter, Mr. Brown, Mr. Jenkins, Mr. Hyland

Nays: None

RESOLUTION 68-83 - Approval of SEA Contract

Mr. Morgan moved and Mr. Jenkins seconded the motion to approve Resolution 68-83, approval of SEA contract.

Ayes: Mr. Morgan, Mr. Rittenour, Dr. White, Mr. Baxter, Mr. Brown, Mr. Jenkins,
Mr. Hyland

Nays: None

RESOLUTION 69-83 - Approval of Adjusted Salaries of Newly Appointed Employees

Mr. Baxter moved and Mr. Rittenour seconded a motion to approve Resolution 69-83, approving adjusted salaries for newly appointed employees.

Ayes: Mr. Morgan, Mr. Rittenour, Dr. White, Mr. Baxter, Mr. Brown, Mr. Jenkins,
Mr. Hyland

Nays: None

RESOLUTION 70-83 - Approval of Salaries and Contracts for Continuing Faculty

Mr. Morgan moved and Mr. Jenkins seconded the motion to adopt Resolution 70-83 to approve salaries and contracts for continuing faculty.

Ayes: Mr. Morgan, Mr. Rittenour, Dr. White, Mr. Baxter, Mr. Brown, Mr. Jenkins,
Mr. Hyland

Nays: None

RESOLUTION 71-83 - Approval of Salaries and Contracts for Continuing Administrators and Hourly Employees

Mr. Jenkins moved and Mr. Morgan seconded the motion to adopt Resolution 71-83 approving salaries and contracts for continuing administrators and hourly employees.

Ayes: Mr. Morgan, Mr. Rittenour, Dr. White, Mr. Baxter, Mr. Brown, Mr. Jenkins,
Mr. Hyland

Nays: None

RESOLUTION 72-83 - Approval of President's Contract and Salary

Mr. Rittenour moved and Dr. White seconded the motion to approve Resolution 72-83 approving salary and contract for the President.

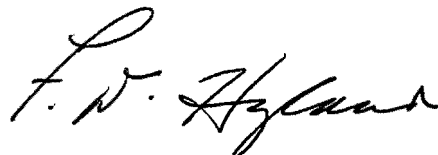
Ayes: Mr. Morgan, Mr. Rittenour, Dr. White, Mr. Baxter, Mr. Brown, Mr. Jenkins,
Mr. Hyland

Nays: None

Mr. Hawk ask for guidelines from Board members concerning insurance package. The QCA has negotiated with Coroon and Black of Columbus, Ohio an insurance coverage for two year colleges in Ohio. Mr. Hawk indicated that he had spoke with Harsha-Johnson Insurance Company (who now insures the college), to ask them for a proposal. The diffence for more coverage than the college now has was some \$10,000. The concensus of Board members was that the college should accept the insurance package with Coroon and Black.

ADJOURNMENT

Mr. Baxter moved for adjournment. The vote for adjournment was unanimous.

A handwritten signature in cursive script, appearing to read "F. W. Hyland".

Chairman, Board of Trustees

A handwritten signature in cursive script, appearing to read "L. Neil Hawk".

Secretary, Board of Trustees

RESOLUTION 66-83

Whereas the College has a position opening as Director of Licensed Practical Nursing Program, and

Whereas Mr. Foti recommends that Ms. Brenda Horr be promoted from instructor to the Directors position, and

Whereas Mr. Taylor concurs with the recommendation,

Now therefore be it resolved that the Board of Trustees of Shawnee State Community College employ Brenda Horr as Director of LPN Program for the 1983-84 fiscal year at the annual salary of \$24,000.

RESOLUTION 67-83

Whereas the committee composed of Mr. Foti, Ms. Tomlin, Mr. Stewart, and Mr. Hawk have reviewed the Hourly Personnel Manual with such review resulting in the proposed attached changes, and

Whereas the finance committee has considered the financial impact of the proposed changes, and can recommend these changes,

Now therefore be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the revised manual effective immediately.

HOURLY INDEX SYSTEM

4

Years of Service	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Step	1	2	3	4	5	6	6	6	7	7	7	8	8	8	9	9	9	10		
Class I	1.0	1.06	1.12	1.19	1.25	1.31	1.31	1.31	1.33	1.33	1.33	1.44	1.44	1.44	1.51	1.51	1.51	1.53	-	-
	1	2	3	4	5	6	7	8	8	8	9	9	9	10	10	10	11	11	11	12
Class II	1.05	1.12	1.18	1.25	1.31	1.38	1.44	1.51	1.51	1.51	1.53	1.53	1.53	1.65	1.65	1.65	1.73	1.73	1.73	1.81
Class III	1.11	1.18	1.24	1.31	1.38	1.45	1.52	1.59	1.59	1.59	1.66	1.66	1.66	1.74	1.74	1.74	1.81	1.81	1.81	1.89
Class IV	1.17	1.24	1.31	1.38	1.45	1.53	1.60	1.67	1.67	1.67	1.75	1.75	1.75	1.82	1.82	1.82	1.90	1.90	1.90	1.97
Class V	1.23	1.31	1.38	1.45	1.53	1.61	1.68	1.76	1.76	1.76	1.83	1.83	1.83	1.91	1.91	1.91	1.98	1.98	1.98	2.06

CLASSIFICATIONS

- I Custodian
- II Receptionist, Clerk, Custodial Supervisor, Library Clerk I, Data Entry Operator, Audio Visual Technician, Learning Center Assistant
- III Print Shop Manager, Record Secretary, Secretary I, Account Clerk I, Library Clerk II, Bookstore Cashier
- IV Bookstore Manager, Account Clerk II, Secretary II, Maintenance Repair Worker, Financial Aid Clerk
- V Maintenance Repair Worker Supervisor

SELECTION AND APPOINTMENT

Vacancies at Shawnee State Community College may be filled either by promotions, transfers, or new applicants.

All full time vacancies within the College will be posted internally prior to advertising in local papers. Permanent full time employees will be given preference to current openings via either a promotion and/or transfer based upon the following guidelines:

1. It is the policy of the College to provide employees with the opportunity to be promoted. If an employee meets the qualifications/prerequisites of the posted position they may apply by signing the posting announcement located outside the Personnel Office. The appropriate supervisor will review the applicant's file and may invite said applicant(s) for an interview. When an employee is promoted to a higher classification that employee will be placed at a step which will provide an increase in pay.
2. An employee may transfer to a vacant position of the same classification if it is determined that such transfer would be advantageous to both the employee and the institution. Any transfer that would be made under this section must be accepted by the appropriate supervisor(s). Such transfer would not result in a change of pay.
3. An employee may transfer to a vacant position at a lower classification if it is determined that such transfer would be advantageous to both the employee and the institution. Any transfer that would be made under this section must be accepted by the appropriate supervisor(s). Such transfer may result in a reduction in pay.

If a vacancy cannot be filled from within an advertisement will be placed in the local paper. All new applicants for employment at the College will make initial application at the Personnel Office. The College seeks dependable, competent, mature hourly employees who possess the skills necessary to accomplish assigned tasks successfully. Important among the considerations for appointment of hourly employees are appearance, promptness, the ability to work cooperatively with others, a sense of loyalty to the institution, and tact and diplomacy with other employees, students, and the public. Qualifications of applicants recommended by the Personnel Office will be reviewed by department heads in the College's major area of employment. Appointments shall be based upon test scores (if appropriate), qualifications, and personal interviews. The department head will formally notify the new employee of employment after consulting with the Personnel Director

concerning beginning dates, pay range, step, and classification. Appointment will be made without regard to marital status, sex, race, creed, color, or national origin.

CLASSIFICATION AND PAY

Jobs at the College are classified in accordance with duties and responsibilities, as well as the needs of the College. (Exhibits attached). Each classification is assigned a pay range adopted by the administration of Shawnee State Community College. Salary increases for employees who perform satisfactorily in the classified service shall automatically occur annually (July 1) as designated for the particular classification until the employee reaches the last step of the class.

The salary schedule listed on the next page will be reviewed annually by the Board of Trustees. Initial placement on this schedule for new employees shall be step one of the proper classification.

POSITION RECLASSIFICATION

An employee may submit (through his department head) to the Personnel Office a request for reclassification. Such request is to be based on a significant increase in the responsibilities, or required skills of organizational level of the employee's present job. An increase in volume of the same general type of work usually is not basis for an increase in classification. Efforts are made to utilize the skills of all employees, but classifications are necessarily subject to the needs of each department.

When an employee is awarded a higher classification they will be placed in that classification on the step that will provide an increase in pay.

If an employee's classification is lowered they will be placed in the lower classification on the step that will provide **no change in pay status.**

→ If an employee is changed from full time to part time status or vice-versa by the administration of the College, the employee will maintain their current rate of pay.

CONDITIONS OF EMPLOYMENT

RESPONSIBILITIES OF THE EMPLOYEE

Shawnee State Community College is a highly-respected educational institution. As a representative of the College, here are some guidelines an employee should keep in mind at all times:

1. Be courteous, cheerful, and cooperative with fellow employees, students, and faculty. All employees are part of a team which is vitally interested in the progress of the College.
2. Be at work on time and begin work promptly. Do not leave your work station without letting someone know where you will be. If you must be absent from work, notify the appropriate supervisor immediately so that work schedules may be properly maintained.
3. Dress appropriately for work and keep appearance neat, clean, and attractive.
4. Be a safe worker. Follow safety practices and report any safety hazards to the appropriate supervisor. The Personnel Office is responsible for employee safety programs and a College safety committee periodically inspects work sites and investigates potential safety hazards.
5. Protect College property from misuse and theft.
6. Manage finances so the College does not receive credit complaints. Personal affairs should be conducted in a manner which will not embarrass the employee or the employer.
7. Report immediately to the Personnel Office any errors noted on paychecks. Normally errors are adjusted on the next pay issued.

YOUR WORK HOURS

All hourly employees will be scheduled for an eight and one-half hour work day with specific hours assigned by the appropriate supervisor. However, employees may be assigned one of several work shifts. In certain positions, time demands are associated with the position and are accepted with initial employment as a necessary work schedule. An eight hour work day may be broken up and spread over more than eight hours. All hourly employees will receive one half hour for lunch and two fifteen minute rest breaks per day. One rest break should be scheduled during the first four hours of the work shift and the second rest break should be

scheduled during the second four hours of the work shift. Breaks and lunch periods cannot be accumulated as compensatory time and used on days other than the day involved. Adjustments in break and lunch time must be cleared with the employee's supervisors.

PERSONNEL RECORDS

Employee personnel records are maintained in the Personnel Office. These records are confidential and are the property of the College. Any questions an employee may have concerning performance evaluation or other material in his personnel folder should be directed to the appropriate supervisor who will, in turn, contact the Personnel Office.

Any changes affecting employee personnel records should be reported promptly to the Personnel Office either directly or through his department head. Let the Personnel Office know of changes in address or telephone number, change in name, change in marital status, change in income tax exemption or change in beneficiary of retirement or insurance programs. The Personnel Office should also be notified in writing, of any changes in authorization for voluntary deductions from an employee's salary.

If an employee decides to resign, he should give the appropriate department head at least two weeks notice. The resignation letter should be completed and delivered to the appropriate supervisor who will forward it to the Personnel Director.

EMPLOYEE CATEGORIES, DEFINITION AND BENEFITS

- Permanent Full Time** - An employee that works a minimum of forty (40) hours per week on a continuing basis.
- Temporary Full Time** - An employee that works a minimum of forty (40) hours per week on a temporary basis.
- Part Time** - An employee that works less than forty (40) hours per week on either a permanent or temporary basis. See the schedule below for further breakdown.
- Intermittent** - An employee that works as needed on either a permanent or temporary basis for more than thirty (30) calendar days.
- Emergency** - An employee that works full time or part time for thirty (30) calendar days or less.

The following chart indicates, by employee category, benefits applicable to the group.

Employee Categories	Benefits					
	<u>Retirement</u>	<u>Vacation</u>	<u>Sick Leave</u>	<u>Education</u>	<u>Holidays</u>	<u>Insurance</u>
Permanent Full Time	X	X	X	X	X	X
Temporary Full Time	X		X		X	
Part Time						
1. Less than 20 hrs.			X		X	
2. at least 20 hrs.						
but less than 40	X		X	X	X	
Intermittent						
Emergency						

LEAVE OF ABSENCE WITH PAY

Any leave of absence is subject to the approval of the appropriate department head and Personnel Director.

A medical or maternity leave of absence with pay may be granted for a maximum period of six months, provided appropriate sick leave has been accumulated.

When an employee is on approved leave of absence because of illness or maternity, the College will continue the employee's group insurance coverage up to a maximum of six months.

After an employee returns from an authorized leave of absence, he will be placed in the job formerly held or a similar job, provided the original position has not been abolished. Any replacement for an employee on leave of absence holds the job on a temporary basis.

The Personnel Office must be notified when an employee returns from a leave of absence.

LEAVE OF ABSENCE WITHOUT PAY

1. Authorization for Leave

The authorization of a leave of absence without pay for maternity and/or illness is a matter of administrative discretion.

A leave of absence should be requested and authorized in writing. The granting of any leave of absence is subject to approval of the Personnel Director.

2. Reporting Leaves

The granting of the leave of absence and the subsequent return from leave is reported to the Personnel Office. However, periods of authorized absence without pay which last for less than one bi-monthly pay period need not be reported to the Personnel Office. The payroll entry for that pay period should show the number of hours actually worked. (This paragraph does not apply to suspensions, all of which must be reported.)

3. Maternity Leave of Absence

Upon request to the Personnel Director, an employee who becomes pregnant will be granted maternity leave of absence without pay for a period not to exceed six months. However, if she wishes, the employee may use any or all of her accrued sick leave and vacation leave for maternity purposes before going on leave of absence. However, the combination of leave, with and without

pay, will not exceed six months. The beginning and ending dates of the total time of absence from work will be determined by the appropriate supervisor in consultation with the employee and the employee must notify the Personnel Director of these dates as far in advance as possible.

Should maternity leave of absence without pay exceed six months, the employee may be placed on disability leave if the conditions under the "Disability Leave" section are met.

Should the employer have reason to believe that the employee's pregnancy is inhibiting the usual performance of duties, a request may be made in writing that the employee begin sick leave, vacation leave, or maternity leave at an earlier date than that selected by the employee. The employee may appeal such an action. Medical data supporting the employee's case must accompany the appeal, and the employee may continue working until a decision is rendered.

4. Leave Due to Illness

If an employee requests a leave of absence because of illness or disability, a disability leave should be reported following the procedures outlined in "Disability Leave" section. Short periods of disability may be handled as regular leaves of absence if agreed to by employee, supervisor, and the Personnel Director.

5. Reinstatement from Leave

Upon completion of a leave of absence, the employee is to be returned to the position formerly occupied or to a similar position if the employee's former position no longer exists. Any replacement in the position while an employee is on leave is to be on a temporary basis.

An employee may return to work before the scheduled expiration of leave if requested by the employee and agreed to by the Personnel Director. If an employee fails to return to work at the expiration of an approved leave of absence, a report of "Failed to Return from Leave" is made -- unless an order of removal or disability leave is appropriate.

6. Sick Leave Credit and Vacation Credit

An employee on leave of absence without pay does not earn sick leave or vacation credit. However, the time spent on authorized leave of absence is to be counted in determining length of service for purposes of extended vacation eligibility or other purposes where tenure is a factor.

7. Insurance While on Leave

When an employee is on an approved leave of absence the employee may continue his group insurance coverage for a maximum period of six months by paying the premiums in advance.

If the employee has permitted his group insurance coverage to lapse while on an approved leave of absence, the employee must sign a new enrollment card to obtain coverage when he returns to work, and he may also be required to show evidence of insurability.

8. Abuse of Leave

If a leave of absence is granted for a specific purpose and it is found that the leave is not actually being used for such purposes, the Personnel Director may cancel the leave and direct the employee to report for work by giving written notice to the employee.

DISABILITY LEAVE

~~A physically incapacitated employee may request a disability leave.~~ A disability leave may be granted when the disability continues beyond accumulated sick leave rights for a period not to ~~exceed six months and~~ provided the employee is:

BENEFITSVACATION

The College regards vacation as a period of rest and relaxation earned for past service and in preparation for future service. The annual vacation is important to an employee's well-being and that of his family, and full vacation to which you are entitled should be taken.

Permanent full time hourly employees (40 hours a week) earn vacation according to years of service with the College on the following schedule:

Beginning with year 1 and continuing through year 4	-- 2 weeks (80 work hours)
Beginning with year 5 and continuing through year 9	-- 3 weeks (120 work hours)
Beginning with year 10 and continuing through year 14	-- 4 weeks (160 work hours)
Beginning with year 15	-- 5 weeks (200 work hours)

Vacation may not be taken until the employee has completed one year of service. On completion of one year service ten days vacation will be added to the employee's record and may be taken with the approval of the supervisor.

An employees accrual rate will change on the employment anniversary date as indicated above. The applicable rate per pay is indicated below:

3.3 hours	- if accruing two weeks vacation
5.0 hours	- if accruing three weeks vacation
6.7 hours	- if accruing four weeks vacation
8.3 hours	- if accruing five weeks vacation

Full-time hourly employees who are on active pay status for less than the normal hours applicable for that pay period will receive a prorated vacation credit for the period.

Vacation credit may be accumulated to the maximum of an employee's current accrual times two. Credit in excess of this maximum is eliminated from the employee's vacation balance.

If a holiday falls during an employee's vacation period, the day is charged to the holiday and does not count as a day of vacation.

HOLIDAYS

Ten holidays provided annually by Shawnee State Community College are as follows:

New Year's Day	- January 1
Martin Luther King Day	- Third Monday in January
Presidents' Day	- Third Monday in February
Memorial Day	- Last Monday in May
Independence Day	- July 4
Labor Day	- First Monday in September
Columbus Day	- Second Monday in October
Veterans' Day	- November 11
Thanksgiving Day	- Fourth Thursday in November
Christmas Day	- December 25

If a holiday falls on Saturday, it is observed the preceding Friday; if it falls on Sunday, Monday is observed as the holiday. The College will develop a schedule each year which will allow for substitute holidays. For example, if Christmas Eve falls on a weekday, Veteran's Day would be used to give employees Christmas Eve as a substitute holiday. This procedure may be necessary from year to year in order to keep the College open on scheduled holidays because of the number of days required for certain classes.

Those holidays which will serve as substitute holidays are:

Martin Luther King Day
Columbus Day
Presidents' Day

The responsibility of scheduling an employee to work or to be off on a holiday rests with each department and the Personnel Director. If an employee is required to work on a holiday, he/she should refer to the section on Overtime for pay procedures.

All full time employees are eligible for eight hours of pay each holiday regardless of work shift or work schedule. A part time employee is eligible for holiday pay for the portion of any holiday on which he is regularly scheduled to work. If the holiday falls on his scheduled day off, a part time employee does not receive holiday pay.

SICK LEAVE

All eligible employees earn sick leave at the rate of ~~5.0 hours~~ for each 80 hours of service. The credit is strictly proportionate to the hours paid in each semi-monthly pay period. Credit is given for all time in active pay status -- including vacation and sick leave but not including time on leave of absence or layoff.

Sick leave is charged in minimum units of one hour. Employees are charged for sick leave only for days upon which they would otherwise have been scheduled to work. Sick leave payment will not exceed the normal scheduled work day or work week earnings.

Sick leave will be granted to employees, upon approval of the supervisor, for the following reasons:

1. illness or injury of the employee or a member of the employee's immediate family. (in the case of a member of the immediate family not living with the employee, the appointing authority may credit sick leave when it appears justified, but such cases should be carefully investigated);
2. death of a member of the employee's immediate family;
3. medical, dental, or optical examination or treatment of the employee or a member of the immediate family;
4. when, through exposure to a contagious disease, either the health of the employee would be jeopardized or the employee's presence on the job would jeopardize the health of others; or,
5. pregnancy and/or childbirth and related conditions. (Procedures governing the use of a leave of absence for maternity purposes may be found in the section detailing leave of absence.)

Definition of immediate family: Mother, father, brother, sister, child, spouse, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, legal guardian, or other person who stands in place of a parent.

RESOLUTION 68-83

Whereas the Board of Trustees has received the negotiated contract between Shawnee State Community College and the Shawnee State Education Association for the period of September 1, 1983 through August 31, 1985 and are in agreement with the conditions of the same contract,

Now therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the above mentioned contract.

SHAWNEE STATE COMMUNITY COLLEGE

Faculty Negotiation Report
1983-85 Contract

Proposed Material Changed to the 1982-83 Shawnee Education
Association's Negotiated Contract:

1. Faculty Salary System:

A. Placement on Salary Scale (Newly employed Faculty),
attached.

1. Allows the appropriate Vice President to award
experience on a one-to-one ratio rather than a
two-to-one ratio for College teaching.

B. Salary Determination 1983-84 (Continuing Faculty)

1. Adopted a new index system (see attached)

- a. Increases index numbers at the bottom which
aids in attracting new employees.
- b. Adds three steps to the top of Associate
Professor category.

2. Increased base salary from \$11,352 to \$12,435
for 1983-84, \$13,550 for 1984-85. Salary cost
for this package attached.

Article VII

FACULTY SALARY SYSTEM

The provisions of the following system apply equally to full time faculty currently employed and promoted by Shawnee State Community College and all full-time faculty subsequently employed by the College during the operation of this Agreement. All references to the "Salary Scale" refer to the Index for Salary Placement (see page 9).

A. Placement of Salary Scale (Newly Employed Faculty)

The salary for each new faculty member shall be determined in the following fashion:

1. For each two years of full-time employment, other than college level teaching, in an accredited institution ~~(with a ten-year-total-limitation)~~ (with a ten step total limitation) award one step.
2. Teaching in an accredited institution of higher education (college):
 - i) For each one year of full-time employment ~~(with a five-year-total-limitation)~~ award one step with the total step awarded not to exceed thirteen.
 - ii) ~~For each two years of full-time employment, in excess of five, (with a sixteen-year-total-limitation) award one step.~~
3. For each two years of full-time employment ~~(with ten-years limitation)~~ (with twenty years limitation) of sophisticated work experience related to his teaching specialty, award one step. (If the faculty member has achieved the rank of Senior Instructor or higher by meeting the criteria of "Bachelor's Degree plus five years of substantive work experience related to field of specialization" those five years cannot be used by the faculty member to advance up the steps of his rank).

Guidelines for Work Experience and Teaching Experience Outside the Institution: The appropriate Dean Vice President will award credit for previous work experience and teaching experience outside the institution based upon the following considerations:

- i) A person cannot receive more than one year's work experience for any one year.

ii) Work experience must be at a sophisticated level before technical faculty can be granted credit. For example, a data processing teacher who worked at computer programming would be given credit; as a key puncher, no credit. An electro-mechanical instructor who worked in planning and design would receive credit; as an electrician, no credit.

4. The maximum step to be awarded under any combination of items 1, 2, and 3 shall not exceed thirteen (13). Nor shall any new hire be awarded a step higher than an existing faculty member with equal degree and/or experience.

INDEX SYSTEM
Base Salary \$11,115

Year	Asst. Instr.	Instructor	Sr. Instr.	Asst. Prof.	Assoc. Prof.	Prof.
1	95	105	115	125	135	145
2	100	110	120	130	142	152
3	105	115	126	135	148	158
4	110	120	132	141	154	164
5	115	125	138	147	160	170
6	120	130	143	152	166	176
7	125	135	148	157	172	182
8			152	162	177	187
9			156	166	182	192
10			160	170	187	197
11			164	174	192	202
12			168	178	197	207
13			172	182	202	212
14			176	186	207	217
15					212	222

FACULTY SALARY INDEX SCALE

1983-1985

Assistant Instructor		Instructor		Senior Instructor		Assistant Professor		Associate Professor		Professor	
1	95	3	105	11	126	14	145	17	165	22	197
2	100	4	109	12	130	15	149	18	170	23	202
3	105	5	113	13	134	16	153	19	174	24	207
		6	117	14	138	17	157	20	178	25	211
		7	121	15	142	18	161	21	183	26	215
		8	126	16	146	19	165	22	188	27	220
		9	130	17	150	20	169	23	193	28	224
		10	134	18	154	21	173	24	197	29	228
		11	138	19	158	22	176	25	202	30	232
				20	162	23	179	26	207	31	236
				21	166	24	182	27	211	32	240
				22	170	25	185	28	215	33	244
				23	174	26	188	29	220	34	248
				24	178	27	191				
				25	182	28	194				

BASE SALARY

1983-84: \$ 12,435

1984-85: \$ 13,550

SALARY ANALYSIS FOR CONTINUING FACULTY

	<u>Base</u>	<u>Index</u>	<u>Salary Amt.</u>	<u>Salary Inc.</u>	<u>Average % Inc.</u>
1982-83	\$11,352	83.42	\$946,972		
1983-84	12,435	85.51	1,063,320	\$116,348	12.2
1984-85	13,550	87.39	1,184,146	<u>120,826</u>	11.4
				<u>\$237,174</u>	

TOTAL PACKAGE COST FOR CONTINUING FACULTY

	<u>1983-84</u>	<u>1984-85</u>	<u>Total</u>
Salaries	\$110,379	\$120,826	\$231,205
Promotions	5,969	-	5,969
Retirement	<u>15,940</u>	<u>17,036</u>	<u>32,976</u>
TOTAL	<u>132,288</u>	<u>137,862</u>	<u>\$270,150</u>

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RESOLUTION 69-83

Whereas the Board of Trustees of Shawnee State Community College has employed the following list of individuals for the 1983-84 fiscal year, and

Whereas the salaries for the same individuals were approved based on the 1982-83 schedules, and

Whereas information is now available to calculate appropriate salaries based on the 1983-84 schedules

Now therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby adjusts the salaries for all individuals listed below:

NAME	STATUS	POSITION	STEP	INDEX	1983-84 SALARY
Robert Essman	Replacement	Custodian	1	1.00	\$ 9,370
Dean Wireman	Replacement	Custodian	1	1.00	9,370
Kenneth Lockert	New Position	Parking Lot Atten- dent/Custodian	1	1.00	9,370
Frances Griffith	New Position	Director EMT			20,000
Richard Hevenor	Replacment	Sr. Instr. Civil Engr.	19	158	19,647
Edward Miner. Ph.D.	New	Asst. Prof. Psy/Soc	16	153	19,026
James Flavin, Ph.D.	New	Asst. Prof. English	20	169	21,015
Julie Basham	New	Sr. Instr. Biology	14	138	17,160
Gary Gemmer	Replacement	Asst. Prof. Physics	23	179	22,259
Barbara Edwards	Replacement	Sr. Instr. English	15	142	17,657
Trudy Bostick	Replacment	Sr. Instr. Math	16	146	18,155
Anita Holt	New	Sr. Instr. Data Processing	13	134	16,663
Kenneth Warfield	Replacement	Instructor Electro Engr.	5	113	14,052
Ramona Hall	Replacement	Instructor Respira- tory	7	121	15,046
Peter Duncan	New	Media Services			14,586
Gary Gulker	Replacement	OTTO Director			23,000
Howard Stewart	Promotion	Asst. Plant Mainten- ance Engr.			19,485

RESOLUTION 70-83

The Board of Trustees of Shawnee State Community College hereby approves the 1983-84 academic year salaries and contract terms for continuing faculty as listed on the attached print out.

In addition the Board of Trustees of Shawnee State Community College approves a bonus, in the amount of four percent (4%) for all continuing full time faculty, said bonus to be calculated on the 1982-83 nine month teaching salary.

RESOLUTION 71-83

The Board of Trustees of Shawnee State Community College hereby approves the attached salaries and contract terms for continuing administrative and hourly employees for the 1983-84 fiscal year. Said salaries to be retroactive to July 1, 1983.

In addition, the Board of Trustees approves a bonus in the amount of four percent (4%) for continuing and full time administrators and hourly employees, said amount to be calculated on the 1982-83 salary amount.

RESOLUTION 72-83

The Board of Trustees of Shawnee State Community College hereby approves the the salary and contract terms for the President of the college. Said salary to be \$52,015 for the fiscal year 1983-84. Salary to be retroactive to July 1, 1983.

In addition, the Board of Trustees approves a bonus in the amount of four percent (4%), said amount to be calculated on the 1982-83 salary amount.

SHAWNEE STATE COMMUNITY COLLEGE
 FACULTY SALARY INFORMATION
 1983-84 11435 BASIC

NAME	83 RANK	ST	INDEX-	83 MD SAL-83	84 RANK	ST	INDEX-	84 MD SAL-84	SAL INC	% INC	CONT TERMS
KISER S	ASSOC PRF	14	2.07	\$23,499	ASSOC PRF	25	2.02	\$25,119	\$1,620	6.89	2
LYND	SR INSTR	7	1.46	\$16,801	SR INSTR	18	1.54	\$19,150	\$2,349	13.98	2/2
MARSH	SR INSTR	11	1.64	\$18,617	ASST PROF	22	1.76	\$21,986	\$3,269	17.56	2
MASSTE	SR INSTR	3	1.26	\$14,303	SR INSTR	14	1.38	\$17,160	\$2,857	19.98	1
MAYO	INSTR	4	1.20	\$13,622	INSTR	10	1.34	\$16,663	\$3,041	22.32	1
MULLENS	INSTR	3	1.21	\$14,190	INSTR	11	1.26	\$17,160	\$2,970	20.93	2
OLIVER	ASSOC PRF	6	1.66	\$18,845	ASSOC PRF	17	1.65	\$20,518	\$1,673	8.88	1
PENN	SR INSTR	3	1.56	\$17,709	ASST PROF	20	1.69	\$21,015	\$3,306	18.67	2/2
PINKERMAN	SR INSTR	3	1.26	\$14,303	SR INSTR	14	1.38	\$17,160	\$2,857	19.98	1
RIPPE	SR INSTR	3	1.38	\$15,666	SR INSTR	16	1.46	\$18,155	\$2,489	15.89	2
SCOTT E	SR INSTR	6	1.38	\$15,666	SR INSTR	16	1.46	\$18,155	\$2,489	15.89	2
SCOTT S	SR INSTR	6	1.43	\$16,233	SR INSTR	17	1.50	\$18,653	\$2,420	14.90	2/2
SHUPERT	ASSOC PRF	16	2.12	\$24,066	ASSOC PRF	26	2.07	\$25,740	\$1,674	6.96	2
SIMON	ASSOC PRF	12	1.97	\$22,363	ASSOC PRF	23	1.93	\$24,000	\$1,637	7.32	2
SMITH	SR INSTR	4	1.56	\$17,709	SR INSTR	20	1.62	\$20,145	\$2,436	13.75	2
STAGGS	SR INSTR	14	1.76	\$19,980	SR INSTR	25	1.82	\$22,632	\$2,652	13.27	2
STEAD	ASST PROF	14	1.86	\$21,115	ASST PROF	25	1.85	\$23,008	\$1,890	8.95	2
THIEL	INSTR	2	1.10	\$12,487	INSTR	8	1.26	\$15,668	\$3,181	25.48	1
THOMAS	INSTR	2	1.10	\$12,487	INSTR	8	1.26	\$15,668	\$3,181	25.48	1
TODT	ASST PROF	9	1.66	\$18,844	ASST PROF	20	1.69	\$21,015	\$2,171	11.52	2
TRAMPE	ASSOC PRF	16	1.87	\$21,228	ASSOC PRF	21	1.93	\$22,756	\$1,528	7.20	2/2
WALKER	ASSOC PRF	13	2.02	\$22,931	ASSOC PRF	24	1.97	\$24,497	\$1,566	6.83	2
WALLER	ASSOC PRF	15	2.12	\$24,066	ASSOC PRF	26	2.07	\$25,740	\$1,674	6.96	2
WILSON	ASSOC PRF	12	1.97	\$22,363	ASSOC PRF	23	1.93	\$24,000	\$1,637	7.32	2
WOODDELL	ASST PROF	9	1.66	\$18,844	ASST PROF	20	1.69	\$21,015	\$2,171	11.52	2

DATE 28-AUG-83

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 SHAWNEE STATE COMMUNITY COLLEGE
 FACULTY SALARY INFORMATION
 1983-84 12435 BASE

NAME	83 RANK	ST	INDEX-	9 MO SAL-83	84 RANK	ST	INDEX-	9 MO SAL-84	SAL INC	T INC	CONT TERMS
ALLISON	SR INSTR	9	1.38	\$15,666	SR INSTR	16	1.46	\$18,155	\$2,489	15.89	2
BARNES	INSTR	5	1.23	\$14,190	INSTR	11	1.38	\$17,160	\$2,970	20.93	1
BARRY	SR INSTR	8	1.43	\$16,233	SR INSTR	17	1.50	\$18,653	\$2,420	14.90	2
BURKE	ASST PROF	13	1.82	\$20,661	ASST PROF	24	1.82	\$22,632	\$1,971	9.54	2
CARVER	SR INSTR	9	1.56	\$17,709	SR INSTR	20	1.62	\$20,145	\$2,436	13.75	1
CHAFFIN	SR INSTR	8	1.52	\$17,255	ASST PROF	19	1.65	\$20,519	\$3,263	18.91	2
CHARLES	ASST PROF	7	1.57	\$17,823	ASST PROF	18	1.61	\$20,020	\$2,197	12.33	2
CROTHERS	ASSOC PRF	15	2.12	\$24,066	ASSOC PRF	26	2.07	\$25,740	\$1,674	6.96	2
EGGMAN	ASST PROF	12	1.78	\$20,207	ASSOC PRF	23	1.93	\$24,000	\$3,793	18.77	2
ESTEP	ASST PROF	11	1.74	\$19,752	ASST PROF	22	1.76	\$21,886	\$2,134	10.80	2
FAYLES	ASSOC PRF	15	2.12	\$24,066	ASSOC PRF	26	2.07	\$25,740	\$1,674	6.96	2
GILBERT	ASST PROF	8	1.56	\$18,944	ASST PROF	20	1.69	\$21,015	\$2,171	11.52	2
GILBERT M	SR INSTR	8	1.41	\$16,223	SR INSTR	17	1.50	\$18,653	\$2,430	14.98	1
GUNDY	INSTR	8	1.30	\$14,758	INSTR	11	1.38	\$17,160	\$2,402	16.28	2
GULNER	ASSOC PRF	14	2.07	\$23,499	ASSOC PRF	25	2.02	\$25,119	\$1,620	6.89	2
HERRMANN	ASSOC PRF	14	2.07	\$23,499	ASSOC PRF	25	2.02	\$25,119	\$1,620	6.89	2
HODGSON J	ASSOC PRF	15	2.12	\$24,066	ASSOC PRF	26	2.07	\$25,740	\$1,674	6.96	2
HUMBLE	SR INSTR	10	1.60	\$18,163	SR INSTR	21	1.66	\$20,642	\$2,479	13.65	2
IRWIN	ASST PROF	14	1.86	\$21,115	ASST PROF	25	1.85	\$23,008	\$1,893	8.95	2
JAMES	ASSOC PRF	14	2.07	\$23,499	ASSOC PRF	25	2.02	\$25,119	\$1,620	6.89	2
JENATHS	INSTR	2	1.10	\$12,487	INSTR	8	1.26	\$15,668	\$3,181	25.48	1
JIVIDEN	SR INSTR	11	1.64	\$18,617	SR INSTR	22	1.70	\$21,140	\$2,523	13.55	2
KEGLEY	ASST PROF	12	1.78	\$20,207	ASSOC PRF	23	1.93	\$24,000	\$3,793	18.77	2
KELLEY	ASSOC PRF	14	2.02	\$22,931	ASSOC PRF	24	1.97	\$24,497	\$1,566	6.83	2
KISER J	ASSOC PRF	14	2.07	\$23,499	ASSOC PRF	25	2.02	\$25,119	\$1,620	6.89	2

DATE 23-AUG-83

 SHAWNEE STATE COMMUNITY COLLEGE
 SALARY INFORMATION
 HOURLY EMPLOYEES
 1970 BASE

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NAME	BS RANK	ST	INDEX-	03 SALARY	ST	INDEX-	04 SALARY	SAL INC	% INC
SPARKS, P	ACT CK	0	1.07	\$16,362	3	1.78	\$16,398	\$2,036	14.17
SPAJLOING	SECT T	2	1.13	\$10,148	3	1.24	\$11,619	\$1,471	14.49
STALLARD	SECT T	0	1.59	\$13,674	9	1.65	\$15,554	\$1,880	13.75
YACKETT	SECT T	2	1.24	\$10,664	3	1.24	\$11,619	\$955	8.95
TOLIN	REC SECT	3	1.89	\$13,574	9	1.59	\$14,898	\$1,224	8.95
WADDELL	ACT CK	1	1.17	\$10,068	2	1.24	\$11,619	\$1,551	15.40
WEBSTER	CUET	3	1.12	\$9,632	4	1.19	\$11,150	\$1,518	15.76
WEDDINGTON	BKST HUP	7	1.60	\$13,760	8	1.67	\$15,648	\$1,888	13.72
WINTERS	MRM	2	1.06	\$9,116	1	1.17	\$10,963	\$1,847	20.26
			45.11	\$396,925		47.53	\$445,350	\$48,425	410.97

DATE 22-AUG-83

 SHAWNEE STATE COMMUNITY COLLEGE
 FACULTY SALARY INFORMATION
 1984-85 13550 BASE

PAGE

NAME	83 RANK	ST	INDEX-	9 MO SAL-84	ST	INDEX-	9 MO SAL-85	SAL INC	% INC
ALLISON	SR INSTR	16	1.44	\$18,155	17	1.50	\$20,325	2,170	11.95
BARNES	INSTR	11	1.38	\$17,160	11	1.38	\$18,699	1,539	8.97
BARRY	SR INSTR	17	1.50	\$19,653	18	1.54	\$20,867	2,214	11.87
BURKE	ASST PROF	24	1.82	\$22,632	25	1.85	\$25,068	2,436	10.76
CARVER	SR INSTR	20	1.62	\$20,145	21	1.66	\$22,493	2,348	11.66
CHAFFIN	SR INSTR	19	1.65	\$20,518	20	1.69	\$22,900	2,382	11.61
CHARLES	ASST PROF	18	1.61	\$20,020	19	1.65	\$22,358	2,338	11.68
CROTHERS	ASSOC PRF	26	2.07	\$25,740	27	2.11	\$28,591	2,851	11.07
ESSMAN	ASST PROF	23	1.93	\$24,000	24	1.97	\$26,694	2,694	11.22
ESTEP	ASST PROF	22	1.76	\$21,986	23	1.79	\$24,255	2,269	10.32
FRAZEE	ASSOC PRF	26	2.07	\$25,740	27	2.11	\$28,591	2,851	11.07
GAMPP A	ASST PROF	20	1.69	\$21,015	21	1.73	\$23,442	2,427	11.55
GAMPP M	SR INSTR	17	1.50	\$19,653	18	1.54	\$20,867	2,214	11.87
GOWDY	INSTR	11	1.38	\$17,160	11	1.38	\$18,699	1,539	8.97
GULKER	ASSOC PRF	25	2.02	\$25,119	26	2.07	\$28,049	2,930	11.66
HERRMANN	ASSOC PRF	25	2.02	\$25,119	26	2.07	\$28,049	2,930	11.66
HODGSON	ASSOC PRF	26	2.07	\$25,740	27	2.11	\$28,591	2,851	11.07
HUMBLE	SR INSTR	21	1.66	\$20,542	22	1.70	\$23,035	2,493	11.59
IRWIN	ASST PROF	25	1.85	\$23,005	26	1.88	\$25,474	2,469	10.73
JAMES	ASSOC PRF	25	2.02	\$25,119	26	2.07	\$28,049	2,930	11.66
JENKINS	INSTR	8	1.26	\$15,668	9	1.30	\$17,615	1,947	12.43
JIVLOEN	SR INSTR	22	1.70	\$21,140	23	1.74	\$23,577	2,437	11.53
KESLEY	ASST PROF	23	1.93	\$24,000	24	1.97	\$26,694	2,694	11.22
KELLEY	ASSOC PRF	24	1.97	\$24,497	25	2.02	\$27,371	2,874	11.73
KISER J	ASSOC PRF	25	2.02	\$25,119	26	2.07	\$28,049	2,930	11.66

SHAWNEE STATE COMMUNITY COLLEGE
FACULTY SALARY INFORMATION
1984-85 13550 BASE

NAME	83 RANK	ST	INDEX-	9 MO SAL-84	ST	INDEX-	9 MO SAL-85	SAL INC	% INC
KISER S	ASSOC PRF	25	2.02	\$25,119	26	2.07	\$28,049	2,930	11.66
LYND	SR INSTR	18	1.54	\$19,150	19	1.58	\$21,409	2,259	11.80
MARSH	SR INSTR	22	1.76	\$21,886	23	1.79	\$24,255	2,369	10.82
MASSIE	SR INSTR	14	1.38	\$17,160	15	1.42	\$19,241	2,081	12.13
MAYO	INSTR	10	1.34	\$16,663	11	1.38	\$18,699	2,036	12.22
MULLENS	INSTR	11	1.38	\$17,160	11	1.38	\$18,699	1,539	8.97
OLIVER	ASSOC PRF	17	1.85	\$20,518	18	1.70	\$23,035	2,517	12.27
PENN	SR INSTR	20	1.69	\$21,015	20	1.73	\$23,442	2,427	11.55
PINKERMAN	SR INSTR	14	1.38	\$17,160	15	1.42	\$19,241	2,081	12.13
PIFFE	SR INSTR	16	1.46	\$18,155	17	1.50	\$20,328	2,170	11.95
SCOTT E	SR INSTR	16	1.46	\$18,155	17	1.50	\$20,328	2,170	11.95
SCOTT S	SR INSTR	17	1.50	\$18,653	18	1.54	\$20,867	2,214	11.87
SHUPERT	ASSOC PRF	26	2.07	\$25,740	27	2.11	\$28,591	2,851	11.07
SIMON	ASSOC PRF	23	1.93	\$24,000	24	1.97	\$26,694	2,694	11.22
SMITH	SR INSTR	20	1.62	\$20,145	21	1.66	\$22,493	2,348	11.66
STAGGS	SR INSTR	25	1.82	\$22,632	25	1.82	\$24,661	2,029	8.97
STEAD	ASST PROF	25	1.85	\$23,005	26	1.88	\$25,474	2,469	10.73
THIEL	INSTR	8	1.26	\$15,668	9	1.30	\$17,615	1,947	12.43
THOMAS	INSTR	8	1.26	\$15,668	9	1.30	\$17,615	1,947	12.43
TODI	ASST PROF	20	1.69	\$21,015	21	1.73	\$23,442	2,427	11.55
TRAMPE	ASSOC PRF	21	1.83	\$22,755	22	1.88	\$25,474	2,719	11.94
WALKE	ASSOC PRF	24	1.97	\$24,497	25	2.02	\$27,371	2,874	11.73
WALLER	ASSOC PRF	26	2.07	\$25,740	27	2.11	\$28,591	2,851	11.07
WILSON	ASSOC PRF	23	1.93	\$24,000	24	1.97	\$26,694	2,694	11.22
WOODDELL	ASST PROF	20	1.69	\$21,015	21	1.73	\$23,442	2,427	11.55

DATE 25-AUG-83

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SHAWNEE STATE COMMUNITY COLLEGE
FACULTY SALARY INFORMATION
1983-84 12435 BASE

NAME	83 RANK	ST	INDEX-	9 MO SAL-83	84 RANK	ST	INDEX-	9 MO SAL-84	SAL INC	% INC	CONT TERMS
			83.42	\$946,972			85.51	\$1,063,320	\$116,348	662.70	

DATE 02-AUG-83

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SHAWNEE STATE COMMUNITY COLLEGE
FACULTY SALARY INFORMATION
1984-85 13550 BASE

NAME	83 RANK	ST	INDEX-	9 MO SAL-84	ST	INDEX-	9 MO SAL-85	SAL INC	% INC
			85.51	\$1,063,320		87.39	\$1,184,146	120,826	568.90

DATE 23-AUG-93

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 SHAWNEE STATE COMMUNITY COLLEGE
 SALARY INFORMATION
 HOURLY EMPLOYEES
 9370 BASE

NAME	ST RATE	ST INDEX	ST SALARY	ST INDEX	ST SALARY	SAL INC	% INC
BAVS	CUST	1.31	\$11,266	1.31	\$12,275	\$1,009	8.95
CHESTNUT	CUST	1.25	\$10,750	1.31	\$12,275	\$1,525	14.18
COPIELL	REC	1.59	\$13,674	1.59	\$14,898	\$1,224	8.95
GRAYCRAFT	CUST	1.31	\$11,266	1.31	\$12,275	\$1,009	8.95
DUNHAM	HRV	1.67	\$14,362	1.67	\$15,648	\$1,286	8.95
EVANS	P/A CDR	1.31	\$11,266	1.38	\$12,931	\$1,665	14.78
FELTS	ACT CA	1.60	\$13,760	1.67	\$15,648	\$1,888	13.72
BLACK	CUST	1.31	\$11,266	1.31	\$12,275	\$1,009	8.95
GRIMES	CUST	1.19	\$10,234	1.25	\$11,713	\$1,479	14.45
HAVEY	REC	1.11	\$9,546	1.18	\$11,057	\$1,511	15.82
HARTSTEIN E	CLERK	1.05	\$9,028	1.12	\$10,494	\$1,466	16.24
HARTSTEIN	REC	1.51	\$12,986	1.51	\$14,149	\$1,163	8.95
KAMER	CUST	1.31	\$11,266	1.31	\$12,275	\$1,009	8.95
KEATON	BCST	1.31	\$11,266	1.38	\$12,931	\$1,665	14.78
LEASURE	SECT	1.67	\$14,362	1.75	\$16,398	\$2,036	14.17
LIFE	CUST	1.12	\$9,632	1.19	\$11,150	\$1,518	15.76
MALONE	SECT	1.18	\$10,143	1.24	\$11,619	\$1,476	14.49
MARTIN	CUST	1.38	\$12,668	1.44	\$13,493	\$1,825	13.59
MITCHELL	SECT	1.59	\$13,674	1.59	\$14,898	\$1,224	8.95
MOORE	SECT	1.67	\$14,362	1.75	\$16,398	\$1,561	11.27
REWELL	PO	1.59	\$13,674	1.59	\$14,898	\$1,224	8.95
ROSE	SECT	1.67	\$14,362	1.67	\$15,648	\$1,286	8.95
ROSEBELL	SECT	1.59	\$13,674	1.59	\$14,898	\$1,224	8.95
SPARKS, J	HRV	1.60	\$13,760	1.67	\$15,648	\$1,888	13.72

DATE 25-AUG-83

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 SHARPS STATE COMMUNITY COLLEGE
 ADMINISTRATIVE SALARY INFORMATION
 1983-84

NAME	TITLE	SALARY-83	SALARY-84	SAL INC	% INC	CON
ABEL	DIR ADM	\$28,668	\$32,163	\$3,495	12.2	2
CHRISMAN	COUN/STUD AFF	\$28,000	\$31,417	\$3,417	12.2	2
COME	VP ACAD PROG	\$34,516	\$38,935	\$4,419	12.8	1
CRASTREI	COUN/TRANSFER	\$26,167	\$29,360	\$3,193	12.2	2
DAVIDSON	COUN/PLACEMENT	\$27,408	\$30,753	\$3,345	12.2	2
DAWSON	DIR ADP	\$21,244	\$23,837	\$2,593	12.2	2
EVANS	CE/NITE PRG	\$21,980	\$24,670	\$2,690	12.2	1
FOTI	VP TECH PRG	\$34,660	\$39,100	\$4,440	12.8	1
HAWK	VP FIN/ADM	\$33,465	\$37,730	\$4,265	12.9	1
HOWARD	VP STUDENT SERV	\$32,952	\$37,170	\$4,218	12.8	1
KADEL	DIR GEN HYGIENE	\$31,673	\$35,540	\$3,867	12.2	2
LAW	DIR MED LAB	\$24,217	\$27,170	\$2,953	12.2	1
MIDKIFF	DIR LIB/REC SR	\$25,000	\$28,050	\$3,050	12.2	1
MORRISON	ADP PRG	\$13,836	\$15,525	\$1,689	12.2	1
STRATIUSO	REF LIBRARY	\$17,624	\$19,775	\$2,151	12.2	1
SYKES	DIR RADIOLOGY	\$19,043	\$21,365	\$2,322	12.2	1
THOMAS	DIR RESPIRATORY	\$22,451	\$25,190	\$2,739	12.2	2
WEINBRECHT	AD, DIR ACT	\$27,420	\$30,765	\$3,345	12.2	2
WELCH	COUN/DIR ADM	\$21,993	\$24,677	\$2,684	12.2	2
WILSON G	DIR FIN ADM ST	\$24,728	\$27,745	\$3,017	12.2	2
WULFE	PLANT MAINT	\$25,347	\$28,440	\$3,093	12.2	2
		\$642,402	\$689,399	\$46,997	259.6	