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May 19, 1986 Meeting Minutes

Shawnee State University

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M I N U T E S
SHAWNEE STATE COMMUNITY COLLEGE
Board of Trustees Meeting
May 19, 1986

The meeting was called to order by Chairman White.

ROLL CALL

Members Present: Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Mrs. Andrews,
Mr. Rittenour, Dr. Carson, Mr. Hyland, Dr. White

Members Absent: Mr. Morgan

APPROVAL OF MINUTES

Dr. Carson moved and Mr. Ferguson seconded a motion to approve the minutes of the April 21, 1986 Board of Trustees meeting.

Ayes: Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Mrs. Andrews, Mr. Rittenour,
Dr. Carson, Mr. Hyland, Dr. White

Nays: None

PRESIDENT'S REPORT

Mr. Taylor introduced Mrs. Warsaw and asked that she give a report on recent development efforts. Mrs. Warsaw gave each member a copy of the report (attached and made a part of these minutes). Not included in this report is a donation of \$10,000 from Bank One to the Vern Riffe Scholarship fund. The donation will be paid in increments of \$2,500.00 and will be forwarded by July 1, for the next four years.

Mrs. Warsaw also reminded the Board members that there will be a dinner to honor persons who have donated \$100 or more to further scholarships at Shawnee State. Donors for the past three years have been invited. The dinner will be on May 31, 1986 at which time a plaque with names of donors will be on display in the Commons Building Lounge.

Continuing his report Mr. Taylor announced the resignation of Bob Thomas, Director of the Respiratory Program June 6, 1986, and asked the Board to accept the same. Mrs. Andrews moved the acceptance of this resignation and Mr. Rittenour seconded the motion.

Ayes: Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Mrs. Andrews, Mr. Rittenour,
Dr. Carson, Mr. Hyland, Dr. White

Nays: None

COMMITTEE REPORTS

Mr. Hyland, Chairman of the Buildings and Grounds Committee reported that this committee had met and discussed the letter from Dr. William Rogers concerning the relocation of the Campus Ministry to Shawnee State. The committee suggested three alternatives to the Campus Ministry Board. (1) The Campus Ministry should contact First Christian Church, 3rd and Gay Streets, regarding the use of their facilities; (2) contact the Jewish Synagogue on Union Street as a second alternative; (3) purchase property owned by the University on Second Street, east of Waller (adjacent to Carriage House Apartments). All of these locations are in close proximity to the college.

Mrs. Andrews, Chairman of the Finance Committee reported that this committee had met to discuss the request of Shirley Crother, Associate Professor of Music, for funds to promote a summer program in the Music/Theater department. Mrs. Andrews and the committee commended Mrs. Crothers on the fine job accomplished by the Music/Theater department, however, they recommend that these projects be funded through the regular budgeting process. They based their decision on a reported increase in funds for these departments from \$3,600 to \$5,000 for fiscal year 1987.

Mr. Ferguson, Chairman of the Educational Policies Committee reported that he and Mr. Foti were the only members that met to discuss items that needed to come before this committee. However, Mr. Foti went over the Articulation Plan and Procedures with Mr. Ferguson. After discussion, pro and con, regarding this plan, Mr. Ferguson recommended and moved the adoption of the Articulation Plan and Procedures (attached and made a part of these minutes). Mr. Hyland seconded the motion.

Ayes: Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Mrs. Andrews, Mr. Rittenour, Dr. Carson, Mr. Hyland, Dr. White

Nays: None

Mr. Ferguson continued the Educational Committee report by asking Dr. Come to speak to the policy change on student withdrawal. Dr. Come stated this policy change (attached and made a part of these minutes) is the result of two meetings of the College Coordinating Committee. The recommendation of the Coordinating Council is a policy changing the last day to drop a class to the the ending day of a quarter. Mr. Ferguson moved that this recommendation be adopted. Mr. Hyland seconded the motion.

Ayes: Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Mrs. Andrews, Mr. Rittenour, Dr. Carson, Mr. Hyland, Dr. White

Nays: None

NEW BUSINESS

Dr. Come spoke to the recommendations for promotion of faculty stating that the the criteria that was agreed to by SEA and Shawnee State during the SEA negotiations has been met. Mr. Hyland moved and Mrs. Andrews seconded the motion to adopt Resolution 9-86, faculty promotions.

Ayes: Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Mrs. Andrews, Mr. Rittenour, Dr. Carson, Mr. Hyland, Dr. White

Nays: None

Mr. Foti spoke to the need for changes in lab fee charges to students, and explained the lab fee for Electronic Repair students of \$250 is due to the fact that the college receives no FTE reimbursement for these special students who attend the college under a special program (JTPA). Mr. Reinhardt moved the adoption of Resolution 10-86, lab fee changes and Mr. Ferguson seconded the motion.

Ayes: Mr. Reinhardt, Mr. Ferguson, Mrs. Andrews, Mr. Rittenour, Dr. Carson,
Mr. Hyland, Dr. White

Abstain: Mr. Piatt

Nays: None

Mrs. Andrews moved Resolution 11-86, approval to create the position and to advertise for a Director of Teacher Education. This is in compliance with a recommendation from the State Department of Education in order that the Teacher Education Degree Program might be approved. Mr. Rittenour seconded the motion.

Ayes: Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Mrs. Andrews, Mr. Rittenour,
Dr. Carson, Mr. Hyland, Dr. White.

Nays: None

Mr. Hyland moved Resolution 12-86, employment of Controller, and Dr. Carson seconded the motion. After questions and discussion regarding salary the vote was called.

Ayes: Mr. Reinhardt, Mr. Ferguson, Mrs. Andrews, Mr. Rittenour, Dr. Carson,
Mr. Hyland, Dr. White.

Nays: Mr. Piatt

Dr. Carson moved and Mr. Ferguson seconded a motion to adopt Resolution 13-86, approving a contract for an appraiser to appraise property for the State of Ohio for purchase of land to expand the campus of Shawnee State University.

Ayes: Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Mrs. Andrews, Mr. Rittenour,
Dr. Carson, Mr. Hyland, Dr. White

Nays: None

Mr. Piatt moved and Mrs. Andrews seconded a motion to adopt Resolution 14-86, approving and Banking Agreement with Banc Ohio for the years 86-88.

Ayes: Mr. Piatt, Mr. Ferguson, Mrs. Andrews, Mr. Rittenour, Dr. Carson,
Dr. White

Abstain: Mr. Reinhardt, Mr. Hyland

Nays: None

Dr. White requested that five members volunteer to fill out the questionnaires for the new Institutional Inventory being conducted by Dr. Paul Crabtree. This will be to update the survey that was conducted in 1980. This request was fulfilled by Board members.

Mr. Hyland, Chairman of the Buildings and Ground Committee, made a motion to relocate the lettering on the James A. Rhodes Sports Center in order to place the name of Shawnee State University in a prominent place to identify the University. Mr. Reinhardt seconded the motion.

Ayes: Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Mrs. Andrews, Mr. Rittenour, Dr. Carson, Mr. Hyland, Dr. White

Nays: None

Mrs. Andrews moved the Board go into executive session to discuss personnel matters. Mr. Reinhardt seconded the motion. The Board went into executive session at 8:30 P.M.

The meeting was reconvened at 9:39 P.M.

Mr. Hyland moved and Mr. Piatt seconded a motion to accept the recommendation of the Hourly Review Committee to remain with an in-house system for compensation as provided in H.B. 309.

Ayes: Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Mrs. Andrews, Mr. Rittenour, Dr. Carson, Mr. Hyland, Dr. White

Nays: None

Mr. Ferguson moved and Mr. Rittenour seconded a motion to adopt the Organizational chart attached and made a part of these minutes.

Ayes: Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Mrs. Andrews, Mr. Rittenour, Dr. Carson, Mr. Hyland, Dr. White

Nays: None

There being no further business Mr. Piatt moved and Dr. Carson seconded a motion for adjournment.

Ayes: Mr. Piatt, Mr. Reinhardt, Mr. Ferguson, Mrs. Andrews, Mr. Rittenour, Dr. Carson, Mr. Hyland, Dr. White

Nays: None

CHAIRMAN, BOARD OF TRUSTEES

R. Eric Hawk
SECRETARY, BOARD OF TRUSTEES

SHAWNEE STATE COMMUNITY COLLEGE



SHAWNEE STATE COMMUNITY COLLEGE/UNIVERSITY

Development Activities
November 1985 - May 1986

Shawnee State Community College	
Discretionary Fund	\$ 1,000.00
Revolving Loan Fund	2,000.00
General	765.00
Faculty Development	250.00
Inventory	200.00
Counselors Fund	100.00
	<u>\$ 4,315.00</u>
- Shawnee State Community College Development Fund, Inc.	
General	\$ 425.00
Concert Proceeds	548.09
	<u>\$ 973.09</u>
Shawnee State Foundation, Inc.	
Scholarships	\$ 4,500.00
Vern Riffe	4,875.00
General	3,350.00
	<u>\$12,725.00</u>
TOTAL	\$18,013.09

This total does not include proceeds from the Gault donation, interest on investments, or scholarships made via other organizations.

Other scholarships awarded May 1986 or to be awarded include:

Kricker	Norfolk and Southern
Jenkins	Pixley Junior Scholars
American Legion	Academic Excellence
Legal Secretaries	BancOhio
Southern Hills Hospital	Harry Kuhner
Kiwanis Club	

Mr. Irwin brought up a question regarding the time limit to drop classes. He requested that another week be added to the present 35 day time period to enable the students a little more time between mid-terms and the end of the drop period. Mr. Foti had done a study of other colleges to see what time limits they had on dropping courses. He found that it varied from school-to-school and most of the schools did not know why a particular time frame was chosen. Mr. Howard explained that several years ago our present 35 day time limit was established because of the way Veterans collected their money for school and the way financial aid records were kept. If a student could drop a class on the last day of the quarter, many vets would collect full-time benefits all quarter, and then drop several classes on the last day. Mr. Howard further stated that the Veterans Administration has changed their policy and that it is no longer as easy for vets to do this. Closer checks are kept.

.After much discussion, the committee recommends that the published quarter ending day should be the last day a student can drop a class. This would change the current policy of 35 days.

*XC. Mr. Taylor
Fite - Legal*

MILLER, SEARL & FITCH

A LEGAL PROFESSIONAL ASSOCIATION

300 BANK ONE PLAZA

P. O. BOX 950

PORTSMOUTH, OHIO 45662

TELEPHONE
AREA CODE 614
353-4191

HARRY W. MILLER (1899-1951)
CLINTON M. SEARL (1879-1962)
CHESTER P. FITCH (1899-1983)
LEE O. FITCH
JAMES C. FITCH
ROBERT K. MCCURDY
STANLEY C. BENDER
RICHARD T. SCHISLER
DANIEL P. RUGGIERO

July 1, 1985

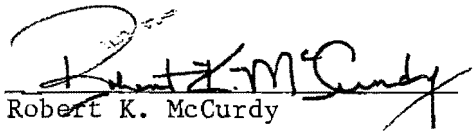
Mr. R. Neil Hawk, Vice President
of Finance/Treasurer
Shawnee State Community College
940 Second Street
Portsmouth, Ohio, 45662

Dear Neil:

This will acknowledge receipt of your letter of June 24th and enclosures.

In my opinion, the agreement by and between Shawnee State Community College, Lessor, and University Housing Company, Lessee, does not obligate Lessor to assume, in whole or in part, soil testing expense incident to the development of student housing.

Respectfully submitted,


Robert K. McCurdy

RKMc/njr

RESOLUTION 18-85

Be it resolved that the Board of Trustees of Shawnee State Community College hereby appropriates \$15,294.82 from reserve funds to be used as matching money for the special needs contract outlined in the attached material -- said amount to be for a period of one year.

PROGRAM DESCRIPTION

Title of Project: Special Needs Project
1. Vocational Recruitment
2. Supplemental Handicapped Services

Funding: Federal Funds Available - \$86,670.64
Local Funds Required - \$15,294.82
Total Project Funds - \$101,965.46
1st year of 5 year funding authority

Source of Funds: Carl Perkins Vocational Education Act of 1984

Purpose: This program is designed to increase the participation of racial/ethnic minority adults and disadvantaged adults in the vocational education programs offered at Shawnee State Community College and to provide special supplemental services to the handicapped students.

Objectives:

1. Increase the number of racial/ethnic minority, disadvantaged adults in vocational education with emphasis on emerging and expanding occupational areas.
2. Identify barriers to participation by racial/ethnic minority adults and disadvantaged adults in emerging and expanding occupational areas.
3. Identify and recruit racial/ethnic minorities and disadvantaged adults into vocational education programs which offer job training and placement in occupations that have opportunities for economic advancement.
4. Promote the various opportunities available in vocational education to racial/ethnic minority and disadvantaged adults.
5. Identify and obtain appropriate resources to enable racial/ethnic minority adults and disadvantaged adults to succeed in job training programs and subsequent placement.
6. Identify and provide staff inservice activities that will enhance the potential success of racial/ethnic minority students and adults.
7. To deliver special counseling and/or psychological services to the handicapped students in Vocational Programs at Shawnee State Community College.
8. To provide special devices and equipment required by handicapped students to meet their vocational objectives.

Implementation:

To effectively implement the project and reach the stated objectives, the following activities shall be provided:

1. Develop a variety of promotional materials and resource packets (brochures, slide presentations, etc.) related to opportunities available in vocational education.
2. Prepare and present a series of orientation/promotional programs to racial/ethnic minorities and disadvantaged adults and community organizations on vocational education and emerging occupational areas.
3. Utilize printed and electronic media to promote vocational education opportunities and Shawnee State Community College.
4. Conduct group counseling/guidance sessions to develop peer interaction and support among disadvantaged adults and ethnic/racial minorities.
5. Consolidate the administration/coordination of vocationally oriented programs (JTPA, etc.)
6. Provide supplemental counseling/developmental services for the handicapped students at Shawnee State Community College.
 - a) Develop Individual Educational Plan for each handicapped student
 - b) Coordinate special assistance for each handicapped student

Benefits of Project:

1. Visibility and promotion of vocational programs at Shawnee State Community College.
2. Improved relations with ethnic/racial minorities, disadvantaged, and handicapped persons in the community.
3. Increased enrollment in programs with accompanying increases in revenues (fees, FTEs, etc.)
4. Improved administration of special vocational education programs.
5. Improved services to handicapped students at Shawnee State Community College.
6. Increased completion (graduation) rates of ethnic/racial minority students, disadvantaged adult students, and handicapped students at Shawnee State Community College.

To: Tom Foti
Vice-President
Technical Studies

From: Robert W. Thomas *RWT*
Program Director
Respiratory Care

Date: May 6, 1986

Re: Request for termination of contract

This is to notify you of my desire to terminate my contractual employment responsibilities as Respiratory Care Program Director at Shawnee State Community College effective ~~May 6, 1986~~ ~~May 6, 1986~~. As of this date I will have completed all current instructional responsibilities for the Spring quarter, 1986. I will remain in the Portsmouth area throughout the month of June to avail myself for program assistance, if needed. I would also like to participate in the June commencement program if allowed.

My reasons for this termination are personal and are not reflective of any dissatisfaction with the Shawnee State College organization. I have enjoyed my years with the college and have only the highest regard for yourself, Scott Come, Frank Taylor, the faculty, the students, and the rest of the administrative and supportive staff.

During my tenure as Director, the Respiratory Therapy program has undergone significant curriculum re-design to keep pace with the changing times of the 1980's. The technician certification program has been expanded into a one-plus-one Associate degree therapist program. Both programs have received national accreditation for a period of 5 years. The capital and stock supplies of the instructional laboratories has been significantly expanded. The program maintains a 94%+ employment rate for graduates with consistently positive employer feedback. Since 1981, 77%+ of all program graduates have earned the national credential, C.R.T.T. Many graduates have also earned the credential R.R.T. and/or are pursuing additional education. Thus, thanks largely to your assistance and support, I feel the program is currently stable and has undergone significant growth in the last six years.

I would like to thank you for all the support and assistance you have shown me during my tenure as program director and wish you all the best for the future growth and success of the respiratory therapy programs.

NOTED.

MINISTRY TO
SHAWNEE STATE COLLEGE, INC.
811 SECOND STREET, PORTSMOUTH, OHIO 45662

April 3, 1986

TO: THE BOARD OF TRUSTEES
SHAWNEE STATE UNIVERSITY

FROM: THE BOARD OF DIRECTORS
CAMPUS MINISTRY TO SHAWNEE STATE UNIVERSITY

SUBJECT: MINISTRY TO THE UNIVERSITY

The Campus Ministry has been in continuous ministry to the college community and our area for over eleven years. The house we now own was purchased because of its location to the campus, visibility and availability it provided to the students.

The Campus Ministry (CM) has offered counseling, Bible studies, a place to relax, suicide prevention meetings and assemblies, and a chance to sell or buy used books.

An example of our ministry is the response of CM Director Evan Fisher to a midnight call from one of your next fall students who had taken an overdose of drugs and then had a change of mind. After being treated by the emergency room, she was given professional help. Similarly, counseling continues with two high school students that are high suicidal risks. They were identified by Dr. Kim Smith in our recent suicide prevention program.

We have enjoyed a good working relationship with the Student Senate. We cooperated in several successful activities from a "getting acquainted party" for freshmen to Senate sponsored contests during the school year.

The Bible Study groups have met at the convenience of the students. One group met on Wednesdays at 9:00 p.m. There have been 4 to 6 students involved in each of the groups.

The used book sale has been provided as a free service to the students. Even though this is recent activity, there have been over 300 students selling, looking and/or buying books in the last year.

The CM provides a meeting place for Narcotics Anonymous, Overeater Anonymous, and for therapy groups for Viet Nam veterans. The counselor for the veterans is provided by the Veteran's Administration Hospital in Huntington, West Virginia.

We rejoice with you in the establishing of a four year university. We are aware of the value that this is and will be in our area. We believe that as the university is developed

there will be an increased need for our presence in the university community.

To continue the ministry there is a strong need to be located where there is high visibility and availability to the students. Being visible and accessible is vital to the ministry during the time of expansion. The CM understands the university's need to acquire our property because it is the site for one of your buildings. Our problem is the uncertainty of the final boundary of the university and the timetable. Thus we are unable to buy property that meet the criteria of high visibility and availability.

In our meetings with President Taylor, four possibilities for relocating the Campus Ministry were presented. They are:

1. The Lola Trainer property
2. The Old Dorm
3. The Johnson property
4. A lot that has been purchased by the university.

These are listed in the priority order of where we would like to establish. The Trainer property is 44' x 115'6". We would like to purchase this lot with the understanding that in the event the ministry ends, the university would have the first option to buy. (We do not, however, foresee the end of this ministry.) The house is well built and attractive. It will fit into the general appearance of the campus. The size of the lot would not eliminate any critical amount of space for parking. We naturally feel that the value of the ministry far exceeds the value of the parking space.

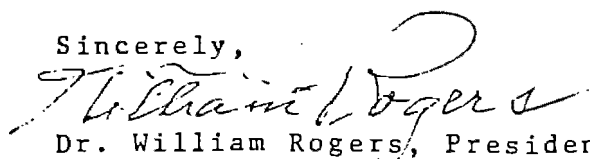
The location of the Trainer house would keep us in touch with commuters. With a program of peer counselors in the dorms, both ends of the campus will be represented.

We are looking forward to the development of the university and providing the university community with a valuable ministry. To enable us to do this, the ministry must be located where we are visible and easily available.

The Board of Directors respectfully requests an opportunity to meet with the Board of Trustees to discuss our concern. We would appreciate an early meeting date so that at our May 5, 1986 Directors meeting we can make our plans.

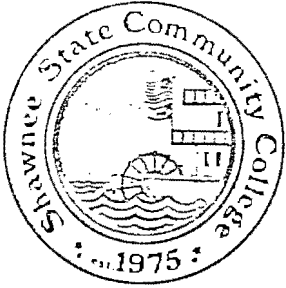
If you have any questions please call the President of the Board of Directors, Dr. William Rogers, 259-2419.

Sincerely,



Dr. William Rogers, President
Campus Ministry Board of Directors

STATE COMMUNITY COLLEGES



April 14, 1986

Mr. Frank Taylor and Board Members
Shawnee State University
940 Second Street
Portsmouth, OH 45662

Dear Mr. Taylor and Board Members:

As you know, the arts rarely can sustain themselves financially. As I am writing to you, the Shawnee State University Music-Theatre Department finds itself in both a fortunate and unfortunate position--fortunate because we have now reached a point of artistic quality after several years of building; unfortunate because we have expanded beyond the budget which the University allows us to fund our productions.

In 1968 the former O.U. Portsmouth choir started with 18 willing, but untrained singers, and gave an enthusiastic, but less than artistic concert. Now, 17 years later, the Shawnee State University-Community Choir numbers 35 fine singers, and has performed many high-quality concerts, many stage musicals, and even several operas. This past summer we presented two Gilbert and Sullivan light operas simultaneously, The Mikado, and The Pirates of Penzance. Those in attendance spoke of the outstanding quality of both shows.

All of these first-class productions are expensive to produce. We now find ourselves in the position of having a budget which is barely one-third of the amount needed to continue the excellence we have finally achieved. Without additional funding, we will be forced to drop the stage musicals and operas which have attracted professional-calibre talent as performers, and entertained Portsmouth area audiences on pleasant spring and summer evenings.

We hope we can enlist your help.

Sincerely,


Shirley E. Crothers,
Associate Professor of Music

SEC:mt

940 second street, portsmouth, ohio 45662, 614/354-3205

PROJECT TITLE: 1985 Summer Show Tour
PROPOSITIVE DATES OF PROJECT: June 1-July 15, 1986
COLLEGE DEPARTMENT: Fine Arts/Music
CONTACT PERSON: Shirley E. Crothers, Producer and Vocal Coach
PROJECT DESCRIPTION:

I. OVERVIEW

Shawnee State University, being an institution of higher education, has the responsibility to provide the students, community, and area opportunities for cultural enrichment by presenting artistic performances. We feel we have provided such performances in the past, and would like to continue what could become an annual summer season. We base this expectation on the excellent response we received on our recent Gilbert and Sullivan festivals of Spring and Summer '84 and Summer '85.

II. NEED

We are developing this project because of the need for quality entertainment in the Portsmouth area and surrounding communities. We feel we can offer artistic fare to the Southern Ohio-Appalachian Region by touring the Gilbert and Sullivan light opera, thus promoting not only the arts, but the Portsmouth area and Shawnee State University as well.

III. OBJECTIVES

- A. To provide quality entertainment and cultural enrichment to residents of Southern Ohio-Appalachian region.
- B. To provide performing arts majors opportunities for growth experience as performers.
- C. To promote Shawnee State University as a center of academic and artistic excellence, thus attracting even more talented students.
- D. To promote the Portsmouth area as a supporter of the arts.

IV. PROCEDURE

- A. Audition students and area residents who might be interested in participating in some phase of the opera.
- B. Rehearse for approximately 5-6 weeks before touring.
- C. Contact service organizations, etc. in Appalachian area as possible sponsors.
- D. Tour opera in Southern Ohio-Appalachian area.
- E. Personnel
 1. Shirley Crothers, project coordinator/producer
 2. Stanley Workman, opera tenor on staff at Memphis State, artistic director
 3. John Houston, Music-Theatre graduate on staff at Memphis State; stage director
- F. Special resources person: Bert Crothers will act as booking agent without charge for services.
- G. Evaluation - records kept on numbers and types of audiences.

V. ESTIMATED BUDGET

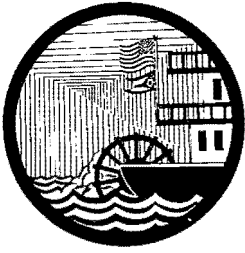
Costumes, cleaning and repair.....	\$ 500.00
Set, construction and repair.....	500.00
Fees for professional services (2 directors).....	2,000.00
Fees for professional services (producer).....	1,000.00
Touring expenses (gas, food, lodging).....	3,700.00
Booking expenses (phone calls, etc.).....	100.00
TOTAL	<u>\$7,800.00</u>

EXISTING BUDGET AND ESTIMATED INCOME

Current budget.....	\$2,21.00
Estimate of Maximum revenue from touring the show.....	\$4,000.00
Minimum amount needed as start-up money.....	\$5,000.00

SHAWNEE STATE COMMUNITY COLLEGE

SHAWNEE



TO: Frank Taylor
Neil Hawk
Gene S. Come
Dick Howard

FROM: Tom Foti *TF*

DATE: May 7, 1986

SUBJECT: Articulation Plan and Procedure

We would like to have the attached Articulation Plan and Procedures adopted and ready for implementation for Fall Quarter, 1986.

Please examine this document and bring it with you to the next cabinet meeting.

TF:br

Shawnee State University

Articulation Plan and Procedures

Shawnee State University recognizes that students that have graduated from vocational programs may have achieved competencies in programs which are similar to courses offered at Shawnee State University. This articulation plan intends to recognize student achievement in vocational programs by providing for advanced placement.

1. Advanced placement credit may be granted for designated introductory coursework. A maximum of sixteen quarter hours of credit may be awarded via this process. Vocational courses must have been completed in the previous three years.
2. Advanced courses will be substituted for any course credit awarded by advanced placement. This procedure will allow students to bypass courses which would be a repetition of previous coursework and provide an opportunity to achieve higher level competencies in their area of study.
3. Advanced Placement (AP) will be designated on the student's transcript for specifically designated courses. There is no cost to the student for awarding this credit. Students should be cautioned that courses with the designation may not be transferable to other institutions.
4. Student applicants must have earned a "B" or 3.0 average in their vocational program.
5. A list of advanced placement eligible courses and competencies required shall be available to vocational school personnel. This list shall be reviewed annually by the Vice-President of Technical Programs.

PROCEDURES

1. The student obtains the Technical Skills Advanced Placement Evaluation Form from their high school counselor or administrator.
2. The student completes the Evaluation Form and returns it to the counselor or administrator.
3. The high school counselor verifies the student's GPA and forwards the form to the Director of Records, Shawnee State University.
4. The Director of Records forwards the evaluation form to the appropriate university faculty responsible for the subject matter in question.
5. The appropriate university faculty and/or program director/coordinator evaluates the request. The student may be invited to visit with the faculty member and/or program director/coordinator to arrive at an advanced placement credit recommendation. The recommendation is recorded in Section III of the form, signed by the appropriate faculty member and/or program director/coordinator, and forwarded to the Director of Records.
6. The Director of Records places a copy of the evaluation form in the student's file and posts the advanced placement credit on the student's transcript. The student shall be notified when this activity is completed.

SHAWNEE STATE UNIVERSITY
ARTICULATION AGREEMENT

We the undersigned representatives of Shawnee State University and _____
_____ agree that a student completing vocational training
at _____ in certain vocational programs and who has
achieved appropriate competency levels shall be eligible for Advanced
Placement Credit (AP).

The purpose of this articulation agreement is to recognize student achievement in the vocational programs as follows:

1. Award Advanced Placement Credit to students and allow high level coursework to substitute for the course requirements.
2. List specific courses on the student's transcript for which Advanced Placement Credit has been granted and identify appropriately.
3. Award advanced placement at no cost to the student.

The procedures for attaining Advanced Placement Credit are as follows:

1. A student with a minimum of a "B" average in a vocational program who has applied and been accepted at Shawnee State University, may request consideration for Advanced Placement Credit in a course or courses identified in the list of advanced placement eligible courses.
2. The student will obtain an application form for Advanced Placement Credit from the high school counselor/administrator.
3. The student completes the evaluation form and returns it to the counselor/administrator.
4. The vocational high school counselor/administrator verifies the GPA and forwards the form to the Director of Records at Shawnee State University.
5. The Director of Records forwards the form to the appropriate faculty or program director/coordinator for evaluation.
6. The appropriate department member evaluates the form and designates the course number and name for which Advanced Placement Credit may be granted.

7. The form is then forwarded to the Director of Records, who reviews and places the form in the student's permanent file, and makes appropriate notations on the student's transcripts.
8. The Director of Records then informs the student in writing of the decision regarding the Advanced Placement Credit request. A copy of the student's letter is forwarded to the vocational school Director.

This articulation agreement will be reviewed annually.

SHAWNEE STATE UNIVERSITY

HIGH SCHOOL VOCATIONAL PROGRAM

President

Superintendent

Vice-President of Student Services

Director

Date

Date

SHAWNEE STATE UNIVERSITY

Advanced Placement Credit Eligible Courses

BUSINESS TECHNOLOGIES

<u>COURSE NO.</u>	<u>COURSE NAME</u>	<u>CREDIT HOURS</u>
ACCT 0100	Basic Accounting	4
ACCT 0101	Accounting I	4
EDPT 0101	Introduction to Data Processing	3
EDPT 0102	Basic Assembler	3
EDPT 0103	Basic Language I	3
EXST 0101	Typing I	3
EXST 0102	Typing II	3
EXST 0111	Shorthand I	3
EXST 0112	Shorthand II	3
EXST 0120	Business Machines	3
EXST 0241	Secretarial Practices	3

ENGINEERING AND INDUSTRIAL TECHNOLOGIES

ENDR 0100	Blue Print Reading	2
ENDR 0101	Engineering Drawing I	3
ENDR 0102	Engineering Drawing II	3
EMNG 0111	Electrical Fundamentals I	4
EMNG 0112	Electrical Fundamentals II	4
EMNG 0121	Electronics I	4
IMST 0101	DC Circuits and Machines	4
IMST 0102	AC Circuits and Machines	4
IMST 0103	Industrial Electricity	3
IMST 0111	Industrial Electronics	4
PENG 0102	Machine Tools	3
WELD 0101	Welding Symbols and Prints	4
WELD 0111	Basic Oxy-Acetylene Welding	4
WELD 0122	Welding Metallurgy	3
WELD 0113	Basic Arc Welding	4
AUDI 0121	Principles of Internal Combustion Engines	6

FOR FURTHER INFORMATION, PLEASE REFER TO THE CURRENT COLLEGE BULLETIN.

SHAWNEE STATE UNIVERSITY

TECHNICAL SKILLS ADVANCED PLACEMENT EVALUATION FORM

I.

NAME OF STUDENT _____ DATE _____

NAME OF SCHOOL _____ STUDENT'S ADDRESS _____

STUDENT'S SOCIAL SECURITY NO. _____ STUDENT'S PHONE NUMBER _____

GRADUATION DATE _____ GPA _____ SIGNATURE OF H.S. ADMINISTRATOR
OR COUNSELOR _____

II. REQUEST ADVANCED PLACEMENT CREDIT BY COURSE TITLE AND NUMBER.

COURSE NUMBER _____ COURSE TITLE _____

PLEASE FORWARD TO: Director of Records, Shawnee State University,
940 Second Street, Portsmouth, Ohio 45662

III. SHAWNEE STATE COMMUNITY COLLEGE'S RECOMMENDED CREDIT AWARD.

COURSE NUMBER _____ COURSE TITLE _____

SIGNATURE OF SHAWNEE FACULTY MEMBER _____

RESOLUTION 9-86

Whereas the Promotion Committee has reviewed the packets of all 1986 candidates for faculty promotion per the established guidelines, and,

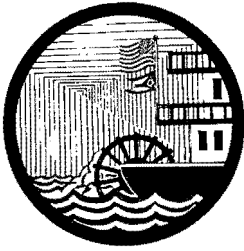
Whereas this committee has recommended to President Taylor the promotions as outlined on the attached sheet,

Whereas President Taylor recommends to the Board of Trustees the same 1986 faculty promotions,

Now therefore be it resolved that the Board of Trustees of Shawnee State Community College hereby approves these promotions and all applicable benefits provided by institutional policy.

SHAWNEE

STATE COMMUNITY COLLEGE



TO: Frank Taylor, President

FROM: Promotion Committee Representatives:

Dr. Gene S. Come, Vice-President of Academic Programs
if Tom F. Foti, Vice-President of Technical Programs
Phyllis Kegley, Faculty Member at Large
Dave Todt, Math/Science Department
John Shupert, Professor
William Sykes, Health Technologies
Ray Irwin, Engineering Technologies

DATE: May 7, 1986

SUBJECT: SEA Contract Section C, Eligibility for Advancement in Rank

The promotion committee met on May 2, 1986 at 2 p.m. and are recommending the following faculty members for promotion:

1. Dr. Ed Miner from Assistant Professor to Associate Professor
2. Julia Basham from Senior Instructor to Assistant Professor
3. Tom Stead from Assistant Professor to Associate Professor
4. Dr. Jerry Walke from Associate Professor to Professor
5. Dave Todt from Assistant Professor to Associate Professor
6. Dr. Jim Flavin from Assistant Professor to Associate Professor
7. Mike Gampp from Senior Instructor to Assistant Professor
8. Barb Edwards from Senior Instructor to Assistant Professor
9. Dr. Robert Wilson from Associate Professor to Professor
10. Dr. Scott Oliver from Associate Professor to Professor

TFF:br

xc: Neil Hawk
Dr. Gene S. Come

RESOLUTION 10-86

Whereas Mr. Foti and Dr. Come recommends the changes in lab fees as outlined on the attached sheets, and

Whereas President Taylor concurs with the same,

Now therefore be it resolved that the Board of Trustees of Shawnee State Community College hereby approves these lab fees effective with Summer Quarter, 1986.

LAB FEE CHANGES

DENTAL HYGIENE

		<u>FROM</u>	<u>TO</u>
DTHY 0124	Clinical Dental Hygiene IV	\$10	\$ 15
DTHY 0125	Clinical Dental Hygiene V	10	15
DTHY 0126	Clinical Dental Hygiene VI	10	15
DTHY 0127	Clinical Dental Hygiene VII	10	15

ELECTRONIC REPAIR

ERTT 0101	Electronic Repair I	\$60	\$250
ERTT 0102-0103	Electronic Repair II & III	60	250
ERTT 0104-0105	Electronic Repair IV & V	60	250

PRACTICAL NURSING

PNRS 0112	Practical Nursing II	\$ 0	\$ 10
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WELDING

WELD 0113	Arc Welding	\$70	\$ 60
WELD 0114	Advanced Arc Welding	50	100
WELD 0212	Pipe Welding	50	70
WELD 0213	Advanced Pipe Welding	50	100
WELD 0214	Advanced Inert Gas Welding	50	100
WELD 0216	Welding Certification	70	60

PHYSICAL THERAPIST ASSISTANT

PTAT 0112	P.T. Procedures I	\$ 0	\$ 5
PTAT 0113	P.T. Procedures II	0	5
PTAT 0114	P.T. Procedures III	0	5

DATA PROCESSING

EDPT 0101	Intro. to Data Processing	\$10	\$ 15
EDPT 0103	Basic Language I	10	15
EDPT 0104	Basic Language II	10	15
EDPT 0208	Data Base Management	0	20

ARTS 0231	Ceramics I	10.00
ARTS 0232	Ceramics 2	10.00
ARTS 0233	Ceramics 3	10.00
ARTS 0271	Life Drawing 1	10.00
ARTS 0272	Life Drawing 2	10.00
ARTS 0273	Life Drawing 3	10.00
BIOL 0226	Genetics Lab	5.00
BIOL 0292	Human Anatomy	20.00
ENGL 0111	Cont. Writing Skills 1	5.00
MUSI 180A	College Chorus	5.00
MUSI 180B	College Chorus	5.00
MUSI 180C	College Chorus	5.00
MUSI 0185	College Ensemble	5.00
MUSI 280A	Chorus Int	5.00
MUSI 280B	Chorus Int	5.00
MUSI 280C	Chorus Int	5.00
THAR 0110	Intro Performance	5.00
THAR 0170	Theatre Experience	5.00
THAR 0201	Children Theatre	5.00
THAR 0210	Acting 1	5.00
THAR 0220	Oral Interp.	5.00
THAR 0237	Basic Makeup	5.00
THAR 105A	Practicum Mgnt.	5.00
THAR 105B	Practicum Mgnt.	5.00
THAR 105C	Practicum Mgnt.	5.00
THAR 135A	Prac Prod Design	5.00
THAR 135B	Prac Prod Design	5.00
THAR 135C	Prac Prod Design	5.00
THAR 205A	Prac in Mgnt	5.00
THAR 205B	Prac in Mgnt	5.00
THAR 205C	Prac in Mgnt.	5.00
THAR 215A	Practicum Acting	5.00
THAR 215B	Practicum Acting	5.00
THAR 215C	Practicum Acting	5.00
THAR 235A	Prod Design	5.00
THAR 235B	Prod Design	5.00
THAR 235C	Prod Design	5.00

RESOLUTION 11-86

WHEREAS, the Ohio General Assembly and the Governor have sought to increase access to university opportunities for the people of southern Ohio through the expansion of the current public university system and creation of Shawnee State University, effective July 2, 1986; and

WHEREAS, Shawnee State Community College has been devoting a great deal of time and effort in the study of possible baccalaureate degree programs for Shawnee State University; and

WHEREAS, the Executive Coordinating Council charged with the study of feasible program offerings for the new institution has recommended Teacher Education as a degree program, and given the timely nature in development of such programs with the Ohio Board of Regents and the State Department of Education;

NOW, THEREFORE, BE IT RESOLVED: that the Board of Trustees of the College grant permission to advertise and employ a Director of Teacher Education to develop, recommend, and gain approval of Teacher Education programs for Shawnee State University.

DISCUSSION:

The Committee also reviewed and amended the proposed criteria for the Director of Teacher Education Programs at Shawnee State. The following standards were agreed to:

Qualifications:

1. Ph.D. degree in Teacher Education
2. Desired experience as a Director of Teacher Education programs at the college/university level
3. Working knowledge of certification/accreditation requirements
4. Excellent communications skills
5. Three years of public school teaching experience

Duties:

1. Serving as a liaison between Shawnee State University's Department of Teacher Education and the Ohio Board of Regents, the State Department of Education, North Central Association for Colleges and Universities, NCATE, and other relevant accrediting agencies
2. Certifying as the official representative of Teacher Education programs at Shawnee State required documents for new and expanded programs in Teacher Education
3. Obtaining approval of Teacher Education programs at Shawnee State
4. Coordinating the baccalaureate degree programs offered at Shawnee State
5. Interviewing/recommending faculty employed in/by the Department of Education at Shawnee State
6. Overseeing the enforcement of current State Department of certification standards

Salary: Negotiable, based on qualifications and experience

RESOLUTION 12-86

Whereas Joe Jackson resigned as Controller at Shawnee State Community College, and

Whereas the position has been advertised, applications received and screened, and selected individuals interviewed by Mr. Hawk, and

Whereas Mr. Hawk recommended to President Taylor that Mr. John A. Boggess be employed as Controller, and

Whereas President Taylor has concurred with the recommendation and thus recommends the same to the Board,

Now therefore be it resolved that the Board of Trustees of Shawnee State Community College employ Mr. Boggess as Controller at the annual salary of \$30,000, such appointment to be effective as soon as Mr. Boggess can make the necessary arrangements.

PERSONAL AND PROFESSIONAL

VITA SUMMARY

OF

JOHN ANTHONY BOGGESS

PERSONAL DATA:

Name John Anthony Boggess
Address 2130 South Seventh St.
Ironton, OH 45638
Home Telephone [REDACTED]
Business Telephone 614-532-7187
Age [REDACTED]
Date of Birth February 19, [REDACTED]
Social Security Number [REDACTED]
Place of Birth Ironton, OH
Sex Male
Race Caucasian
Height [REDACTED]
Weight [REDACTED]
Marital Status [REDACTED]
General Health [REDACTED]
Hobbies All sport activities, and
coaching Little League
basketball, football,
and baseball

EMPLOYMENT EXPERIENCE:

I. Employer

Lawrence County Joint Vocational School District
Route 2, Getaway
Chesapeake, OH 45619

Job Title

Treasurer/Business Manager

Responsibilities

3. STAFF, NO NEGOT.

*Handle all monies coming into and leaving the Lawrence County Joint Vocational School District

*All accounting; both payroll and budgetary (accounting processes done on NCR 8150 Computer System)

- clerk, sampling

*Treasurer and member of the Board of Education for the aforementioned school district

*Control all warrant writing and signing

*Develop investment policy for school

*Develop purchasing policy for school

*Analysis and preparation of financial reports for Board of Education

*Financial Reports
Student Act.*

Dates of Employment

September 1, 1975 to Present

36 digit acct. #

CASH POSITION STATEMENT

II. Employer

Wilson Sporting Goods
1603 Third Street
Ironton, OH 45638

Title

Cost Accountant/Manager Trainee

Responsibilities

Production cost.

*Determine a price for merchandise produced--using factors such as labor costs, material costs, and variable costs

Dates of Employment

February, 1974 to September, 1975

*PART TIME WHILE ATTENDING
D.V. UT DATE.*

*North Central
Mediation
adult education
PELL
SEOS
50 reports
JTPA. 300,000*

*(Budgetary Control)
decentralized purchasing*

\$ 35,474

dealing with people.
accounts in arrears

SALARY
Range

TEACHES PIT.

III. Employer

Household Finance
Winchester Avenue
Ashland, KY 41101

Title

Manager Trainee

Responsibilities

*Writing and collecting loans

Dates of Employment

November, 1973 to February 1974

IV. Employer

Liberty Federal Savings and Loan Association
314 Park Avenue
Ironton, OH 45638

Title

Teller

Responsibilities

*Taking payments on loans and savings deposits

*Balancing account at the end of each month

*Balancing cash drawer each day

Dates of Employment

November, 1972 to September, 1973

ADDENDUM:

In September, 1979, the Lawrence County Joint Vocational School District purchased an 8150 NCR Mini-Computer, and I was sent to Dayton, OH, for a three-week training seminar on learning the capabilities of the computer.

I currently do all the accounting and payroll for the Lawrence County Joint Vocational School on the computer.

PROFESSIONAL ACTIVITIES:

- *Ohio School Board Association
- *Former member of Board of Directors of Lawrence County Credit Bureau
- *Former member of Shawnee Mental Health Board of Directors
- *Ohio Association School Business Officials--Local Vice President
- *Member of BPO Elk's Lodge No. 177
- *Former member of Community Action Committee of Ironton, OH
- *Member of Lawrence County United Way Board of Directors

CIVIC ACHIEVEMENTS:

- *Chairman of Lawrence County United Way Campaign, 1985-86
- *Volunteer for Lawrence County Heart Association, 1986

POSITION DESIRED:

The position must be challenging, however, the challenge must be in the fields in which I have acquired experience and technology.

The position must have advancement; both in areas of responsibilities and salary.

EDUCATIONAL BACKGROUND:

1969--Ironton High School, Ironton, OH; College Preparatory

Acct./MKT 1973--Ohio University, Athens, OH; BS Degree in Business Administration

1975--Marshall University, Huntington, WV; Graduate work toward MBA Degree

1976--Ohio University Ironton Branch, Ironton, OH; Continued to work on master's degree and certification as a superintendent of public instruction in the State of Ohio

1979--Wright State University, Dayton, OH; Completed two-day accounting seminar for financial managers

1979--National Cash Register Computer Center, Dayton, OH; Completed a three-week seminar on basic programming and the capabilities of the 8150 NCR Computer

1981--Ohio University, Athens, OH; Received Master's Degree in Public Administration

~~_____~~
~~_____~~
Tennis, Golf, Running
3 1/2 YEARS

REFERENCES:

<u>Name</u>	<u>Title</u>	<u>Business or Occupation</u>
Mr. William Hannon 1530 South 5th St. Ironton, OH 45638	Production Manager	Wilson Sporting Goods
Mr. Vincent Rice Ironton, OH 45638	President	First Federal Savings and Loan
Mr. James Waldo, Sr. 413 Center Street Ironton, OH 45638	Lawyer	Lawyer--Ironton, OH
Mr. James Gallaher 1931 South 9th St. Ironton, OH 45638	Manager	Liberty Federal Savings and Loan Company
Mr. Mike Sheridan 120 South Third St. Ironton, OH 45638	Vice President	First National Bank
Mr. Charles Beard Route 2, Box 262 Chesapeake, OH 45619	Guidance Director	Lawrence County Vocational School
Mr. Dan Evans State Route 141 Ironton, OH 45638	Guidance Department	Shawnee State College
Mr. William Marshall P.O. Box 766 Lucasville, OH 45648	Treasurer	Scioto County Vocational School

WHEREAS, the parties hereto do mutually agree that, for the consideration hereinafter specified, the Appraiser will furnish the appraisal services for the property or properties hereinafter described, subject to the terms, conditions and general provisions set forth in this contract, and to any other provisions incorporated herein by attachment hereto, and made a part hereof, as though fully rewritten herein.

1. Property Identification and Type of Report

Owner	Type Property	Type Report	Fee
See Attached Sheet			

2. Appraisal Services and Payment

A. The appraiser shall, not later than 60 days after notification of employment, furnish two written appraisal reports (hereinafter referred to as the Report) of the fair market value of the individual parcels comprising the real property being appraised, to be estimated in accordance with recognized appraisal procedures. The Appraiser shall make a detailed inspection of the property appraised and afford the property owner, or his representative, the opportunity to accompany the Appraiser while inspecting the property. Said Appraiser shall make such investigations and studies as are necessary to derive sound conclusions as to the fair market value of the property and prepare an adequate appraisal report as heretofore provided.

In consideration for furnishing the Report, the Appraiser shall be paid

\$ 300/parcel which sum shall constitute full reimbursement to the Appraiser for services, including appraisal of structures, if any, and for any expenses incurred, including the cost of all supplies, materials and equipment.

B. Upon the request of any representative of the Department or any representative of the offices of the Attorney General of the state of Ohio, the Appraiser agrees to furnish an appraisal, to be available for necessary pre-trial conference and to testify as to the value of any and all of the property included in the Report in any judicial proceedings involving a determination of the value of said property. The Appraiser shall be paid for such services rendered in accordance with the following schedule:

- (1) Conference Time \$ 50.00 per Hour
- (2) Attendance in Court \$ 300.00 per Day
- (3) *Updating Rate \$ 50% of Original fee per Hour

*Appraisal updating limited to a maximum of three years from the date of original appraisal submission.

contract appraiser on the parcel(s) assigned:

4. Termination

A. In the event that the Appraiser refuses or fails to perform this Contract within the time specified, or any written extension thereof, the Contract shall thereby be terminated. Upon such termination of this Contract, the Department reserves the right to require the Appraiser to return to it all data, maps, photographs or other material furnished, prepared or developed by the Department in connection with the performance of the work required by this Contract. The Department further reserves the right to require the Appraiser to deliver to it all data, maps, photographs or other materials prepared or developed in connection with the performance of the work required for this Contract upon payment of an equitable price therefore.

B. Should the Department determine that a change in appraisal services, covered by this Contract, becomes necessary, due to any subsequent policy change, then this Contract shall become null and void and the parties hereto shall agree upon new and different terms in accordance with changed policy.

5. Conduct

A. The Appraiser's conduct and standards of practice shall conform with those set forth by the Department and are considered incorporated herein by this reference. Any breach of these standards on any work being done for the Department is considered sufficient cause for non-performance of this Contract on the part of the Department.

B. The Appraiser herein agrees to indemnify and save harmless the state of Ohio from any and all liability rising from the exercise of duties in appraising the property covered by this Contract.

C. The Appraiser shall conform to all applicable federal, state, and local laws, ordinances, and regulations.

6. Performance

It is agreed by and between the parties hereto that, in the performance of the terms, conditions and provisions of this Contract by the Appraiser, time is of the essence.

7. Warranty

The Appraiser warrants that the appraiser has not employed or retained any company, firm or person other than a bona fide employee working solely for the Appraiser, to solicit or secure this agreement, and that the appraiser has not paid or agreed to pay any company, firm or person, other than a bona fide employee working solely for the Appraiser any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this agreement. For breach or violation of this warranty, the state shall have the right to annul this agreement without liability.

APPRAISER

DATE

COMPANY PRINCIPAL OR REPRESENTATIVE

BY: _____

DATE

BY: _____

DATE

GAY

STREET

SECOND

STREET

115'-6"	584	Shawnee State	61'
	599	Ministry to Shawnee State Coll.	32'
	610	Rosalie Martin	28'
		Mary A. Turner	24'
	611	Shawnee State	64'
	39	Shawnee State	55'
		Grace E. Hughes et al	68'-7 1/2"
		Shawnee State	33'-7 1/2"
	38	Ruth M. Cropper et al	40'
		Shawnee State	50'
115'-6"			

115'-6"	583	Edward Hartnett	64'
	28'	Calvin E. Knisley	
	600	Harold & Esther White	32'
		Warren G. Kelsor	32'
	609	James G. & Sandra D. Sinclair	36'
		Michael Emmett	28'
		Claude VanBibber	32'
		Don Sherman	30'-10 1/8"
	39	John & Dillia Sherman	30'-10 1/8"
		Bernard R. & Patricia B. McKinney	30'-10 1/8"
		Vercie E. Stevens	45'
	38	Charles Euton	40'
		Ballard Patrick	38'-7 1/2"
50'-2 1/2"			65'-3 1/2"

THIRD

STREET

BOND

STREET

RESOLUTION 14-86
CORPORATION CERTIFIED RESOLUTION
BUSINESS INVESTMENT SAVINGS ACCOUNT

To: BancOhio National Bank, Ohio River Area, Portsmouth Ohio;

I, the undersigned, R. Neil Hawk, Secretary of Shawnee State University, a corporation organized under the laws of the State of Ohio, do hereby certify that at a meeting of the Board of Directors of said corporation, duly called and held on the 19th day of May, 19 86, at which meeting a quorum of the Directors of said corporation was present, and voting, resolutions, of which the following is a full and true copy, as appears by the records of the corporation, were unanimously adopted by the affirmative vote of all of said Directors present, and that the proceedings of said meeting were in accordance with the Charter, Regulations and Bylaws of said corporation:

RESOLVED, that this corporation open and maintain a Business Investment Savings Account with BancOhio National Bank, hereinafter called Bank, in accordance with Bank's rules and regulations governing such accounts; that such account be affiliated with this corporation's checking account number _____ at Bank; that the following persons shall be authorized to make transfers between such accounts on behalf of the corporation:

R. Neil Hawk

John A. Boggess

RESOLVED FURTHER, that the Secretary furnish to said Bank a certified copy of these resolutions, a certificate that the corporation has only one such account with BancOhio National Bank, a certificate setting forth the names of the officers of this corporation and specimens of their signatures and from time to time, whenever new officers shall be elected, additional certificates setting forth the names of said officers and specimens of their signatures, and that said Bank is authorized to rely on these resolutions and each such certificate as being in effect without modification until written notice of any change therein shall be delivered to it and acknowledged by the Bank.

I further certify that the following are the duly elected, qualified and acting officers of said corporation, as appears by the corporate records of said corporation, namely:

Dr. George F. White, Chairman; Frank D. Hyland, Vice Chairman

(Secretary to the Board)

Frank C. Taylor, President; R. Neil Hawk, V.P. of Finance/Treasurer

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said corporation this 21st day of May, 19 86.

Frank C. Taylor

President

R. Neil Hawk

Secretary

SHAWNEE STATE UNIVERSITY

Hourly Employees
Compensation Options

- I. State of Ohio Pay System (Civil Service)
 - A. Employees with approximately six or less years of service would be paid at a higher hourly rate than the current Shawnee pay system.
 - B. Most employees with more than six years of service would be paid at a lower hourly rate than the current Shawnee pay system.
 - C. Many of the State classifications do not parallel University type positions thus making classifying our employees a difficult task.
 - D. State of Ohio (Legislators) determines when and how much pay raises are to be given.

- II. Board of Trustees established Compensation Plan (House Bill 309)
 - A. Allows the Board to approve hourly compensation just as they do for faculty and administrative employees.
 - B. Permits compensation increases to parallel institutional resources.
 - C. A classification system that matches Shawnee's position needs can be established and controlled at the local level.

SHAWNEE STATE COMMUNITY COLLEGE



TO: All Hourly Employees
FROM: Hourly Policy and Procedures Committee
DATE: May 14, 1986
SUBJECT: Recommendations from committee

Attached are the recommendations from the Hourly Policy and Procedures Committee. We will be having a meeting on Thursday, May 15, 1986 in Massie Hall Auditorium at 10:00 a.m.

The last page of this packet is a ballot. Please leave this blank until the meeting on Thursday. Those people who are not able to attend the meeting may vote before the meeting only. You may give your ballot to any member of the committee prior to the meeting. No ballots will be accepted after the close of the meeting.

If you have any questions before the meeting, you may contact any of the following people: Dr. James Kadel, Neil Hawk, Don Chestnut, Pat Carson, John Sparks, Barb Larter, Vicci Felts.

See you at the meeting.

*1007 10/10/86
2008 10/10/86
2009 10/10/86*

Recommendations of the Hourly Review Committee

1. It is this committee's recommendation, after reviewing the data, that the hourly employees of Shawnee State University remain with an in-house system for compensation as provided in H.B. 309.
2. The committee further recommends that for the 1986 - 87 year, compensation for the hourly employees be made according to the current system, with a provision that any hourly employee that would not otherwise receive a change in index be given a raise in the amount of not less than 5%.
3. We further recommend continued review of the compensation policy by the committee with recommendations to be made by May 1987.

Pay Comparisons

<u>POSITION</u>	<u>PLAN</u>	<u>YEAR 1</u>	<u>YEAR 5</u>	<u>YEAR 10</u>	<u>YEAR 15</u>	<u>YEAR 20</u>
Account Clerk II	* SSU	12,338	15,290	17,610	19,192	20,774
Account Clerk II	C/S	13,790	16,016	16,848	17,202	17,535
Custodian	SSU	10,545	13,181	14,552	15,923	16,661
Custodian	C/S	11,731	13,623	13,914	14,206	14,497
Maintenance Repair Worker	SSU	12,338	15,290	17,610	19,192	20,774
Maintenance Repair Worker II	C/S	13,562	15,746	16,099	16,432	16,765
Print Shop Worker	SSU	11,072	13,814	15,923	17,399	18,981
Printing Technician II	C/S	15,891	18,678	19,822	20,218	20,613
Bookstore Cashier	SSU	11,705	14,552	16,767	18,348	19,930
Sales Clerk II	C/S	12,896	15,101	15,413	15,746	16,058
Bookstore Manager	SSU	12,338	15,290	17,610	19,192	20,774
Sales Manager I	C/S	13,790	16,016	16,848	17,202	17,535
Print Shop Manager	SSU	11,705	14,552	16,767	18,348	19,930
Printing Supervisor I	C/S	16,390	19,448	21,132	22,048	22,464
Records Secretary & Secretary I	SSU	11,705	14,552	16,767	18,348	19,930
Secretary II	SSU	12,338	15,290	17,610	19,192	20,774
Secretary I & Word Proc. II	C/S	13,790	16,016	16,848	17,202	17,535
Tech. Typist & Word Proc. I	C/S	13,125	15,371	16,076	16,391	16,723

*SSU = Shawnee State University C/S = Civil Service

**All amounts given for Civil Service, years 5 through 20, include longevity pay.

Board of Trustees

SICK LEAVE:

20 hours (15 days) yearly paid at 100% of current salary.

VACATION:

Year 1 through Year 4.....	2 weeks
Year 5 through Year 9.....	3 weeks
Year 10 through Year 14.....	4 weeks
Year 15 and above.....	5 weeks

PERSONAL DAYS:

None

HOLIDAYS:

New Year's Day (January 1)
 Martin Luther King Day (Third Monday in Jan.)
 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 Nov.)
 Christmas Day (December 25)

EDUCATIONAL:

Institutional and general fees will be waived for employees and their dependents to attend Shawnee State University. Full time employees may take a maximum of six (6) credit hours per quarter. Part time employees are eligible for a maximum of one class per quarter, not to exceed 5 hours. Dependents of full time employees may enroll in as many hours per quarter as they are permitted to do under the college academic policies. The maximum lifetime allowance will be 120 credit hours per dependent.

INSURANCE:

Major Medical and Blue Cross Blue Shield individual or family policies

OVERTIME:

Based on 8 hour day.

Civil Service

SICK LEAVE:

56 hours (7 days) yearly paid at 90% of base (Step 1) salary. Can take 50% of unused sick leave as a cash "bonus" on the first pay in December.

VACATION:

Year 1 through Year 8.....	2 weeks
Year 9 through Year 14.....	3 weeks
Year 15 through Year 24.....	4 weeks
Year 25 and above.....	5 weeks

PERSONAL DAYS:

24 hours (3 days) yearly paid at 100% of base (Step 1) salary. Can accumulate up to 40 hours. Any amount accumulated over 40 hours is given to the employee as a cash "bonus" on the first pay in December.

HOLIDAYS:

first day of January
 third Monday in January
 third Monday in February
 last Monday in May
 fourth day of July
 first Monday in September
 second Monday in October
 eleventh day of November
 fourth Thursday in November
 twenty-fifth day of December
 any day appointed and recommended by the governor of this state or the president of the United States.

EDUCATIONAL:

None

INSURANCE:

Would remain the same.

OVERTIME:

Based on a 40 hour week.

BALLOT

I SUPPORT THE RECOMMENDATIONS.

YES

I DO NOT SUPPORT THE RECOMMENDATIONS.

NO

SHAWNEE STATE UNIVERSITY
SALARY INFORMATION
HOURLY EMPLOYEES

NAME	86 RANK	86	86 IND	86 TOTAL	87 RANK	87	87 IND	87 TOTAL	SAL. INC	% INC
BAUER	SECT 1	2	1.18	\$12,438	SECT I	3	1.24	\$13,200	\$762	6.1%
BAYS	CUST	7B	1.38	\$14,377	CUST	7C	1.38	\$14,690	\$313	2.2%
CARSON	PT SHP DP	2	1.12	\$11,814	PT SHP DP	3	1.18	\$12,561	\$747	6.3%
CHESTNUT	CUST	6C	1.31	\$13,648	CUST	7A	1.38	\$14,690	\$1,042	7.6%
COOPER	L/C ASST	1	1.05	\$11,072	L/C ASST	2	1.12	\$11,922	\$850	7.7%
CORIELL	REC SECT	9B	1.66	\$17,293	REC SECT	9C	1.66	\$17,671	\$378	2.2%
DICKERSON	UTIL WRK	2	1.06	\$11,043	UTIL WRK	3	1.12	\$11,922	\$879	8.0%
DUNHAM	MRW	9C	1.75	\$18,232	MRW	10A	1.82	\$19,374	\$1,142	6.3%
ESSMAN	CUST	3	1.12	\$11,668	CUST	4	1.19	\$12,668	\$1,000	8.6%
EVANS	F/A CLERK	6C	1.53	\$15,940	F/A CLERK	7	1.60	\$17,032	\$1,092	6.9%
FELTS	SECT 1	8C	1.59	\$16,566	SECT 1	9A	1.66	\$17,671	\$1,105	6.7%
FLACK	CUST	7A	1.38	\$14,377	CUST	7B	1.38	\$14,690	\$313	2.2%
GREENHILL	CUST	3	1.12	\$11,668	CUST	4	1.19	\$12,668	\$1,000	8.6%
GROOMS JR.	UTIL WRK	2	1.06	\$11,043	UTIL WRK	3	1.12	\$11,922	\$879	8.0%
HANEY	REC SECT	4	1.31	\$13,648	REC SECT	5	1.38	\$14,690	\$1,042	7.6%
HARR	RECEPT	2	1.18	\$12,293	RECEPT	3	1.24	\$13,200	\$907	7.4%
HARSTEIN C	CLK MAINT	4	1.25	\$13,023	CLK MAINT	5	1.31	\$13,945	\$922	7.1%
HARTSTEIN	RECEP	9B	1.58	\$16,460	RECEP	9C	1.58	\$16,819	\$359	2.2%
HUFF	ACT CK 11	1	1.17	\$12,189	ACT CK 11	2	1.24	\$13,200	\$1,011	8.3%
ISAAC	SECT 1	1	1.11	\$11,710	SECT 1	2	1.18	\$12,561	\$851	7.3%
KAMER	CUST	7A	1.38	\$14,377	CUST	7B	1.38	\$14,690	\$313	2.2%
KEATON	BKST MGR	7C	1.60	\$16,669	BKST MGR	8A	1.67	\$17,777	\$1,108	6.6%
LEASURE	SECT 11	9C	1.75	\$18,232	SECT 11	10A	1.82	\$19,374	\$1,142	6.3%
LITTLE	REC SECT	2	1.18	\$12,293	REC SECT	3	1.24	\$13,200	\$907	7.4%
LITZ	CUST	6A	1.31	\$13,648	CUST	6B	1.31	\$13,945	\$297	2.2%

SHAWNEE STATE UNIVERSITY
SALARY INFORMATION
HOURLY EMPLOYEES

NAME	86 RANK	86	86 IND	86 TOTAL \$	87 RANK	87	87 IND	87 TOTAL	SAL INC	% INC
LOCKERT J	UTIL WRK	2	1.06	\$11,043	UTIL WRK	3	1.12	\$11,922	\$879	8.0%
LOCKERT K	CUST	3	1.12	\$11,668	CUST	4	1.19	\$12,668	\$1,000	8.6%
MARTIN	CUST SUPR	8C	1.51	\$15,731	CUST SUPR	9A	1.58	\$16,819	\$1,088	6.9%
MCBRAW	SECT 1	1	1.11	\$11,705	SECT 1	2	1.18	\$12,561	\$856	7.3%
MITCHELL	9	9A	1.66	\$17,293	9B	9B	1.66	\$17,671 18,158	\$378 865	2.2% 5.0%
MOORE	SECT 11	9C	1.75	\$18,232	SECT 11	10A	1.82	\$19,374	\$1,142	6.3%
POWELL	PR SHP MG	9A	1.66	\$17,293	PR SHP MG	9B	1.66	\$17,671 18,158	\$378 865	2.2% 5.0%
POWELL, F	UTIL WRK	2	1.06	\$11,043	UTIL WRK	3	1.12	\$11,922	\$879	8.0%
ROSS	SECT 11	9A	1.75	\$18,232	SECT 11	9B	1.75	\$18,610 19,144	\$378 912	2.2% 5.0%
RUSSELL	SECT 1	9A	1.66	\$17,293	SECT 1	9B	1.66	\$17,671 18,158	\$378 865	2.2% 5.0%
SPARKS, J	MRW	9C	1.67	\$17,398	RW	9A	1.75	\$18,629	\$1,231	7.1%
SPARKS, P	ACT CK 11	9C	1.75	\$18,232	ACT CK 11	10A	1.82	\$19,374	\$1,142	6.3%
STACY	F/A CLERK	2	1.24	\$12,919	F/A CLERK	3	1.31	\$13,945	\$1,026	7.9%
STALLARD	SECT 1	9C	1.66	\$17,293	SECT 1	10A	1.74	\$18,522	\$1,229	7.1%
STILTNER	CUST	1	1.00	\$10,417	CUST	2	1.06	\$11,284	\$867	8.3%
TACKETT	SECT 1	5	1.38	\$14,377	SECT 1	6	1.45	\$15,435	\$1,058	7.4%
TOMLIN	REC SECT	9A	1.66	\$17,293	REC SECT	9B	1.66	\$17,671 18,158	\$378 865	2.2% 5.0%
TURNER	CUST	2	1.06	\$11,043	CUST	3	1.12	\$11,922	\$879	8.0%
WADDELL	ACT CK 11	4	1.38	\$14,377	ACT CK 11	5	1.45	\$15,435	\$1,058	7.4%
WEBSTER	CUST	6A	1.31	\$13,648	CUST	6B	1.31	\$13,945 14,330	\$297 682	2.2% 5.0%
WELTON	BKST CASH	2	1.18	\$12,293	BKST CASH	3	1.24	\$13,200	\$907	7.4%
WHITT	SECT 1	3	1.24	\$12,919	SECT 1	4	1.31	\$13,945	\$1,026	7.9%
WINN	MRW	2	1.24	\$12,919	RW	3	1.31	\$13,945	\$1,026	7.9%
WINTERS	MRW	3	1.31	\$13,648	RW	4	1.38	\$14,690	\$1,042	7.6%
WIREMAN	CUST	3	1.12	\$11,668	CUST	4	1.19	\$12,668	\$1,000	8.6%

