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9-17-1990

September 17, 1990 Meeting Minutes

Shawnee State University

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AGENDA
SHAWNEE STATE UNIVERSITY
SEPTEMBER 17, 1990

- A. Call to Order
- B. Roll Call
- C. Approval of August 20, 1990 Board Minutes
- D. Approval of September 17, 1990 Agenda
- E. President's Report
- F. Committee Reports

Academic Affairs Committee, Mr. Kaplan, Chairperson

(Because the Academic Affairs Committee will meet immediately before the Board meeting dinner on September 17, the Committee's report and recommendations will be distributed at the Board meeting.)

Resolution 55-90 Personnel Actions

Resolution 57-90 Kettering Fund Grant - Ecology Center

Quality of University Life Committee, Mr. Ferguson, Chairperson

Finance and Facilities Committee, Mr. Winters, Chairperson

Executive Committee, Ms. Verna K. Riffe, Chairperson

- G. Reports from Vice Presidents

Academic Affairs, Dr. Addington
Student Affairs, Mr. Howard
Business Affairs, Mr. Hawk

- H. Reports from Constituent Groups

University Faculty Assembly, Professor Oliver
University Administrative Assembly, Mr. Duncan
Shawnee Education Association, Professor Miner
Communication Workers of America (SSU Unit), Ms. Stacy
Student Senate, Ms. Adkins

- I. New Business
- J. Comments from the Public
- K. Other Business
- L. Executive Session
- M. Adjournment

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Finance and Facilities Committee, Mr. Winters, Chairperson

Resolution 56-90 - Moving Expense Payment Policy

Executive Committee, Ms. Verna K. Riffe, Chairperson

- G. Reports from Vice Presidents
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 - Student Affairs, Mr. Howard
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I. New Business

J. Comments from the Public

K. Other Business

L. Adjournment

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE

(BECAUSE THE ACADEMIC AFFAIRS COMMITTEE WILL MEET IMMEDIATELY BEFORE THE BOARD MEETING DINNER ON SEPTEMBER 17, THE COMMITTEE'S REPORT AND RECOMMENDATION WILL BE DISTRIBUTED AT THE BOARD MEETING.)

REPORT OF THE QUALITY OF UNIVERSITY LIFE COMMITTEE

1.0 Request for Action

1.1 Resolution 55-90 - Personnel Matters

The following applicant has been screened, interviewed, and recommended by proper University personnel for employment and Dr. Veri has reviewed the candidates' credentials and approves employment.

- o Recommendation of Michael E. Day as Coordinator for SOCF Student Affairs at an annual salary of \$22,500.

NOTE: Because the Academic Affairs Committee will also present personnel actions and that Committee will meet immediately before the Board meeting dinner on September 17, the Personnel resolution will be walked in at the Board meeting.

2.0 Information and Reports

2.1 Annual Report to the President

A summary of the 1989-90 academic year for all departments in Student Affairs was presented by Vice President Howard. The annual report lists a brief introduction to each department, their projects, and accomplishments. This report will be available at the Board meeting.

2.2 Goals and Objectives

The University goals and objectives have been utilized as a model by Student Affairs to draft division and individual department goals for the 1990-1991 academic year. These goals serve both as points to aim for, as well as year-end evaluation guidepoints. This material was reviewed by the Committee and is attached for your information.

2.3 The Recruiting Video

Vice President Howard presented the Recruiting Video which was developed under the coordination of Rosemary Poston. The video is presently being utilized as a part of high school recruiting presentations and will be distributed to selected high school libraries and guidance counselor offices state-wide and in the recruiting area.

Resume Summary

NAME, TITLE, ADDRESS: Michael E. Day
 Coordinator for SOCF Student Affairs
 833 Russ Street
 Sciotoville, OH 45662

EDUCATION:

<u>Degree</u>	<u>Academic Major</u>	<u>University</u>	<u>Date Awarded</u>
A.A.S.	Accounting	Shawnee State University	
B.S.	Business Administration	Shawnee State University	1990

CERTIFICATIONS (if any):

EXPERIENCE:

<u>Institution/Agency</u>	<u>Title</u>	<u>Inclusive Dates</u>
Portsmouth Fire Department	F-5 Firefighter/Engineer	1981-Present
Adjunct Faculty	Shawnee State University	June 1990-Present

HONORS AND AWARDS:

ADDITIONAL INFORMATION RELEVANT TO POSITION:

United Way of Scioto County - Allocations Committee
 Little League President
 Boy Scouts of America - Den Leader

STUDENT AFFAIRS

GOAL STATEMENT

Presented to
the
President

by

Student Affairs
Staff

September, 1990

Contents

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- 2. Student Affairs Division Goals . . pg. 2
- 3. Department/Office Goals. pg. 3
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 - c. Registrar
 - d. Financial Aid
 - e. Transfer Placement
 - f. Career Planning and Placement
 - g. Student Support Services
 - h. Student Activities/Auxiliaries/Housing
 - i. Athletics
 - j. SOCF

SHAWNEE STATE UNIVERSITY GOALS

1. Increase FTE enrollment by no less than 5%.
2. Complete the long-range planning process.
3. Improve the academic advising process.
4. Develop an approved academic program review process.
5. Initiate new degree programs that meet SSU's mission.
6. Develop with UAA and CWA a new process for employee evaluation.
7. Complete affirmative action policies and procedures.
8. Complete the Policies and Procedures Manual.
9. Position SSU for a favorable evaluation by the regional accrediting body NCA.
10. Expand Intercollegiate Athletic Programs.
11. Implement Staff Development Training Program.
12. Negotiate new SSU/SEA Faculty Personnel Agreement.
13. Improve the work environment by developing a Labor-Management Cooperation Program.

STUDENT AFFAIRS DIVISION GOALS

1. Improve the quality and timing of services to students and staff.
2. Increase enrollment by 8% head count and 5% FTE.
3. Expand the scholarship programs to out of area, and additional minority students.
4. Develop the working arrangements between Continuing Education and Admission in the international student effort.
5. Complete the process of purchase or lease purchase of Celeron Square.
6. Develop methods of informing new and interested faculty of the mission and services of Student Affairs.
7. Complete the relationship development with the Student Affairs Committees - Staff Development.
8. Assist in developing with UAA and CWA a new process for employee evaluation.
9. Support affirmative action policies and procedures.
10. Complete the policies of Student Affairs.
11. Support and assist SSU's position for a favorable evaluation by the regional accrediting body NCA.
12. Continue the expansion of athletics with the start up of baseball.
13. Position the University to gain entrance into the MOC.
14. Complete the development of the division review and evaluation process.
15. Improve the working environment by giving additional support and assistance to each other.

STUDENT AFFAIRS DEPARTMENT GOALS**Assistant V.P. Student Affairs, Counseling/Assessment Department**

1. Improve counseling services by developing more effective counseling, testing and referral methods, and to concentrate on short term counseling interventions.
2. Implement the Drug Education Program and AIDS Education Program as developed by the committee.
3. Implement a Women's Outreach Program through the Office of Student Support Services.
4. Develop a Freshman Experience Course to be offered to incoming freshmen.
5. Expand the areas of student life to better serve the needs of a growing University.
6. Develop a comprehensive student life program as University population becomes more residential.
7. Expand the role of counseling at the University.
8. Develop more fully the role and function of the Assistant Vice President of Student Affairs and to better serve the needs of student, faculty and staff of the University.
9. Assist in the development of the University Center as a gateway and center of services to University students.
10. Improve the functions of Student Affairs by assisting the Vice President of Student Affairs. To plan and implement programs and projects to better serve students, staff, and the University community.
11. Transfer general counseling functions and special projects to Counseling Center staff.
12. Work with Student Affairs departments, University divisions, and administrative units to improve the effectiveness of Student Affairs at Shawnee State.

Admission Department

1. Continue to provide quality services to prospective and newly-enrolled students to assist them in the transition to college life.
2. Develop a closer rapport with high school counselors, especially those in the 17 Ohio counties, 4 Kentucky counties and the 2 West Virginia counties which we serve, by making more frequent contacts with them throughout the year.

3. Provide on-campus programming which will bring prospective students to campus and enable them to experience SSU first-hand.
4. Review the Inquiry System and coordinate it with the publications being developed for the 1990-91 recruiting year.
5. Complete the development of fall publications, basing them on the "Six Concepts" suggested by Richard Moll and around the theme of "Grow with Shawnee".
6. Maintain high awareness among residents in Southern Ohio, Kentucky, and West Virginia districts of effective advertising and public service opportunities.
7. Continue to extend our reach into new Ohio territory, beginning with the high schools from which we have received applications during the past year.
8. Expand early intervention programming to include eighth grade students in our selected schools and plan for inclusion of students in grade nine.
9. Identify various overseas agencies which assist interaction with students in locating U.S. colleges and universities, and send them the newly-developed brochure for international students.
10. Create an orientation program for all new and interested members of the University community.

Registrar

1. Improve service delivery to students and staff.
2. Continue refinement of Poise student database module.
3. Revise student academic transcript and preparation processes.
4. Improve institutional research/publications content and format.
5. Improve security of all student files - computer and hardcopy.
6. Develop comprehensive "records retention/destruction" policy and schedule for the Office of the Registrar.
7. Revise winter and spring master course schedules to reflect change in meeting times and days begun in the fall quarter.
8. Improve operation of Records, Registration, and Orientation Committee.
9. Full implementation of Poise graduation audit and advising module.

Financial Aid

1. Improve quality and timing of financial aid services to students.

2. Increase Academic Excellence Scholarships to six additional counties.
3. Develop with the Office of Student Support Services an increased number of minority scholarships.
4. Develop, with Admission and Development Office scholarships for our out of area students.
5. Improve relationship and communication with academic section of the University.
6. Continue to evaluate the delivery systems within the Financial Aid Office and refine procedures and systems for improved services.

Transfer Placement

1. Assist in developing a process to award credit for military coursework, work experience, and non-collegiate sponsored instruction.
2. Improve relationships with the transfer coordinators on selected two-year campuses in Ohio and Kentucky.
3. Meet with faculty and administrators at Southern State Community College, Columbus State Community College, Ashland Community College and Maysville Community College to establish formal articulation agreements for specific instructional areas.
4. Explore the possibility of articulating with proprietary schools in Ohio, particularly business schools.
5. Develop recruiting literature appropriate for students transferring to Shawnee State.
6. Continue to monitor the effect of House Bill 111 upon the transfer function at Shawnee State.
7. Continue to refine the database of information pertaining to transfer students.
8. Continue to identify new transfer student markets and design a marketing plan to reach them.
9. Continue to identify strengths and unique characteristics of Shawnee State and utilize this information in the transfer student recruiting process.

Career Planning and Placement

1. Increase enrollment from Lawrence County.
2. Improve the awareness of the Career Center through more promotion with students, faculty and Student Affairs staff.

3. Re-apply for the Career Grant 1991-1992.
4. Increase student use of the Career Center.
5. Increase the number of workshops on resume writing, interviewing, and job-seeking skills.
6. Improve efficiency of resume service.
7. Increase the number of employer labels in the computer system.
8. Use students in the Community Involvement Course to telemarket the Business/Engineering Technologies Job Fair.
9. Develop a brochure outlining student employment guidelines.
10. Increase the number of employers on campus.
11. Work with engineering technology faculty to increase enrollment in electro-instrumentation and plastics.
12. Refine the Allied Health and Business/Engineering Technologies Job Fair.
13. Develop a brochure for students about the services offered by the Career Planning and Placement Office.
14. Develop a brochure for employers about the services offered by the Career Planning and Placement Office.
15. Attend the Southern College Placement Association meeting.
16. Increase materials in the Career Resource Center.
17. Survey all electro-mechanical and instrumentation technologies alumni to establish a network system.

Student Support Services

1. Provide equipment, instrumental capability, aides, notetakers, tutors, interpreters, adapting equipment.
2. Increase minority, handicapped, and disadvantaged enrollment by 2%.
3. Establish Minority Honors Scholarship for continuing students.
4. Evaluate current Early Intervention Program, and develop and implement Minority Early Intervention Program.
5. Procure minority housing or explore "adopt-a-student" option for minority student by community.
6. Develop internal orientation about department missions and linkage with other departments and faculty.

7. Train and inform staff of department goals through periodical reviews.
8. Develop security and control measures.
9. Encourage team effort and support by organizing and implementing ideas leading to retention.

Student Activities/Auxiliaries/Housing

1. Upgrade housing information for all students.
2. Establish contact with other housing directors and attend appropriate meetings.
3. Review hours of Bookstore and Student Union operation.
4. Establish a licensing program for trademarks.
5. Develop and maintain activities transcripts.
6. Draft personnel policies and procedures and an equipment plan for the new University Center with appropriate input and consulting assistance.

Athletics

1. Refine the study tables service that the Athletic Department provides to student athletes.
2. Have student athletes participate, as appropriate, in early intervention project.
3. Refine the student athlete housing effort.
4. Refine publications and communication with all segments of the University to increase interest and attendance in athletic events.
5. Successfully start 4 sports in 1990-1991 and 1 in 1991-1992 (baseball). Total of 5 men's sports and 5 women's sports.
6. Petition for admission in the Mid Ohio Conference.
7. Refine and define the relationship between athletic staff and the Athletic Committee.

SOCP

1. Maximize the revenue potential of the program.
2. Work with Student Affairs departments and administrative units to improve the effectiveness of Student Affairs in regard to the SOCP program.
3. Develop a stronger group counseling program in conjunction with faculty and staff to better meet student needs.
4. Maximize the enrollment of the program given the limitations of space, and without sacrificing the quality of the programs.
5. Increase the programs offered at the off-campus location.
6. Develop more fully the role and function of the Coordinator of Student Affairs and better serve the needs of students, faculty, and staff of the University.

REPORT OF THE FINANCE AND FACILITIES COMMITTEE**1.0 Administrative/Finance Issues****1.1 Cash Reconciliation**

Attached is Mr. Moore's letter indicating the status of our cash reconciliation.

2.0 Facilities**2.1 Architect Selection Process for the Indoor PE Center**

Dave Gleason convened the selection committee last week to interview architectural firms for the design and planning of the Indoor Physical Education Center. The committee should complete their work during September and have a recommendation for the October 1, 1990 Finance and Facilities Committee meeting.

2.2 Relocation of Second Street

Dr. Veri, Dr. Gleason and Mr. Hawk met with City Council on September 4, 1990 to explain the University's plan for the relocation of Second Street. The meeting provided an opportunity to exchange information and update Council members about the University's relocation plans. We will report back to Council when the preliminary design is completed. At that time the University hopes to get City Council's approval.

2.3 Campus Ministry

Ron McKenzie and Neil Hawk reviewed the University's plan to acquire property located at 1216 Second Street with Campus Ministry officials on August 31, 1990. The Ministry would like to know if the University would allow them to remain at 1216 Second Street. If we did not purchase this property the Ministry would be willing to work with the University to provide a suitable exterior facade. The Ministry has asked us for a firm position regarding the purchase of their property. The University needs to answer their questions and if possible provide them with some direction regarding the future location of the Campus Ministry.

2.4 Capital Status Report (attached)

3.0 New and/or Revised Policies

3.1 Resignations

- o Mike Gampp, Associate Director, University Information Services, has resigned to accept employment with the Scioto County Joint Vocational School. Mr. Gampp's resignation was effective August 24, 1990. Mr. Gampp's resignation letter is attached. Also attached is a letter from Paul Dawson accepting the resignation.
- o Mark Moore, Programmer for University Information Services, has resigned to accept the position of Assistant to the Director of Admissions for Shawnee State. Mr. Moore's letter is attached.

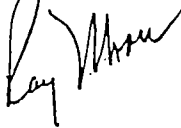
3.3 Resolution 56-90 - Moving Expense Payment Policy

A policy to address the University's commitment for the payment of moving expenses has been proposed. This policy has been reviewed by various committees and the President's Council. The purpose of the policy is to provide, when circumstances of employment dictate reasonable guidelines and channels for approving the payment of moving expenses. Finance and Facilities Committee approve this policy and recommend approval by the Board of Trustees.

Shawnee State University

MEMORANDUM

Portsmouth, Ohio 45662
(614) 354-3205

To: Neil Hawk
From: Ray Moore 
Date: August 22, 1990
Subject: Bank Reconciliation

As requested, the following is a report on the status of bank reconciliation as of August 22.

The reconciliation for June 30, 1990 has been completed. The unreconciled difference between the bank statement and the ledgers is \$180.11 for the fiscal year. Since the difference is small and further research to identify the causes of the difference will be time consuming, it was recommended that the difference be written off. Arrangements have been made with Coopers and Lybrand to review our reconciliation prior to the start of the audit. It is anticipated the review will take place next week.

Reconciliation for July is in process but to date is not complete. This is the result of two items.

1. The June 30 bank statement was not completely reconciled until the end of July.
2. We are currently training a new employee to prepare reconciliations and, as might be expected it is taking her some extra time to learn the process. This situation will correct itself in the near future.

Given the effort being put into the reconciliations, they should be back on schedule as outlined in the memo to you on August 1, by late September. A copy of that memo is attached for your convenience.

If you should have any questions, please contact me.

kam901549

Attachment

ITEM NO.	PROJECT TITLE	PROJ. TYPE	STATUS PHASE	% COMP.	SCHEDULE NEXT ACTION	REMARKS
1	CAP-004 Art Annex Basic Renovation	B	IV	98%	Punch list. Certificate of Substantial Completion.	Final inspection on 8/16/90, then complete items on punch list.
2	CAP-004 Handicapped Doors	B	IV	0%	Begin Construction	Work will be performed along with CAP-008.
3	CAP-008 CE/Provost	B	IV	3%	Erect hallway wall.	Demolition of ground floor.
4	CAP-016 Library	A	IV	45%	Finish brick. Bldg "dried-in" by 11/15. Begin drywall 11/25. Begin ceiling grid 12/1.	Getting roof over circular stairway ready to pour, interior metal stud wall partitions complete. Rubber roof 85% complete. Electrical, HYAC & sprinkler system work continuing on all 3 levels. Installing site storm drainage. Masons working on interior & exterior walls.
5	CAP-017 Advanced Tech Center	A	III	70%	Complete construction drawings	Construction drawings are scheduled to be complete by September 15, 1990.
6	CAP-019 Parking Second Street Relocation	C D	II	5%	Design	Schedule of the work has been developed. Initial drawings are being done. Traffic counts are being planned.
7	CAP-023 University Center	A	III	100%	Bid, award contracts.	Construction documents are completed. Bid date will be scheduled by the State.

CAPITAL CONSTRUCTION	PROJECT TYPES	C-SITWORK/CIVIL	PROJECT PHASES	III-BID DOCUMENTS
	A-NEW CONSTRUCTION	D-LANDSCAPING	I-PROGRAMMING	IV-CONSTRUCTION
	B-REMODELING		II-DESIGN	V-OCCUPANCY
	E-INTERNALLY FUNDED CAPITAL PROJECTS			

ITEM NO.	PROJECT TITLE	PROJ. TYPE	STATUS PHASE	% COMP.	SCHEDULE NEXT ACTION	REMARKS			
1.	90-008R Tennis Court Repair	E	IV	55%	Seal & stripe.	Let asphalt cure until 9/10 (approx. 30 days). Replaced fence.			
2.	90-009 Conversion of Lock System	E	IV	35%	Install best locks.	Materials are here and ready for installation. Contractors & SSU to install.			
3.	90-011 Athletics Training Room	E	IV	85%	Install basin.	Complete water and drain installation when basin arrives.			
4.	90-016 New Classroom Allied Health	E	IV	85%	Finish installation of door, punch list.	Almost complete.			
5.	90-024 Quanset Hut	E	IV	98%	Clean up	Chain link storage yard fence completed from "Spirit Trap" materials. Install new outside lighting.			
6.	95-025 UIS Training Room	E	IV	100%	Sound proof walls.	Use cork squares.			
7.	90-039 Electronic microscope	E	IV	65%	Install EM	Water filter, mixer and flow meter have been installed. Scott Oliver to schedule Manufacturing Engineer in to install E-M.			
CAPITAL CONSTRUCTION		PROJECT TYPES		C-SITework/CIVIL D-LANDSCAPING		PROJECT PHASES I-PROGRAMMING II-DESIGN		III-BID DOCUMENTS IV-CONSTRUCTION V-OCCUPANCY	
		A-NEW CONSTRUCTION B-REMODELING E-INTERNALLY FUNDED CAPITAL PROJECTS							

ITEM NO.	PROJECT TITLE	PROJ. TYPE	STATUS PHASE	% COMP.	SCHEDULE NEXT ACTION	REMARKS
8.	90-041 Engineering Technology Remodeling	E	IV	20%	Electrical component installation.	P.O. for work awarded to Lee Glockner Electric, Inc. to complete work as designed by W.M. Lewis and Associates. SSU painting rooms 101, 103, 130 & Plastics Lab. Demo & painting complete.
9.	90-044 Business Annex Convert 140 from Lab to Classroom	E	IV	100%	COMPLETED	Walls have been painted. Carpet completed. Ceiling finished. Tables & chairs are in.
10.	90-045 Office for Geology	E	II	100%	COMPLETED	Walls & doors installed, finished and painted. Carpet installed.
11.	90-046 Pool Deck Replacement	E	IV	100%	COMPLETED	SSU finished screwing drain lids down. Cover installation complete.
12.	90-051 Remodel 214 & 218 of Massie Hall	E	IV	85%	Complete electric & painting.	Rm 214 - new wall installed and door to hall installed-electric in. 218 wall has been erected.
13.	90-052 Remodel old W101 area in Office Annex	E	IV	95%	Install several receptacles.	Rooms have been completely gutted & walls have been painted. Doors have been painted. New wall & door installed. Some offices are occupied.
14.	90-053 Learning Center Modular Furniture	?				
15.	90-054 Admission Area Renovation	E	IV	10%	Paint wall & trim. Install door when delivered.	Demolition complete. Wall & door frame complete.

CAPITAL CONSTRUCTION	PROJECT TYPES A-NEW CONSTRUCTION B-REMODELING E-INTERNALLY FUNDED CAPITAL PROJECTS	C-SITWORK/CIVIL D-LANDSCAPING	PROJECT PHASES I-PROGRAMMING II-DESIGN	III-BID DOCUMENTS IV-CONSTRUCTION V-OCCUPANCY
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Shawnee State University

MEMORANDUM

Portsmouth, Ohio 45662
(614) 354-3205

TO: Paul R. Dawson, Director of UIS
FROM: Michael Gampp, Associate Director of UIS *MGS*
DATE: August 14, 1990
SUBJECT: ACCEPTANCE OF TEACHING POSITION

I have been offered a teaching position at the Scioto County Joint Vocational School to begin on August 27, 1990. Providing the Board of Education endorses the recommendation of the superintendent at their meeting on August 27, I intend to resign my position as Associate Director of University Information Services effective August 24, 1990.

Having been involved in education for the greater part of the past 21 years, I feel that it is now time for me to move back into the classroom. I accepted my current position three years ago because of the challenges involved in the installation of the new computer hardware/software network to service the administrative needs of the institution.

Please be advised that this resignation is contingent upon the action of the Board of Education of the JVS on August 27, 1990 and will become null and void should that organization not act to employ me at that time.

I have been associated with Shawnee State 14 of the past 19 years and the decision to leave has not been an easy one. The friendships that have been formed with other individuals at Shawnee will endure as will many fond memories.

Shawnee State University

MEMORANDUM

Portsmouth, Ohio 45662
(614) 354-3205

TO: Mike Gampp
FROM: Paul Dawson
DATE: August 28, 1990
SUBJECT: Acceptance of resignation

Per the approval of your employment at the Scioto County Joint Vocational School at their Board meeting last evening, I hereby formally accept your resignation effective at 5:00 p.m. on August 24, 1990, as outlined in your memo of August 14, 1990.

As of our August 20, 1990 payroll, you were paid through August 15, 1990. Thus, on our September 5, 1990 payroll you will be paid for seven (7) days of work (August 16 - 24). Then on our September 20, 1990 payroll you will receive a check for the remainder of your unused vacation time up to forty (40) days, as per University policy.

Mike, I want to take this opportunity to express my appreciation for all of your efforts during your time with our University Information Services Department; it has been a pleasure working with you. Also, I would like to wish you the best of luck and happiness in your new position and all of your future endeavors.

pc: Neil Hawk, V.P. of Business Affairs
Elinda Boyles, Director of Personnel
UIS Personnel File

Portsmouth, Ohio 45662
(614) 354-3205

Shawnee State University

August 24, 1990

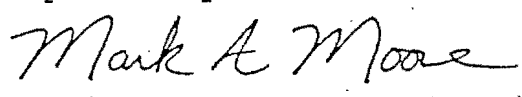
Paul and Mike,

This letter is to confirm my resignation as Administrative Programmer II in order to assume my new position as Assistant to the Registrar. The effective date of my resignation will be two weeks from today, September 7, 1990.

I have worked in the UIS department since my initial employment at Shawnee State University some three and one half years ago and have enjoyed the challenges that I have faced. I have made many friends both in the UIS department as well as across the University and am looking forward to working with these people as well as students to promote Shawnee State University in a positive way.

I would like to thank you for the opportunity that you have given me to work in your department. If there are any questions or problems that I can help with after I leave, and I'm sure there will be many, please feel free to contact me and we can try and work through them.

Respectfully,



Mark A. Moore
Administrative Programmer II

RESOLUTION 56-90

Moving Expense Payment Policy

The policy listed below has been reviewed by the appropriate University committees and/or individuals as well as the President's Council.

WHEREAS, President Veri recommends this policy to the Finance and Facilities Committee; and

WHEREAS, the Committee concurs with the recommendation, they therefore recommend the adoption of this policy to the Board of Trustees.

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the adoption of the policy listed below:

- o Moving Expense Payment

AREA:

POLICY NO.:

PAGE NO.:

1 OF 1

EFFECTIVE DATE:

RECOMMENDED BY:

R. Neil Hawk

SUBJECT: MOVING EXPENSE PAYMENTS

APPROVED BY:

The purpose of this policy is to provide, when circumstances of employment dictate, reasonable guidelines and channels for approving the payment of moving expenses for newly hired faculty and staff members.

- 1.0 It is the policy of Shawnee State University to approve moving expenses of newly hired employees under the following guidelines:
- 1.1 Who is Eligible - All newly hired contractual personnel would be eligible for assistance under this policy.
 - 1.2 Eligible Expenses - Moving expenses based upon standard common carrier tariffs will be paid only for moving household goods, furniture, clothing, appliances, books, and other personal property related to the individual's professions. Such expenses may include charges for packing, insurance, disconnecting, and connecting appliances.
 - 1.3 Ineligible Expenses - Personal travel expense in connection with relocation; storage charges, including in-transit storage and handling charges; expedited moving charges; transportation of animals or pets; transportation of automobiles, boats or trailers; moving building materials; moving property pertaining to a commercial enterprise engaged in the employee or members of his family member(s), moving material which is not the property of the individual's immediate family; maid service, and alterations to furnishings.
 - 1.4 Limitations and Controls - The hiring authority may negotiate at the time the employment contract is negotiated up to 100% of the moving costs (but not to exceed \$2,000.00); such costs to be within departmental budget limitations.

The negotiated amount shall be expressed, in writing, prior to the move.

Prior to reimbursement, expenditures must be supported by original receipts or bills of lading and filed, via a University requisition, utilizing the normal accounts payable process.

RESOLUTION 56-90

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WHEREAS, President Veri recommends this policy to the Finance and Facilities Committee; and

WHEREAS, the Committee concurs with the recommendation, they therefore recommend the adoption of this policy to the Board of Trustees.

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the adoption of the policy listed below:

o Moving Expense Payment

(September 17, 1990)

Shawnee State University

AREA:	POLICY NO.:	
	PAGE NO.:	1 OF 1
	EFFECTIVE DATE:	9/17/90
	RECOMMENDED BY:	R. Neil Hawk
SUBJECT: MOVING EXPENSE PAYMENTS	APPROVED BY:	<i>Wen</i>

The purpose of this policy is to provide, when circumstances of employment dictate, reasonable guidelines and channels for approving the payment of moving expenses for newly hired faculty and staff members.

- 1.0 It is the policy of Shawnee State University to approve moving expenses of newly hired employees under the following guidelines:
- 1.1 Who is Eligible - All newly hired contractual personnel would be eligible for assistance under this policy.
 - 1.2 Eligible Expenses - Moving expenses based upon standard common carrier tariffs will be paid only for moving household goods, furniture, clothing, appliances, books, and other personal property related to the individual's professions. Such expenses may include charges for packing, insurance, disconnecting, and connecting appliances.
 - 1.3 Ineligible Expenses - Personal travel expense in connection with relocation; storage charges, including in-transit storage and handling charges; expedited moving charges; transportation of animals or pets; transportation of automobiles, boats or trailers; moving building materials; moving property pertaining to a commercial enterprise engaged in the employee or members of his family member(s), moving material which is not the property of the individual's immediate family; maid service, and alterations to furnishings.
 - 1.4 Limitations and Controls - The hiring authority may negotiate at the time the employment contract is negotiated up to 100% of the moving costs (but not to exceed \$2,000.00); such costs to be within departmental budget limitations.

The negotiated amount shall be expressed, in writing, prior to the move.

Prior to reimbursement, expenditures must be supported by original receipts or bills of lading and filed, via a University requisition, utilizing the normal accounts payable process.

RESOLUTION 55-90

Personnel Actions

WHEREAS, 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;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the following individuals for employment at the yearly stated salary:

- o Michael E. Day
Coordinator for SOCF Student Affairs
Annual salary of \$22,500
- o Candace Chaboudy, as Senior Instructor, Class II, Step 3, Center for Research and Development in Teaching and Learning, temporary, one-year full service contract for the academic year 1990-91, at a yearly salary of \$25,527 plus the negotiated faculty increase for 1990-91, effective fall quarter.
- o Carl O. Hilgarth as Instructor, Class III, Step 8, College of Engineering Technologies, at a yearly salary of \$32,073, plus the negotiated faculty increase for 1990-91, effective fall quarter, contingent upon review of official transcripts.
- o Jessica J. Jahnke, Ph.D., as Director, Center for Research and Development in Teaching and Learning, effective October 1, prorated fall quarter, at a yearly salary of \$51,000.
- o Mike Barzgari, Instructor, Class I, Step 2, College of Engineering Technologies, at a yearly salary of \$21,600 plus the negotiated faculty increase for 1990-91, effective fall quarter, contingent upon review of official transcripts.
- o Connie Salyers, promoted to Associate Director of Public Services in Library/Media Services, effective September 1, at a yearly salary of \$31,371.
- o Ted Strickland, Ph.D., as Assistant Professor, Class II, Step 6, Division of Social Sciences, temporary, one-year full service contract for the academic year 1990-91 at a yearly salary of \$27,491, plus the negotiated faculty increase for 1990-91, effective fall quarter.
- o Kaddour Boukaabar, Senior Instructor, Class I, Step II, Division of Natural Sciences and Mathematics, at a yearly salary of \$21,600, plus the negotiated faculty increase for 1990-91, effective fall quarter, contingent upon review of official transcripts.
- o Cathy Mullins, Coordinator of Special Programs, Office of Continuing Education, at a yearly salary of \$24,100, effective September 18, 1990.
- o Robert Heatherly, Science Laboratory Coordinator, Division of Natural Sciences and Mathematics, at a yearly salary of \$18,272, effective fall quarter.

BE IT FURTHER RESOLVED that the Board of Trustees of Shawnee State University accepts the resignation of Mike Gampp, Associate Director, University Information Systems, effective August 24, 1990.

(Sept/Oct 17, 1990)

RESOLUTION 57-90

Kettering Fund Grant - Ecology Center

WHEREAS, Shawnee State University desires to provide a Community Ecology Center to promote ecological awareness to students and members of the community; and

WHEREAS, it is estimated \$205,000 will be needed to buy, erect and equip this Ecology Center. Be it further known that the source of funds will include a request from the Kettering Fund in the amount of \$93,860 and from University funds in the amount of \$96,178 in addition to a \$15,000 donation;

THEREFORE BE IT RESOLVED that the Shawnee State Board of Trustees approves submission of the requests listed above.

(September 17, 1990)
