

Shawnee State University

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Board of Trustees

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2-16-1987

### February 16, 1987 Meeting Minutes

Shawnee State University

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AGENDA  
BOARD OF TRUSTEES MEETING  
FEBRUARY 16, 1987  
7:30 P.M.

*MS  
Meeting*

- A. Call to Order
- B. Roll Call
- C. Approval of January 19, 1987 Minutes
- D. President's Report
- E. Provost's Report
  - 1. Programming Update
  - 2. State Budget - Status Report
  - 3. Student Fee Review - Status Report
- F. Committee Reports
  - 1. Finance Committee, Mr. Morgan
  - 2. Building and Grounds Committee, Mr. Ferguson
  - 3. Policy and Procedures Committee, Mr. Hyland
- G. New Business
  - 1. Employment of Dr. Gleason as Facilities Planner/Director of University Services - Resolution 3-87
  - 2. Acceptance of Constitution and By-laws of the University Faculty of Shawnee State University - Resolution 4-87
  - 3. Approval of Land Acquisitions - Resolution 5-87
- H. Other Business
- J. Adjournment

RESOLUTION 3-87

Whereas the Board of Trustees approved the position of Facilities Planner/Director of University Services, and

Whereas a position announcement was circulated within the institutional community, and

Whereas Dr. David Gleason, currently employed at Shawnee State University as Director of Special Programs, applied for the position, and

Whereas Mr. Hawk, after reviewing appropriate credentials and discussing the position duties with Dr. Gleason, recommended to Dr. Ewigleben that Dr. Gleason be employed as Facilities Planner/Director of University Services at the annual salary of \$29,000, and

Whereas Dr. Ewigleben agrees with this recommendation and therefore asks the Board to approve the appointment effective immediately,

Now therefore be it resolved that the Board of Trustees of Shawnee State University employ Dr. Gleason, as Facilities Planner/Director of University Services as recommended.



# Shawnee State University

940 Second St., Portsmouth, Ohio 45662

VICE-PRESIDENT OF FINANCE/TREASURER

February 3, 1987

To: Dr. Ewigleben, Provost  
From: Neil Hawk, V.P. Finance *Neil*  
Subj: Employment of David Gleason

The position announcement for University Planner/Director of University Services was internally posted and resulted in one applicant; that person being David Gleason.

After discussing the position duties with David, as well as my expectations regarding performance and our working relationship I feel confident in recommending David for the position of University Planner/Director of University Services.

The change of positions will take place effective February 16, 1987, with a mutual agreement with Dr. Come, Dr. Gleason, and myself that David's current Continuing Education responsibilities will be addressed through March 15, 1987.

Also, I recommend a beginning salary of \$29,000 with the understanding that this position, like all administrative positions, will be evaluated in the near future with recommendations for adjustments in compensations where deemed appropriate.

RNH:kam

*Approved -*

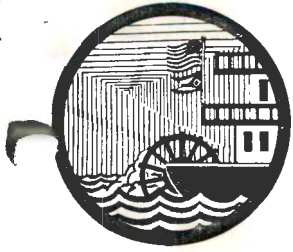
*For Board Agenda*

SHAWNEE STATE UNIVERSITY invites applicants for the position of University Planner/Director of University Services.

The incumbent is directly responsible to the Vice President of Finance/Treasurer and will be expected to: provide strategic direction and vision for the University's physical future; provide physical planning for this urban University; develop and maintain the Facilities Master Plan for the University; provide supervision support for on-going construction projects; provide assignment, scheduling, and utilization reporting for all University facilities; conduct special studies assigned by the Vice President; and to review, evaluate and recommend a method to enhance University services, i.e. phone operations, mail services, print shop, etc.

The successful candidate will have earned a bachelor's degree with a minimum of seven years' experience in University projects and/or public sector planning; at least three years must be supervisory/managerial experience. Graduate degrees may be substituted for two years of non-managerial experiences. Demonstrated organizational and planning skills are essential. The ability to communicate ideas, projects, and plans to both internal and external committees is required.

To ensure consideration, please respond by January 29, 1987, by forwarding resume with cover letter to R. Neil Hawk, V.P. Finance/Treasurer, Shawnee State University.



# Shawnee State University

940 Second St., Portsmouth, Ohio 45662

OFFICE OF CONTINUING EDUCATION

TALKED WITH 2/2/87

January 27, 1987

Mr. Neil Hawk  
V. P. Finances  
Shawnee State University

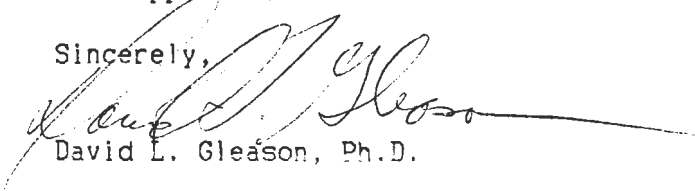
Dear Neil,

I am writing to apply for the University Planner/Director of University services position recently posted.

During the last several years, I have been involved in the development of Shawnee State University. I also have successful experience in the public schools as a superintendent, principal, and teacher. At the superintendent and principal level, I have extensive experience in upgrading facilities, establishing short and long range plans, and fiscal management.

To this position I would bring these experiences and more. Attached please find a resume to support my candidacy. I look forward to the opportunity to personally present my credentials in support of this application.

Sincerely,

  
David L. Gleason, Ph.D.

DAVID L. GLEASON, PH.D

Home Address

922-30th Street  
Portsmouth, OH 45662  
[REDACTED]

Office Address

Shawnee State  
University  
Office of Continuing  
Education  
940 Second Street  
Portsmouth, OH 45662  
(614) 354-3205

Personal Data

Date of Birth - [REDACTED]  
Height [REDACTED]  
Weight [REDACTED]  
No Physical Limitations

Education Background

Ph.D.	Ohio University Major: Educational Administration	1985
M.A.	The Ohio State University Major: Educational Administration	1975
B.S.	Ohio University Major: Math Education	1971

Employment Experience

1983 - Present	Shawnee State University	<u>Director, Special Programs and Chairman, Committee for expansion from 2-year to 4-year college.</u>
1979-82	Meigs Local Schools Middleport, Ohio	<u>Superintendent - 11 buildings 3000 students</u>
1975-79	Logan Elm Local Circleville, Ohio	<u>Principal - Chief Negotiator for the Board</u>
1969-75	Ohio Local Schools	<u>Teacher and Coach</u>

Professional Affiliations and Honors

BASA - Buckeye Association of School Administrators (Associate Member)  
Southeastern Ohio School Administrators Association (Former Member)  
Phi Delta Kappa  
Outstanding Teacher Award  
Ohio University Graduate Scholarship  
OCHEA - Ohio Continuing Higher Education Association  
Honorable Order of Kentucky Colonels  
World Future Society

Publications and Creative Works

- "Employee Handbook" - Brown County, Ohio, 1985
- "Employment Contracts" - 12 major issues, March, 1985
- "I Can and I Bet You Can Too" - December, 1984
- "Does Your School District Need Money" - Spring, 1983
- "Round Meigs Local" - weekly newspaper column, 1980-82
- "The Beginning Approach to Quality" - Annual Progress Report  
Ohio Valley Local School District - "Parent-Teacher Conference: A How  
to Approach", October, 1981
- Feasibility Study to Determine the Need For a Four-Year College -  
Nine month study completed on June 1, 1985, submitted to the Speaker  
of the Ohio House of Representatives as support for House Bill 739
- Shawnee State Community College - "Legislative Hearing Manual for  
University Status" - Ohio Senate, March, 1986; Ohio House of  
Representatives, January, 1986
- Dissertation - "Superintendent Job Entry - Period Activities", June,  
1985

Other Consultant Work

- Wheelersburg Local School District - Bond Issue Campaign - 1982
- Brown County and Adams County  
Board of Commissioners - Developed and wrote job descriptions  
for the Welfare Department, Sheriff's  
Department and court house employees,  
1984.

Selected Speaking Engagements

- Tri-State YMCA Conference - Keynote Speaker - "Motivation",  
December, 1984
- Ohio MR/DD Boards - "Collective Bargaining", December, 1984
- Central Ohio Educators Summer Conference - "Negotiations in Public Schools",  
August, 1984
- Ohio School Board Association - "Planning Your Campaign",  
August, 1981
- Southern Ohio, Kentucky, West Virginia Administrators Association -  
"Administrators and the Future" - April, 1982  
"Negotiations" - March, 1981
- Ohio Senate - "Need for a New University in Southern Ohio", March, 1986
- Wheelersburg Lion's Club - "Conversion of a Two-Year Community College  
to University Status", February, 1986
- Ohio House of Representatives - "Shawnee State Community College  
Legislative Hearing for University Status", January, 1986
- Ohio MR/DD Superintendents Conference - "Employment Contracts", March, 1985



Negotiation Experience

Negotiator - Symmes Valley Local Schools - Spring, 1984  
Chief Negotiator - Meigs Local School District - 1979-82  
Speaker on "Negotiations" - SEOWKA - 1981, MR/DD - 1984  
Chief Negotiator - Logan Elm School District - 1976-79

Levy and Bond Issue Experience

Consultant to Wheelersburg Local - 1982 - Successful  
Meigs Local as Superintendent - 1981 - Successful  
Logan Elm as Principal - 1978 - Successful

Buildings and Grounds

Shawnee State Community College - Long-range planning - Land, facilities, and parking, 1985-86.  
Meigs Local - Extensive renovation program including replacing of eight roofs, replacing windows, painting, plastering, 1981-82.  
Logan Elm Schools - Roof replacement, planning long-range athletic facilities, preventative maintenance program, 1975-79.

Certification

Ohio - City Superintendent  
Local Superintendent  
Principal - Secondary  
Teacher - Secondary

RESOLUTION 4-87

Whereas on previous occasions Dr. Ewigleben has introduced the concept of a University Faculty; a type of academic governance which is deemed usual and customary within higher education, and

Whereas this is the type of academic organization that Mr. Dobkin recommended, and

Whereas the constitution and by-laws have been developed by a group of representative faculty members in consultation with Mr. Dobkin, and

Whereas the draft has been reviewed by faculty and staff alike and revised on at least five occasions and subsequently approved by the University Faculty, and

Whereas Dr. Ewigleben approves Draft 6 of the constitution and by-laws as per the attached,

Now therefore be it resolved that the Board of Trustees of Shawnee State University hereby approves the constitution and by-laws of the University Faculty of Shawnee State University, Draft 6, dated January 30, 1987 to be effective immediately.

THE CONSTITUTION AND BYLAWS OF THE UNIVERSITY FACULTY  
OF SHAWNEE STATE UNIVERSITY

(DRAFT SIX--Jan. 30, 1987)

Prepared by  
the  
Constitutional Draft Committee

ARTICLE I: NAME, PURPOSE AND AUTHORITY

SECTION 1.1 NAME--The name of this organization shall be the University Faculty of Shawnee State University, hereinafter referred to as the University Faculty.

SECTION 1.2 PURPOSE--The purpose of the University Faculty organization shall be to provide a means to assure that the collective knowledge, experience, and judgment possessed by its members is instrumental in developing university policies and procedures, in providing students with educational opportunity, and in fostering a spirit of unity and cooperation within the academic community.

SECTION 1.3 AUTHORITY--The function of the University Faculty shall extend to formulating and recommending to the University President policies for the university affecting matters of concern to the University Faculty, as outlined in 1.3.3; to exercise authority assigned to it by the University President; to assist in the selection of future presidents of the university and future senior-level administrators; and to act for the faculty in other matters within its jurisdiction.

1.3.1--All recommendations of the University Faculty shall be addressed to the University President for consideration. If the University President approves the recommendation(s), he may indicate his approval by signing the University Faculty Recommendation(s) so that they shall become policy. The University President shall act upon University Faculty recommendations within 45 calendar days. Action shall be defined as approving, disapproving, or forwarding to the Board of Trustees University Faculty recommendations. If the University President disapproves of the recommendation(s), his or her action shall be accompanied by written rationale for disapproval to the University Faculty President. In the event of disapproval by the University President the University Faculty shall have the option of appealing the University President's decision to the Board of Trustees.

1.3.2--If the University President deems it necessary to forward a recommendation to the Board of Trustees for its consideration, he or she shall notify the University Faculty President. Upon approval by the Board, the recommendation(s) shall become policy. The Board shall act upon University Faculty recommendations within 120 calendar days of receipt by the University President. Action shall be defined as approving or disapproving of University Faculty recommendations. If the Board of Trustees disapproves of such recommendations its action shall be accompanied by written rationale for disapproval to the University President who shall provide the University Faculty President without delay the Board's written rationale for disapproval.

SECTION 3.1.1 TERM OF OFFICE --The University Faculty officers shall be elected by majority vote and shall hold office from May first following their election through April thirtieth of the following year. The initial slate of officers shall be elected in accordance with the provisions established in SECTION 11.2. No elected officer or representative of the University Faculty shall be eligible to serve more than two consecutive full terms in the same position.

SECTION 3.2 THE UNIVERSITY FACULTY EXECUTIVE BOARD --The elected officers shall constitute the Executive Board of the University Faculty and shall perform its administrative functions.

3.2.1--The Executive Board shall act for the University Faculty in cases of emergency when it determines that a University Faculty meeting is not feasible.

3.2.2--The Executive Board shall also appoint officers to fill vacancies on a temporary basis until a special election or regular election can be held.

3.2.3--The Executive Board shall monitor and report on the status and implementation of actions taken or recommended by the University Faculty.

#### ARTICLE IV: DUTIES OF UNIVERSITY FACULTY OFFICERS

SECTION 4.1 PRESIDENT --The University Faculty President shall (1) preside over all meetings of the University Faculty; (2) carry out the directions of the University Faculty; (3) serve as principal spokesperson for the University Faculty; and (4) represent the University Faculty at formal functions of the University. A Parliamentarian for the University Faculty may be appointed by the University Faculty President to serve concurrently with the President.

SECTION 4.2 VICE-PRESIDENT --The University Faculty Vice-President shall act for the President in his or her absence or incapacity, and shall also serve as chair of the Committee on Committees.

SECTION 4.3 SECRETARY --The University Faculty Secretary shall perform the customary duties of the office, including keeping the minutes of the meetings of the University Faculty. Copies of such minutes shall be distributed to the membership of the University Faculty, administrators, and student officers within fifteen days following each meeting.

ARTICLE VI: THE "ACADEMIC SENATE"

When deemed necessary by vote of the University Faculty the "Academic Senate" shall be established by general amendment to this article in accordance with Article X.

ARTICLE VII: FINANCES

SECTION 7.1 UNIVERSITY FUNDING --The University shall finance the activities of the University Faculty subject to the regular budgeting process.

SECTION 7.2 MONETARY CONTRIBUTIONS --The University Faculty may accept monetary contributions and disburse them as it deems appropriate.

ARTICLE VIII: COMMITTEES

SECTION 8.1 ESTABLISHMENT AND TERMINATION --The University Faculty may establish and terminate committees to carry out its business.

SECTION 8.2 STANDING COMMITTEES --The standing committees shall be the following:

1. Committee on Committees
2. Educational Policy and Curriculum
3. Faculty Affairs
4. Fiscal Affairs
5. Student Affairs
6. Faculty Development/Research and Creative Activities
7. Facilities Planning

Additional standing committees shall be established by constitutional amendments which define their function, designate the number of members, their terms, and how they shall be appointed or elected.

SECTION 8.3 APPOINTMENT TO STANDING COMMITTEES --Committee members on all standing committees (excluding the Committee on Committees) shall be appointed by the Committee on Committees.

SECTION 8.4 AD HOC COMMITTEES --Ad hoc committees shall be established by resolution from the University Faculty.

## ARTICLE XI: IMPLEMENTATION

SECTION 11.1 IMPLEMENTATION--The University Faculty shall be established and this Constitution and accompanying bylaws shall take effect when the Constitution and bylaws are ratified by two-thirds of the voting membership, and when the approvals of the University President or his or her designee, and the Board of Trustees of Shawnee State University are secured.

SECTION 11.2 FIRST NOMINATIONS AND ELECTIONS--Upon ratification and approval of this Constitution and bylaws the chair of the Constitutional Draft Committee shall call a meeting of the University Faculty for the purpose of nominating the first Ad Hoc Nomination and Election Committee. The Ad Hoc committee shall be composed of three University Faculty voting members, each from a different instructional division. This committee shall nominate and accept nominations for candidates for all University Faculty offices, set election dates, and conduct the election. When the President and Vice-President have been elected the three Ad Hoc committee members shall assume the at-large posts on the first Committee on Committees. The Constitutional Draft Committee members, with the exception of any who may be nominated for office, shall conduct the election of the Ad Hoc committee members. This initial slate of officers, if elected before May 1, 1987, shall serve until April 30, 1988.

BYLAWS TO ARTICLE 8: COMMITTEES

SECTION 8.2

COMMITTEE ON COMMITTEES

MEMBERSHIP--Membership on this committee shall consist of the President and Vice-President of the University Faculty and three at-large members, each from a different instructional division, who shall be elected by the University Faculty. The at-large candidates shall be nominated by the Executive Board which shall nominate one faculty member from instructional divisions not currently represented. Additional nominations may be made from the floor. The Vice-President of the University Faculty shall serve as chair of this committee.

TERM--Of the original three elected at-large members the one receiving the highest number of elective votes shall serve for three years, the one receiving the second highest shall serve for two years, and the one receiving the third highest shall serve for one year. At the end of each term all successor positions shall be filled for a period of three years.

CHARGE--The committee's activities shall include but not be limited to conducting all nominations and elections called for in the constitution and filling all appointed positions. The committee shall meet with any other committee(s) on matters of common interest.

EDUCATIONAL POLICIES AND CURRICULUM COMMITTEE

MEMBERSHIP--Membership on this committee shall consist of five University Faculty voting members, each from a different instructional division. Committee members shall annually elect their chair. The chief instructional officer(s) of the University shall serve as ex officio (non voting) member(s) of the committee.

TERM--The terms to be served by individual voting members shall be set by the Committee on Committees with two members serving initially for three years, two other members serving for two years each, and one member serving for one year. Successor appointments shall be for three year terms.



TERM--The terms to be served by individual voting members shall be set by the Committee on Committees with two members serving initially for three years, two other members serving for two years each, and one member serving for one year. Successor appointments shall be for three year terms.

CHARGE--The committee's activities shall include but not be limited to:

1. examining and evaluating the University budgeting process
2. examining the University budget and recommending priorities for expenditures in support of instructional programs
3. encouraging the use of faculty expertise in budget matters

The committee shall meet with any other committee(s) on matters of common interest.

#### STUDENT AFFAIRS COMMITTEE

MEMBERSHIP--Membership on this committee shall consist of five University Faculty voting members, each from a different instructional division. Committee members shall annually elect their chair. The head of student services and the Director of Admissions shall serve as ex\_officio (non-voting) members of the committee. A student appointed by the Student Senate may serve in an ex\_officio capacity on this committee.

TERM--The terms to be served by individual voting members shall be set by the Committee on Committees with two members serving initially for three years, two other members serving for two years each, and one member serving for one year. Successor appointments shall be for three year terms.

CHARGE--The committee's activities shall include but not be limited to:

1. studying and submitting recommendations on aspects of university life that relate to and affect students' academic performance
2. recommending policy with respect to admissions, counseling, orientations, scholarships, discipline, and the like.

The committee shall meet with any other committee(s) on matters of common interest.

RESOLUTION 5-87

Whereas, the Board of Trustees has approved the purchase of various parcels of real property for the purpose of providing real estate upon which to construct the Library and Math/Science/Business Building, and

Whereas, there is a clear and present overriding public need to acquire all of the property specified in this resolution.

Therefore, be it resolved,

that the appropriate university officers are hereby authorized and directed to execute and deliver to the owner of the property located at (see attached list) an offer to purchase said property in the amount of (see attached list) with said offer being contingent upon the owner's delivery of this property to the University free and clear of all encumbrances, and

that if said offer is rejected by the owner, the appropriate university officers are hereby authorized to request the Department of Administrative Services to acquire these properties by any means necessary, including eminent domain, and

that in the event acquisition by eminent domain is necessary, appraiser fees and other expenditures of funds for pre-trial preparations, consultants and reviews of reports, or other preparations for court testimony be authorized upon presentation of receipts or invoices, and

that, after title to said properties has been conveyed to the University, the appropriate university officers are further authorized to proceed with the demolition of any structures located on the said property.

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CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the governing board of Shawnee State University on February 16, 1987.

\_\_\_\_\_  
Secretary, Board of Trustees of  
Shawnee State University

PROPERTY TO BE PURCHASED

Owner	Address	Amount
Wayne Speas	1021 Second Street	\$27,000
Janet Greathouse	1005 Second Street	11,000
	210 Bond Street	17,000
	1001 Second Street	17,000
Bob Sommers	840 Third Street	24,500
John Young	1008 Third Street	22,000
Martha Jenkins	1120 Third Street	21,500
Rita Stephens	1112 Third Street	20,000
Jacqueline & Lynn Wittenburg	1006-1008 Third	20,000
Marietta J. Webb	1007 Second Street	27,000
Sherman Briggs	1206-1208 Second Street	30,000