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6-27-1988

June 27, 1988 Meeting Minutes

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**AGENDA
SHAWNEE STATE UNIVERSITY
ADJOURNED 6/17/88 MEETING
THE BOARD OF TRUSTEES
JUNE 27, 1988
7:30 P.M.**

- A. Call to Order
- B. Roll Call
- C. Approval of Agenda (adjourned 6/17/88 meeting continued to 6/27/88)
- D. Old Business
- E. New Business
 - Resolution 21-88, Approval of Policy for Faculty Development (UFA)
 - Resolution 22-88, Approval of Budget
 - Resolution 23-88, Approval of Policy from Ad Hoc Committee
 - Resolution 24-88, Re: Issuing Bonds
- F. Other Business
- G. Adjournment

MINUTES
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES ADJOURNED MEETING
JUNE 27, 1988

The meeting was called to order by Vice Chairman Carson.

ROLL CALL

Members Present: Mr. Winters, Mr. Thompson, Mr. Reinhardt, Ms. Riffe,
Mr. Ferguson, Mr. Piatt, Mr. Morgan, Dr. Carson

Members Absent: Mr. Hyland

APPROVAL OF AGENDA

Mr. Thompson moved and Mr. Winters seconded a motion to approve the agenda for the meeting.

Ayes: Mr. Thompson, Mr. Winters, Mr. Reinhardt, Ms. Riffe, Mr. Ferguson,
Mr. Piatt, Mr. Morgan, Dr. Carson

Nays: None

OLD BUSINESS

There was no old business to be brought before the Board.

NEW BUSINESS

Mr. Morgan brought to the Board's attention a request to amend the code of regulations of the Shawnee State University Foundation to increase the membership from nine (9) to thirteen (13). This request had been presented to the Board at an earlier meeting but no action was requested. The main function of the Foundation is fund raising and the consensus is that a larger membership will make the task easier.

Mr. Thompson moved Resolution 25-88, amending the Code of Regulations of the Shawnee State Development Foundation, to increase the membership to thirteen (13). The motion was seconded by Mr. Morgan.

Ayes: Mr. Thompson, Mr. Morgan, Mr. Winters, Mr. Reinhardt, Ms. Riffe, Mr. Ferguson, Mr. Piatt, Mr. Morgan, Dr. Carson

Nays: None

Resolution 21-88, Faculty Development Policy, has been reviewed for the past two board meetings and is an outgrowth of many long standing issues. This policy has been developed with cooperation of faculty, and administrators and is the first document of its kind to be presented to the Board of Trustees that has come all the way through the new University approval system.

After questions and discussion for clarifications of some of the items covered in the policy, Mr. Morgan moved the adoption of Resolution 21-88 and Mr. Ferguson seconded the motion.

Ayes: Mr. Morgan, Mr. Ferguson, Mr. Piatt, Ms. Riffe, Mr. Reinhardt, Mr. Winters, Ms. Riffe, Dr. Carson

Nays: None

Mr. Thompson, Chairman of the Ad Hoc Committee for the formulation of University policy for Presidential Selection, stated that the committee had met and was presenting this policy to the Board for approval. Basically very few changes were made in the former policy. After discussion and comments, Mr. Thompson moved that Resolution 23-88 be adopted. Mr. Winters seconded the motion.

Ayes: Mr. Thompson, Mr. Winters, Ms. Riffe, Mr. Morgan, Mr. Ferguson, Mr. Piatt, Mr. Reinhardt, Dr. Carson

Nays: None

Ms. Riffe stated that this is just one of several policies that will be considered by the Board.

Mr. Winters moved and Ms. Riffe seconded a motion to table for further discussion Resolution 24-88, concerning the issuing of bonds for the purpose of building a University Center.

The motion was carried by unanimous voice vote.

Mr. Reinhardt moved and Mr. Winters seconded a motion to table Resolution 22-88, 1989 budget.

The motion was carried by unanimous voice vote.

OTHER BUSINESS

Gary Gemmer, President of UFA, requested to address the Board of Trustees. He thanked the committee and administration for the finalized Faculty Development Policy. He commended Phyllis Kegley and her committee on their work on this policy, the first to go through the university process. He also commended the Ad Hoc committee for sharing with others the policy amendments.

Mr. Gemmer stated that his primary reason for addressing the Board is to speak to the non-renewal of three (3) faculty members. He stated that these faculty members did not receive traditional or normal evaluation, nor was there any indication that their performance was unsatisfactory. He feels that the way the situation was handled affected all faculty.

A real concern is faculty communication with the Board. Mr. Gemmer indicated that he had sent a letter to Board members in June and had received no response. This puts the faculty in a position where they have to address the Board publicly. Better communications need to be worked out between the Board and faculty so that problems do not have to be aired publicly. He feels faculty should be involved with Board committee work. He is pleased to see students will be appointed to the Board but feels that faculty members should also be represented on the Board. Mr. Gemmer stated when Jane Curry addressed the Board, with no answer made and no comments offered by Board members, there was feeling of lack of communication.

It was pointed out that Mr. Essman had requested to speak and then brought a representative to speak without notifying the Board of his intentions. Mr. Winters stated he felt that Mr. Essman should have spoke to the Board personally. He also stated that he did not feel Ms. Curry's

comments merited answers, and he (Mr. Winters) personally felt offended by Ms. Curry's attitude and the manner in which she presented her comments.

Ms. Riffe stated she had not received the letter Mr. Gemmer sent to Board members and asked that a copy be mailed to her.

Mr. Gemmer stated that perhaps Shawnee State should look to other institutions regarding tenure vs. continuing contracts, classroom observation, and student evaluations. He feels these are not always handled in the best manner. He feels better communications between faculty and the Board of Trustees is essential.

Dr. Carson stated that the Board would try to do better. The Board wants to make this institution one of the finest, and working in harmony with the faculty is important to them. He thanked Mr. Gemmer for speaking.

Mr. Thompson moved and Mr. Winters seconded a motion to go into executive session at 8:30 P.M. for the purpose of discussing personnel and budget matters.

The motion was passed by a unanimous voice vote.

The Board reconvened its meeting to regular session at 10:36 P.M.

ROLL CALL

Members Present: Mr. Winters, Mr. Thompson, Mr. Reinhardt, Ms. Riffe,
Mr. Ferguson, Mr. Piatt, Mr. Morgan, Dr. Carson

Mr. Thompson moved and Ms. Riffe seconded a motion to accept the budget as presented with an across the board 5% increase for administrative contract personnel.

Ayes: Mr. Thompson, Ms. Riffe, Mr. Winters, Mr. Reinhardt, Mr. Ferguson,
Dr. Carson

Nays: Mr. Piatt, Mr. Morgan

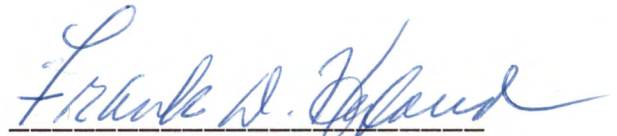
Mr. Winters moved and Ms. Riffe seconded a motion to approve Resolution 24-88, with the addition of the name of Seasongood and Mayer as the bonding underwriters.

Ayes: Mr. Winters, Ms. Riffe, Mr. Thompson, Mr. Reinhardt, Mr. Ferguson, Mr. Piatt, Mr. Morgan, Dr. Carson

Nays: None

Mr. Morgan moved for adjournment. Mr. Piatt seconded the motion.

A unanimous voice vote adjourned the meeting.


Chairman, Board of Trustees


Secretary, Board of Trustees

RESOLUTION 21-88

The attached Faculty Development Policy has been developed by administrators and faculty (UFA) of Shawnee State and recommended to the President for adoption. The President concurs with this recommendation and now recommends that the Board of Trustees adopt said policy.

Therefore be it resolved that the Board of Trustees of Shawnee State University hereby adopts the Faculty Development Policy.

AREA: UNIVERSITY FACULTY AND INSTRUCTIONAL STAFF NUMBER: 40-3-15
ISSUED:
SUBJECT: STAFF DEVELOPMENT - FACULTY DEVELOPMENT PROGRAM REVISED:
PAGE: 1 OF 12

The University supports a strong, voluntary faculty development program by encouraging the professional development and educational growth of its faculty through providing assistance in accordance with the guidelines established by this policy.

The primary purposes of the Faculty Development Program are to advance the academic competence of faculty members and to enhance their contribution to the University as teachers and scholars. Because it may take a faculty member several years to complete his/her educational objectives, the University is philosophically committed to maintain this program for at least a five year period.

Eligible faculty members could avail of one or a serial combination of three options which are (a) Tuition Reimbursement Without Reduced Work Load, (b) Tuition Reimbursement With Reduced Work Load, and (c) Faculty Leave With Pay and Tuition Reimbursement.

I. General Guidelines

- A. The Faculty Development Program is designed to provide funding and schedule adjustment or release time for a faculty member to accomplish any of the following:
 - 1. To obtain an academic degree which will qualify him/her to teach new courses under the new degree programs.
 - 2. To take courses which do not lead to a degree but which will enable him/her to teach new courses.
 - 3. To take courses to keep current in his/her present teaching area.
- B. The available monies will be awarded to those faculty members officially enrolled (or intending to enroll) in approved courses at an accredited institution of higher education or participating in an approved planned program of study, research, or creative activity.
- C. The program and/or courses must be directly applicable to the faculty member's current or future teaching responsibilities at the University.
- D. All courses must be taken on a credit basis. In courses where a grade is given, a letter grade of "B" or better must be achieved for undergraduate or for graduate work. In required courses with a pass/fail structure, the faculty member will need to pass the course. In thesis or dissertation work, a grade of "progress" is a satisfactory grade.

AREA: UNIVERSITY FACULTY AND INSTRUCTIONAL STAFF NUMBER: 40-3-15
ISSUED:
SUBJECT: STAFF DEVELOPMENT - FACULTY DEVELOPMENT REVISED:
PROGRAM - TUITION REIMBURSEMENT ONLY PAGE: 2 OF 12

- E. In order to receive reimbursement for education costs, requests for educational assistance must be approved prior to enrollment. Full reimbursement of tuition and mandatory fees will be given upon successful completion of the course(s) and submission of documentation to that effect.
 - F. If the faculty member is covered by grants or funding from outside sources, reimbursement will be made only for that portion of the tuition and general fees which exceeds the amount of such assistance.
 - G. Approval shall depend on the funds available, staffing consideration, and specific credentialing needs of the division and/or institution.
 - H. Denials may be appealed to the next higher approval level as outlined by the procedural guidelines that follow.
 - I. The applicant is responsible for acquiring status information regarding the application process through the Dean or Division Chair.
- II. Tuition Reimbursement for Off Campus Classes With No Request for Reduction in Work Load
- A. These procedural guidelines shall apply to faculty members wishing tuition reimbursement for credit classes to be taken outside Shawnee State University but without reduction in work load.
 - B. Eligibility - In addition to the general guideline outlined in Section 1, the following criteria also need to be met:
 - 1. The individual must be a full-time employee.
 - 2. The individual must have been employed as a full-time faculty member at Shawnee State University no less than one year.
 - 3. The individual must enroll in courses directly related to his/her present or future teaching responsibilities at Shawnee State University.
 - 4. It is expected that educational activities will not interfere with regularly scheduled job responsibilities and will not adversely affect the quality of performance.

AREA: UNIVERSITY FACULTY AND INSTRUCTIONAL STAFF NUMBER: 40-3-15
ISSUED:
SUBJECT: STAFF DEVELOPMENT - FACULTY DEVELOPMENT REVISED:
PROGRAM - TUITION REIMBURSEMENT ONLY PAGE: 3 OF 12

C. Procedure

1. The faculty member shall normally initiate a request for reimbursement no later than two weeks before the first class meeting.
 - a. This shall be accomplished by completing Part A of the "Off Campus Faculty Development Fee Reimbursement Form (for Faculty not requesting Reduced Work Load)" which can be secured at the Office of the Provost.
 - b. The faculty member must list and describe the courses that are to be taken and the amount of tuition involved.
 - c. The faculty member shall submit the form to the Dean or Division Chairperson for approval.
2. The Dean or Division Chairperson shall complete Part B of the form and either approve or disapprove the request based on the general guidelines, and provisions on eligibility listed above.
 - a. If approved, the form will be forwarded to the Office of the Provost.
 - b. If disapproved, the form will be returned with reasons for denial, to the faculty member and a copy sent to the Chairperson of the Faculty Development/Research and Creative Activities Committee.
3. The Provost shall give approval or disapproval by completing Part C of the form.
 - a. If approved, the form will be forwarded to the Business Office for processing.
 - b. If disapproved, reasons for such denial will be stated and the form returned to the faculty member, with a copy sent to the Chairperson of the Faculty Development/Research and Creative Activities Committee and to the Dean or Division Chairperson concerned.

AREA: UNIVERSITY FACULTY AND INSTRUCTIONAL STAFF NUMBER: 40-3-15
ISSUED:
SUBJECT: STAFF DEVELOPMENT - FACULTY DEVELOPMENT REVISED:
PROGRAM - TUITION REIMBURSEMENT WITH PAGE: 4 OF 12
REDUCED WORK LOAD

4. The Business Office will complete Part D of the form and keep the original on file. Copies will be forwarded to the faculty member, the Dean or Division Chairperson, the Chairperson of the Faculty Development/ Research and Creative Activities Committee and the Provost to indicate that processing of such request has been completed.
5. Reimbursement will be made to the individual upon submission of:
 - a. An institutional fee statement.
 - b. The original copy of the final grade report from the college or university attended.
 - c. A requisition form (can be secured from the Business Office) initiated by the faculty member and approved by the Division Chairperson or Dean.

III. Tuition Reimbursement for Off Campus Classes With Request for Reduced Work Load

- A. These procedural guidelines shall apply to faculty members wishing to take off-campus classes that necessitate a reduced work load.
- B. Eligibility - the general guidelines in Section One (#1,3,4) outline general requirements for eligibility for the program. In addition:
 1. The individual must have been employed for a minimum of three academic years as a full-time faculty member at Shawnee State University.
 2. Approval for a reduction in work load will depend on the funds available and specific credentialing needs within the division and/or University.
- C. Procedure
 1. The faculty member wishing to take off-campus classes that necessitate a reduced work load shall normally initiate such request no later than twelve weeks preceding the beginning of the quarter at Shawnee State University during which the faculty member is requesting a reduced work load.

AREA: UNIVERSITY FACULTY AND INSTRUCTIONAL STAFF NUMBER: 40-3-15
ISSUED:
SUBJECT: STAFF DEVELOPMENT - FACULTY DEVELOPMENT REVISED:
PROGRAM - TUITION REIMBURSEMENT WITH PAGE: 5 OF 12
REDUCED WORK LOAD

- a. This shall be accomplished by completing Part A of the "Off-Campus Faculty Development Fee Reimbursement Form (for faculty requesting reduced work load)." The form can be secured from the Office of the Provost.
 - b. The faculty member shall summarize:
 1. The courses to be taken.
 2. The amount of tuition and fees involved.
 3. Reasons for requesting a reduced work load (e.g., scheduling problems, distance to travel, number of courses taken, etc.)
 4. The courses at Shawnee State University that would need to be covered by another faculty member.
 5. How the classes that the faculty member is going to take will benefit the faculty member, the department and the institution.
 - c. The faculty member shall submit the form to the Dean or Division Chairperson for approval.
2. The Dean or Division Chairperson shall complete Part B of the form and either approve or disapprove the request within four weeks of receipt.
- a. If approved, the form will be forwarded to the Chairperson of the Faculty Development/Research and Creative Activities Committee. The Dean or Division Chairperson will attach a statement of work load reduction costs and a plan for staffing the classes not being taught by the faculty member.
 - b. If disapproved, reasons for the denial will be stated. The form will then be returned to the faculty member and a copy sent to the Chairperson of the Faculty Development/Research and Creative Activities Committee.

AREA: UNIVERSITY FACULTY AND INSTRUCTIONAL STAFF NUMBER: 40-3-15
ISSUED:
SUBJECT: STAFF DEVELOPMENT - FACULTY DEVELOPMENT REVISED:
PROGRAM - TUITION REIMBURSEMENT WITH PAGE: 6 OF 12
REDUCED WORK LOAD

3. The Chairperson of the Faculty Development/Research and Creative Activities Committee in concert with committee members shall either approve or disapprove the request and indicate such decision by completing Part C of the form within two weeks of its receipt.
 - a. If approved, the form will be forwarded to the Provost.
 - b. If disapproved, the Chairperson shall state the committee's reasons for denial on the form and return the form to the faculty member with a copy sent to the Dean or Division Chairperson.
4. Within two weeks of receipt, the Provost shall either approve or disapprove the request and indicate such decision in Part D of the form.
 - a. If approved, the form will be forwarded to the Business Office for processing.
 - b. If disapproved, the form will be returned to the faculty member with the reasons for such denial. A copy of the form will be sent to the Chairperson of the Faculty Development/Research and Creative Activities Committee and the Dean or Division Chairperson concerned.
5. The Business Office will complete Part E of the form and keep the original on file. The faculty member, the Dean or Division Chairperson, the Chairperson for Faculty Development/Research and Creative Activities Committee and the Provost will each be furnished a copy of the completed form to indicate that processing of such request has been completed.
6. Reimbursement will be made to the individual upon his/her submission of the following:
 - a. An institutional fee statement.
 - b. The original copy of the final grade report from the college or university attended.

AREA: UNIVERSITY FACULTY AND INSTRUCTIONAL STAFF NUMBER: 40-3-15
ISSUED:
SUBJECT: STAFF DEVELOPMENT - FACULTY DEVELOPMENT REVISED:
PROGRAM - LEAVES WITH PAY AND TUITION PAGE: 7 OF 12
REIMBURSEMENT

- c. A requisition form (which can be secured from the Business Office) initiated by the faculty member and approved by the Dean or Division Chairperson.

IV. Faculty Leave With Pay and Tuition Reimbursement for Off-Campus Classes

- A. These procedural guidelines shall apply to eligible faculty members who wish to take a leave from their regular teaching and research duties in order to further their education or to pursue research or creative activities.
- B. Eligibility - Section One (#1,3,4) outlines the general guidelines for program eligibility. In addition:
 1. Leaves may be granted to those faculty members under full-time contracts with seven or more academic years of full-time experience at Shawnee State University or its predecessors. To be eligible again, a faculty member must complete another seven years of academic teaching service at Shawnee State University.
- C. Program Specifics
 1. Subject to appropriate approvals, legislative restrictions and availability of funds for the purpose, Shawnee State University offers three plans to its full-time faculty for faculty leaves with pay:
 - a. Plan I supports the faculty member for one quarter at one hundred percent of salary.
 - b. Plan II supports the faculty member for two quarters at seventy five percent salary.

AREA: UNIVERSITY FACULTY AND INSTRUCTIONAL STAFF NUMBER: 40-3-15
ISSUED:
SUBJECT: STAFF DEVELOPMENT - FACULTY DEVELOPMENT REVISED:
PROGRAM - LEAVES WITH PAY AND TUITION PAGE: 8 OF 12
REIMBURSEMENT

- c. Plan III supports the faculty member for three quarters at sixty six and two thirds percent salary.
2. The salary will be determined from a calculated three quarter academic year base. For example a faculty member with a \$30,000 salary would be compensated:
 - a. \$30,000 if given 1 quarter leave (\$20,000 + 100% of \$10,000)
\$25,000 if given 2 quarter leave (\$10,000 +75% of \$20,000)
\$20,000 if given 3 quarter leave (66 2/3% of \$30,000)
3. Full tuition and mandatory fees during leave will be reimbursed.
4. No faculty member, by virtue of being on professional leave, shall suffer a reduction or termination of his regular employee retirement or insurance benefits or of any other benefit or privilege he receives as a faculty member at Shawnee State University. Whenever such a benefit would be reduced because of a reduction in the faculty member's salary during the period of faculty leave, the faculty member shall be given a chance to have the benefit increased to its normal level, in accordance with rules adopted by the Board of Trustees or the managing authority.
5. All leave proposals that demonstrate the potential of improving the faculty member's knowledge or ability will be considered. In all cases, final determination of eligibility, allocations, and awards of leave will be made by the President.
6. Proposals will be considered according to the following criteria:
 - a. Potential contribution of the faculty member to the University as a result of the faculty development leave.
 - b. Past performance of the faculty member in his/her teaching assignment and graduate work.
 - c. Ability of the academic unit to arrange for alternate course staffing or to absorb the work during the period of professional development leave.

AREA: UNIVERSITY FACULTY AND INSTRUCTIONAL STAFF NUMBER: 40-3-15
ISSUED:
SUBJECT: STAFF DEVELOPMENT - FACULTY DEVELOPMENT REVISIED:
PROGRAM - LEAVES WITH PAY AND TUITION PAGE: 10 OF 12
REIMBURSEMENT

toward the degree, the number of credit hours to be taken during the leave, an estimate of tuition costs and general fees during the leave, and the number of hours needed to complete the degree.

- b) A detailed description of research to be done.
 - c) A detailed description of the creative activity in which the faculty member will participate.
- 2) A statement of the benefits to Shawnee State University and to the faculty member's professional development.
- c. The faculty member shall submit the form to the Dean or Division Chairperson for approval.
2. The Dean or Division Chairperson shall fill out Part B of the form and forward it within four weeks of receipt.
- a. If approved, the form and attachments will be forwarded to the Chairperson of the Faculty Development/Research and Creative Activities Committee along with a statement of support indicating how the academic unit will absorb the work load and estimating the cost to the institution.
 - b. If disapproved, the form and attachments will be forwarded to the Chairperson of the Faculty Development/Research and Creative Activities Committee stating the reason(s) for such denial.
3. The Faculty Development/Research and Creative Activities Committee will act on the request no later than four weeks after receipt of the form.
- a. If approved, the form will be forwarded to the Provost.
 - b. If disapproved, the committee will return the submitted information along with an explanation of the denial to the Dean or Division Chairperson, who will then notify the faculty member.

AREA: UNIVERSITY FACULTY AND INSTRUCTIONAL STAFF NUMBER: 40-3-15
ISSUED:
SUBJECT: STAFF DEVELOPMENT - FACULTY DEVELOPMENT REVISED:
PROGRAM - LEAVES WITH PAY AND TUITION PAGE: 11 OF 12
REIMBURSEMENT

4. The Provost will indicate approval or disapproval by filling out Part D of the form and forwarding it to the next level no later than two weeks from date of receipt.
 - a. If approved, the form will be forwarded to the President.
 - b. If disapproved; the Provost will return the submitted information along with an explanation to the Dean or Division Chairperson who will then notify the faculty member and Faculty Development Committee Chairperson.
5. The President will indicate final approval or disapproval by filling out Part E of the form no later than two weeks after receipt.
 - a. If approved, the President will send formal notification to the faculty member, the Dean or Division Chair, the Committee Chairperson, and the Provost. The Request for Leave Form will then be forwarded to the Business Office for processing.
 - b. If disapproved, the President will return the submitted information along with reasons for such denial to the Dean or Division Chairperson who will then notify the faculty member and the Faculty Development Committee Chairperson and the Provost.
 - c. Terms of the leave will be clearly stated in a contract between the faculty member and the University.
6. The Business Office will complete Part F of the form and keep the original on file. Copies will be forwarded to the faculty member, Dean, or Division Chairperson, the Chairperson of the Faculty Development/ Research and Creative Activities Committee and the Provost to indicate that processing of such request has been accomplished. All other additional information attached to the form will be kept on file by the Office of the Provost.
7. No later than January 1 after the leave is taken, the faculty member must submit to the President a report indicating the attainment of the faculty member under the Faculty Development Program.

AREA: UNIVERSITY FACULTY AND INSTRUCTIONAL STAFF NUMBER: 40-3-15
ISSUED:
SUBJECT: STAFF DEVELOPMENT - FACULTY DEVELOPMENT REVISED:
PROGRAM - LEAVES WITH PAY AND TUITION PAGE: 12 OF 12
REIMBURSEMENT

8. Reimbursement for tuition and fees will be made to the individual after his/her submission of:
 - a. An institutional fee statement.
 - b. The original copy of the final grade report from the college or university attended.
 - c. A requisition form (which can be secured from the Business Office) initiated by the faculty member and approved by the Dean or Division Chairperson and Provost.

RESOLUTION 22-88

The Budget Office of Shawnee State University has presented a balanced budget for approval and adoption to the President. The President has reviewed this budget, which incorporates the tuition increases listed below:

<u>In State</u> <u>Instructional Fee</u>	\$485 FTE or \$ 40 Cr. Hr.
<u>Non-resident Surcharge</u>	\$125 FTE or \$ 10 Cr. Hr.
<u>General Fee</u>	\$ 46 FTE or \$ 10 Cr. Hr.

The President is recommending this budget for approval and adoption to the Board of Trustees.

Now therefore be it resolved that the Board of Trustees of Shawnee State University hereby adopts the attached budget for 1989.

FY 1989 BUDGET
 Compared to FY 1988*
 General Fund
 Expenditure By Object

	<u>FY 1988</u> <u>BUDGET</u>	<u>FY 1989</u> <u>PROPOSED BUDGET</u>	<u>PERCENT</u> <u>CHANGE</u>
Compensation	\$7,034,826	\$ 9,249,793	31.5
Supplies	262,833	244,654	(6.9)
Travel	228,930	188,025	(17.9)
Information & Communications	265,739	405,114	52.4
Maintenance & Utilities	490,753	606,584	23.6
Miscellaneous & Scholarships	611,801	946,981	54.7
Equipment	307,296	320,452**	4.3
Transfer	157,642	350,939	36.2
 Total	 \$9,359,820	 12,312,544	

*FY 1988 reflects adjustments and anticipated lapses.

**Does not include State capital funds of \$178,200 for instructional equipment and \$47,083 for data processing equipment.

FY 1989 BUDGET
 Compared to FY 1988 Budget*
 General Fund
 Revenues

	<u>FY 1988</u>	<u>FY 1989</u>	<u>PERCENT CHANGE</u>
Tuition Fees and Other Student Charges			
Instructional Fee	\$3,035,794	\$3,698,568	22
General Fee	248,252	332,673	34
Other	158,887	144,200	9
	<u>\$ 3,442,933</u>	<u>\$ 4,175,441</u>	
State Appropriations			
Instructional subsidy	\$4,475,500	\$4,514,750	9
	1,000,000	3,200,000	20
	124,168	124,168	0
	<u>\$ 5,599,668</u>	<u>\$ 7,838,918</u>	
Other			
Public Service	\$ 110,719	\$ 152,885	38
Other	206,500	145,300	30
	<u>\$ 317,219</u>	<u>\$ 298,185</u>	
Total General Fund Income	\$ 9,359,820	\$12,312,544	

*FY 1988 reflects adjustments and anticipated lapses.

FY 1989 BUDGET
 Compared to FY 1988 Budget*
 General Fund
 Expenditure By Function

	<u>FY 1988</u>	<u>FY 1989</u>	<u>PERCENT CHANGE</u>
Instruction	\$ 4,075,084	\$ 5,511,710	35.3
Academic Support	909,971	1,112,326	22.2
Student Services	694,781	978,795	40.9
Institutional support	1,931,466	2,553,144	32.2
Operation & Maintenance of Plant	1,127,458	1,168,839	3.7
Scholarships & Fellowships	352,699	461,781	30.9
Public Service	110,719	175,010	58.1
Transfer	157,642	350,939	36.2
 Total	 \$ 9,359,820	 \$12,312,544	

*FY 1988 reflects adjustments and anticipated lapses.

RESOLUTION 23-88

Attached to is a policy prepared by an Ad Hoc committee composed of members of the Board of Trustees, which is being presented for adoption to the total membership of the Board of Trustees.

Now therefore be it resolved that the attached statement of policy is approved and adopted by the Board of Trustees of Shawnee State University.

PRESIDENTIAL SELECTION

The Ohio Revised Code, Section 3362.03, specifically states that "The Board of Trustees of Shawnee State University shall employ, fix the compensation of, and remove the President. . . . [and] shall do all things necessary for the creation, proper maintenance, and successful and continuous operation of the University . . ." These responsibilities require the following policy governing a prompt and orderly selection process for a new president of the University whenever conditions dictate such selection occur. The final selection of a president is the sole responsibility of the Board of Trustees of Shawnee State University.

Needs Assessment

The Board or its designated representatives shall assess the needs of the institution and develop specific criteria for the position of President of Shawnee State University in addition to those currently stated.

Presidential Search Advisory Committee

A Presidential Search Advisory Committee shall be formed with the following eleven (11) representatives selected as stated:

- (1) One member of the Shawnee Education Association appointed by the membership of the SEA.
- (2) One member of the University Faculty Assembly appointed by the membership of the UFA.
- (3) One full time hourly staff person elected from among all full time hourly employees of Shawnee State University. The election process shall be designed and completed by the hourly employees' bargaining unit, currently the Communication Workers of America.
- (4) One student appointed by Student Government. The student chosen may be one of the student members of the Board of Trustees.
- (5) One member of the President's Advisory Council (excluding the current President) appointed by the Board of Trustees.
- (6) Four voting members of the Board of Trustees, appointed by the Chairman with the approval of the Board.
- (7) One Shawnee State University graduate, appointed by the Shawnee State University Alumni Association, if such group exists; otherwise, appointed by the Board of Trustees.
- (8) One public member appointed by the Board of Trustees.

The Chairman of the Presidential Search Advisory Committee shall be appointed by the Chairman of the Board of Trustees.

The Board of Trustees shall establish a budget for the Presidential search and selection process and shall give the Committee a written charge delineating its responsibilities and deadlines for accomplishment of each.

At the discretion of the Board of Trustees, the Board may hire a consultant or consulting firm to conduct designated portions of the initial search for candidates.

The Board of Trustees of Shawnee State University met
in _____ session on the _____ day of _____,
1988, at _____ p.m. at _____,

Portsmouth, Ohio, with the following members present:

and the following member(s) absent:

The following resolution was read to the Board and
_____ moved its adoption:

RESOLUTION NO. 24-88 INDICATING INTENT TO
ISSUE NOT TO EXCEED \$ 2.1 Million GENERAL
RECEIPTS BOND ANTICIPATION NOTES, SERIES A,
OF SHAWNEE STATE UNIVERSITY AND APPOINTING
AN UNDERWRITER.

WHEREAS, by authority of Sections 3345.11 and 3345.12
of the Ohio Revised Code, Shawnee State University (herein the
"University") is authorized to construct auxiliary facilities,
as therein defined, to issue its obligations to pay all or part
of the costs of such facilities, or to refund obligations
previously issued, in accordance with the applicable provisions
of Section 3345.12, and to secure said obligations by a pledge
of and lien on all or such part of the available receipts of
the University (as defined in said Section) as may be provided
for in the proceedings authorizing such obligations, excluding
moneys raised by taxation and state appropriations; and

WHEREAS, the Board of Trustees of the University has
determined to construct a University Center facility, at an
approximate cost of \$4,124,000, which such facility will house
student services, administrative offices, a cafeteria, a
bookstore, conference rooms, student recreation areas, lounges,
meeting rooms and other similar rooms (collectively, the
"Project"); and

WHEREAS, the State of Ohio, pursuant to House Bill 810, has appropriated \$2,100,000 for the construction of the Project; and

WHEREAS, it will be necessary and desirable to issue bond anticipation notes for the purpose of paying for the University's portion of the cost of constructing the Project, paying interest during construction, providing for reserves and providing for costs of issuance, which notes shall be issued in anticipation of the issuance of General Receipts Bonds, Series A, of Shawnee State University under and pursuant to Section 3345.12 of the Ohio Revised Code, and which notes are to be secured as hereinafter provided; and

WHEREAS, it is necessary to appoint an underwriter with respect to the issuance of debt with respect to the Project;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shawnee State University:

SECTION 1. That in order to obtain funds for the purpose of constructing the new University Center building, as described in the preambles hereto, the Board of Trustees of Shawnee State University hereby determines that when final construction and financing costs of the Project are known, pursuant to the laws of the State of Ohio, and particularly Chapter 3345 and Sections 3345.11 and 3345.12 of the Ohio Revised Code, the University shall issue its negotiable notes in anticipation of the issuance of General Receipts Bonds, Series A (herein the "Notes") or its negotiable General Receipts Bonds, Series A (herein the "Bonds"). The Notes or Bonds shall be in such amount, shall be dated such date and shall mature on such date, all as later determined by the Board of Trustees in its resolution, as evidenced by a trust agreement, if so required.

SECTION 2. The Notes or Bonds shall be sold to an underwriter to be named later which firm shall act as underwriter to the University for the Project, pursuant to a contract to purchase, under which said contract such firm shall agree to pay the customary and usual fees and costs of issuing the Notes or Bonds, including but not limited to note printing, Ohio Municipal Advisory Council fees, rating fees and its counsel fees (but not bond counsel fees of Peck, Shaffer & Williams, which shall be the responsibility of the University).

SECTION 3. Principal of and interest on the Notes or Bonds, together with the principal of and interest on any other notes that may hereafter be issued by the University on a

parity therewith, shall be equally and ratably payable from, and secured by a pledge of and a lien on, the "General Receipts" of the University as hereinafter defined, and the principal of and interest on the Notes or Bonds shall also be equally and ratably payable from, and secured by a pledge of and lien on, the proceeds of the sale of bonds or notes issued pursuant to Sections 3345.11 and 3345.12 of the Ohio Revised Code or other authorizing provisions of law to refund or retire the Notes or Bonds; provided that neither the State of Ohio nor the University or its Board of Trustees shall be obligated to pay the principal of or interest on the Notes or Bonds from any other funds or source, nor shall the Notes or Bonds be a claim upon or lien against any property of the State of Ohio or any other property of or under the control of the University, and the Notes or Bonds, as to both principal and interest, are not debts or bonded indebtedness of the State of Ohio, are not general obligations of the State or the University, the full faith and credit thereof are not pledged thereto, and the owners of the Notes or Bonds shall have no right to have any excises or taxes levied by the General Assembly of the State of Ohio for the payment of such principal or interest.

In consideration of the loan evidenced by the Notes, the University covenants and agrees that it will do all things necessary to effect the issuance and delivery, prior to the maturity of the Notes, of bonds or notes for the refunding of the Notes, pursuant to Sections 3345.11 and 3345.12 of the Ohio Revised Code, or other authorizing provisions of law, in such principal amount as shall be necessary together with other lawfully available funds, if any, to pay the principal of and interest on the Notes; that it will do all things necessary to sell such bonds or notes at the time provided above and will accept such price and such interest rate or rates as shall be necessary in order to effect such sale; and that it shall apply the proceeds thereof to the extent necessary to make full payment of the principal of and interest on the Notes; and such obligations are established as duties specifically enjoined by law upon the University and its officers, and resulting from their respective offices, trusts or stations within the meaning of Section 2731.01 of the Ohio Revised Code.

The General Receipts of the University are defined as all gross fees, deposits, charges, receipts and income from all or any part of the students of the University, however designated; all gross income, revenues and receipts from the operation, ownership, or control of University Facilities; all grants, gifts, donations and pledges and receipts therefrom; and the proceeds of the sale of obligations, to the extent and as allocated to Bond service charges. However, there shall be excluded from General Receipts: (i) moneys raised by state

appropriations and taxation (except such taxes as are specifically allocated to secure Bonds by the taxing authority of the State) until and unless the pledge thereof to the payment of Bond service charges is authorized by law and is made by the Board of Trustees, (ii) any grants, gifts, donations and pledges and receipts therefrom which under restrictions imposed in the grant or promise thereof or as a condition of the receipt thereof are not available for payment of Bond service charges, (iii) any special fee charged pursuant to Section 154.21(D) of the Ohio Revised Code (for the security of certain bonds of the State of Ohio issued by the Ohio Public Facilities Commission; no such fee is currently being charged by the University) and receipts therefrom; and (iv) receipts from the athletic department of the University. University Facilities are buildings, structures, facilities, and sites therefor, all or any part of the cost of which are at any time authorized by Chapter 3345, Ohio Revised Code, to be financed by the issuance of notes or bonds, for or in connection with the conduct and operation of the University.

SECTION 4. The officers of the University and of this Board of Trustees are hereby authorized to take any and all action necessary or proper to comply with the terms of this resolution and to effect the timely construction of the Project and the financing of the costs thereof.

SECTION 5. This Board hereby finds and determines that all formal actions relative to the passage of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Revised Code.

SECTION 6. This resolution shall take effect from and after its passage.

_____ seconded the motion, and the roll being called upon the question of passage of the resolution, the vote resulted as follows:

Aye:

Nay:

Absent:

Passed this _____ day of _____, 1988.

SHAWNEE STATE UNIVERSITY

Chairman, Board of Trustees

Secretary, Board of Trustees

CERTIFICATE

I hereby certify that the attached is a true and correct copy of a resolution duly passed by the Board of Trustees of Shawnee State University at a _____ meeting of said Board held on _____, 1988, at which a quorum was present and acting throughout, and of which due notice was given, together with an excerpt from the minutes of said meeting to the extent pertinent to consideration and passage of said resolution.

Secretary, Board of Trustees
Shawnee State University

(SEAL)

RESOLUTION 25-88

Shawnee State University

Portsmouth, Ohio 45662
(614) 354-3205

RESOLVED, THAT THE SHAWNEE STATE BOARD OF TRUSTEES ACCEPT THE SHAWNEE STATE UNIVERSITY DEVELOPMENT FUND

RESOLUTION 1988.3

WHEREAS

the members of the Shawnee State University Development Foundation have a sincere desire to carry out the responsibilities involved in fund-raising for Shawnee State University, and

WHEREAS

the group feels the necessity to form numerous committees to address particular aspects of development at Shawnee State, and

WHEREAS

the Foundation members agree that at this time their numbers are too small to carry out these activities to the fullest, therefore be it

RESOLVED

that the Code of Regulations of the Shawnee State University Development Foundation be amended as such.

Amendment 1

The number of the Foundation Trustees shall be thirteen (13). The selection of the first nine (9) members shall remain as outlined in the Code of Regulations. The additional four (4) members shall be community-at-large members chosen for their ability to donate and/or raise funds.