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Board of Trustees

12-8-1989

December 8, 1989 Meeting Minutes

Shawnee State University

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MINUTES
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
DECEMBER 8, 1989

The meeting was called to order at 3:15 p.m. by Chairman Carson.

Roll Call

Members Present: Dr. Carson, Mr. Hyland, Mr. Kaplan, Mr. Nelson, Ms. Odle,
Mr. Reinhardt, Mr. Riffe, Mr. Walton.

Members Absent: Mr. Winters

Approval of Minutes

Mr. Hyland moved and Ms. Riffe seconded a motion to approve the minutes of the October 16, 1989 meeting.

Ayes: Dr. Carson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt, Ms. Riffe,
Mr. Walton.

Nays: None

Approval of December 8 Agenda

Mr. Walton moved and Mr. Reinhardt seconded a motion to approve the December 8 agenda.

Ayes: Dr. Carson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt, Ms. Riffe,
Mr. Walton.

Nays: None

Mr. Ferguson entered the meeting at 3:20 p.m

Dr. Carson commented on the Presidential Inauguration and wanted to thank all those who worked so hard to make it a great event.

Dr. Veri thanked the Board of Trustees and the community for a superb Inauguration, noting that nearly a month later people were still commenting about the "class act."

Installation of David Nelson, Student Trustee

Dr. Carson introduced David Nelson, new Student Trustee. The Trustee Oath was administered and Mr. Nelson was officially installed.

President's Report

As a small token of appreciation, Dr. Veri presented each Trustee with a SSU hat and lapel pin to wear.

Dr. Veri reported on the "Open Community Forum" which had its first meeting on December 1. Notices were sent out to all SSU employees explaining the Forum and asking that each person send in a list of questions, comments or concerns regarding any topic relating to SSU. The questions and suggestions were then compiled and discussed at the Forum, with Dr. Veri and the Vice Presidents as the panelists. Sixty to seventy employees attended and all comments received after the meeting were very favorable. The Forum will be held once a quarter in hopes that we can continue to have wide open communication at SSU.

Dr. Veri announced that the three new Board of Trustees committees met, with comments submitted in the Board Book. The Board Book was incomplete this time because the Finance and Facilities Committee met late. The Board Book for next month's meeting will be sent promptly and will be complete.

Dr. Veri reported that a meeting took place with consultants from Xavier University and the Center for Management Development. Xavier will offer a one-year training program for administrators at a cost of \$24,000. This program would include such topics as how to motivate, evaluate and create enthusiasm in people.

Dr. Veri announced that Alicia Gray, Coordinator for Minority Affairs, has scheduled Dr. Benjamin Hooks, President of the NAACP, as guest lecturer on February 21 as a part of "Black Awareness Week." Dinner will be held at the President's home at 5:00 p.m. followed by a press conference at 7:00 p.m. Guests from all over Ohio and community leaders will be invited to attend.

Dr. Veri and Dr. Carson have prepared certificates for those who have retired from SSU:

Naomi Hartstein
Helen Leasure
Howard Stewart

Committee Reports

Academic Affairs, Mr. Kaplan, Chairperson

Mr. Kaplan reported that the Academic Advising Policy is an interim policy, the first step in an on-going process.

Mr. Kaplan moved and Mr. Walton seconded a motion to approve
Resolution 57-89, Policies: Developmental Education
Academic Advising

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt,
Ms. Riffe, Mr. Walton.

Nays: None

Mr. Kaplan moved and Mr. Ferguson seconded a motion to approve
Resolution 58-89, Grant Proposal OHC.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt,
Ms. Riffe, Mr. Walton.

Nays: None

Mr. Kaplan moved and Ms. Riffe seconded a motion to approve Resolution 59-89, National Science Foundation, as amended.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt, Ms. Riffe, Mr. Walton.

Nays: None

Quality of University Life, Ms. Riffe, Chairperson

Ms. Riffe commented that her committee was concerned about the policy on advising and would be working very closely with the Academic Affairs Committee toward a final policy.

Finance and Facilities Committee, Mr. Winters, Chairperson

In Mr. Winter's absence, Mr. Hyland briefly commented on resolutions from the committee. Mr. Ferguson gave a short report on facilities with a discussion on the gym floor and an explanation by Dick Howard and Neil Hawk as to solutions. Dr. Veri receives weekly progress reports on construction and will periodically include these reports in his Board Briefing.

Mr. Hyland moved and Mr. Reinhardt seconded a motion to approve Resolution 60-89, Policies:

- In State/Out of State Travel (Revised)
- Entertainment Policy (Revised)
- Retreats and University Entertainment
- Supplementing Credit Cards
- Management of Cash Operations
- Collection and Write-Off of Student
- Accounts Receivable

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt, Ms. Riffe, Mr. Walton.

Nays: None

Mr. Hyland moved and Ms. Riffe seconded a motion to approve Resolution 61-89, Financial Statement.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt, Ms. Riffe, Mr. Walton.

Nays: None

Reports from Constituent Groups

University Faculty Assembly

Gary Gemmer, President of UFA, thanked the Board for the opportunity to be on the agenda. He welcomed new trustee David Nelson. He also thanked Mr. Kaplan for spending time on campus talking with faculty and staff. Mr. Gemmer commented he felt the Inauguration went very well and again welcomed Dr. Veri to SSU.

Mr. Gemmer thanked the Board for passing the policy on advising and stated that UFA understood that there was a problem with past systems and this was the first step in the process to a better system.

University Administrative Assembly

Pete Duncan, President of UAA, welcomed new trustee David Nelson and thanked the Board for allowing UAA time to speak.

Shawnee Education Association

Larry Essman, President of SEA, thanked the Board for the opportunity to be on the agenda. He announced the new officers of SEA for 1990, and they are as follows:

Ed Miner - President
Bill Penn - Vice-President
Shirley Crothers - Treasurer
Cathy Chaffin - Secretary

Mr. Essman commented that he felt Dr. Veri was a very communicative President and it was a real pleasure to work with him.

Communication Workers of America

Vickie Stacy, Unit Vice President of CWA, welcomed David Nelson and thanked the Board for the opportunity to speak.

Student Government

David Nelson, President of Student Government, thanked the Board for the opportunity to be on the agenda.

New Business

Mr. Kaplan moved and Mr. Hyland seconded a motion to approve Resolution 62-89, Board Meeting Calendar.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt, Ms. Riffe, Mr. Walton

Nays: None

Dr. Veri stated that the Board Book will be out five days in advance of each Board meeting and the Executive Committee will be called to meet as needed by Chairs and the President. Mr. Kaplan asked that there be at least four to five meetings of the Executive Committee be added to the calendar. Dr. Veri will work on a schedule for the Executive Committee.

Mr. Hyland moved and Mr. Reinhardt seconded a motion to approve Resolution 63-89, Personnel.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt, Ms. Riffe, Mr. Walton.

Nays: None

Mr. Walton commended Ms. Jackie Evans for her work in the GED program.

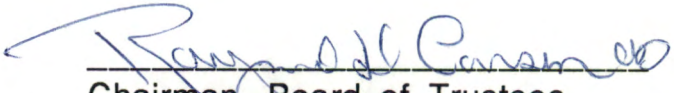
Other Business

Mr. Ferguson moved and Mr. Kaplan seconded a motion to approve William Reinhardt, Chairperson, and Verna Riffe as Vice-Chair of the Board of Trustees for the year 1990.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt, Ms. Riffe, Mr. Walton.

Nays: None

Mr. Hyland moved and Ms. Riffe seconded a motion that the meeting be adjourned. The meeting was adjourned by acclamation.


Chairman, Board of Trustees

Secretary, Board of Trustees

REVISED AGENDA
SHAWNEE STATE UNIVERSITY
DECEMBER 8, 1989
3:00 P.M.

- A. Call to Order
- B. Roll Call
- C. Approval of October 16, 1989 Board Minutes
- D. Approval of December 8, 1989 Agenda
- E. Installation of Mr. David Nelson, Student Trustee
- F. President's Report
- G. Committee Reports

Academic Affairs, Mr. Kaplan, Chairperson

Information

Resolution 57-89 Policies: Developmental Education,
Academic Advising

Resolution 58-89 Grants Proposal OHC

Resolution 59-89 National Science Foundation

Quality of University Life, Ms. Riffe, Chairperson

Information

Resolution (see Personnel resolution)

Revised Agenda

-2-

Finance and Facilities Committee, Mr. Winters, Chairperson

Information

Resolution 60-89 Policies: In State/Out of State Travel
(Revised)

Entertainment Policy (Revised)

Retreats and University

Entertainment

Supplementing Credit Cards

Management of Cash Operations

Collection and Write-Off of

Student Accounts Receivable

Resolution 61-89 Financial Statement

H. Reports from Vice Presidents

Academic Affairs

Student Affairs

Business Affairs

I. Reports from Constituent Groups

University Faculty Assembly

University Administrative Assembly

Shawnee Education Association

Communication Workers of America (SSU unit)

Student Government

J. New Business

Resolution 62-89 Board Meeting Calendar

Resolution 63-89 Personnel

K. Comments from the Public

L. Other Business

M. Adjournment

RESOLUTION 57-89

The attached policies have been reviewed by the appropriate University groups and recommended by the President, and are being presented for final approval by the Academic Affairs Committee.

Now therefore be it resolved that the Board of Trustees of Shawnee State University approves the accompanying policy on Developmental Education.

Be it further resolved that the Board approves the policy on Academic Advising as an interim policy. In doing so, the Board encourages a review of the academic advising system this policy allows, with the expectation that the University will develop an advising system that efficiently and effectively serves students.

AREA:

POLICY NO.:

PAGE NO.:

1 OF 1

EFFECTIVE DATE:

RECOMMENDED BY:

A. L. Addington

APPROVED BY:

SUBJECT: DEVELOPMENTAL EDUCATION

Developmental education is an integral part of the educational services provided at Shawnee State University. In an open-enrollment institution, numbers of students come to college through nontraditional routes (vocational programs, GED, etc.). The developmental education program provides underprepared students an opportunity to gain the skills and knowledge necessary to attempt college level work.

The program provides developmental courses, individualized learning experiences, and tutoring services for students who (1) lack an adequate high school background or (2) need review due to lapse in schooling experiences.

The emphasis of the program is on mathematics, reading, and writing/communication skills. An expected outcome of the program is increased retention of academically disadvantaged students.

1.0 Specific objectives of developmental education programs include the following:

- 1.1 Provide developmental courses in English and mathematics;
- 1.2 Bring students to an expected level of competency indicating readiness for enrollment in courses in degree granting programs;
- 1.3 Provide individualized learning resources;
- 1.4 Measure the success of developmental programs and the needs for additional emphasis.

2.0 The goal of developmental education at Shawnee State University is to provide an opportunity for those students with insufficient background skills to reach an appropriate level for college course work.

AREA: ACADEMIC POLICY

POLICY NO.:

PAGE NO.: 1 OF 3

EFFECTIVE DATE:

RECOMMENDED BY: A. L. Addington

SUBJECT: ACADEMIC ADVISING

APPROVED BY:

Faculty advising of students is an academic process whereby students are rendered assistance by an informed faculty member. Areas of assistance include the development of a general academic plan and a quarterly schedule that will enable students to proceed through their chosen academic program in an appropriate manner. Academic advisors assist students who seek help in areas of academic difficulty and help identify referral sources within the University and direct students to these services when needs are identified.

1.0 Development of the Advising System

It is the responsibility of each instructional unit to develop an advising policy appropriate for students enrolled in programs in that unit. This will allow each unit to build into its advising system those special characteristics needed to advise its majors. These policies should include a procedure to handle late admissions and evening students. Students should be notified of the advising process at the time of notification of their assigned faculty advisor.

2.0 Student Placement and Advising

2.1 During the admission process, students should be placed in one of the following categories:

- 2.1.1 New Freshman, Degree-Seeking
- 2.1.2 Returning, Degree-Seeking
- 2.1.3 Transfer, Degree-Seeking
- 2.1.4 Special, Non-Degree Seeking
- 2.1.5 Degree-Seeking, Not admitted to a Program
- 2.1.6 Transient, Non-Degree Seeking

2.2 Students will be assigned to the appropriate instructional unit based on their declared major at the time of admission. Student information, including the declared area of concentration, will be communicated to the appropriate unit. Chairs or deans will be responsible for assigning students to faculty advisors within their unit. The name of the assigned advisor and information as to the appropriate procedure to be followed by the student will be communicated to the student by the instructional unit prior to the next registration period.

2.3 Special and/or transient non-degree seeking students will be advised by Student Services personnel until they declare a major. Transfer, degree-seeking students will be advised by both the Director of Transfer Placement and a faculty advisor during their first quarter. Students seeking an Individualized Studies degree will be jointly advised by the Registrar and appropriate faculty.

AREA: ACADEMIC POLICY

POLICY NO.:

PAGE NO.:

2 OF 3

EFFECTIVE DATE:

RECOMMENDED BY:

A. L. Addington

SUBJECT: ACADEMIC ADVISING

APPROVED BY:

2.4 The Registrar's Office, in cooperation with the University Information Systems, will provide faculty advisors with the necessary information relating to the student's academic status. This will include high school background, ACT and placement test scores, and other special information available on the University data base.

2.5 Representatives from each instructional unit will be available during the orientation period for new students for advising purposes.

2.6 These advising policies will not apply to the advising of off-campus students. Students enrolled at the Pike County Joint Vocational School will be advised by the University Registrar, and those students enrolled at the Southern Ohio Correctional Facility will be advised by the S.O.C.F. Coordinator.

3.0 Change of Advisors

3.1 Students who change majors are required to report this change to the Office of the Registrar. The change of major will be communicated to the appropriate divisions and the student assigned a new faculty advisor within that instructional unit. The instructional unit will then send the appropriate information to the student including the name of the new faculty advisor.

3.2 Provisions should be included in each instructional unit's advising policy to allow for a change of advisor, if necessary, at the request of the student or the faculty advisor.

4.0 Student Responsibilities

Students are responsible for their own registration decisions and progress toward a degree. An important part of this responsibility is consultation with the University catalog, divisional/school guidelines, and the student's advisor.

5.0 Faculty Roles

A committee consisting of members of the Student Affairs Committee and the Faculty Development Committee will develop an in-service program to inform faculty advisors of the role of the different departments at the University handling student applications, placement and testing, registration procedures, etc. Additional in-service time will be included for each instructional unit to discuss strategies that are unit-specific.

AREA: ACADEMIC POLICY

POLICY NO.:

PAGE NO.:

3 OF 3

EFFECTIVE DATE:

RECOMMENDED BY:

A. L. Addington

SUBJECT: ACADEMIC ADVISING

APPROVED BY:

6.0 Instructional Unit

Development of advising policies will progress in a timely manner. All advising policies shall be developed and in place for student registration use by Fall Quarter 1989. Copies of these policies, and any revisions of them, shall be submitted to the Student Affairs Committee for coordination and information purposes.

7.0 Review of Advising Policies

Instructional units will be responsible for reviewing their own advising policies to ensure they are both adequate and effective. A narrative summary will be forwarded to the Student Affairs Committee and the Provost by the end of each academic year.

RESOLUTION 58-89

During the 1988-89 academic year, the Arts/Humanities Division and the Library co-sponsored an International Film Series Forum, partly funded by a minigrant from the Ohio Humanities Council. Co-directors for a proposed 1990 forum Dr. James Flavin and Ms. Connie Salyers have prepared a second OHC minigrant request for \$1,000. The series is also contingent on \$2,000 funding from the current budget of the University's Cultural Affairs Committee. This grant proposal requires no extra financial commitment from the University.

Now therefore be it resolved that the Shawnee State University Board of Trustees approves submission of a \$1,000 grant proposal to the Ohio Humanities Council requesting partial funding for a 1990 International Film Series Forum.

RESOLUTION 59-89

The National Science Foundation (NSF), under its Instrumentation and Laboratory Improvement grant program, awards matching grants to colleges and universities to upgrade existing laboratories and equip new ones. Shawnee State University is now planning new labs in the High Technology Center and upgraded labs as part of Massie Hall remodeling.

Two grant proposals have been prepared for NSF submission: to equip a computer-integrated manufacturing (CIM) laboratory and to provide a nuclear magnetic resonance (NMR) spectrometer and a Fourier Transform Infrared Spectrometer (FTIR) for the organic chemistry laboratory.

The CIM grant asks for \$100,000 in NSF funds to be matched with \$107,934 in capital equipment funds allocated for the High Technology Center. The NMR/FTIR grant asks for \$34,393 in NSF funds and would match \$34,393 from the capital equipment portion of the Massie renovation allocation. Attainment of one or both of these grants would significantly increase the funds available for state-of-the-art scientific equipment supporting Shawnee State University two-year and baccalaureate programs in the sciences and engineering technology.

These proposals have been reviewed and are recommended by both the Academic Affairs and Finance and Facilities Committees.

Therefore, be it resolved that the Shawnee State University Board of Trustees recommends this potential use of capital funds and approves submission of both grants to the National Science Foundation.

Be it further resolved that the Shawnee State University Board of Trustees thanks Dr. Nasser Rashidi and Dr. George Trampe for their work on this project.

RESOLUTION 60-89

The attached policies have been reviewed by the appropriate University groups and recommended by the President, and are being presented for final approval by the Finance and Facilities Committee.

Therefore, be it resolved that the Board of Trustees of Shawnee State University approves the adoption of the policies listed below:

In State/Out of State Travel (Revised)

Entertainment Policy (Revised)

Retreats and University Entertainment

Supplementing Credit Cards

Management of Cash Operations

Collection and Write-Off of Student Accounts Receivable

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.:

1 OF 5

EFFECTIVE DATE:

RECOMMENDED BY:

R. Neil Hawk

SUBJECT: IN STATE/OUT OF STATE TRAVEL

APPROVED BY:

1.0 Authority for Travel

All travel, in-state or out-of-state, must be authorized and approved by the appropriate administrative supervisor responsible for the expenditure. A supervisor's signature on the Travel Expense Report indicates approval and the propriety of all expenses and allowances listed as necessary to the performance of travel on official University business.

2.0 Headquarters

For reimbursement purposes, headquarters is Shawnee State University, 940 Second Street, Portsmouth, OH.

3.0 Transportation Expenses

3.1 Travel by privately-owned automobile

Travel by privately-owned vehicle is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements of section 4509.51 of the Revised Code. Reimbursement is authorized at the rate of twenty-four (\$.24) cents per mile. Travel vouchers shall indicate all intermediate destinations between the commencement and termination of travel and vicinity mileage after arrival at destination. Reimbursement shall be made to only one of two or more employees traveling in the same privately-owned vehicle. The names of all personnel traveling in the same vehicle shall be listed on the travel expense report.

3.2 Travel by privately-owned motorcycle

Travel by privately-owned motorcycle is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements of section 4509.51 of the Revised Code. Reimbursement is authorized at the rate of ten cents (\$.10) per mile. Travel expense reports shall indicate all intermediate destinations between the commencement and termination of travel and vicinity mileage after arrival at travel destination.

3.3 Allowable Mileage

Allowable mileage will be actual miles driven from either the employee's headquarters or home, whichever is less. Attached to this policy, Section 9.2031, is a listing of frequently traveled cities and/or places with mileage to be used as a guideline (Exhibit A). Additional miles claimed should be explained on the travel expense report (i.e. Columbus-North, Columbus-airport, etc.)

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.:

2 OF 5

EFFECTIVE DATE:

RECOMMENDED BY:

R. Neil Hawk

SUBJECT: IN STATE/OUT OF STATE TRAVEL

APPROVED BY:

3.4 Travel by Common Carrier

Travel by common carrier is authorized. Reimbursement is authorized at the lowest available rate. Institutional funds shall not be expended to pay for unused reservations on common carriers. When charging transportation to the University, persons traveling should instruct the carrier or agency to forward invoices to the Business Office. When transportation is charged, it should be so indicated on the travel report for information purposes only. The used plane ticket must accompany the employee's travel expense form whether reimbursement is requested or the ticket is charged to the institution.

3.5 Rental of Automobile

Personnel will be reimbursed for automobile rental when traveling on official business provided such mode of transportation is advantageous to the University over other means of transportation. Rental must have prior approval of the appropriate administrative supervisor.

3.6 Miscellaneous Travel Expenses

Reimbursement is authorized for parking charges, highway tolls, and other reasonably incurred travel expenses directly related to authorized travel. Miscellaneous travel expenses shall be listed separately on the travel voucher. Any other out-of-pocket expenses, such as road services and towing, will not be reimbursed.

3.7 Required Receipts for Transportation Expenses

Claims for reimbursement for common carrier expenses, and miscellaneous travel expenses exceeding five dollars must be accompanied by receipts. Credit card receipts are not acceptable.

4.0 Meals and Lodging Expenses Requiring Overnight Lodging

4.1 Overnight Travel

4.1.1 All overnight travel must be approved by the traveler's administrative supervisor who has budget control authority prior to the commitment of University funds.

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.:

3 OF 5

EFFECTIVE DATE:

RECOMMENDED BY:

R. Neil Hawk

SUBJECT: IN STATE/OUT OF STATE TRAVEL

APPROVED BY:

4.1.2 A travel form, **Authorization for Official Travel**, must be completed prior to any overnight travel commitment. These forms are available in the University Business Office with instructions for proper completion.

4.2 In-State

Employees will be reimbursed a maximum of one hundred dollars (\$100.00) (meals and lodging) for any calendar day during which they are on official travel status involving overnight lodging. The calendar day is defined as any twenty-four hour period(s) from time of departure to time of return. For example, if departure time is 10:00 a.m. Tuesday, then the calendar day is defined at 10:00 a.m. Tuesday to 10:00 a.m. Wednesday. Meals for each calendar day of authorized travel will be reimbursed in a supplemental amount not to exceed twenty-five dollars (\$25.00), regardless of the price of any meal. For example, costs including breakfast of \$4.00, lunch of \$6.00, and dinner of \$15.00 would yield a reimbursement of \$25.00. Travel for less than a calendar day that requires overnight lodging will be reimbursed up to seventy-five dollars (\$75.00) including taxes for lodging and the appropriate meals as provided for under part 5.0. Employees must ask for "governmental rate" when reserving lodging.

4.3 Out-of-State

Lodging, when required, for employees traveling out of state shall be reimbursed at a reasonable rate, not to exceed one hundred dollars (\$100.00) per night. Ask for "governmental rate". Meal allowances for a calendar day shall not exceed twenty-five dollars (\$25.00). Refer to the in-state section above for the definition of calendar day. Meal allowances for less than a calendar day will be reimbursed per part 5.0.

4.4 Non-commercial Lodging

Reimbursement is authorized for lodging in non-commercial private dwellings at the rate of twelve dollars (\$12.00) per calendar day.

4.5 Claims

Expenses claimed for lodging, meals, and incidentals must be itemized on the **Travel Expense Report**. Claims for reimbursement for lodging must be accompanied by original receipts. Credit card receipts are not acceptable.

5.0 Meal Allowances for Travel not Requiring Overnight Lodging When Time is Less than a Calendar Day.

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.:

4 OF 5

EFFECTIVE DATE:

RECOMMENDED BY:

R. Neil Hawk

SUBJECT: IN STATE/OUT OF STATE TRAVEL

APPROVED BY:

5.1 Personnel authorized to travel on official University business may claim reimbursement for meals for travel periods less than a calendar day (for travel requiring overnight lodging, refer to part 4.2). Basis for reimbursement is as follows:

5.1.1 Breakfast \$4.00, if the employee departs from his residence before 6:00 a.m. or returns to his headquarters after 9:00 a.m. from travel involving overnight lodging.

5.1.2 Lunch \$6.00, if the employee departs from his headquarters before 11:00 a.m. or returns to his headquarters after 1:00 p.m.

5.1.3 Dinner \$15.00, if the employee departs from his headquarters before 5:00 p.m. or returns to his residence after 8:00 p.m.

5.2 The above allowances include gratuities. Expenses claimed for meals must be itemized on the **Travel Expense Report**.

6.0 Miscellaneous Expenses

Expenses incurred for stenographic fees, storage of baggage, telephone calls on official University business and rental of equipment or temporary meeting or office facilities necessary for the conducting of official University business may be reimbursed. However, rental of equipment, meeting, or office facilities must be approved by the administrative supervisor prior to agreements being consummated for such rentals.

Expenses incurred for alcoholic beverages are not reimbursable.

Miscellaneous expenses must be itemized on the **Travel Expense Report**. Original receipts shall be submitted for all individual miscellaneous expenditures in excess of five dollars (\$5.00). Credit card receipts are not acceptable.

7.0 Limitations on Reimbursement of Allowable Living Expenses

No allowances for lodging, meals, or miscellaneous expenses may be claimed (a) within the individual's headquarters county, (b) within the county of residence from which the individual commutes to his/her headquarters, or (c) within thirty miles of the individual's residence.

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.: 5 OF 5

EFFECTIVE DATE:

RECOMMENDED BY: R. Neil Hawk

SUBJECT: IN STATE/OUT OF STATE TRAVEL

APPROVED BY:

8.0 Conference Fee plus Associated Meals and Lodging

Registration fees exceeding fifty dollars (\$50.00) per individual may be paid directly by the University if verification of the fee is provided by the employee. Please use the **Request For Pay** form and include a copy of the registration form for fee verification. Otherwise, registration fees must be paid by the employee and reimbursement requested. Reimbursement is authorized for reasonable meals and lodging expenses if they are an integral part of the conference. Reimbursement of any expenses under section 8.0 of this policy must be verified by receipt, conference brochure identifying applicable cost and/or other documentation with similar validity.

9.0 Expenses Associated with Interviewing

Travel expenses associated with interviewing applicants for approved University position openings will be reimbursed:

9.1 For reasonable meal and lodging costs

9.2 For transportation costs per Section 3.0

9.3 Costs associated with a spouse to accompany the applicant will be reimbursed if the appropriate University official determines that such action is merited

9.4 Costs incurred by Shawnee employees will be reimbursed per policy 9.206 "Entertainment Policy" Section 2.0.

10.0 Travel Expense Report Form

Requests for reimbursement of travel expenses shall be made on the **Travel Expense Form**. Travel expense report forms may be obtained from the Business Office. Each travel report must be completed correctly and in full, including travel points, times, meals, lodging, transportation expenses, and miscellaneous expenses. The form must be properly signed with purpose of travel explained in full. Travel reports that are completed incorrectly will be returned to the traveler.

EXHIBIT A
MILEAGE GUIDELINE CHART

<u>To</u>	<u>Mileage</u>
Athens, OH	172 round trip
Charleston, WV	190 round trip
Chesapeake, OH	90 round trip
Chillicothe, OH	88 round trip
Cincinnati, OH	230 round trip
Columbus, OH	182 round trip
Columbus Airport	220 round trip
Huntington, WV	88 round trip
Ironton, OH	56 round trip
Piketon, OH	48 round trip
South Point, OH	82 round trip
Waverly, OH	58 round trip

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.: 1 OF 2

EFFECTIVE DATE:

RECOMMENDED BY: R. Neil Hawk

SUBJECT: 9.206 ENTERTAINMENT POLICY

APPROVED BY:

This policy establishes a means of establishing a uniform procedure regarding entertainment costs. Entertainment expenses may be approved by the following: members of the Board of Trustees, President, Vice President(s), Secretary to Board of Trustees, Director of Development.

1.0 Reimbursement for Official Entertainment while on Travel Status.

- 1.1 Reimbursement will be made for reasonable expenses incurred in connection with entertainment while on travel status provided such expenses are in conjunction with the conduct of official University business.
- 1.2 A complete detail of the entertainment expenses and the nature of the entertainment will be reflected on an attached sheet (Exhibit A) accompanied by original receipts. Credit card receipts are not acceptable. The detail shall consist of the following:
 - 1.2.1 Purpose of the entertainment and the benefit to be derived by the University.
 - 1.2.2 Names of persons entertained . Shawnee State employees should exclude themselves since their expenses will be itemized on the travel expense report.
 - 1.2.3 Itemize and total the expenses by items purchased. Alcoholic beverages are not reimbursable. Enter the total amount claimed for each day in the appropriate miscellaneous column of the travel expense report.

2.0 Reimbursement for On Campus Entertainment of Official Guests of the University.

- 2.1 Reimbursement will be made for reasonable expenses incurred while entertaining campus visitors on official University business. Generally, authorized purposes for incurring entertainment expenses are as follows:
 - 2.1.1 To establish and maintain effective external communication and relationships for the benefit of the University.
 - 2.1.2 To assist operationally in the utilization of early morning, noontime, and evening hours in conference activity with external clientele or prospective employees of the University, thus expanding the available working hours for such purposes, with individual guests or small groups of guests.

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.: 2 OF 2

EFFECTIVE DATE:

RECOMMENDED BY: R. Neil Hawk

SUBJECT: 9.206 ENTERTAINMENT POLICY

APPROVED BY:

- 2.1.3 The number of University employees to assist in the entertaining should be kept at a minimum. Generally, this would include no more than two to three employees per guest.
- 2.1.4 Spouses of employees included in official entertainment of guests of the University must be an integral part of the entertainment, such as entertaining the spouse(s) of guests.
- 2.2 Generally, entertainment is not authorized for colleagues within the University except as provided for above.
- 2.3 The basis for reimbursement and/or payment of entertainment shall be actual reasonable costs supported by original receipts or vendor invoices. Reimbursement for costs of, or payment for, alcoholic beverages will not be authorized.
- 2.4 Any deviation from this policy must have the President's written approval prior to the entertainment. A copy of the approval will accompany the requisition for payment.
- 3.0 Entertainment expenses on campus report form number E-1 (see Exhibit B) must be completed per the instructions and forwarded, along with a payment requisition, to the appropriate University official for approval. After being approved, the expense report and payment requisition will be sent to the Controller's office for payment. Request for reimbursement shall be made in a timely manner, i.e. within 30 days after expenses or not later than the fiscal year in which expenses are incurred.

EXHIBIT B

1. Preparation of form
 - a. Description of Cost - Itemize expenditures by type, i.e., hotel, meals, travel, etc.
 - b. Place of Entertainment - Check appropriate block.
 - c. Description of Group and Names of Persons Entertained - Where applicable the requester should be included in the number of persons entertained.
 - d. Purpose of Entertainment - Specify the purpose, such as recruiting, etc.
 - e. Signed by - The requester incurring the entertainment expense.
 - f. Approved by - The appropriate University official.
2. Attach original receipts. Credit card receipts are not acceptable.
3. Attach the entertainment expense record form to the requisition and forward to the designated University official for approval.
4. Any exceptions to the foregoing must be approved by the appropriate administrator prior to incurring any expenses.

Form Supply

Form number E-1 may be obtained from the Business Office.

RETREATS AND UNIVERSITY ENTERTAINMENT

The President of the University and Vice Presidents are permitted to use University funds to cover the meals and accommodations of employees they supervise for group sessions or retreats. University facilities must be used if an appropriate facility is available.

Retreats are defined as group sessions dealing with major issues which require a large, uninterrupted period of time. Such meetings may run through lunch or dinner or, be longer than one day. For approved meetings of this kind, the costs of meals, but not alcoholic beverages, can be charged to the University.

The officials referenced above are also permitted to entertain groups of employees when the entertainment serves the University's interest. Costs associated with such entertainment shall be reimbursed.

Quarterly reports describing activities and expenditures under this policy shall be prepared by the Controller and submitted to the Office of the President.

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.:

1 OF 1

EFFECTIVE DATE:

SUBJECT: POLICY FOR SUPPLEMENTING
CREDIT CARDS FOR TRAVEL

RECOMMENDED BY:

R. Neil Hawk

APPROVED BY:

1.0 Policy

This policy and procedure enables University personnel to obtain cash advances prior to embarking on official off-campus University business that will exceed a period of two days. The purpose of the advance is to cover expenditures which cannot be paid by charge card, such as taxis, limousines, or restaurants.

- 1.1 Personnel receiving advances are required to repay the advance within five days upon being reimbursed by the University; travel advances shall not be made to personnel who may be delinquent in their repayment.
- 1.2 The Controller shall obtain, as a condition of the advance, authorization to deduct from the traveler's pay check the amount of the advance. In the case of delinquent accounts, the Controller is not authorized to provide any future advance.

2.0 Procedure

- 2.1 Personnel wishing travel advances shall request the advance via the travel form **Authorization for Official Travel**, approved by employee's immediate administrative supervisor. The request shall indicate the itinerary including dates of the trip, estimated cost, and the amount of advance requested.
- 2.2 The traveler shall forward the request to the Controller, who shall provide the advance within three work days.
- 2.3 Upon delivery of the check for the advance, the Controller shall explain the repayment policy to the traveler and obtain his/her authorization for deducting the advance from his/her pay check should repayment not be in accordance with this policy.

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.: 1 OF 2

EFFECTIVE DATE:

RECOMMENDED BY: R. Neil Hawk

SUBJECT: MANAGEMENT OF CASH OPERATIONS

APPROVED BY:

1.0 It is the policy of SSU to manage the handling and depositing of cash and other receipts according to guidelines prescribed below:

1.1 Approval of the process to charge admission or collect money of any kind must be obtained from the Controller.

1.2 Any and all departments receiving cash, checks or credit card payments from any source are required to deposit such funds in the Bursar's office.

1.2.1 These funds shall be deposited within 24 hours of receipt or on the following business day.

1.2.2 On the last business day of the month, deposits must be made to the Bursar's office no later than 11 a.m. to be recorded with the current month's transactions. Deposits received after 11 a.m. will appear as transactions for the following day.

1.2.3 No currency, coin, or credit card payments are to be transmitted through campus mail or United States mail but are to be hand-carried to the Bursar's office. Carrier should remain until the cash has been counted, verified, and a duplicate receipt prepared.

1.2.4 All checks returned for collection by the bank to the University will be charged back to the depositing department.

1.3 Departments receiving cash shall maintain auditable records to reconcile them to the University ledger sheets. These records will consist of a cash log, copies of the deposit transmittal forms, and duplicate deposit receipts from the Bursar's office.

1.3.1 All departments without cash registers that receive cash for activities will issue a pre-numbered cash receipt to the individual who tenders the moneys. Cash receipt books will be issued by the Office of the Controller.

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.: 2 OF 2

EFFECTIVE DATE:

RECOMMENDED BY: R. Neil Hawk

SUBJECT: MANAGEMENT OF CASH OPERATIONS

APPROVED BY:

1.3.2 Those departments which receive moneys on an occasional basis will either issue a pre-numbered cash receipt, use pre-numbered tickets, or provide cash register receipts.

1.4. The Development Office shall be notified of all gifts or grants to Shawnee State University.

1.5 Schools, divisions, departments, activities or organizations within the University may not open a separate bank account which utilizes the name of Shawnee State University.

1.6 Detailed information regarding procedures for cash operations are available in the Controller's office.

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.: 1 OF 4

EFFECTIVE DATE:

**SUBJECT: COLLECTION AND WRITE-OFF OF STUDENT
ACCOUNTS RECEIVABLE**

RECOMMENDED BY: R. Neil Hawk

APPROVED BY:

**Responsible Administrative Office: Office of the Bursar
108 Business Annex**

1.0 Purpose

This statement sets forth University Policies and Procedures for the handling and disposition of student accounts receivable.

2.0 Policy

- 2.1 Collection of student accounts receivable/write-offs is the responsibility of the Bursar.**
- 2.2 Student billings will be generated and mailed to students registered for classes 15-30 days in advance of the last day to pay fees. The last day to pay fees will be stated on the student's statement of account.**
- 2.3 All student fees are due before the first day of classes, unless prior approval for extension is made with the Bursar, Controller or Vice President of Finance.**
- 2.4 Any student that fails to pay his/her fees by the 10th class day will be administratively dismissed by the University.**
- 2.5 The Bursar will generate, biweekly, a detailed aged Accounts Receivable Report for review and action.**
- 2.6 Students with outstanding accounts receivable will be notified in writing on a monthly basis by the Bursar.**
- 2.7 Students with open balances at the end of the quarter will be turned over to an approved collection agency. Such costs incurred will be the total responsibility of the student. Grades and transcripts will be held until the total balance due, including collection costs, are paid in full.**
- 2.8 The Bursar will generate a quarterly report for Student Accounts Receivables to be written off. The same report will be submitted to an approved collection agency for appropriate collection action. Upon receipt of notification from the collection agency that the debt is uncollectable, the debt will be written off the account.**

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.: 2 OF 4

EFFECTIVE DATE:

SUBJECT: COLLECTION AND WRITE-OFF OF STUDENT
ACCOUNTS RECEIVABLE

RECOMMENDED BY: R. Neil Hawk

APPROVED BY:

3.0 Procedures

3.1 Student statement of accounts will be generated and mailed 15-30 days prior to the last day to pay fees. Statement of accounts will include the following information:

3.1.1 current quarter schedule

3.1.2 roll-over balance (if applicable)

3.1.3 current quarter fees

3.1.4 payment due date

3.2 Statement of accounts will be generated and mailed during the first week of classes to all students with outstanding balances. The statement of account will stipulate that payment must be made by the 10th class day or the student will be administratively dismissed from the University.

3.3 The Bursar will provide the Registrar, in writing, a listing of students administratively dismisses for non-payment of fees. The list will include:

3.3.1 student name

3.3.2 student social security number

3.4 Students administratively dismissed will be notified in writing by the Bursar. The Bursar will generate letters on 2 part paper and shall mail copy one to the student and retain the second copy for future reference. Administrative dismissal letters will be generated and mailed between the 15th and 20th day of the quarter.

3.5 The Bursar will provide the Registrar, on a quarterly basis, a list of students that shall have grades and/or transcripts held due to outstanding accounts receivables. The listing will be provided to the Registrar the last week of the quarter. The Bursar will notify students that grades and/or transcripts are being held and that the University will not release the grades and/or transcripts until the accounts receivable is paid. The Registrar will release grades and/or transcripts upon written notification from the Bursar that the accounts receivable has been paid. The Bursar will maintain copies of letters mailed to students and memos sent to the Registrar for audit purposes.

3.6 The Bursar will generate, biweekly, a "Detailed Accounts Receivable Report" for review and action. The report will provide the following information:

AREA: BUSINESS AFFAIRS

POLICY NO.:

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EFFECTIVE DATE:

**SUBJECT: COLLECTION AND WRITE-OFF OF STUDENT
ACCOUNTS RECEIVABLE**

RECOMMENDED BY: R. Neil Hawk

APPROVED BY:

- 3.6.1 Student's full name/social security number
- 3.6.2 5 accounting periods (1-30 days, 30-60 days, 60-90 days, 90-120 days, 120+ days)
- 3.6.3 roll date (prior period)
- 3.6.4 roll amount (outstanding balance)
- 3.6.5 last pay date
- 3.6.6 advance payments
- 3.6.7 current balance
- 3.6.8 yearly totals, debits/credits
- 3.6.9 grand totals, debits/credits
- 3.7 Students with outstanding accounts receivable will be notified in writing on a monthly basis. This letter shall include a statement notifying the student that if the account is turned over for collection, all incurred costs will be added to the outstanding balance.
- 3.8 The Bursar will generate a quarterly report for the Controller detailing the students that will be turned over for collection services. Upon approval by the Controller, the Bursar will send a copy of the listing to the approved collection agency for action. The listing will include the following information to assist in the collection action.
 - 3.8.1 student's name/social security number
 - 3.8.2 student's mailing address
 - 3.8.3 student's home phone number (if available)
 - 3.8.4 balance owed to the University
 - 3.8.5 copies of promissory notes (if applicable)
 - 3.8.6 copies of letters mailed by Bursar's Office to the student in reference to collection of the account.

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.: 4 OF 4

EFFECTIVE DATE:

**SUBJECT: COLLECTION AND WRITE-OFF OF STUDENT
ACCOUNTS RECEIVABLE**

RECOMMENDED BY: R. Neil Hawk

APPROVED BY:

- 3.8.7 correspondence received by the Bursar from the student in reference to the account.
- 3.9 The Bursar shall request from the collection agency copies of letters, judgments, or correspondence for students requiring collection action. The Bursar shall file the information in permanent files for future reference.
- 3.10 The Bursar, upon written notification from the collection agency that the account is uncollectable, will immediately write off the account. The Bursar will:
 - 3.10.1 The Bursar will notify the Controller in writing that the account is uncollectable and shall be written off
 - 3.10.2 The Controller will sign off that the account will be written off. Initialing of the letter sent from the Bursar is sufficient.
 - 3.10.3 The Bursar will prepare J.E.'s or manual entries to remove fees from the system
 - 3.10.4 A permanent file for each account written-off will be created and maintained to support the write-off and to be used for audit purposes. All written correspondence will be maintained in this folder after the account is written off.
- 3.11 The Bursar shall provide the Controller a year end report for accounts receivable. The report will include:
 - 3.11.1 total accounts receivable outstanding
 - 3.11.1.1 current fiscal year
 - 3.11.1.2 grand total, debits/credits
 - 3.11.2 number of students turned over for collection for the current fiscal year and results of the action
 - 3.11.3 adjusting entries for year end closing.

RESOLUTION 61-89

The financial statement for the year ended June 30, 1989, as well as a brief analysis of the financial conditions, have been presented to the Board of Trustees, and this information has also been reviewed and accepted by the Finance and Facilities Committee. Based upon the information presented, the committee recommends the financial statement be accepted.

Therefore, be it resolved that the Board of Trustees of Shawnee State University hereby accepts the fiscal year 1989 financial statement.

RESOLUTION 62-89

Pursuant to its Bylaws (Section 5.2.1), the Board of Trustees must set a regular meeting schedule for each calendar year.

Therefore, be it resolved that the Shawnee State University Board of Trustees adopts the attached calendar setting dates, times, and places for its 1990 meetings.

PROPOSED
1990 CALENDAR
SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES
AND ITS COMMITTEES

11/30/89 DRAFT

<u>Board of Trustees meets at 7:30 p.m. unless otherwise indicated</u>	<u>Proposed Committee Meetings</u>		
	<u>Quality of University Life</u>	<u>Academic Affairs</u>	<u>Finance and Facilities</u>
January 22, 1990 (SSU - Massie)	January 9 (H.I.-Chillicothe 5:30 p.m.)	January 9 (H.I.-Chillicothe 6:30 p.m.)	January 8 (Vorys - Columbus 4 p.m.)
February 24-25 (Retreat-Shawnee Lodge, meeting at 1:30 p.m. the 25th)	February 14 (SSU - Board Room 2 p.m.)	February 14 (SSU - Board Room Noon)	February 12 (Vorys - Columbus 4 p.m.)
April 2 (SSU - Massie)	March 13 (SSU - Board Room 5:30 p.m.)	March 13 (SSU - Board Room 6:30 p.m.)	March 26 (SSU - Board Room 10 a.m.)
May 21 (SSU - Massie)	May 8 (SSU - Board Room 5:30 p.m.)	May 8 (SSU - Board Room 6:30 p.m.)	May 7 (SSU - Board Room 10 a.m.)
June 15 2:30 p.m. (SSU - Board Room)	June 5 (H.I. - Chillicothe 5:30 p.m.)	June 5 (H.I. - Chillicothe 6:30 p.m.)	June 4 (SSU - Board Room 10 a.m.)
July 23 (In Columbus) (Location to be announced)	July 10 (SSU - Board Room 5:30 p.m.)	July 10 (SSU - Board Room 6:30 p.m.)	July 9 (Vorys - Columbus 4 p.m.)
August 20 (SSU - Board Room)	August 7 (H.I. - Chillicothe 5:30 p.m.)	August 7 (H.I. - Chillicothe 6:30 p.m.)	August 6 (Vorys - Columbus 4 p.m.)
September 17 (SSU - Massie)	September 4 (H.I. - Chillicothe 5:30 p.m.)	September 4 (H.I. - Chillicothe 6:30 p.m.)	September 7 (SSU - Board Room 10 a.m.)
October 15 (SSU - Massie)	October 2 (SSU - Board Room 5:30 p.m.)	October 2 (SSU - Board Room 6:30 p.m.)	October 1 (Vorys - Columbus 4 p.m.)
December 8 (Saturday 5 p.m. - preceding Christmas Party) (SSU - Board Room)	November 13 (SSU - Board Room 5:30 a.m.)	November 13 (SSU - Board Room 6:30 p.m.)	November 12 (SSU - Board Room 10 a.m.)

RESOLUTION 63-89

The following applicants have been screened, interviewed, and recommended by proper University personnel for employment, and Dr. Veri has reviewed the candidates' credentials and approves employment. One position transfer is also recommended.

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

Jo Linda Powell	\$10,542
Coordinator, Handicapped Services	
Temporary/Part-Time Grant Funded Contract	
(Yearly salary to be pro-rated to date of hire)	

Sherri Powell **\$23,000**
Accountant/Budget Analyst
 (Yearly salary to be pro-rated to date of hire)

Catherine Perry **\$34,500**
Director, Occupational Therapy Assistant Program
 (Yearly salary to be pro-rated to date of hire)

Jeanie Syroney	\$20,000
Coordinator of Emergency Care Educational Program/EMT	
(Yearly salary to be pro-rated to date of hire, January 2, 1990)	

Jackie Evans	\$24,579
University Buyer, Purchasing	
(Yearly salary to be pro-rated to date of transfer to new position)	

Based on the review of the initial salary placement of Alicia Gray, Coordinator of Minority Affairs, by Dick Howard, President Veri, and Gary Batke, the University Labor Counsel, a salary adjustment was recommended.

The Facilities and Finance Committee agrees and recommends this change. Therefore, be it further resolved that the Board of Trustees of Shawnee State University approves the salary adjustment for Alicia Gray from an annual salary of \$21,084 to \$22,500 retroactive to her date of hire.

A resignation has been received from Rick Hatton.

Therefore, be it resolved that the Shawnee State University Board of Trustees accepts the resignation of Rick Hatton, Networking Specialist, effective December 8, 1989.