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9-19-1988

September 19,1988 Meeting Minutes

Shawnee State University

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MINUTES
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
SEPTEMBER 19, 1988

The meeting was called to order by Chairman Hyland.

Roll Call

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

Members Absent: Mr. Piatt

Approval of Minutes

Mr. Ferguson moved and Ms. Riffe seconded a motion to approve the minutes of the August 15, 1988 board meeting.

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

Nays: None

Approval of Agenda

An amended agenda was presented to the Board. Mr. Thompson moved and Mr. Winters seconded a motion to approve the agenda.

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

Nays: None

President's Report

In the absence of Mr. Hawk, Vice President of Finance, Mr. Decatur, Budget Director, reported that a list of contractors for the remodeling of the Riffe building has not been received. This list has been promised and should be forthcoming in the very near future.

Mr. Decatur stated that people who own Second and Third Street properties, necessary for expanding Shawnee State's campus, have been contacted and will meet with administrators and the University lawyer to discuss purchase of their properties. These meetings will be held next week.

Dr. Addington, Provost, asked Dr. Kadel, Dean of Allied Health Programs, to speak. Dr. Kadel stated that all 32 students in the ADN program had passed their state board tests, bringing to approximately 500 the number of students who have successfully completed this program at Shawnee State. He congratulated Joanne Abel, Director of the Nursing Program, on a job well done.

Dr. Addington stated that the Ohio Board of Regents has sent a report concerning the retention of students which will be presented to the Board for discussion at the next board meeting. The report speaks to two key groups, minorities and Appalachian residents. Shawnee State probably has more students from Appalachia than any other public institution in the State of Ohio.

Dick Howard, Vice President of Student Services, reported that the Student Services Department has produced several publications and made these publications available to Board members. The new Viewbooks, Catalogs, and the video tape used for recruiting should be ready by the next board meeting. Mr. Howard also invited members of the board to visit the bookstore in its new location.

Continuing the President's report, Dr. Ewigleben stated that he and Bill Decatur met with the Chancellor of the Ohio Board of Regents and Duane Rogers, Budget Director, to give specific information on the needs of Shawnee State University for supplemental funding. The Ohio Board of Regents has responded with proposed budget requests to the Legislature. However, Dr. Ewigleben pointed out that the University must begin, within the next two years, to meet needs through enrollment which generates fees and regular funding rather than to rely on supplemental funding alone.

One concern is funding for books for the new library. In the present biennium budget \$500,000 has been allotted for library use and another \$500,000 will be budgeted each year of the next biennium. However, the Ohio Board of Regents feels that some \$2 million will be needed for books

to fill library requirements. Therefore, further funding requests may be necessary from the legislature and organizations such as Friends of the Library, etc. Funding resources must be found to help service the needs of the library.

With respect to enrollment, a precise report cannot be made at this time. Bill Decatur and Steve Midkiff will have a complete enrollment report at the next board meeting. Dr. Ewigleben stated that the four year baccalaureate programs have been well accepted and enrollment and FTE should be very good. Five of the two year programs are closed and there are very few openings in the other three programs.

Completing his report Dr. Ewigleben stated that classes began today with no incidents or catastrophies. He stated he is looking forward to a very good and prosperous year.

Committee Reports

There were no committee reports. However, the Finance Committee will meet at 6:30 P.M. on October 12, 1988 and the Buildings and Grounds Committee will meet within the next two weeks after the short list of contractors is received from the State Architect's office.

New Business

Dr. Carson moved and Mr. Ferguson seconded a motion to approve Resolution 35-88, submission of grant proposals.

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

Nays: None

Mr. Winters moved and Mr. Thompson seconded a motion to approve Resolution 36-88, employment of new personnel.

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

Nays: None

Ms. Riffe moved and Mr. Reinhardt seconded a motion to approve Resolution 37-88, funding of presidential search process.

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

Nays: None

Resolution 38-88 was discussed and the consensus of Board Members was to table this resolution for further study.

Mr. Winters moved and Mr. Reinhardt seconded a motion to approve Resolution 39-88, transfer of unutilized equipment.

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

Nays: None

Dr. Carson moved and Mr. Ferguson seconded a motion to approve Resolution 40-41, appointment of new members to the University Development Foundation.

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

Nays: None

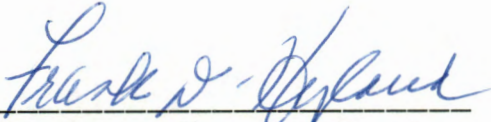
Mr. Hyland, as Chairman of the Presidential Search Committee, updated Board members concerning the progress of the Search Committee. He stated that the committee met and were recommending the Academy of Education Development (AED) to be consultants to the Search Committee.

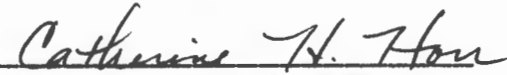
Mr. Ferguson moved and Ms. Riffe seconded a motion to approve Resolution 41-88, to employ AED as consultants for the Presidential Search process.

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

Nays: None

There being no further business, Mr. Thompson moved to adjourn the meeting. The meeting was adjourned by unanimous voice vote.


Chairman, Board of Trustees


Secretary, Board of Trustees

There being no further business, Mr. Thompson moved to adjourn the meeting. The meeting was adjourned by unanimous voice vote.

AGENDA
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
MONDAY, SEPTEMBER 19, 1988
7:30 P.M.

- A. Call to Order
- B. Roll Call
- C. Approval of August 15, 1988 Board Meeting
- D. Approval of September 19, 1988 Agenda
- E. President's Report
- F. Committee Reports
- G. New Business

- Resolution 35-88, Grant Approval Requests
 - Resolution 36-88, Personnel
 - Resolution 37-88, Approval of Monies for Search Committee
 - Resolution 38-88, Adoption of University Policies
 - Resolution 39-88, Approval of Transfer of Equipment

- H. Other Business
- I. Adjournment

RESOLUTION 35-88

A grant proposal for repeat funding for the Adult Basic Education Program (BASICS) has been written, to submit to the Ohio Department of Education, and

Grant proposals for submission to the Scioto County Area Foundation for Pixley grant awards have been written;

These grants are non-matching fund grants and require Board approval for submission to both the State of Ohio and the Scioto County Area Foundation.

Therefore, the Board of Trustees of Shawnee State University approves the submission of these grants.

RESOLUTION 36-88

The following applicants have been screened, interviewed and recommended by proper University personnel for employment, and Dr. Ewigleben has reviewed the candidate's credentials and approves employment.

Therefore, be it resolved that the Board of Trustees of Shawnee State University authorizes the following individuals for employment at the stated salary:

Ms. Pamela Staton, Director of the Medical Laboratory Technology Program	\$34,500
Ms. Melinda Montavon, Assistant Instructor, Occupational Therapy Assistant Program, Class A, Step 1	\$17,251
Dr. David Manuta, Assistant Professor, Chemistry, Class II, Step 4	\$24,643
Dr. G. Raleigh Pegram, Assistant Professor, Mathematics, Temporary Full-Time (One Year Appointment) Class IV, Step 4	\$30,805

RESOLUTION 37-88

Funds in the amount of \$25,000 have been requested for the presidential search process, and

Approval to permit Mr. Frank D. Hyland, Chairman of the Search Committee, to enter into a contract with a selected consultant to assist the committee with the search process is also requested.

Therefore be it resolved that the Board of Trustees of Shawnee State University hereby approves these requests.

RESOLUTION 38-88

In the area of preparation of University Policies, two policies are offered for adoption by the Board of Trustees:

Policy Statements, and Procedures, Operations, Rules and Regulations. These policies are attached and made a part of this resolution.

Therefore, be it resolved that the Board of Trustees of Shawnee State University adopts said policies.



AREA: PREPARATION OF UNIVERSITY POLICIES

PROCEDURE NO.:

PAGE NO.:

1 OF 2

EFFECTIVE DATE:

RECOMMENDED BY:

SUBJECT: POLICY STATEMENTS

APPROVED BY:

It is the policy of Shawnee State University to document and communicate policy statements applicable throughout the University. Policy statements will be published and distributed in the University Policy Manual and made available to individual employees through the various departments.

I. Purpose

Objectives of the University Policy (UP) Manual include the following:

- A. To inform employees of major University policies;
- B. To provide a set of guidelines for supervisory decision making;
- C. To identify authority and responsibility for policy administration;
- D. To provide a framework out of which specific procedures can be developed; and
- E. To provide a point of reference for reviewing policies and practices.

II. Generation and Review of Policy Statements

Policy statements will be generated by the various interested department heads and should be typed on official Shawnee State University policy format paper. Responsibility for accuracy and soundness of policy rests with the department head and appropriate chief line officer. Policy statements will be forwarded to the Executive Assistant to the President for further review and circulation to the officers of the University Administrative Assembly or University Faculty Assembly.

III. Recommendation, Approval and Authorization

Following review and comment all policy statements must be recommended by the responsible chief line officer for Presidential approval and Trustee authorization.

IV. Distribution and Individual Responsibility

- A. The Executive Assistant to the President shall be responsible for custody and distribution of copies of the University Policy Manual to the Vice Presidents and Provost who will distribute to supervisory personnel.
- B. Supervisory personnel will be accountable for the following in their respective areas of responsibility:



AREA: PREPARATION OF UNIVERSITY POLICIES

PROCEDURE NO.:

PAGE NO.: 2 OF 2

EFFECTIVE DATE:

RECOMMENDED BY:

SUBJECT: POLICY STATEMENTS

APPROVED BY:

1. Assigning a policy manual to each employee;
2. Providing clarification of policy manual statements;
3. Acquiring employee signatures confirming 1 and 2 above; and
4. Collecting policy manuals upon termination of employment for purposes of reassignment to the new person filling the position,

C. Individual employees will be responsible for the following:

1. Being responsible for the maintenance and safekeeping of the manual for the specific employment position.
2. Being informed about University policy statements;
3. Including authorized additions, corrections, or deletions to the policy manual as distributed by the Executive Assistant to the President; and
4. Complying with University policy.

AREA:	PREPARATION OF UNIVERSITY POLICIES	PROCEDURE NO.:	
		PAGE NO.:	1 OF 1
SUBJECT:	PROCEDURES, OPERATIONS, RULES AND REGULATIONS	EFFECTIVE DATE:	
		RECOMMENDED BY:	
		APPROVED BY:	

It is the policy of Shawnee State University that each functional unit will develop a procedural handbook consistent with the University policies contained herein.

I. Purpose

The purposes of the procedural handbook include the following:

- A. To prescribe operations, rules and regulations specific to each operational unit;
- B. To provide opportunity for efficient communication of procedural changes limited to each unit; and
- C. To provide a reference for informing and/or training new employees.

II. Generation and Review of Procedural Statements

Procedural statements will be generated by the various interested department heads and should be typed on official procedural handbook formal paper. Responsibility for accuracy of the procedures rests with the department head and appropriate chief line officer. Procedural statements will be forwarded to the Executive Assistant to the President for further review and circulation to other appropriate personnel for comment.

III. Recommendation and Approval

Following review and comment, all policy statements must be approved by the chief line officer and President.

IV. Distribution and Individual Responsibility

- A. The appropriate chief line officer will be responsible for custody and distribution of unit specific procedural handbooks to supervisory personnel.
- B. Supervisory personnel will be accountable for the following in their respective areas of responsibility:
 - 1. Assigning a procedural handbook to each employee;
 - 2. Providing clarification of procedural handbook statements; and
 - 3. Acquiring employee signatures confirming 1 and 2 above.

RESOLUTION 39-88

Upon motion duly made, seconded and unanimously carried, it was resolved that Shawnee State University convey to Lawrence County Joint Vocational School of Chesapeake, Ohio, Scioto County Joint Vocational School of Lucasville, Ohio, and Vern Riffe Joint Vocational School of Piketon, Ohio, scheduled and unutilized personal property including, but not limited to, diesel engines, transmissions, pumps, differentials, diesel tracks, diesel automobile, brake equipment, welding machines and equipment, and electrical testing equipment, by appropriate Bills of Sale and obtain Receipts therefore with language inclusive of acceptance without warranty and hold harmless agreements, for the consideration of Grantees providing appropriate space, rent free, for technical training programs to Shawnee State University, and Neil Hawk and Oliver Carver are authorized and empowered to execute said Bills of Sale and to do all things necessary and incident thereto.

RESOLUTION 40-88

The Shawnee State Development Foundation has brought before the Board of Trustees the names of three proposed new members to that group.

Therefore, be it resolved that the Board of Trustees of Shawnee State University approve the following as new members of the Development Foundation:

Mrs. William (Patricia) Richards

Mr. Harry Kuhner

Mr. William McKinley

RESOLUTION 41-88

Based upon the recommendation of the Presidential Search and Screening Committee it is moved by Orville Ferguson, Sr. and seconded by Verna K. Riffe that Shawnee State University (SSU) enter into a contract with the Academy for Educational Development (AED) to provide consultant services as outlined in the attached proposed agreement between SSU and AED.

It is further agreed to pay a sum of \$23,000 for full payment of the agreed upon consultative services.

The Board authorizes the administration to make appropriate budgetary revisions to establish a fund to pay for this service and other expenses related to this activity subject to the approval of the Chairman of the Board of Trustees.

Academy for Educational Development

AED

September 16, 1988

Mr. F. D. Hyland
c/o Office of the President
Shawnee State University
Portsmouth, Ohio 45662

Dear Mr. Hyland:

Elaine Reuben and I appreciated the opportunity to talk with you and other members of the Presidential Search Advisory Committee on Wednesday evening, and felt we were able to learn more about your needs in the search for a new president for Shawnee State University.

I hope you were able to get a better idea of our philosophy and strategy in search management, and that we conveyed our respect for the thoughtful way in which you're proceeding and our interest in working with you.

We would be pleased to accept, in general, the outline of consultant services provided in your letter of September 9. Let me also note for the record here, however, as we did in conversation, several instances in which we feel it important to modify, clarify, or elaborate on the specifications as listed.

In support of the Shawnee State University presidential search, the Academy for Educational Development's Executive Search service would provide the following services:

- (1) **Assist in defining current institutional goals and needs in order to establish priority issues for the search and the desired characteristics for the new president.**
- (2) **Work with the Board and the Presidential Search Advisory Committee to ensure that the committee and the Board fully understand the search timetable and their mutual responsibilities.**
- (3) **Provide consultation as requested and/or needed through the duration of the search, aiming at a final pool of four or fewer candidates by no later than February 28, 1989.**

Understanding your sense of urgency in this search, we would work as expeditiously as possible on your behalf, and work with you as well to explore alternatives for meeting your immediate needs. The January, 1989, deadline originally specified, however, is not realistic.

Were we to begin working with you in October on Items 1 - 4, we would expect to be able to place advertisements in late October/early November.

The screening process we would develop with you would allow for alternatives, depending on the size and quality of the pool of applicants in November. We would expect, in any event, to be able to provide the referenced presentation of up to 20 candidates called for in Item 8 by late December or early January; at that time the Committee would make its selection of semi-finalists and schedule their off-site, confidential interviews to take place in January or early February. Finalists could thus be selected, and/or further evaluations undertaken, in preparation for invitation of final candidates to campus.

Our suggested deadline of February 28, 1989, for arriving at a final pool of candidates would allow us to deal with contingencies in the process, and with the difficulties involved in communications and scheduling around the winter holidays.

- (4) Develop a position description, work with the committee to define criteria for candidate screening and evaluation, and assist in developing an efficient screening procedure to narrow the candidate pool.**
- (5) Prepare advertising copy and place advertisements in appropriate publications. Advise in preparing information for candidates.**
- (6) Help the committee identify and cultivate candidates who may not emerge through normal search procedures.**

As I remarked in our conversation, it is always an important aspect of our executive search service to enrich the pool of applicants and nominees that emerges from advertisements and the outreach of the Committee. We identify and cultivate candidates from our files, and through contacts with professional networks, associations and special resource consultants among our AED colleagues and in the education community who would have particular insights into the "fit" of candidate and position.

In this instance, for example, those might include such persons as Dr. Norman Auburn, AED Senior Vice President and former president of the University of Akron, Dr. Faud Suleiman, AED Senior Vice President and former Vice President at Central State, and Dr. Dolph Norton, another Ohio educational leader who is a frequent AED consultant. The Academy has placed several presidents in Ohio and contiguous states, such as Dr. Joseph Steger at the University of Cincinnati; depending on circumstances, these and others such would consult with us on a short-term basis as we enrich and evaluate the pool of candidates for Shawnee State.

(7) Handle all correspondence and coordinate communication with candidates and nominees, maintain search records, and provide interim and summary reports as appropriate.

(8) Screen all candidates, conduct reference checks, and provide names and dossiers of not more than 20 selected qualified candidates to the committee.

(9) Collaborate with the committee to conduct intermediate evaluations to narrow this pool to not more than ten of the most promising candidates for confidential, off-campus interviews.

Primarily to maintain necessary confidentiality, and, practically, to manage a consistent search process, it is our practice to conduct preliminary reference reviews on the "up to 20" candidates in our offices, and to present a profile/portrait of each to the Committee that provides sufficient information for selection of semi-finalists for interview. Subsequently, when finalists have been selected for campus interviews, we would work with the Committee (and later the Board) in additional background checking and referencing of candidates.

(10) Arrange and help structure these semi-finalists interviews.

(11) Advise on selection of at least two finalists, and on arrangements for their campus visits and interviews, including designing proper communications with the interested constituencies.

(12) Assist the Board as requested in designing conditions of employment and a statement of expectations by which the president's performance will be measured.

The institutional planning issues involved here and in Item 1 need to be addressed seriously, albeit on a limited scale, as part of the presidential search process. They might also be addressed in what would be an extended, independent but related contract, of the sort that the Academy undertakes with many of the higher education institutions that it serves. We would hope to be able to discuss such further possibilities for being of assistance with the Shawnee State University Board (and its new president) at an appropriate time.

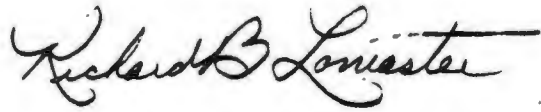
My letter to Cay Horr in August indicated that our fee for a presidential search is \$25,000, plus out-of-pocket expenses that include telephone, postage, reproduction, travel and advertising. Because we are interested in working with institutions that are emerging and moving forward, and would like to be able to contribute to the development of Shawnee State, we would be pleased to offer almost the 10% discount that you requested, and to provide the services listed for a fee of \$23,000.

The Academy prefers payment of the search fee in three installments: \$9,000 on signing of a contract; \$9,000 on our presentation of a researched pool of qualified candidates to the committee; \$5,000 at the completion of the search. Out-of-pocket expenses can be billed bi-monthly.

I would be the lead consultant on this search, working with Dr. Elaine Reuben. We are both educators and administrators with extensive experience in facilitating committee process and in understanding institutional constituency dynamics. We appreciate the challenges you are facing, and the exciting opportunity they provide.

If you accept this proposal, our custom is to consider this letter a contract between us when signed by you. If there is any additional information needed for you to do that, I would be pleased to respond to further questions.

Sincerely,

A handwritten signature in cursive script that reads "Richard B. Lancaster".

Richard B. Lancaster
Vice President

for Shawnee State University

date