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Board of Trustees

7-20-1987

July 20, 1987 Meeting Minutes

Shawnee State University

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M I N U T E S
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
JULY 20, 1987

The meeting was called to order by Chairman Ferguson.

ROLL CALL

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

Members Absent: Ms. Riffe, Mr. Piatt

APPROVAL OF MINUTES

Mr. Morgan moved and Mr. Reinhardt seconded a motion to approve the minutes of the June 29, special Board meeting. The minutes were approved by a unanimous voice vote.

PRESIDENT'S REPORT

Dr. Ewigleben reported he had been in Columbus today to a meeting of the Controlling Board and that this board had released monies for the purchase of two pieces of property needed for the expansion of the campus, one in the 800 block of Third Street and one in the 1100 block of Third.

Dr. Ewigleben reviewed the Board letter sent July 14, 1987. The Board letter will be issued on a regular basis to keep each Board member abreast of developments which affect the University.

Bids for the construction of the Allied Health addition were opened and contractors have been recommended. A meeting with contractors will be held within the next two weeks. Bids came in under estimates; all aspects of this project seem to be under control.

The contract for demolition of property purchased for sites of new campus buildings has been let. L.W. Kline Company of Ironton, Ohio was the low bidder. Klein's bid was \$137,719, and a bid of \$176,500 by the Hicks Company was the next lowest bid. There could be some delay on this project pending release of money by the Controlling Board. Mr. Hawk will work out a plan of action with Kline.

Mr. Ferguson remarked that the Kline Company was a very capable company and would do a good job for the University. Dr. Ewigleben stated that Dick Hevenor will serve as Construction Supervisor for the University and will oversee the contractors' work. Once the demolition begins it should take about three weeks, and from this time on demolition should proceed in an orderly fashion.

The University is working with the Ohio Board of Regents to get monies released to work on renovation projects this summer: space for faculty and staff, and office space for the new Teacher Education Program; space for admissions; additional space for Administrative Data Processing, new hardware, software, and additional staff to expand current system capacity; renovate one of the existing computer labs, room 250, in the Business/Engineering building to house the new computer equipment, and additional space for a Bursar's office.

A new classification and compensation system for hourly employees has been put into place. The firm of Mercer-Meidinger from the Louisville, Kentucky office worked with the University's Hourly Review Committee to update the University's hourly classification and compensation plan.

Mercer-Meidinger worked with a committee of hourly employee's and administrators to reevaluate the hourly employee job classifications. Employees were asked to complete a job analysis form describing their own jobs. These job evaluations were reviewed by the employees' supervisor and the appropriate administrator. The job classifications and pay ranges were also compared to the local market (State of Ohio, local hospitals; Ohio University, Ironton; local school system).

Hourly employees have been informed of their new classification and possible pay range. There is an appeals system within the new job classification and compensation program. Several employees have filed appeals. Dr. Ewigleben stated that he had met with the group and feels 85% of the employees are in favor of the new classification system.

Mr. Hawk stated there are approximately 80 full and part time hourly employees. He presented each Board member with a booklet of information on job classification. There will be an effort to minimize new positions and to use to the fullest, student and temporary help.

No action was taken at this time until University budget areas are established.

Continuing his report, Dr. Ewigleben stated that Fred Law, Director of the Medical Laboratory, has been appointed by the Ohio Board of Regents to a two-year term on the Program Excellence Advisory Committee. This committee oversees administration of the program, selects consultants to review and evaluate proposals, and assists the Board of Regents in refining guidelines for the program. Dr. Law's Medical Laboratory Technology was a recipient of the 1985-86 Program Excellence awards.

The Physical Therapist Assistant Program is a candidate for accreditation. An on-site visit was conducted in March and a self-study and accreditation visit will occur in 1988 as a move to complete accreditation. This program has more student applications for admission than can be admitted.

North Central Accreditation Association has selected a team for a focused evaluation by to assess the University's progress toward becoming a four year institution. Dr. Cay Horr, the coordinator for Shawnee's Evaluation Steering Committee, has indicated that she is pleased with the selection of the evaluating team. These evaluators come from varied backgrounds and two members have experienced a similar transformation situation.

Continuing his report, Dr. Ewigleben stated that some 615 applications have been received for faculty and division chairperson positions. Three faculty position appointments are on the business agenda for this meeting, and Dr. Ewigleben stated that the credentials of all the applicants interviewed have been exemplary. For the position of Provost and other administrative positions there were 200 applications.

For the position of Provost Dr. A. L. Addington has tentatively accepted the appointment with some minor details to be worked out. Dr. Ewigleben interviewed nine candidates and narrowed them down to four, and these four were invited to campus to meet faculty, administrators and staff. Dr. Ewigleben worked with a screening committee (Liz Gowdy, Ed Miner, George Trampe, Gary Gemmer; and Cay Horr). This committee had access to the entire list of persons applying for the Provost position and were given the opportunity to add to the candidates interviewed. However, they were satisfied with the selection. Each of the four candidates that came to campus met with the screening committee, and Dr. A. L. Addington was the final choice of all parties concerned.

Dr. Addington is currently the Vice Chancellor for Academic Affairs at the University of Tennessee at Martin. His credentials and background for the position of Provost are excellent and Dr. Ewigleben stated he would be a strong representative of the University in Columbus.

Dr. Ewigleben in concluding his report stated that he will bring several other postions to the Board next month that are vital to the transition to a four year institution. Already in progress is the transferring of two instructors from programs that are being deleted to new positions in the institution. Ollie Carver will become Director of Purchasing; Dick Hevenor will become Construction Supervisor. Both men are excellent employees and are qualified for the respective positions.

Another position vital to the institution is a Budget Manager, someone with experience at the state level in working with State Budgets, capital monies, etc. As the Celeste administration winds down, Dr. Ewigleben feels that we should be able to attract someone with the background necessary for such a position.

COMMITTEE REPORTS

There have been no committee meetings this month. However, a meeting of the Buildings and Grounds committee will be called in advance of the next board meeting to discuss the Master Plan.

NEW BUSINESS

Mr. Hyland moved and Mr. Reinhardt seconded a motion to adopt Resolution 22-87, approving fees at SOCF.

Mr. Hawk explained that fees at SOCF are based on cost. This is a 5% increase over last year's fees. Enrollment will be about 300 this fall.

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

Nays: None

Mr. Morgan moved and Mr. Reinhardt seconded a motion to approve Resolution 23-87, employment of new personnel.

Vita of the new faculty are attached to these minutes with personnel data sheets.

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

Nays: None

In the Portsmouth Daily Times a letter to the editor spoke to the increase of fees for out-of-state students. The consensus of board members is that a response should be made explaining that fees are regulated by the State of Ohio. The feeling of the board is that in-state fees should be kept as low as possible in accordance with state regulations.

Mr. Thompson moved and Mr. Hyland seconded a motion to go into executive session to discuss personnel matters.

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

Nays: None

Dr. Carson moved and Mr. Morgan seconded a motion to reconvene the regular board meeting.

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

Nays: None


CHAIRMAN, BOARD OF TRUSTEES


SECRETARY, BOARD OF TRUSTEES

The regular meeting was reconvened at 9:25 P.M.

Dr. Ewigleben made an announcement that hours of operation effective September 8, 1987 will be 8 a.m. to 5 p.m. with most office closed for lunch noon to 1 p.m.

Mr. Hyland moved and Mr. Thompson seconded a motion to adjourn.

Ayes: Mr. Hyland, Mr. Thompson, Mr. Reinhardt, Mr. Hyland, Dr. Carson,
Mr. Ferguson

Nays: None

RESOLUTION 22-87

WHEREAS FEES FOR SOUTHERN OHIO CORRECTIONAL FACILITY STUDENTS ATTENDING SHAWNEE STATE CLASSES ARE BASED ON ESTIMATED COST OF THE PROGRAM, AND

WHEREAS SUCH COST ESTIMATES HAVE BEEN FINALIZED AND FEES CALCULATED FOR FY 88, AND

WHEREAS THESE FEES ARE \$800 PER SUMMER, \$2400 PER YEAR (A FIVE PERCENT INCREASE OVER FY 87 FEES);

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF SHAWNEE STATE UNIVERSITY APPROVES THE RECOMMENDED FEES EFFECTIVE SUMMER QUARTER 1987.

RESOLUTION 23-87

WHEREAS APPLICANTS HAVE BEEN SCREENED, INTERVIEWED AND CHOSEN BY THE
PROPER UNIVERSITY PERSONNEL FOR EMPLOYMENT, AND

WHEREAS DR. EWIGLEBEN HAS REVEIUED THE CANDIDATES' CREDENTIALS AND
RECOMMENDS THESE INDIVIDUALS FOR EMPLOYMENT,

NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF SHAWNEE STATE
UNIVERSITY APPROVES THE FOLLOWING INDIVIDUALS NAMED BELOW;

JOCK PETERS, DIRECTOR OF PHYSICAL FACILITIES, ANNUAL SALARY \$38,000

MARK MOORE, ADMINISTRATIVE PROGRAMMER/OPERATOR, ANNUAL SALARY 16,545

MARY TOMLIN, MIS RESOURCE SPECIALIST, ANNUAL SALARY 18,390

CAROLINE CLARK, CONTROLLER, ANNUAL SALARY 38,000

HARRY NIXT, ASSOCIATE PROFESSOR OF MATHEMATICS,
STEP 10, CLASS VI,

JEFFREY BAUER, ASSISTANT PROFESSOR OF GEOLOGY
STEP I, CLASS IV, (PENDING COMPLETION OF PH.D. AUG. 30)

VIRGINIA HAMILTON, ASSISTANT PROFESSOR OF MATHEMATICS
STEP 6, CLASS IV

CAROLINE C. CLARKE
P.O. Box 951
College Park, Maryland 20740
[REDACTED]

8th
Wed

CLARKE V

9:50 Col
12:30-1:00

First.

Shawnee State University
Office of the Provost
940 Second Street
Portsmouth, Ohio 45662

Dear Sir/Madam,

I am very interested in the position of Controller with Shawnee State University.

As the enclosed resume indicates, I have more than twenty years of expansive, executive-level accounting and business office administration experience with the University of Maryland. My responsibilities have included internal financial control, analysis of financial operations, use of computer-based financial system and supervision of auxiliary enterprise operations...to name a few. Well-educated, I have a Masters of Commercial Science degree (Accounting), Bachelor of Commercial Science degree (Accounting) and a Bachelor of Science degree (Business Administration) from The American University, Washington, D.C.

My career has required determination and motivation; I have responded with perseverance and dedication to the principles of quality accounting and personal productivity. These capabilities, my education and experience present a person, I believe, who would be an asset to your organization.

An early interview would be greatly appreciated so that we may discuss my qualifications more fully and their relation to your present needs and long-term objectives.

Sincerely,

Caroline C. Clarke
Caroline C. Clarke

CCC/re
enclosure

CAROLINE C. CLARKE

P.O. Box 951
College Park, Maryland 20740

Home Telephone:

PROFILE:

- Possess seasoned, diversified accounting expertise with emphasis on management experience with a major university consisting of ten campuses.
- Accomplished in training and supervising personnel in use of Financial Accounting System (FAS) and conducting training sessions for campus presenters.
- Proficient at troubleshooting university accounting and/or procedural policies.
- Efficient at revising new modules for large scale computerized accounting system.
- Skilled in preparation of financial statements utilizing generally accepted accounting/auditing standards.
- Well-educated in Accounting and Business Administration: Master of Commercial Science degree and Bachelor of Science degree (Accounting); Bachelor of Science degree (Business Administration) and career-related continuing education courses.
- Qualified to sit for the Maryland Certified Public Accountant (CPA) examination.

CAREER HIGHLIGHTS:

University of Maryland
College Park, Maryland
1965 - present

DIRECTOR, FISCAL AFFAIRS, The University of Maryland European Division, Heidelberg, Germany December, 1985 - present.

Oversee all business operations and directly responsible for all business, fiscal and contracting activity.

Formulate and recommend changes/additions to policies relating to functional activities, prepare financial statements and develop tuition rate proposals.

Responsible for all accounting, payroll, purchasing, cash management and other business-related functions.

Provide financial information for the Director, European Division and home campus.

Supervise staff of fifteen personnel.

ACTING ASSISTANT COMPTROLLER/EXECUTIVE ACCOUNTANT July, 1976 - December, 1985.

Performed wide range of accounting procedures, as required by dual positions, for College Park Campus.

Supervised accounting functions for appropriated/sponsored fund accounts (federal grants), maintained revolving fund accounts and reviewed/analyzed federal fiscal reports prior to final submission.

Responsible for University FAS Training for College Park Campus, developed/implemented revisions to new modules of large-scale computerized accounting system and interfaced with and guided Systems Analysts/Programmers.

Directed professional accountants and processed all cash register operations on College Park Campus; served as troubleshooter of all problems in accounting and procedural policies.

Responsible for University Insurance, Financial Accounting System for College Park Campus and overall year-end closeout of auxiliary enterprises.

- Appointed member, University-wide Task Force (implemented newly-acquired FAS software package, 1980); Chairperson, University of Maryland Sub-committee for Training (planned, organized and produced training package for ten campus areas and conducted training sessions for preparing presenters to train respective personnel); Member, Sub-committee for Procedures Manuals and Forms.

grants/contracts.

Open Frank Consultation

Endowment Funds.

Student Reg. Syst. Third parking savings

Separate Budget officer

Fin. Reporting closing of semester of Pub. Acc. Enterprises

Likes computers working with Lotus/Visual. LOTUS 123. - all perfect

job note

"Asst. Controller."

Holland Laszlo Jan. Feb. Acc. Syst. prepared the training and the training

Audited Department of Foreign Loans and Student Union Programs Board; analyzed and revamped Metered Postage system; reconciled/reprogrammed Room and Enrollment Deposit Systems; operated microcomputer (Apple) using VISICALC.

Interfaced with professional CPA Firm, Office of the Vice Chancellor for Administration, Provost's Offices, Deans, Directors, etc.

Supervised Accounts Payable Department, Travel Office and General Accounting Section of the Comptroller's personnel.

Provided services to in-campus search committees and served as comptroller of College Park, in his absence.

ACCOUNTANT IV July, 1969 - June, 1976.

Performed professional operating and cost accounting; planned/organized/coordinated and managed daily operation of University's computerized accounting system.

Recommended revisions in account structure/reporting systems (or subsidiary records) and solutions to complex accounting problems.

Supervised professional accountants and submitted reports to the Comptroller, College Park Campus; researched and analyzed special projects.

AUDITOR IUM November, 1965 - July, 1969.

Reconciled bank accounts, analyzed income/expenditures as reflected in accounts and reviewed, analyzed and submitted written reports regarding accounting procedures.

Assisted Senior Auditing Staff during routine audits.

EDUCATION:

College of Business Management Institute, University of Kentucky, Lexington, Kentucky August, 1986, 1985, 1984.

NACUBO, Risk Management and Insurance, Denver, Colorado March, 1985.

Problems of Accounting and Financial Management course, NACUBO, San Antonio, Texas 1980.

Master of Commercial Science (Accounting), Benjamin Franklin University, Washington, D.C. 1965.

Bachelor of Commercial Science (Accounting), Benjamin Franklin University, Washington, D.C. 1963.

Bachelor of Science (Business Administration), The American University, Washington, D.C. 1955.

Diploma (Merchandising/Liberal Arts), Averett College, Danville, Virginia 1953.

87
53
/ 34
52/55

EXCELLENT REFERENCES AVAILABLE

*Big Band Music
Hand Craft
Collection of stamps/coins
Travel,*

JOCK DENNIS PETERS

3656 Lake Street
Houston, Texas 77098-5520
[REDACTED]

Transferable skills
Will relocate
Available immediately

Eighteen years administrative experience in construction, maintenance and operation of facilities for higher education. Broad working knowledge of complex buildings, HV/AC, and utilities systems. Proven ability to develop effective programs and motivate people. Excellent interpersonal skills and ability to plan, delegate, facilitate and evaluate. Results oriented, detail conscious.

EXPERIENCE

Staff Consultant, Norman A. Binz Interests, 1985-present.

Responsibilities include management of taxes, inspections and recommendations on use of real estate portfolio of commercial, residential and unimproved land in five counties appraised over \$6.3 Million, monthly analysis of a stock portfolio currently worth over \$2.7 Million. Other duties include monitoring and recording income and expenses and recommendations regarding operational procedures. Assisted owner with planning new office space and supervised cross-town move to new headquarters.

*NOT
EMPLOYED*

Director of Facilities, University of Southern Colorado, 1981-84.

Supervised maintenance and operation of state facilities, capital projects programming and construction, remodeling and space inventory/allocation (900,000 sq ft, \$3 Million operating budget). Implemented effective inventory and work order controls, preventive maintenance program and training for all levels of plant personnel. Planned, programmed and supervised extensive capital and deferred maintenance projects including replacement of several roofs, renovation of campus fire alarm system, new hazardous materials storage facility, enhancement of boiler controls and energy management system and replacement of inefficient absorption chillers. Instrumental in selection and installation of new telephone system and campus fiber optic computer communication system.

4800 FTE

*organizing
Planning
V.L.B. 3/8/84*

*Rome
Switch. / Prime
750,850
Admin (Student etc)*

*MEMBERS
OF Selection
Committee*

New Campus

Director of Physical Plant, Univ. of Houston, Clear Lake, 1979-81.

Supervised maintenance and operation of all facilities and support services (750,000 gsf, \$1.8 Million operating budget). Implemented effective methods of identifying needed work and priorities and enhanced documentation and budget controls. Planned and implemented a preventive maintenance program including building envelope, architectural hardware and furniture as well as HV/AC systems. Planned and implemented all in-house remodeling and installation of new instructional and plant equipment. Instrumental in planning and construction of new recreation, laboratory animal and physical plant facilities.

Project Manager, University of Houston System, 1966-79.

Senior Construction Project Manager for Facilities Planning and Construction Office--projects to \$26 Million. Participated in consultant selection, design development and construction document review. Monitored bidding and contract award. Administered construction site activity and approved contract change orders, consultant and contractor payments. Responsible for quality and cost control of major "Construction Manager" contracts, inspections, occupancy and warranties. Compiled budget status and progress reports for senior administrators and university regents.

EDUCATION

University of Houston

B. S. Architecture, 1966

Lamar University

Civil Engineering (2 yrs.)

University of Houston,
West Houston Institute

Principles of Real Estate (30 hrs.)
and Property Management (30 hrs.)

Hofstra University

Maintenance Management (2.0 CEU)

→ Camping
hiking
Model Railroad

Jack Dennis Peters

3656 Lake Street
Houston, Texas 77098-5520
[REDACTED]

REFERENCES

Mr. Robert F. Hutton, III
Director of Operations
Connecticut College
New London, CT 06320
(203)447 7722

Mr. Lawrence Bradley
Technical Director of Theatre
Speech Communications and Theatre Dept.
University of Southern Colorado
2200 N. Bonforte Blvd.
Pueblo, CO 81001-4901
(303) 549 2103

Ms. Anita L. Kendall
Director of Personnel
University of Southern Colorado
2200 N. Bonforte Blvd.
Pueblo, CO 81001-4901
(303) 549 2441

Jock Dennis Peters
3656 Lake Street
Houston, Texas 77098-5520
[REDACTED]

HIGHLIGHTS OF CONSTRUCTION RELATED EXPERIENCE

CONSTRUCTION PROJECT MANAGER, University of Houston System

General Services Building, Central Campus 1969

Steel framed, masonry and metal walls. Two-story office, high-bay shop building and one story wing. Housed University System Facilities Planning and Construction offices, Central Campus Physical Plant offices and shops, University Police offices, Printing Plant, Post Office, Central Warehouse, Property Manager and Motor Pool.

154,000 GSF \$1.2 Million construction cost

University Center Satellite, Central Campus 1971

Subterranean building with landscaped plaza at grade level above. Focal point of several high-rise science and research buildings. Housed food service, recreation and meeting rooms. University of Houston's first project incorporating "Construction Manager" contracting and fast-track scheduling.

38,600 GSF \$1.8 Million construction cost

NEW BRANCH CAMPUS University of Houston at Clear Lake 73-79

\$40 Million construction budget

New branch campus carved out of a virgin oak forest in Clear Lake City (adjacent NASA's Johnson Space Center). Sitework included clearing, roads, parking lots and utilities.

* Bayou Building 514,000 GSF (360 ft. x 520 ft. x 3 floors)
Steel framed, aluminum and glass curtainwall exterior. Housed administration, faculty offices, library, classrooms, laboratories, bookstore, auditorium, cafeteria, two large skylighted atria and more.

* Central Services Building 19,500 GSF
One story office and high-bay shop building. Steel framed with metal exterior wall panels. Housed Physical Plant offices and shops and printing plant.

* Developmental Arts building 36,400 GSF
Extra-height one story steel frame and porcelainized finish steel siding. Housed gymnasium, handball courts, health labs, classrooms, dance studio and experimental theatre. Outdoor facilities included 8 lighted tennis courts and three lighted multi-purpose playing fields. Project incorporated a DOE grant-funded solar heating and cooling system (with 416 solar panels).

DIRECTOR OF FACILITIES, University of Southern Colorado

Hazardous Material Storage Facility 601 GSF \$65,000

One story masonry structure with sophisticated mechanical and electrical systems for storage of toxic and reactive laboratory chemicals in bulk quantities. Included three separate cells for storage and handling.

Physical Plant Building 14,500 GSF \$981,000

One story precast concrete and masonry office wing and high-bay shop building. Housed Physical Plant offices and shops, motor pool and warehouses.

Fire Alarm Replacements 650,000 GSF (all buildings) \$97,000

10 existing buildings received new (replacements) alarm panels and alarm initiating devices. New central annunciator panel installed in University Police office.

Replacement of Administration Bldg. Roof \$55,000

Replaced failed built-up roof with single membrane system. State-funded deferred maintenance project.

Replace Art & Music Bldg. Roof \$45,000

Similar to Administration Building roof

Psychology Building Air Conditioning Completion 48,700 GSF

Completed installation of previously purchased equipment including cooling tower, cooling coils, pumps and chiller. Installed condenser water and chilled water lines using PVC pipe--a "first time experience" for state facilities in Colorado. Project accomplished with physical plant labor (except for chiller start-up) for under \$15,000.

Remodel Computing Center 3,600 GSF \$29,000

Remodeled offices, machine room and student contact labs in several phases. Reconfigured machine room electrical to serve new computers and new digital telephone switch.

Remodel Police Office, Print Shop & Mail Room 2,200 GSF \$18,900

Remodeled basement spaces to expand police office and relocate mail room and print shop facilities. Required close coordination with occupants to keep all three operations open and functioning at all times.

Install Fiber Optic Computer Cables

Physical Plant department installed over 3 miles of fiber optic cables in underground ductbanks connecting 14 buildings to the computing center in the Administration Building.

Energy Conservation Retrofits \$670,000

Planned project to replace obsolete and energy-expensive absorption chillers in 5 campus buildings and to purchase additional energy monitoring and control equipment.

Richland Community College

Nixt ✓



June 10, 1987

Professor David Todt, Chairperson
Department of Mathematics and Sciences
SHAWNEE STATE COLLEGE
940 Second Street
Portsmouth, Ohio 45662

✓

Dear Professor Todt:

I am interested in the expansion of your department at Shawnee State. I read of several openings in a recent issue of the Chronicle of Higher Education.

My graduate work in ~~mathematics~~ education and my experience teaching at the college and secondary school level may give me qualifications useful to your growing institution.

During my eleven years at Richland, I have taught developmental mathematics, industrial mathematics, mathematics for prospective elementary teachers, precalculus including algebra and trigonometry, the calculus sequence through differential equations, finite mathematics and statistics. Also, I have advised students interested in secondary education, engineering, and the physical sciences.

You will find enclosed a brief personal resume of my education and experience with the names of a few references. My professional credentials with letters of reference are available upon your request from the Educational Career Services Office at the Ohio State University. I have enclosed a signed request form and an envelope for your convenience.

If you desire transcripts of my college course work, please let me know.

I shall be happy to provide further information at your request. Eagerly I await further correspondence from your offices.

Sincerely yours,

Henry C. Nixt
Henry C. Nixt
Professor

HCN:ejn

Encl. - Resume
Cred. Request Form w/Envelope

HENRY C. NIXT

Rural Route 1, Box 26
Latham, Illinois 62543

(Business) 217/875-7200
(Home) [REDACTED]

Personal Data

Sex: Male

Birth Date: [REDACTED]
Greene, Iowa

Health: [REDACTED]

Height: [REDACTED]
Weight: [REDACTED]

Family: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Current Business Address:

Richland Community College
2425 Federal Drive
Decatur, Illinois 62526

Current Position:

Professor of Mathematics

Educational Background

<u>School</u>	<u>Dates</u>	<u>Degree</u>	<u>Major/Minor Areas</u>
Greene High School Greene, Iowa	1954-1958		
Loras College Dubuque, Iowa	1958-1962	B.S.	Major - Mathematics Minor - Education/ Science
University of Northern Iowa Cedar Falls, Iowa	Summers 1963-1964		Major - Mathematics Minor - Education
The Ohio State University Columbus, Ohio	Summers 1965-1968	M.S.	Major - Mathematics (Advisor - Riner)
The Ohio State University Columbus, Ohio	1969-1972	Ph.D.	Major - Mathematics Education (Advisors - Crosswhite, Trimble & Higgin) Minor - Teacher Education (Advisor - Coon)

Work Experience

1976 - 77

1 1/2 yrs }

Professor of Mathematics
Richland Community College
Decatur, Illinois

1972 - 1976

4 yrs }

Assistant Professor of Mathematics
The Ohio State University - Marion Campus
Marion, Ohio

1969 - 1972

Teaching Associate and Course Aide
Department of Mathematics
The Ohio State University
Columbus, Ohio

Summer 1969

Mathematics teacher for emotionally
disturbed children
Mental Health Institute
Independence, Iowa

1962 - 1969

7 yrs

Mathematics teacher
Columbus High School
Waterloo, Iowa

Professional Data

Unpublished Doctoral Dissertation. The Relative Effects of Advance Organizers and Structured Reviews as Alternative Uses of Recitation Time in College Mathematics for Non-Physical Science Students. The Ohio State University, 1972.

The Two-Year Mathematics Journal. "Experiment and Conjecture in Mathematics: A Discovery Course for College Freshmen and Sophomores". Vol. 9, No. 4. September, 1978.

Speaker at meetings of the National Council of Teachers of Mathematics; Illinois Council of Teachers of Mathematics; Ohio Council of Teachers of Mathematics; Mathematical Association of America--Ohio Chapter; and the North Central Ohio Council of Teachers of Mathematics.

Past President of the North Central Ohio Council of Teachers of Mathematics.

Current Affiliations

National Council of Teachers of Mathematics
Illinois Council of Teachers of Mathematics
Illinois Mathematics Association of Community Colleges
Mathematical Association of America
American Education Research Association--Special Interest
Group--Mathematics Education

Professional and Personal References

Mr. Howard E. Brown, President
Richland Community College
2425 Federal Drive
Decatur, Illinois 62526
Phone: (217) 875-7200

Mr. Robert Rose, Dean of Instruction
Richland Community College
2425 Federal Drive
Decatur, Illinois 62526
Phone: (217) 875-7200

Dr. Loren Pixley, Dean of Instruction
Illinois Eastern Community College
Olney Campus
Olney, Illinois 62450
Phone: (618) 393-2982

Dr. Bert K. Waits, Professor
Department of Mathematics
The Ohio State University
231 West 18th Avenue
Columbus, Ohio 43210
Phone: (614) 292-4975

Dr. F. Joe Crosswhite, Professor
Department of Mathematics
Northern Arizona University
P. O. Box 5717
Flagstaff, Arizona 86011
Phone: (602) 523-3481

Professional and Personal References (continued)

Dr. Jessie Ann Engle, Visiting Professor
Department of Mathematics
c/o Kolej Pengajian Persediaan
Institut Teknologi MARA
Section 17, Shah Alam
Selangor, Malaysia

Mr. John Cook
R. R. 1, Box 222
Maroa, Illinois 61756
Phone: Home - [REDACTED]

Employment - Assistant Manager
Illinois Power Company
Clinton Nuclear Power Station
Rural Route 1
Dewitt, Illinois 61735
Phone: (217) 935-8881

Mr. Roger D. Spurlock
596 West Ash Avenue
Decatur, Illinois 62521
Phone: [REDACTED]

Employment - Adult M. I. Administrator
Adolf Meyer Mental Health Center
East Mound Road
Decatur, Illinois 62521
Phone: (217) 877-3410

Further credentials available upon request



The Ohio State University

Department of Geology
and Mineralogy

107 Mendenhall Laboratory
125 South Oval Mall
Columbus Ohio, 43210-1398

Phone 614-²⁹²~~402~~-2721

Telex 5106003010

July 25, 1987

Shawnee State University
Office of the Provost
940 Second St.
Portsmouth, Ohio 45662

Dear Madam or Sir,

Please consider this application for the faculty position in geology at Shawnee State University. I am a Ph.D. candidate at The Ohio State University and will be receiving my degree at the end of summer quarter, 1987. My specialties are paleontology, stratigraphy, and sedimentary petrology.

My lecture experience includes one year as instructor of physical geology. During that experience, I handled two sections of approximately 50 nonscience majors each quarter. The course had a strong emphasis on laboratory exercises, which were assigned as group rather than individual projects. The group projects were very effective in encouraging discussion of geologic problems and relieving individual fears of laboratory tasks. I am teaching a similar course at Ohio State this summer but to a much larger class of 100+ students. I also served as assistant lecturer for a class which introduces geology to local high school teachers, who have aspirations of teaching earth science.

I would characterize myself as a highly motivated, energetic instructor. I enjoy getting students involved in geology. To encourage that involvement, I am willing to spend long hours talking to students, updating lecture materials, and developing new ways of presenting geology. I am a field-oriented geologist and, consequently, believe it is very important, class size permitting, to combine local field trips with each course. My extensive knowledge of Ohio geology will be a great aid in organizing those field trips for classes at Shawnee State.

My current research areas are in paleontology and sedimentary petrology. I am presently completing a project that deals with the fossils, age, and paleoenvironments of Middle Ordovician rocks in Oklahoma. The study area stretches across the eastern half of the state and is extremely interesting because it contrasts coeval rocks representing extremes in ancient marine conditions. I have established precise correlation of those rocks based on the distribution of an enigmatic group of microfossils (conodonts).

I recently completed a monograph on McLish-Tulip Creek conodonts published as Oklahoma Geological Survey Bulletin 141. I have

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also completed a manuscript on conodonts and paleoenvironments of the Tyner Formation that will be submitted for publication this summer to the Journal of Paleontology. Other research projects in progress include one on lower Middle Ordovician conodonts of the Joins and Oil Creek formations of Oklahoma and one on late Paleozoic agglutinated foraminifera of Ohio. The latter will be reported in conjunction with a sedimentology thesis on Devonian-Mississippian rocks.

In conclusion, I would like to emphasize that I am well versed in a broad range of geologic topics outside of my research specialties. I would enthusiastically welcome the opportunity to develop new courses that will best serve the students at Shawnee State. Included with this letter is a resume containing six references. Among those references, Drs. Sweet, Bergstrom, and Utgard are familiar with my teaching and research abilities and will be sending letters. Dr. Sweet will also be able to confirm my graduation date. Drs. Amsden, Ethington, and Harris are primarily familiar with my research. If there is any personal material not included that might assist you in your evaluation process, please contact.

Sincerely,

A handwritten signature in cursive script that reads "Jeffrey A. Bauer". The signature is written in dark ink and is positioned above the printed name.

Jeffrey A. Bauer

JEFFREY A. BAUER

Office Address:
The Ohio State University
Dept of Geology and Mineralogy
125 South Oval Mall
Columbus, Ohio 43210
Phone (614) 292-3076

Home Address:
1908 Colin Court
Columbus, Ohio 43229
Phone [REDACTED]

Education

- Ph.D. Expected August, 1987. The Ohio State University.
Dissertation - Conodont biostratigraphy, correlation,
and depositional environments of Middle Ordovician
rocks in Oklahoma. Adviser, Dr. W.C. Sweet.
- M.S. August, 1983. The Ohio State University.
Thesis - Conodonts and conodont biostratigraphy of the
McLish and Tulip Creek Formations of south-central
Oklahoma.
- B.S. August, 1981. Bowling Green State University.
Geology and Business Administration.

Teaching Experience

- Instructor The Ohio State University (1987)
Introduction to Physical Geology
- Instructor The Ohio State University (1983/84)
Principles and Processes of Geology
- Assistant instructor, The Ohio State University (1982-84)
Field and Laboratory Work in Earth Science
- Laboratory coordinator, The Ohio State University (1982,
1985-1987)
- Teaching assistant, The Ohio State University (1981)

Service

- Graduate Student President The Ohio State University (1984/85)
Dept of Geology and Mineralogy
- Graduate Committee Member The Ohio State University (1983/84)
Dept of Geology and Mineralogy
- Technical Program Organizer Mid-America Student Conference
The Ohio State University
March 26-28, 1982

Graduate-level credits

Paleobiology, Paleoecology, Paleobotany, World Stratigraphy, Historical Geology, Sandstone Petrology, Carbonate Petrology, Sedimentology, Optical Mineralogy, Geophysics, Geochemistry, German.

Seminar studies in Conodonts, Brachiopods, Quantitative Biostratigraphy, and Paleobiogeography

Publications

- 1987 Conodonts and conodont biostratigraphy of McLish and Tulip Creek Formations (Middle Ordovician), south-central Oklahoma: Oklahoma Geological Survey Bulletin 141, 58 p.
- 1986 Middle Ordovician (Whiterockian-Mohawkian) evolution of Phragmodus and Plectodina. G.S.A. Abstracts with Programs, v. 18, no. 3, p. 211.
- 1985 Correlation and subsurface distribution of Ordovician rocks in the Arkoma Basin of Oklahoma. G.S.A. Abstracts with Programs, v. 17, no. 3, p. 150.
- 1985 Conodont biostratigraphy and correlation of the Tyner Formation (Middle Ordovician), eastern Oklahoma. G.S.A. Abstracts with Programs, v. 17, no. 2, p. 79.
- 1984 Conodont biostratigraphy of the McLish and Tulip Creek Formations of south-central Oklahoma. G.S.A. Abstracts with Programs, v. 16, no. 3, p. 24.

Research Grants

A.A.P.G. Research Grant (1984)
ARCO Research Grant (1984)
Sigma Xi Grant (1984)
ARCO Research Grant (1983)

Professional Memberships

Paleontological Society
Sigma Xi
American Association of Petroleum Geologists
Pander Society

VITA

NAME: Virginia Mae Hamilton

June 6, 1987

DEPARTMENT AFFILIATION AND RANK: Instructor, Mathematical Sciences
Director, Mathematics Testing
Center

DEGREES EARNED (YEAR): M.A., Ball State University, 1974
B.S., Ball State University, 1968

SPECIALTIES: Remediation work in Mathematics
Secondary education - Mathematics

EXPERIENCE (Dates): Instructor, Mathematical Sciences Department
Ball State University, 1980-present

7 yrs

Mathematics Teacher, WesDel High School,
Gaston, IN, 1974-1976

2 yrs

Graduate Assistant, Mathematical Sciences
Department Ball State University, 1971 - 1973

Mathematics Teacher, Osbourn High School,
Manassas, Virginia, 1968-1971

3 yrs

REFERRED PUBLICATIONS/PAPERS/EXHIBITIONS/PERFORMANCES:

"Arithmetic Skillbuilder", a computer software tutorial package designed to improve arithmetic skills. Written with Dennis Owen, Purdue University, published by Addison-Wesley Publishing Co. December, 1987. The package is 4 1/2 disks in length and will be sold to accompany the Keedy/Bittenger Arithmetic text and two other series as well as a stand-alone software package.

"DoseCalc", a 12-disk computer software tutorial package for student nurses to aid with mathematical calculation of medication and dosages. Written with Margaret Simsic, Kay Hodson, and Pam Worrell published by W.B. Saunders in September, 1984.

"Predicting Success in a Beginning College Mathematics Course", a technical report written with C. Van Nelson as part of the Ball State University Technical Report series in November, 1985.

"Predicting Success in a Beginning College Mathematics Course", a paper presented at the annual meeting of the Midwestern Educational Research Association in October, 1985.

"A Problem Solving Approach", a presentation made at a remediation workshop at the University of Louisville in February, 1986.

SIGNIFICANT SERVICE PERFORMED:

1. Coordinator for computerized test banks for five of the Keedy/Bittinger series for developmental mathematics courses for Addison-Wesley Publishing Co. Work included contracting writers, approving questions and checking for accuracy, adding questions of my own where needed, and construction of a booklet form ready for publication and inclusion in the computerized test banks. Work also included serving in an advisory capacity with the design and structure of the test banks themselves.
2. Ball State University representative to the Indiana Regional Mathematics Consortium held at Franklin College on college level mathematics remediation in November, 1985.
3. Administration of the University Mathematics Placement Test for all newly enrolled Ball State students both on campus and in the newly established early testing program. Approximately 5000 students per year have been tested and placed into mathematics courses each year since 1985 when the program began. The testing and course placement has been my responsibility.
4. Worked in cooperation with Dr. Bruce Partner in developing the new "Pre Calculus Competency Test" to be used in placing students in more advanced courses, such as College Algebra, Trigonometry, etc.
5. Administration of the Mathematics Departmental testing program for developmental courses. This includes assisting with writing tests, directing their administration and grading, and working with a computerized grade system. Work with the faculty has also been a part of this procedure in dealing with statistics and problems with students. The testing program has included four courses with enrollment of approximately 2500 students per quarter. Testing using common tests (3 hourly exams and a final) and a departmental grading scale has been a part of my program responsibilities.
6. Numerous book reviews for Saunders College, Scott Foresman and Co., Random House, Merrill, and Addison Wesley Publishing companies.
7. Computer software reviews for Saunders College and Addison-Wesley Publishing Companies.
8. Development of a special mathematics sequence for non-traditional students to aid them in completion of their mathematics requirement. This has involved teaching special courses for these students to help

in their understanding and easing the anxiety felt by these returning students toward mathematics. This sequence began as an experiment in the 1986-87 school year and was successful enough to be continued in the coming year.

9. Member of the Advisory Board for the Non-Traditional Students Organization at Ball State.
10. Member of the Advisory Board for the newly created Learning Center which is part of the University College. The Learning Center is a tutorial service for students needing help in a variety of subject areas.
11. Member of the Provost's Task Force on Space Utilization for University College.
12. Served as member of the University Search Committee for the Director of University College.
13. Member of the University Council on Handicapped Students.
14. Service on departmental Lower Division Committee as member and Secretary. 1981-present.
15. Service on departmental Secondary Education Committee. 1984-present.
16. Member of the Educational Faculty at Ball State University.
17. Director, Mathematics Learning Laboratory at Ball State University. 1981-present.
Work here has included:
 - a. Writing and supervising administration of Departmental final exams and midterms in MATH 095, 096, 105, and
which are developmental courses and the general
required course.
 - b. Supervision of student tutors working in Laboratory.
 - c. Development and administration of the Mathematics Placement Test including statistical analysis of student data to set norms for appropriate placement. Starting in the Summer of 1985, this test is used as a placement tool with incoming Freshmen. To facilitate this analysis, I supervised the creation of an extensive data base of approximately 6000 students on the VAX cluster main frame computer. This data base has programmed into it a vast amount of versatility as a research tool.
 - d. Supervision of Graduate Assistants assigned to the laboratory as tutors.

- e. Supervision of teaching Graduate Assistants assisting with their preparation and classroom procedures.
18. Operation of a tutorial service for the Department of Nursing, working with student nurses who need remediation work in Mathematics to enable them to pass drug dosage computation "check off" tests. Numbers vary from one-on-one tutoring to group tutoring (12-20 students) on a quarterly basis. 1981-1985.
 19. Book review for Scott Foresman Publishing Co., 1985.
 20. Consultant for Addison-Wesley Publishing Co. Served as member of a focus group considering revision of the Keedy Bittinger trilogy for the 5th edition, Feb., 1985.
 21. Book review of a proposed new book for Random House Publishing Co., March 1985.
 22. Book review for Prindle, Weber & Schmidt Publishers, 1985.
 23. Consultant for Saunders College Publishing Co. working on the revision of the Barker/Rogers/Van Dyke Algebra series, 1985 to present.
 24. Computer Software evaluation for Saunders Publishing Co., 1983.
 25. Textbook review for Prindle, Weber, and Schmidt Publishers, 1983.
 26. Textbook review for CBS College Publications, 1983.
 27. Work with textbook evaluation and adoption for Lower Division courses, 1981-present.
 28. Work with course development and textbook adoption at WesDel High School. This involved design and instruction of new courses to the curriculum and the writing of some course materials. 1974-76.
 29. Service on a county-wide committee writing teaching guidelines for Prince William County Public School System outlining material to be covered, trouble areas, and suggested teaching techniques. Summer, 1970.
 30. Writing of course materials for Freshman level Remedial Mathematics course for non-readers at Osbourn High School. 1970. (Material was used in-school, but not published)
 31. Mathematics Consultant and Resource person for Prince William County, Virginia, Mathematics Supervisor working with the 6 county high schools. 1970-71.

PROFESSIONAL MEMBERSHIP: NCTM

DEPARTMENT OF MATHEMATICAL SCIENCES

INSTRUCTOR
CLASSROOM PERFORMANCE
RATING

NAME Virginia M. Hamilton

DATE February 17, 1987

EVALUATOR Composite rating

WEAK BELOW AVE. AVE. ABOVE AVE. STRONG NATO*

- | | | | | | | |
|--|---|---|---|---|-----|-----------|
| 1. Instructor seems well-prepared for class. | 1 | 2 | 3 | 4 | (5) | _____ |
| 2. Instructor speaks audibly and clearly. | 1 | 2 | 3 | 4 | (5) | _____ |
| 3. Instructor utilizes the chalkboard and/or overhead projector effectively. | 1 | 2 | 3 | 4 | (5) | _____ |
| 4. Instructor displays enthusiasm when teaching. | 1 | 2 | 3 | 4 | (5) | _____ |
| 5. Instructor emphasizes relationships between and among topics. | 1 | 2 | 3 | 4 | (5) | _____ |
| 6. Instructor makes good uses of examples and illustrations. | 1 | 2 | 3 | 4 | (5) | _____ |
| 7. Instructor maintains rapport with the class. | 1 | 2 | 3 | 4 | (5) | _____ |
| 8. Instructor makes adequate allowance for questions/discussion in class. | 1 | 2 | 3 | 4 | (5) | _____ |
| 9. Instructor actively attempts to engage students in the learning process. | 1 | 2 | 3 | 4 | (5) | _____ |
| 10. Instructor uses supplementary materials effectively when appropriate. | 1 | 2 | 3 | 4 | 5 | <u>3*</u> |

*Not able to observe.

COMMENTS:

Mrs. Hamilton provides individual attention to the students. She tries to help students gain some confidence in mathematical performance.

Classes visited:

Math 096: Basic Algebra: February 4, 1987
February 11, 1987
February 13, 1987

Norman K. Lee
Min Masoom Ali
Emma W. Barnett

Mary Ann Tomlin
1613 Coles Boulevard
Portsmouth, Ohio 45662
Phone [REDACTED]

Job Objective: MIS Resource Specialist, developing the new MIS system at Shawnee State University, helping users solve problems, and facilitating a smooth transition to the new system.

Work Experience:

1974-Present Shawnee State University, Portsmouth, Ohio

Job Title: Records Secretary
Duties: Responsible for computerized registration process, including change orders, student data base, including verifying information, academic history files and grade entry to student transcripts.

1969-1974 Daniels-Head Insurance Company, Portsmouth, Ohio

Job Title: Data Entry Operator
Duties: Handled billing and collection procedures in the Data Processing Department.

Education: Shawnee State University, Portsmouth, Ohio
Candidate for Associate in Applied Business in August, 1987.

Grade Point Average, based on a 4-point system:
3.80

Graduate of Midwest School of Automation, Kansas City, Missouri.
Certification in Data Processing, December, 1968.

Valley High School, Lucasville, Ohio
Diploma, 1968

Extra-Curricular Activities:

Member, Beta Sigma Phi Sorority

Member and Exercise Instructor, Portsmouth Area Childbirth Association.

Alleluia Instructor, Franklin United Methodist Church.

MARK A. MOORE
RT. 2 BOX 42
FRANKLIN FURNACE, OHIO 45629
[REDACTED]

JOB OBJECTIVE:

COMPUTER OPERATOR.

EDUCATION:

OHIO UNIVERSITY, ATHENS, OHIO

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION, MAJORING
IN COMPUTER SYSTEMS IN BUSINESS. 3.2 GRADE AVERAGE IN
MAJOR FIELD OF STUDY. MAJOR COURSES OF STUDY: BASIC,
DATA BASE II, COBOL I,II AND SYSTEMS DESIGN.

SHAWNEE STATE UNIVERSITY, PORTSMOUTH, OHIO

ASSOCIATE DEGREE IN APPLIED BUSINESS, CONCENTRATING
IN DATA PROCESSING AND COMPUTER TECHNOLOGY. 3.0
GRADE AVERAGE IN MAJOR FIELD OF STUDY. MAJOR COURSES
OF STUDY: BASIC I,II, RPG II, PASCAL, SYSTEMS ANALYSIS
AND DESIGN, FORTRAN IV, AND ACCOUNTING I,II,III.

GREEN HIGH SCHOOL, FRANKLIN FURNACE, OHIO

GRADUATE, 1982. MAJOR COURSE OF STUDY: COLLEGE PREP.

EXPERIENCE:

EMPLOYER: SHAWNEE STATE UNIVERSITY . . PRESENT
ADDRESS: 940 SECOND STREET, PORTSMOUTH, OHIO
SUPERVISOR: PAUL DAWSON, (614) 354-3205
JOB DUTIES: COMPUTER OPERATOR PDP 11/70

EMPLOYER: MAC-A-DOO'S DRIVE-THRU . . 1986 - PRESENT
ADDRESS: PORTSMOUTH, OHIO
SUPERVISOR: DAN SANDS JR., (614) 354-4474
JOB DUTIES: CASHIER

EMPLOYER: BPS COMPUTER SERVICES. . . 1983 - 1986
ADDRESS: BANK ONE PLAZA, PORTSMOUTH, OHIO
SUPERVISOR: DALE IRWIN, (614) 354-4243
JOB DUTIES: PART TIME PROGRAMMER

REFERENCE INFORMATION:

GABE CANARY
ASST. PRINCIPAL
PORTSMOUTH H.S.
(614) 354-9383

BENNY SHAW
ACCOUNTING SUP.
USS CHEMICALS
(614) 354-9153

GERRY BARRY
PROFESSOR
SHAWNEE STATE
(614) 354-3205