

Shawnee State University

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Board of Trustees

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3-16-1987

### March 16, 1987 Meeting Minutes

Shawnee State University

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M I N U T E S  
BOARD OF TRUSTEES MEETING  
MARCH 16, 1987

The meeting was called to order by Chairman Ferguson.

ROLL CALL

Members Present: Mr. Thompson, Mr. Morgan, Mr. Hyland, Dr. White, Dr. Carson,  
Mr. Ferguson

Members Absent: Mr. Piatt, Ms. Riffe, Mr. Reinhardt

APPROVAL OF MINUTES

Mr. Morgan moved and Dr. White seconded a motion to approve the minutes of the January 19, 1987 Board meeting.

Ayes: Mr. Thompson, Mr. Morgan, Mr. Hyland, Dr. White, Dr. Carson,  
Mr. Ferguson

Nays: None

ELECTION

Mr. Taylor recommended that the Board elect Neil Hawk as Secretary to the Board of Trustees. Mr. Hyland nominated Mr. Hawk and Dr. White seconded the motion.

Dr. White moved that nomination be closed.

Dr. Carson moved and Mr. Thompson seconded a motion to elect Mr. Hawk.

Mr. Ferguson called for a vote by acclamation.

Ayes: Mr. Thompson, Mr. Morgan, Mr. Hyland, Dr. White, Dr. Carson,  
Mr. Ferguson.

PRESIDENT'S REPORT

Mr. Taylor began his report with an update on the purchase of property owned by Sherman Briggs in the 1200 block of Second Street. This property is located in front of the student housing area and is being purchased to make the housing more visible and attractive. Property was first appraised about eighteen months ago for \$25,000. Mr. Briggs would not accept appraised price and took the case to court. The University attorney, Mr. McCurdy asked for another appraisal. Porter and Peck Appraisers, appraised the property recently for \$28,500. Mr. Briggs was not satisfied with this appraised price and still wanted to go to court. The court awarded Mr. Briggs \$30,000. Mr. Briggs has stated that he will appeal. However this may not be possible in a case of an eminent domain case.

Continuing his report Mr. Taylor gave an update on land acquisition for University expansion. The University will not purchase property in the 800 block of Second and Third Streets, and the 200 block on Chillicothe Street at this time since it involves business property and is a high cost area.

On Second and Third Street between Gay and Sinton the only land not purchased or under option is property owned by Calvin Kniesly and Claude VanBibber. The Kniesly property will be reappraised and probabaly be settled. However, Mr. VanBibber has asked \$100,000 for the property that has been appraised at \$30,000. Therefore, this will go to court for settlement.

On Second and Third Street between Bond and Sinton the only property that has not been purchased or under option is property owned by David and Marilyn Wilson and Neil Hatcher. The Hatcher property is being negotiated and will be purchased without problems. We do not have appraisal for the Wilson property.

On Second and Third Street between Sinton and Waller some of the property is under option. However, we do not have appraisals on all of the property in this area. Fifty of the seventy parcels to be purchased are either settled or under option. There is enough money appropriated to purchase this property and growth of the University will dictate further land acquisition.

Mr. Taylor gave each member a copy of time schedule for the Allied Health Building addition and for the new library building (copy attached and made a part of these minutes.

Mr. Taylor continued by stating that the Shawnee State Development Fund, Inc. has agreed to pay one-half the cost for a consultant to advise the University on merging the Shawnee State Foundation and the Shawnee State Development Fund, Inc. into one organization to function as a vehicle to channel endowments, and gifts for use of the University.

Dr. Ewigleben has a friend who has experience in this area and will come to the University as a consultant for expenses only. Mr. Taylor recommended to the Board that this offer be accepted and expenses split between the Development Fund, Inc. and the Shawnee Foundation.

Dr. Carson made a motion that this offer be accepted and payment split between the two established organizations. Dr. White seconded the motion.

Ayes: Mr Thompson, Mr. Morgan, Mr. Hyland, Dr. White, Dr. Carson,  
Mr. Ferguson.

Nays: None

Mr. Taylor and Mr. Hawk met with S.E.A. representatives to set time for negotiations. S.E.A. hopes to have their proposal ready by April 13, 1987. Mr. Taylor read a letter from SERB (attached an made a part of these minutes). There will be a change made, Mr. Taylor will not be the principal representative for the University.

Dr. Ewigleben reported that a great deal of progress has been made regarding program development. The Plastics Technology Bachelor of Science proposal is in final editing form. Consultants from the Ohio Board of Regents were on campus last week and said the proposal looked good and that the University was on track. At the next meeting a detailed preliminary proposal to be submitted to OBR will be presented. This will be a four year degree program with freshman and junior level entry into the program. Not a 2 + 2 program as originally discussed.

The Electronic Technology Program will be based more on the 2 +2 foundation with emphasis being placed on current program majors. This was discussed with a consultant from the University of Cincinnati who suggested a Bachelor of Science degree with major in Computer Technology.

Center of much activity is the development of a four year degree in Manufacturing Engineering Technology, a Bachelor of Science degree. This proposal is just beginning to be developed. Robotics would be an extension of this degree. This will become a four year stand alone program. We will recruit for the four year program to begin in 1988 and will recruit for junior level entry in 1990.

Dr. Ewigleben stated the faculty has done an excellent job in working on the various degree offerings and said that the Ohio Board of Regents feels we are on the right track.

The development of majors in various academic programs is progressing. Degrees in Liberal Arts being developed are: Bachelor of Arts with a concentration in English/Humanities; Bachelor of Science with a concentration in Natural Science; and Bachelor of Sciences with a concentration in Social Sciences. This is not the original plan. The plan was to award a degree in Elementary Education with concentration in one or more area. However under the new proposal 60 actual subject hours will be required. All three areas would award the certification for Elementary Education. Secondary Education program will be offered in 1990. We will try to have the preliminary program for submission to OBR by the end of June.

The Ohio Board of Regents will take all of our proposals and send them to their consultants for review. Consultants and our various representatives will make a presentation, listen to comments concerning where we are weak, etc. so that the proposals can be put into final form for submission to the Ohio Board of Regents for approval.

State budgeting is an important part of the progress of the University. One aspect covered by Dr. Ewigleben was the positions requested under the special funding. A copy of this report is attached and made a part of these minutes.

Shawnee State University was slated to receive 6 million dollars for start up in the next biennium. However this appropriation has been cut in half. Dr. Ewigleben has been meeting with legislatures, and those in charge of decision making on budgetary matters. He feels that the prospects of receiving the 6 million is not good.



One area where money may be diverted is library funds. The new library will be opened in 1989 and money in the next biennium can be used to purchase books and periodicals. The question was asked what if we did not get the money in the next biennium. Dr. Ewigleben stated that in that case we would not build a new Library. The university should know something definite about budget in April before the Easter Legislature break. Dr. Ewigleben feels we will have to fight for funds but said that everyone has been cooperative and helpful.

Mr. Hawk reviewed the status of student fees. Shawnee State Univeristy is considering the necessity to raise fees and change the general fee charge to be in line with other state universities. Shawnee State does not receive subsidy for out-of-state students and therefore the tuition must be raised to cover loss of income on out-of-state students. Concern was voiced by Mr. Thompson concerning students from Lewis, Greeup, and Boyd Counties in Kentucky. Mr. Hawk said that if fees were increased that financial aid packages would be changed to help cover the increased cost.

An announcement to students will be made well in advance of any increase in fees so that they are aware of such changes.

#### COMMITTEE REPORTS

There were no committee reports.

#### NEW BUSINESS

Upon the recommendations of Mr. Taylor and Dr. Ewigleben, Mr. Thompson moved and Mr. Hyland seconded a motion to adopt Resolution 3-87, employment of Dr. David Gleason as Planner/Director of University Services.

Ayes: Mr. Thompson, Mr. Morgan, Mr. Hyland, Dr. White, Dr. Carson,  
Mr. Ferguson

Nays: None

Dr. Ewigleben recommended adoption of Resolution 4-87, Constitution and By-Laws of the University, incorporating recommendations made by the University Attorney in a letter attached and made a part of these minutes. Dr. Ewigleben recommended the use of Sturgis Rules of Order to conduct meetings.

Dr. Carson moved and Mr. Morgan seconded the adoption of Resolution 4-87.

Ayes: Mr. Thompson, Mr. Morgan, Mr. Hyland, Dr. White, Dr. Carson,  
Mr. Ferguson

Nays: None

Dr. Flavin, who chaired the committee for the formulation of the Constitution and By-Laws, was asked to speak for faculty. He stated that they have full confidence in the document. They feel the document will work effectively to govern instructional matters. 67 out of 75 eligible faculty members voted and the vote was unanimous for approval.

Mr. Hyland moved and Dr. White seconded a motion to approve the purchase of land for the expansion of the Univeristy, Resolution 5-87.

Ayes: Mr. Thompson, Mr. Morgan, Mr. Hyland, Dr. White, Dr. Carson,  
Mr. Ferguson

Nays: None

Mr. Thompson moved and Dr. White seconded a motion to adopt Resolution 6-87, accepting resignation of Carl Wolfe. Mr. Hyland asked that the addition of the words "accepted with regret" be added to the resolutuion. The motion was passed as amended.

Ayes: Mr. Thompson, Mr. Morgan, Mr. Hyland, Dr. White, Dr. Carson,  
Mr. Ferguson

Nays: None

Mr. Foti, Vice President of Technical Programs stated that Resolution 7-87, was an update of the Medical Laboratory Handbook for accreditation purposes. Dr. White moved and Mr. Hyland seconded a motion to adopt Resolution 7-87.

Ayes: Mr. Thompson, Mr. Morgan, Mr. Hyland, Dr. White, Dr. Carson,  
Mr. Ferguson

Nays: None

Mr. Hawk stated that Resolution 8-87, approving an accountant position for the business office, was necessary due to the work load in the business office over the next several years with the Capital Appropriations. The 1987 salary will be funded under special funds. The accountant will report to the Controller and will begin working as soon as possible after approval of the position.

Dr. Carson moved and Dr. White seconded a motion to approved Resolution 8-87.

Ayes: Mr. Thompson, Mr. Morgan, Mr. Hyland, Dr. White, Dr. Carson,  
Mr. Ferguson

Nays: None

### OTHER BUSINESS

Mr. Ferguson commented on the good work in covering news for the University for the Daily Times by Ms. Leigh Stone.

There being no other business Mr. Morgan moved and Dr. White seconded a motion to go into executive session for the purpose of discussing negotiations.

Ayes: Mr. Thompson, Mr. Morgan, Mr. Hyland, Dr. White, Dr. Carson,  
Mr. Ferguson

Nays: None

The Board went into executive session at 9:06 P.M.

The Board reconvened into regular session at 10:07 P.M. upon motion by Mr. Thompson, seconded by Mr. Hyland.

### ADJOURNMENT

Mr. Hyland moved and Dr. Carson seconded a motion for adjournment.

Ayes: Mr. Thompson, Mr. Morgan, Mr. Hyland, Dr. White, Dr. Carson,  
Mr. Ferguson

Nays: None

  
CHAIRMAN, BOARD OF TRUSTEES

  
SECRETARY, BOARD OF TRUSTEES

# Hayes, Wittenmyer, Tanner & Partners - Architects

2748 Scioto Trail • Portsmouth, Ohio 45662 (614) 354-6621

REGISTERED: OHIO, KENTUCKY, WEST VIRGINIA, TENNESSEE, INDIANA  
ILLINOIS, FLORIDA, ARKANSAS, MARYLAND, VIRGINIA  
MEMBER: NCARB

Earl C. Hayes, Jr., A.I.A.  
Elmer L. Frasher, A.I.A.  
Mark E. Tanner, A.I.A.  
James K. Wittenmyer  
(Retired)

February 13, 1987

Mr. Frank Taylor, President  
Shawnee State University  
940 Second Street  
Portsmouth, Ohio 45662

Re: Time Schedule  
Building Projects  
Shawnee State University  
Portsmouth, Ohio

Dear Mr. Taylor:

The following is the projected time schedule on the following projects:

1. Allied Health Addition

January 13, 1987 - State Architect's Office reviewed the Design Development Drawings and sent a list of comments.

January 19, 1987 - HWT&P respond to all the comments in the favorable manner.

January 28, 1987 - Received letter from the State Architect that they have acknowledged receipt of our letter of January 19.

We have proceeded to complete the final contract documents. At the present time we are completing the following:

- a. Gerald Pierron, Inc..Consultant is coordinating the mechanical and architectural drawings.
- b. We are completing the detailed cost estimate.
- c. The specifications are in the process of final completion and printing.

We estimate that we will submit final documents to the State Architect on February 25, 1987.

Depending on how long it takes the State Architect to review the final documents, we hope that bids can be taken in April with a final construction completion date of November 1, 1987.



## 2. Library Building

November 1986 - The Program of Requirements were approved by the Ohio Board of Regents. Trips have been made to look at other new libraries.

January 16, 1987- Meeting to discuss approach to the design of the library and to establish a schedule of meetings.

January 30, 1987- Letter from State Architect's Office to Shawnee State authorizing the Architect's Contract and Schematic Phase to begin upon execution of the Architect's Contract.

The following is a tentative time schedule for the execution of the schematic drawings:

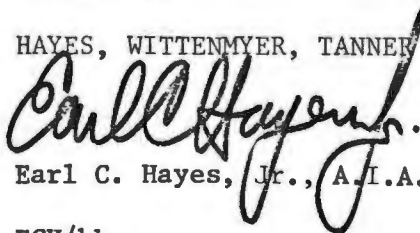
- a. Determine exact site location by March 10, 1987.
- b. Several design review meetings with Library Staff and University Personnel in March and April, 1987.
- c. Completion of schematic design by May 15, 1987. If all the land is controlled by Shawnee State University by May 15, 1987, then construction drawings can begin.
- d. Completion of construction drawings by November 15, 1987.
- e. Bid and award of construction contract by February 1988.
- f. Completion of building July 1989.

Many items effect the timing, other than completion of drawings such as (1) acquisition of land and (2) time required for review by State Architect's Office.

We anticipate that the above time schedule will be adhered to.

Sincerely,

HAYES, WITTENMYER, TANNER & PARTNERS

  
Earl C. Hayes, Jr., A.I.A.

ECH/bb



March 5, 1987

Jane A. Currey  
14532-A U.S. 23 North  
Waverly, Ohio 45690

Frank C. Taylor  
Shawnee State University  
940 Second Street  
Portsmouth, Ohio 45662

RE: Case No. 87-MED-02-0181  
Shawnee Education Association and  
Shawnee State University

Dear Ms. Currey and Mr. Taylor:

The referenced case number has been assigned to the Notice to Negotiate filed by the Employee Organization. A minimum negotiation period of 60 days has been assigned based upon the information on the Notice to Negotiate. In review of the Notice to Negotiate, we understand that the parties have a mutually agreed dispute settlement procedure to resolve any impasses in current negotiations.

The Notice to Negotiate identified the following persons as the principal representatives for the parties:

For the Employer - Frank C. Taylor

For the Employee Organization - Jane A. Currey

As the principal representatives, you will receive all correspondence and telephone calls from the Bureau of Mediation. To change representatives, the enclosed Notice of Appearance form should be used.

This case has been assigned to Lisa Tubbs. If you have any questions, you may reach Ms. Tubbs at the telephone number listed above. The referenced case number must be listed on any correspondence sent to our office involving the Notice to Negotiate or your mutually agreed dispute settlement procedure.

Sincerely,

*G. Thomas Worley*

G. Thomas Worley  
Administrator, Bureau of Mediation

GTW:lrt  
5083m/gl-0105p  
Enclosure



STATE OF OHIO  
STATE EMPLOYMENT RELATIONS BOARD  
65 East State Street, 12th Floor  
Columbus, Ohio 43214

Case No:	87-MED-02-0181
Cross Ref:	
File Date:	

## Notice of Appearance

In the Matter of: \_\_\_\_\_

and/v. \_\_\_\_\_

The undersigned hereby enters his/her appearance in the above matter on behalf of:

\_\_\_\_\_  
Signature

Name \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Ext \_\_\_\_\_

## CERTIFICATE OF SERVICE

The undersigned hereby certifies that a true copy of the foregoing Notice of Appearance has been served upon

\_\_\_\_\_  
(name and complete address of other party(ies) to the action)

by \_\_\_\_\_, this \_\_\_\_\_  
(manner of service, e.g. regular U.S. mail, hand delivery)

day of \_\_\_\_\_, 19 \_\_\_\_\_

\_\_\_\_\_  
(Signature)

SHAWNEE STATE UNIVERSITY  
POSITIONS REQUESTED VIA SPECIAL FUNDING  
FOR IMPLEMENTATION OF UNIVERSITY  
LEVEL ACADEMIC PROGRAMS  
FISCAL YEAR '88, '89

	FISCAL YEAR 1988		FISCAL YEAR 1989		
INSTRUCTIONAL DEPARTMENTS: *	NUMBER OF POSITIONS	ESTIMATED EXPENSE	NUMBER OF POSITIONS	ESTIMATED EXPENSE	TOTAL, FISCAL YEARS '88 '89
MATH/SCIENCE					
Chairperson, 12 months	1	\$36,000	1	\$37,800	\$73,800
Calculus			2	\$56,700	\$56,700
Calculus and Calculus based Physics	1	\$27,000	1	\$28,350	\$55,350
Upper Divison Mathematics	1	\$27,000	1	\$28,350	\$55,350
Biological Science	1	\$27,000	1	\$28,350	\$55,350
Earth Science	1	\$27,000	1	\$28,350	\$55,350
Developmental Mathematics, 12 months			1	\$28,350	\$28,350
Secretary	0.5	\$6,300	0.5	\$6,615	\$12,915
Fringe Benefits		\$38,000		\$60,690	\$98,690
SUB TOTAL	5.5	\$188,300	8.5	\$303,555	\$491,855
HUMANITIES/FINE ARTS:					
Chairperson, 12 months	1	\$36,000	1	\$37,800	\$73,800
English	1	\$27,000	2	\$56,700	\$83,700
Developmental English, 12 months			1	\$37,800	\$37,800
Journalism	1	\$27,000	1	\$28,350	\$55,350
Speech	1	\$27,000	1	\$28,350	\$55,350
Spanish			1	\$28,350	\$28,350
Art			1	\$28,350	\$28,350
philosophy			1	\$28,350	\$28,350
Secretary	0.5	\$6,300	0.5	\$6,615	\$12,915
Fringe Benefits		\$45,000		\$70,140	\$115,140
SUB TOTAL	4.5	\$168,300	9.5	\$350,805	\$519,105

		FISCAL YEAR 1988		FISCAL YEAR 1989		
INSTRUCTIONAL DEPARTMENTS: *		NUMBER OF POSITIONS	ESTIMATED EXPENSE	NUMBER OF POSITIONS	ESTIMATED EXPENSE	TOTAL, FISCAL YEARS '88 '89
SOCIAL SCIENCES:						
Chairperson, 12 months		1	\$36,000	1	\$37,800	\$73,800
History		1	\$27,000	1	\$28,350	\$55,350
Psychology		1	\$27,000	2	\$56,700	\$83,700
Political Science				1	\$28,350	\$28,350
Sociology		1	\$27,000	1	\$28,350	\$55,350
Geography				1	\$28,350	\$28,350
Secretary		0.5	\$6,300	0.5	\$6,615	\$12,915
Fringe Benefits			\$31,000		\$53,550	\$84,550
SUB TOTAL		4.5	\$154,300	7.5	\$268,065	\$422,365
TEACHER EDUCATION:						
Faculty, 12 months		1	\$36,000	1	\$37,800	\$73,800
Faculty				2	\$56,700	\$56,700
Secretary		0.5	\$6,300	0.5	\$6,615	\$12,915
Fringe Benefits			\$20,000		\$25,200	\$45,200
SUB TOTAL		1.5	\$62,300	3.5	\$126,315	\$188,615
BUSINESS ADMINISTRATION:						
Chairperson, 12 months		1	\$36,000	1	\$37,800	\$73,800
Economics		1	\$27,000	2	\$56,700	\$83,700
Finance		1	\$27,000	1	\$28,350	\$55,350
Marketing		1	\$27,000	1	\$28,350	\$55,350
Management		1	\$27,000	1	\$28,350	\$55,350
Accounting		1	\$27,000	1	\$28,350	\$55,350
Data Processing				1	\$28,350	\$28,350
Secretary		0.5	6300	0.5	\$6,615	\$12,915
Fringe Benefits			\$43,000		\$60,690	\$103,690
SUB TOTAL		6.5	\$220,300	8.5	\$303,555	\$523,855



	FISCAL YEAR 1988		FISCAL YEAR 1989		
INSTRUCTIONAL DEPARTMENTS:	NUMBER OF POSITIONS	ESTIMATED EXPENSE	NUMBER OF POSITIONS	ESTIMATED EXPENSE	TOTAL, FISCAL YEARS '88 '89
<b>ENGINEERING TECHNOLOGY:</b>					
Chairperson, 12 months	1	\$36,000	1	\$37,800	\$73,800
Electro-Mechanical			1	\$28,350	\$28,350
Computer Aided Design (CAD)			1	\$28,350	\$28,350
Instrumentation Technology	1	\$27,000	1	\$28,350	\$55,350
Plastics Technology, 12 months	1	\$36,000	2	\$75,600	\$111,600
Electrical/Electronics Technology, 12 months	1	\$36,000	1	\$37,800	\$73,800
Manufacturing Technology, 12 months	1	\$36,000	3	\$113,400	\$149,400
Industrial Liaison/Student Recruitment, 12 months				\$37,800	\$37,800
Mechanical & Electrical Equipment Specialist, 12 months				\$31,500	\$31,500
Secretary	0.5	6300		\$6,615	\$12,915
Fringe Benefits		\$56,250		\$106,050	\$162,300
SUB TOTAL	5.5	\$233,550	10	\$531,615	\$765,165
FACULTY DEVELOPMENT (Applicable to Four Year Programming)		\$50,000		\$50,000	\$100,000
TOTAL INSTRUCTIONAL DEPARTMENTS	28	\$1,077,050	45.5	\$1,933,910	\$3,010,960
<b>ACADEMIC SUPPORT:</b>					
<b>LIBRARY:</b>					
<b>Technical Services Staff:</b>					
Director of Technical Services			1	\$27,195	\$27,195
Cataloging Staff			2.5	\$28,980	\$28,980
Serials Staff			2.5	\$24,885	\$24,885
Acquisitions Staff			3	\$34,913	\$34,913
<b>Public Service Staff:</b>					
Director, Public Service				\$5,250	\$5,250
Reference Staff			3.5	\$57,120	\$57,120
Circulation Staff			3	\$47,880	\$47,880
Secretary			1	\$13,230	\$13,230
Fringe Benefits				\$59,850	\$59,850
Books (including processing)				\$1,117,000	\$1,117,000
Periodicals				\$71,750	\$71,750
Other Expenses				\$19,300	\$19,300
SUB TOTAL	0	\$0	16.5	\$1,507,353	\$1,507,353

FISCAL YEAR 1988		FISCAL YEAR 1989		TOTAL, FISCAL YEARS '88 '89
NUMBER OF POSITIONS	ESTIMATED EXPENSE	NUMBER OF POSITIONS	ESTIMATED EXPENSE	

Media Services Staff

Director, (upgrade from Media  
Services Coordinator)

Media Specialist

Secretary

Fringe Benefits

Audiovisual Software

SUB TOTAL

			\$4,200	\$4,200
		1	\$19,425	\$19,425
		0.5	\$7,140	\$7,140
			\$7,770	\$7,770
			\$51,250	\$51,250
	0	1.5	\$89,785	\$89,785

STUDENT SERVICES:

Assistant Director of Admissions

Counselor/Director of Special Needs

Placement & Coop Education Specialist

Secretary, Financial Aid

Records Clerk

Admissions Secretary

Administrative Secretary

Fringe Benefits

SUB TOTAL

2	\$37,100	2	\$38,955	\$76,055
		1	\$34,650	\$34,650
		1	\$31,500	\$31,500
		1	\$13,230	\$13,230
		1	\$13,230	\$13,230
1	\$12,600	1	\$13,230	\$25,830
		1	\$13,230	\$13,230
	\$12,500		\$39,480	\$51,980
3	\$62,200	8	\$197,505	\$259,705

INSTITUTIONAL SUPPORT:

Facilities Planner

Construction Supervision

Legal Counsel

Director Institutional Research

Mail Room Clerk

Shipping/Receiving Clerk

Print Shop Operator

Storeroom Clerk

Secretary

Purchasing Director

Buyer

Secretary

1	\$30,000	1	\$31,500	\$61,500
		1	\$31,500	\$31,500
		1	\$31,500	\$31,500
1	\$30,000	1	\$31,500	\$61,500
		1	\$13,230	\$13,230
		1	\$13,230	\$13,230
		1	\$13,230	\$13,230
		1	\$13,230	\$13,230
		1	\$13,230	\$13,230
		1	\$31,500	\$31,500
		1	\$18,900	\$18,900
		1	\$13,230	\$13,230

	FISCAL YEAR 1988		FISCAL YEAR 1989		TOTAL, FISCAL YEARS '88 '89
	NUMBER OF POSITIONS	ESTIMATED EXPENSE	NUMBER OF POSITIONS	ESTIMATED EXPENSE	
Personnel Director	1	\$30,000	1	\$31,500	\$61,500
Employment/benefit Specialist			1	\$18,900	\$18,900
Secretary			1	\$13,230	\$13,230
Bursar			1	\$21,000	\$21,000
Accountant	1	\$25,000	1	\$26,250	\$51,250
Account Clerk			1	\$13,965	\$13,965
Payroll Clerk			1	\$13,965	\$13,965
Secretarial support	2	\$25,200	3	\$39,690	\$64,890
Computer Programming Manager	0.25	\$9,000	0.25	\$9,450	\$18,450
Computer Programming Specialist- Management Information	0.5	\$8,800	1	\$19,530	\$28,330
Computer Programming Specialist- Academic Computing			1	\$32,025	\$32,025
Management Information Resource Specialist	1	\$17,600	1	\$18,480	\$36,080
Computer Operator- Management Information Systems	0.25	\$4,400	0.75	\$14,648	\$19,048
Fringe Benefits		\$44,000		\$119,700	\$163,700
SUB TOTAL	8	\$224,000	25	\$648,113	\$872,113

PHYSICAL PLANT:

Plant Engineer			1	\$31,500	\$31,500
Grounds Workers			1	\$17,220	\$17,220
Maintenance Workers			2	\$38,220	\$38,220
Custodial Workers			6	\$98,280	\$98,280
Fringe Benefits				\$46,200	\$46,200
Other Expenses				\$10,000	\$10,000
SUB TOTAL	0	\$0	10	\$209,920	\$209,920
TOTAL	39	\$1,363,250	106.5	\$4,586,585	\$5,949,835

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.

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 including the advice of counsel, as per the attached Draft 6, and the letter from counsel,

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.

HARRY W. MILLER (1869-1951)  
CLINTON M. SEARL (1879-1908)  
CHESTER P. FITCH (1899-1963)  
LEE O. FITCH  
JAMES C. FITCH  
ROBERT K. McCURDY  
STANLEY C. BENDER  
RICHARD T. SCHISLER  
DANIEL P. RUOGIERO  
R. ALAN LEMONS

MILLER, SEARL & FITCH  
A LEGAL PROFESSIONAL ASSOCIATION  
300 BANK ONE PLAZA  
P. O. BOX 950  
PORTSMOUTH, OHIO 45662

TELEPHONE  
AREA CODE 614  
353-4191

March 13, 1987

Dr. Robert Ewigleben, Provost  
Shawnee State University  
940 Second Street  
Portsmouth, Ohio, 45662

In Re: Resolution 4-87, The Constitution and By-Laws of the University Faculty  
of Shawnee State University

Dear Dr. Ewigleben:

Pursuant to your request, I have reviewed the subject Constitution and By-Laws consisting of eleven (11) pages.

It is my recommendation that there be inserted as paragraph 1.3.4 the following:

The University President shall be responsible to the Board of Trustees for the seasonable and orderly progression of matters within the purview of this instrument. Said President shall at all times work to insure the timeliness of the conduct of deliberations on such matters and encourage the faculty to work within the letter and spirit of this Constitution to improve University academic programming.

I further recommend that there be inserted an additional paragraph 1.3.5 as follows:

In no event shall the provisions of the within University Faculty Constitution be construed as modifying or restricting the authority of the Board of Trustees to initiate and enact institutional policy. Further, any action by the University Faculty and its President shall be of an advisory nature subject to the approval of the Board of Trustees. Any amendment of the within Constitution and By-Laws shall be subject to the approval of the Board of Trustees.

I further recommend that Section 5.2 of the By-Laws to Article 5 be amended to provide that the conduct of business shall be subject to either Roberts or Sturgis Rules of Order, eg.

Wherever they do not conflict with these by-laws, the currently revised edition of the Standard Code of Parliamentary Procedure by Sturgis shall govern all meetings and elections.

Respectfully submitted,

  
Robert K. McCurdy

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	1108 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
Mr. & Mr. Hoobler	935 Second Street	52,500
Neil Hatcher	1014 Third Street	16,500
Augusta Jacobs	1106 Third Street	25,000
Marvin Vogel	212 Bond Street	21,500
Sherman Briggs	1206-1208 Second Street	30,000



RESOLUTION 6-87

Whereas Carl Wolfe, Plant Maintenance Engineer, has indicated by the attached letter that he wishes to retire effective May 31, 1987, and

Whereas Mr. Wolfe has worked over 25 years and has attained the age for retirement,

Now therefore be it resolved that the Board of Trustees of Shawnee State University hereby accepts, with regret, this request for retirement and wishes Mr. Wolfe all good things that go with retirement.

1809 Highland Avenue

Portsmouth, Ohio

February 17, 1987

Mr. Neil Hawk  
Vice President of Finance  
Shawnee State University  
Portsmouth, Ohio

I have over 25 years of work under PERS, and I will reach the age of 66 in May, 1987.

I have enjoyed the years I have spent working at the University, but I feel it is time that I take my retirement. I am asking that my retirement be effective May 31, 1987.

Sincerely,

*Carl Wolfe*

Carl Wolfe

Plant Maintenance Engineer

RESOLUTION 7-87

Whereas the Student Handbook for Medical Laboratory Technology has been revised and updated for use of the University Med Lab Students, and

Whereas said Handbook has been reviewed, approved, and recommended by Mr. Foti, Vice President of Technical Programs to President Taylor, and whereby Mr. Taylor concurs with this recommendation,

Now therefore be it resolved that the Board of Trustees of Shawnee State University adopts this Manual.

RESOLUTION 8-87

Whereas, Shawnee State's Business Operations' duties, responsibilities, and daily workload are ever increasing due to additional programs, increasing student enrollment, additional resources which require auditable accounting records, the current Capital bill projects as well as the proposed (89-90 Biennium Capital Bill) projects; and the need to develop new policy and procedures which will address better financial control, budgeting, and periodic financial reporting and analysis to provide more timely financial information to be utilized in the University decision-making process, and

Whereas a new position of Accountant might best address the concerns stated in the above paragraph by redirecting some current position responsibilities of Shawnee's Controller and Vice President for Finance, and

Whereas funding for such position was requested and received in Shawnee's \$200,000.00 special appropriation (see attached), and

Whereas both Mr. Taylor, President, and Dr. Ewigleben, Provost, have considered this request and approve and recommend the same,

Now, therefore be it resolved that Shawnee State University Board of Trustees hereby approves the position of Accountant per the recommendation and as detailed by the attached position description. Said position to be advertised and filled as soon as possible.



# Shawnee State University

940 Second St., Portsmouth, Ohio 45662

## SHAWNEE STATE UNIVERSITY SPECIAL APPROPRIATION ALLOCATION FISCAL YEAR '87

### CONSULTANTS:

Science and Arts	\$15,000
Teacher Education	5,000
Business Administration	10,000
Engineering Technology	15,000
North Central Accreditation	10,000
Management Information Systems	3,000
Hourly (classified) Compensation Plan	29,000
Telecommunications	5,000
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sub total	\$92,000

FACULTY AND STAFF Travel to observe new teaching programs	10,000
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### POSITIONS:

Facilities Planner/Director of University Services	29,000
Programmer, Part Time, Data Processing	5,000
Faculty, Part Time (To release full time faculty for program planning	4,000
Accountant, capital planning/systems development	12,000
	-----
sub total	50,000

FACULTY/STAFF DEVELOPMENT	38,000
POSITION ADVERTISING	1,000
STUDENT RECRUITING	9,000
	-----
TOTAL	\$200,000
	-----
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