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Board of Trustees

1-19-1991

January 19, 1991 Meeting Minutes

Shawnee State University

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**MINUTES
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
JANUARY 19, 1991**

The meeting was called to order at 4:00 p.m. by Chairperson Riffe.

Roll Call

Members Present: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan,
Mr. Nelson, Mrs. Richards, Ms. Riffe, Ms. Sessor,
Mr. Winters

Members Absent: Mr. Shkurti, Mr. Walton

Approval of Minutes

Dr. Carson moved and Mr. Kaplan seconded a motion to approve the minutes of the December 8, 1990 meeting.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mrs. Richards,
Ms. Riffe, Mr. Winters

Nays: None

Approval of the January 19, 1991 Agenda

Mr. Kaplan moved and Mr. Hyland seconded a motion to approve the January 19, 1991 agenda.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mrs. Richards,
Ms. Riffe, Mr. Winters

Nays: None

President's Report

Dr. Veri thanked the Board for committing to such a long day of activities. He introduced Dr. Stylianos Hadjiyannis who presented an autographed copy of his recently published book to the Board of Trustees.

Dr. Veri announced that blueprints for the Advanced Technology Center addition to the Vern Riffe Building are scheduled to be approved and bids are to go out within the next two weeks. He also announced that Shawnee State will serve as the organizing entity for a program to enhance the college participation rate of students in the Appalachian region of Ohio. The Appalachian Access Consortium includes eight college presidents from the area, Dr. Elaine Hairston, Chancellor of the Board of Regents, and Vernal G. Riffe, Jr. Fifty thousand dollars has been allocated for research for this project.

Committee Reports**Academic Affairs, Mr. Kaplan, Chairperson**

Mr. Kaplan stated that a preliminary proposal for the College of Health Sciences to develop a B.S. degree in Occupational Therapy was presented and discussed in the Academic Affairs Committee. The rationale for such a program was sound and graduates are in high demand in this area. The development of such a program was encouraged and will be under further investigation by the committee.

Mr. Kaplan moved and Mr. Hyland seconded a motion to approve Resolution 01-91, Personnel Actions, which approves the hiring of Brenda Renfroe, Senior Instructor, Radiology Technology and approves moving Mary Cummings, Reference Librarian, from part-time to full-time employment.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mrs. Richards, Ms. Riffe, Mr. Winters

Nays: None

Mr. Kaplan moved and Dr. Carson seconded a motion to approve Resolution 02-91, Rescinding Portions of the Shawnee State Community College Policy Manual. This policy rescinds sections of the old SSCC manual and retains others.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mrs. Richards, Ms. Riffe, Mr. Winters

Nays: None

Mr. Kaplan moved and Mr. Ferguson seconded a motion to approve Resolution 03-91, Grant Submission-JOBS. This proposal, JOBS Student Retention Program, intends to increase college participation and retention rates of disadvantaged residents of Scioto County. The \$273,081.65 grant is available through Columbus State Community College Department of Community Services for the Ohio Board of Regents and the Ohio Department of Human Services and requires no matching funds.

Quality of University Life, Mr. Ferguson, Chairperson

Mr. Ferguson moved and Mr. Kaplan seconded a motion to approve Resolution 04-91, Sexual Harassment Policy. This policy was developed as an ethical and legal obligation to insure that faculty, non-academic employees, and students are free from sexual harassment by students and all persons employed or under contract by Shawnee State University.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mrs. Richards, Ms. Riffe, Mr. Winters

Nays: None

Finance and Facilities, Mr. Winters, Chairperson

Mr. Winters moved and Mrs. Richards seconded a motion to approve Resolution 05-91, Rescinding Business Affairs Policies. This resolution rescinds sections of Chapter 9 and Chapter 10 of the old Shawnee Community College Policy Manual and accepts the rewording of other sections of those chapters.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mrs. Richards, Ms. Riffe, Mr. Winters.

Nays: None

Executive Committee, Verna Riffe, Chairperson

Mr. Hyland moved and Mr. Ferguson seconded a motion approve Resolution 06-91, Shawnee State University Development Foundation Policies and Members. This resolution amends Amendment II of the Foundation's Code of Regulations and ratifies the reappointment for 1991-93 of the following members to the Development Foundation: Tom Reynolds, William McKinley, Harry Kuhner; and ratifies the appointment of new members for two-year terms (1991-93): Gerald Jenkins, James Staker, Benjamin Binns, James Kricker, Howard Harcha, Jerry Ruby and Imogene Howland.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mrs. Richards, Ms. Riffe, Mr. Winters

Nays: None

Mr. Winters moved and Dr. Carson seconded a motion to empower the Board Chairperson to emend President Veri's contract with the Board, with the understanding that the contract requires ratification by the Board.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mrs. Richards, Ms. Riffe, Mr. Winters

Nays: None

Vice President's Report

Academic Affairs, Dr. Addington

Dr Addington spoke of working in a community of scholars and introduced Dr. Frank Byrne, Dr. Hagop Pambookian, Dr. John Lorentz, Dr. Scott Oliver, and Dr. Jeff Bauer as examples of the faculty who are involved in scholarly research.

Dr. Addington asked Dr. Pambookian to explain the Perestroika lectures. Dr. Pambookian gave a brief overview and thanked Verna K. Riffe for participating recently in the Perestroika discussion on Russia at Hillview Retirement Center.

Student Affairs, Dick Howard

Mr. Howard announced that Shawnee State was expected to be accepted into the Mid-Ohio Conference with the announcement to be made on January 21. MOC affiliation would assist in scheduling and recognition of the University's student-athletes. Mr. Winters asked about new sports under MOC structure, particularly baseball. Mr. Howard stated that baseball was currently being considered by the Athletic Committee and if approved by the committee, would be forwarded to the President for his approval. Timelines would be to have a coach hired by Spring '91 and to play by Spring '92.

Mr. Howard introduced Steve Midkiff, Registrar, who presented the Board with a report on the student enrollment patterns for Fall Quarter, and preliminary numbers for Winter Quarter. Chairperson Riffe asked that Mr. Midkiff send her a brief summary on FTE's for Winter Quarter.

Business Affairs, Ray Moore (in the absence of Neil Hawk)

Mr. Moore reported that the Budget Committee is currently developing themes for the next budget year. Budget restructuring is now in process and will be forwarded to Dr. Veri. Committee set-up and periodic reports will be forthcoming. Mr. Moore also announced that the '89 Audit Report is available in the Business Office.

Mr. Winters stated that a periodic briefing and monthly budget report to the Board of Trustees would be very helpful.

Reports from Constituent Groups

University Faculty Assembly, Dr. Scott Oliver

Dr. Oliver reported that the Quarter vs. Semester Committee, chaired by Marc Leeds, Assistant Professor of English, is now working and looking at the pros and cons of a semester system at Shawnee State. He also

reported that a new proposal for moving the reporting responsibility of the Commencement Committee from Student Services to the Provost, in conjunction with the University Faculty Assembly, was being considered.

Dr. Oliver announced that the Educational Policies and Curriculum Committee has scheduled an open hearing on January 24 for the Honors Program, EMT Program and Small Business Management Program.

University Administrative Assembly, Pete Duncan

Mr. Duncan stated he had nothing to report, but wanted to thank the Board, on behalf of the UAA Executive Committee and its members, for taking their time to meet with them and the opportunity to exchange ideas.

Shawnee Education Association, Dr. Jeff Bauer

Dr. Bauer reported that the Shawnee Education Association had elected new officers for 1991 and they are as follows:

John Shupert, Mathematics	President
Jeff Bauer, Geology	Vice President
Bill Hanlon, Business Administration	Secretary
Steve Doster, Business Administration	Treasurer

Communications Workers of America, Vickie Stacy

No Report

Student Senate, Latricia Sessor (in the absence of Nancy Adkins-Robbins)

Ms. Sessor announced that Student Senate is successfully working on a discount program with local merchants. She explained some of the homecoming activities that had been held during the week, one in particular called "pie in your face," which featured our own Dr. Veri and David Nelson as the recipients of the pies. Chairperson Riffe committed herself for next year's pie event and challenged other Board of Trustees members to participate.

New Business

Mr. Ferguson moved and Mr. Winters seconded a motion to approve Resolution 08-91, Ohio Humanities Grant-Guest Speaker. This proposal is for a mini-grant to help fund the Black Awareness Month Celebration Guest Speaker, Jesse Jackson, Jr. in the amount of \$1,000.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mrs. Richards, Ms. Riffe, Mr. Winters

Nays: None

Comments from the Public

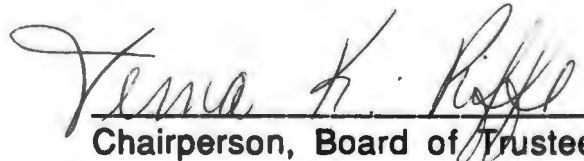
None

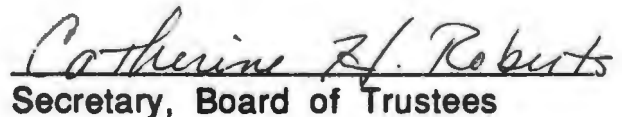
Other Business

None

Adjournment

Mr. Kaplan moved and Mr. Winters seconded a motion that the meeting be adjourned. The meeting was adjourned by acclamation.


Chairperson, Board of Trustees


Secretary, Board of Trustees

AGENDA
SHAWNEE STATE UNIVERSITY
JANUARY 19, 1991

- A. Call to Order
- B. Roll Call
- C. Approval of December 8, 1990 Board Minutes
- D. Approval of January 19, 1991 Agenda
- E. President's Report
- F. Committee Reports

Academic Affairs Committee, Mr. Kaplan, Chairperson

Resolution 01-91 - Personnel Actions

Resolution 02-91 - Rescinding Portions of SSCC Policy Manual

Resolution 03-91 - Approval of Submission of the JOBS Student Retention Program Grant

Quality of University Life Committee, Mr. Ferguson, Chairperson

Resolution 04-91 - Approval of Sexual Harassment Policy

Finance and Facilities Committee, Mr. Winters, Chairperson

Resolution 05-91 - Rescinding Portions of SSCC Policy Manual

Executive Committee, Ms. Verna K. Riffe, Chairperson

Resolution 06-91 - Shawnee State University Development Foundation Policies and Members

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

RESOLUTION 01-91
Personnel Actions

WHEREAS, the following applicant has been screened, interviewed, and recommended by proper University personnel for employment, and Dr. Veri 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 individual for employment at the stated salary:

- o Brenda Renfro
Senior Instructor, Class I, Step 9
Radiology Technology in the College of Health Sciences
Nine month salary of \$27,380 (prorated for winter and spring quarters)

BE IT FURTHER RESOLVED that the Board of Trustees of Shawnee State University approves the following individual from part-time to full-time employment:

- o Mary Cummings
Reference Librarian, Grade 26
Library
Yearly salary of \$27,851
Effective January 22, 1991

January 19, 1991

RESOLUTION 02-91

Rescinding Portions of the
Shawnee State Community College Policy Manual

According to Ohio revised Code Section 3362.03, the Board of Trustees "shall do all things necessary for the creation, proper maintenance, and successful and continuous operation of the University and may adopt and amend bylaws and rules for the conduct of the board and the government and conduct of the University."

The University has operated since 1986 under the general guidance of the Shawnee State Community College Policy Manual with the periodic adoption of new University policies and deletion of former policies as recorded in the official minutes of the Board of Trustees.

WHEREAS, many sections of the old Shawnee State Community College Policy Manual no longer apply to Shawnee State University; and

WHEREAS, some sections can be reworded to continue long-standing policies;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University rescinds or accepts the retained sections listed below:

Rescinded

Chapter 5, Faculty Personnel

Retained

5.000	Standards of the Education Profession
5.001	Commitment to the Student
5.002	Commitment to the Public
5.003	Commitment to the Profession
5.004	Commitment to Professional Employment Practices
5.021	Grading
5.024	Tests and Examinations
5.026	Records
5.030	Course Outlines
5.031	Selection of Textbooks
5.032	Guest Lecturers
5.033	Field Trips

(January 19, 1991)

CHAPTER 5

FACULTY PERSONNEL

JK 5.000 Standards of the Education Profession

The educator believes in the worth and dignity of man. He recognizes the sumptreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic citizenship. He regards as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts his responsibility to practice his profession according to the highest ethical standards.

The educator recognizes the magnitude of the responsibility he has accepted in choosing a career in education, and engages himself, individually and collectively with other educators, to judge his colleagues, and to be judged by them, in accordance with the provisions of this code.

LC 5.001 Commitment to the Student

The educator measures his success by the progress of each student toward realization of his potential as a worthy and effective citizen. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfilling his obligation to the student, the educator:

- A. shall not without just cause restrain the student from independent action in his pursuit of learning, and shall not without just cause deny the student access to varying points of view.
- B. shall not deliberately suppress or distort subject matter for which he bears responsibility
- C. shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
- D. shall conduct professional business in such a way that he shall not expose the student to unnecessary embarrassment or disparagement.

- E. shall not on the grounds of race, color, creed, or national origin exclude any student from participation in or deny him benefits under any program, nor grant any discriminatory consideration or advantage
- F. shall not use professional relationships with students for private advantage
- G. shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law
- H. shall not tutor for remuneration students assigned to his classes, unless not other qualified teacher is reasonably available

5.002 Commitment to the Public

JC
The educator believes that patriotism in its highest form requires dedication to the principles of our democratic heritage. He shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities. The educator bears particular responsibility for the development of policy relating to the extension of educational opportunities for all and for interpreting educational programs and policies to the public.

In fulfilling his obligation to the public, the educator:

- A. shall not misrepresent an institution or organization with which he is affiliated, and shall take adequate precautions to distinguish between his personal and institutional or organizational views
- B. shall not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions
- C. shall not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
- D. shall not use institutional privileges for private gain or to promote political candidates or partisan activities.
- E. shall accept no gratuities, gifts, or favors that might impair or appear to impair professional judgement, nor offer any favor, service, or thing of value to obtain special advantage

5.003 Commitment to the Profession

The educator believes that the quality of the services of the education profession directly influences the nation and its citizens. He, therefore, exerts every effort to raise professional standards, to improve his service, to promote a climate in which the exercise of professional judgement is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, he contributes actively to the support, planning, and programs of professional organizations.

In fulfilling his obligation to the profession, the educator:

- A. shall not discriminate on the grounds of race, color, creed, or national origin for membership in professional organizations nor interfere with the free participation of colleagues in the affairs of their association.
- B. shall accord just and equitable treatment to all members of the profession and in the exercise of their professional rights and responsibilities
- C. shall not use coercive means or promise special treatment in order to influence professional decisions of colleagues
- D. shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes
- E. shall not refuse to participate in a professional inquiry when requested by an appropriate professional association
- F. shall provide upon request of the aggrieved party a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment
- G. shall not misrepresent his professional qualifications
- H. shall not knowingly distort evaluations of colleagues

5.004 Commitment to Professional Employment Practices

flc
The educator regards the employment agreement as a pledge to be executed both in spirit and in fact, in a manner consistent with the highest ideals of professional service. He believes that sound professional personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect. The educator discourages the practice of his profession by unqualified persons.

In fulfilling his obligation to professional employment practices, the educator:

- A. shall apply for, accept, offer, or assign a position of responsibility on the basis of professional preparation and legal qualifications
- B. shall apply for a specific position only when it is known to be vacant, and shall refrain from underbidding or commenting adversely about the other candidates
- C. shall not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment
- D. shall give prompt notice to the employing agency of any change in availability of service, and the employing agent shall give prompt notice of change in availability or nature of a position
- E. shall not accept a position when so requested by the the appropriate professional organization.
- F. shall adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employing agency
- G. shall conduct professional business through channels, when available, that have been jointly approved by the professional organization and the employing agency.
- H. shall not delegate assigned tasks to unqualified personnel
- I. shall permit no commercial exploitation of his professional position
- J. shall use time granted for the purpose for it is intended

(From NEA Committee on Professional Ethics)

5.020 Faculty Responsibilities

5.021 Grading

- OK
- A. In-course grading criteria should be clearly formulated by the instructor, and these criteria should be explained to each class at the beginning of the course.
 - B. All work performed by students in the course (including oral participation where appropriate) should be seriously considered and evaluated; written work should be returned promptly.
 - C. The instructor should provide opportunities for review of grades in order that students may understand the reasons for particular grades and obtain guidance toward improvement.

5.024 Tests and Examinations

- OK
- A. The instructor should make clear the materials to be covered on any quiz or examination.
 - B. The instructor should make clear whether the test will be primarily objective, essay, or a combination of objective and essay questions.
 - C. The instructor should promote good writing practices by requiring the students to adhere to standard education English (e.g. acceptable grammar, sentence structure, and organization).
 - D. The instructor must supervise quizzes and examinations to prevent students from cheating.
 - E. The instructor should not post grades. Posting grades can be considered an invasion of the student's privacy even if the instructor has taken steps such as using social security numbers to give students anonymity.

5.026 Records

- OK
- A. The instructor is responsible for maintaining adequate records of student performance in courses.
 - B. He is responsible for keeping adequate records of course content and assignments.

5.030 Course Outline.

A course outline should be distributed to each student during the first week of classes for each quarter. This course outline should be given to the appropriate V.P. no later than Friday of the second week of classes. The outline should consist of the following: name of the course, hours of lecture and lab, textbooks and required readings, objectives or goals, attendance policy, grading policy, and any other statements which will be helpful for the student's successful completion of the course. Depending on the nature of the course, an instructor may also want to provide the students and the appropriate V.P. with a list of daily activities and assignments. This list can be done in abbreviated form in the course outline, or an instructor may choose to write a more extensive course syllabus to accompany his outline.

5.031 Selection of Textbooks

OK
The selection of textbooks is primarily the responsibility of the instructor teaching the course, but selections should be made in consultation with the coordinator/director who has the responsibility for approving and processing the textbook request forms for transmittal to the appropriate V.P. Any major text for a course should be adopted for a minimum of two years, but this regulation does not apply to topical paperback book selections used for supplemental reading in the course.

Each quarter the coordinator/director will forward a request to the faculty members of his division or program for textbooks to be ordered for the following quarter. After consulting with the individual faculty member or the members of the division or program collectively, the coordinator/director will forward the book request forms for each course, over his signature of approval, to the appropriate Vice President.

The book request forms for a following quarter should be completed and forwarded no later than the fourth week of the preceding quarter.

5.032 Guest Lectures

Faculty are encouraged to utilize the human resources of the community as a supplement to the instruction provided by the college. Instructors may invite outside speakers to address a class where the speaker is knowledgeable in his subject and where this topic is pertinent to the course objectives.

Normally, the college will expect the outside speakers to donate their services. In those instances where a fee is required, prior approval by the appropriate dean must be secured before a guest may be contracted for an appearance.

At least a week before the presentation, the instructor should inform his dean of the time and place of the presentation. The instructor is also responsible for seeing that appropriate steps are taken to guarantee free discussion when controversial topics are presented. This open discussion should take place during the time allocated to the speaker when the presentation is open to those not enrolled in the course. This can be done through open debate, through a question and answer period, or through a presentation of alternate points of view by the instructor, by other speakers, or by distributed statements.

5.033 Field Trips

Field trips are the prerogative of the instructor. However, an instructor has the responsibility of notifying the appropriate dean and other faculty members of the students involved, the date, and the time of the field trip.

Field trips which are included as a required part of a regular course offering should be included in the course outline, and students should be informed during the first week of class of any expectations related to the field trips.

Special problem courses based in great part on activities associated with a field trip, either of short or long duration and/or distance, should be submitted in accordance with normal course proposal procedures. The cost of special problem courses and related field trips must be generally self-sustaining from the revenues collected from participating students. If there are additional costs or if campus vehicles are to be used, approval by the appropriate dean is required.

Consumption or possession of alcoholic beverages or illegal drugs while on field trips is prohibited. Any person found to be in violation of this policy will be subject to disciplinary action which may include the termination of his/her status with the College.

RESOLUTION 03-91

Submission of JOBS Student Retention Grant

WHEREAS, Shawnee State University is applying to Columbus State Community College Department of Community Services for the Ohio Board of Regents and the Ohio Department of Human Services for a grant known as JOBS Student Retention Program in the amount of \$273,081.65, which requires no matching funds; and

WHEREAS, this program will provide special support services to help identified disadvantaged students succeed in the college environment. The program will serve approximately 350 ADC recipients who plan to attend SSU and who are also JOBS participants as determined by the Scioto County Department of Human Services; and

WHEREAS, Dr. Dan Evans, Assistant Vice President of Academic Affairs, will be the principal investigator for this program that intends to increase college participation and retention rates of disadvantaged residents of Scioto County;

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

(January 19, 1991)

Grant Proposal Summary

TITLE: JOBS Student Retention Program

GRANTING AGENCY: Columbus State Community College Department of Community Services for the Ohio Board of Regents and the Ohio Department of Human Services.

PRINCIPAL INVESTIGATOR: Dr. Dan Evans, Assistant Vice President Academic Affairs

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 5%

PURPOSE: To provide special support services to help identified disadvantaged students succeed in the college environment.

To facilitate cooperation between the University and the Scioto County Department of Human Services.

CLIENTELE TO BE SERVED: The program will serve approximately 350 ADC recipients who plan to attend SSU and who are also JOBS participants as determined by the Scioto County Department of Human Services.

RELATIONSHIP TO SSU'S MISSION: The program intends to increase college participation and retention rates of disadvantaged residents of Scioto County.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT: Scioto County Department of Human Services and Scioto County Community Action Organization/DIC

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: Shawnee State University will offer services to the identified student population under three category areas: Initial, Ongoing, and Individual. The support services are designed to increase participation rates and retention rates for the special population.

ESTIMATED (One calendar year)
BUDGET:

Personnel, Salaries/Benefits	\$156,477.83
Program Director (1.0 FTE)	
Counselors (2.0 FTE)	
Secretary (1.0 FTE)	
Executive Director (.10 FTE)	
Program Manager (.05 FTE)	
Non-Personnel	\$116,603.82
Miscellaneous Supplies	\$19,000.00
Communications	5,150.00
Travel	6,000.00
Equipment	21,100.00
Indirect Costs	22,353.82
Summer School	43,000.00

TOTAL	<u>\$273,081.65</u>
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<u>Fund Source</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Grant \$273,081.65	\$ 273,081.65	\$	\$
Other (_____)	\$	\$	\$
University			
In-kind	\$	\$	\$
Cash*	\$	\$	\$
	_____	_____	_____
TOTALS	\$ 273,081.65	\$	\$

*Describe source of funds for SSU's cash commitment: No cash outlay is required by SSU for this grant proposal

RESOLUTION 04-91

Approval of Sexual Harassment Policy

WHEREAS, the attached policy has been developed as an ethical and legal obligation to insure that faculty, non-academic employees, and students are free from sexual harassment by students and all persons employed or under contract by Shawnee State University; and

WHEREAS, this policy has been reviewed by the appropriate University groups, the Quality of University Life Committee, and is recommended by the President;

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

- o Sexual Harassment Policy

(January 19, 1991)

Shawnee State University

AREA:	POLICY NO.:	
	PAGE NO.:	1 OF 3
	EFFECTIVE DATE:	1/19/91
	RECOMMENDED BY:	Richard R. Howard
SUBJECT: SEXUAL HARASSMENT	APPROVED BY:	<i>Chen</i>

1.0 Statement of Policy

- 1.1 The educational mission of Shawnee State University is to foster an open working and learning environment. Our ethical and legal obligation to faculty, non-academic employees and students is to insure that they are free from sexual harassment by students and all persons employed or under contract by Shawnee State University. Shawnee State University, therefore, expressly forbids sexual harassment.
- 1.2 A documented complaint indicating possible violation of this policy by a student, employee, faculty member or anyone under the University's control or jurisdiction will result in appropriate investigatory action.
- 1.3 The implementation of this policy is the direct responsibility of each administrative and supervisory employee of the University. Overall coordination of compliance with this policy will be the President's responsibility.

2.0 Definitions

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 2.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic activities;
- 2.2 Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- 2.3 Such conduct has the purpose or effect of interfering with an individual's employment or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

3.0 Regulations

- 3.1 It is a violation of this policy for any student or employee of the University to engage in sexual harassment.
- 3.2 It is a violation of this policy to retaliate against any member of the University community who files a complaint of sexual harassment.

- 3.3 It is a violation of this policy for anyone to make, or threaten to make, a false accusation of sexual harassment or to otherwise use this policy in a manner inconsistent with its stated purpose.

4.0 Responsibilities

- 4.1 Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility.
- 4.2 It is expected that each employee and student will adhere to this policy.
- 4.3 It is the professional responsibility of all members of the University community to discourage sexual harassment, and cooperate in any investigation which might take place as a result of a complaint filed by a University employee or student.

5.0 Reporting Procedure

5.1 Information Resolution for All Complaints

The resolution of complaints of alleged sexual harassment should first be attempted at the level of the supervisor or administrator immediately responsible for the operational unit concerned. If this approach is unsuccessful, or if more than one operating unit of the University is involved, a complainant may seek informal resolution directly through one of the following formal reporting points (see 5.2.1, 5.2.2, 5.2.3, 5.2.4). In any instance, every effort must be made to ensure the privacy of the involved parties.

- 5.2 Prompt reports of incidents of apparent sexual harassment are critical to effective enforcement of this policy. Various reporting points are established so that this can be accomplished even when the individual with primary responsibility over the allegedly aggrieved employee/student may be unavailable or when the aggrieved person is simply not comfortable with reporting sexual harassment to such individual. Employees alleging sexual harassment also have the option of reporting the incident to a faculty member who will refer the matter to appropriate administrative personnel. Depending upon the classification of the aggrieved individual, the preferred reporting points are as follows:

5.2.1 A faculty member alleging to be aggrieved by sexual harassment should report sexual harassment to the Provost.

5.2.2 A non-faculty employee or a student employee alleging to be aggrieved by sexual harassment should report such harassment to the Personnel Director.

5.2.3 A student alleging to be aggrieved by sexual harassment should report such harassment to the Vice President of Student Affairs.

5.2.4 The Assistant to the President is an acceptable alternative reporting point for any of the above administrators.

6.0 Investigatory Procedure

6.1 Accusation of sexual harassment must be formally made in writing and signed.

6.2 A committee consisting of two (2) students (selected by Student Government), four (4) faculty members (selected by the UFA Committee on Committees with no more than 1 member from any one division), four (4) administrators (selected by UAA), and four (4) non-faculty employees (selected from a pool of volunteers) will constitute a standing investigatory committee selected annually. From this standing committee, five (5) members will be chosen for each investigation with one (1) student, one (1) faculty member, one (1) administrator and one (1) non-faculty employee and the fifth member chosen from the constituency of the person being accused.

A chair for each investigatory committee will be elected by the five member committee to facilitate the investigation.

6.3 Every possible effort must be made to keep the investigation confidential and to protect the privacy of all individuals involved in the investigation.

6.4 The University shall apply this policy and procedure to all University employees unless application of this policy or procedure is inconsistent with a collective bargaining agreement covering any respective employee.

RESOLUTION 05-91

Rescinding Portions of the
Shawnee State Community College Policy Manual

According to Ohio revised Code Section 3362.03, the Board of Trustees "shall do all things necessary for the creation, proper maintenance, and successful and continuous operation of the University and may adopt and amend bylaws and rules for the conduct of the board and the government and conduct of the University."

The University has operated since 1986 under the general guidance of the Shawnee State Community College Policy Manual with the periodic adoption of new University policies and deletion of former policies as recorded in the official minutes of the Board of Trustees.

WHEREAS, many sections of the old Shawnee State Community College Policy Manual no longer apply to Shawnee State University; and

WHEREAS, some sections can be reworded to continue long-standing policies;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University rescinds or accepts the reworded sections listed below:

Rescinded:

Chapter 9
Business Operations

Chapter 10
Buildings & Grounds

Reworded:

Cancelling Classes and Closing the
University Due to Emergency
Conditions

Blanket Order Release Authorization

Agency Fund Policy

Part-Time Faculty Travel Policy

Workers' Compensation

Annuity Programs

Emergency Telephone Calls

Retirement

Holidays

Exit Interview for Non-Returning
Employees

Administrator Staff Development
Tuition Reimbursement - Off-Campus

(January 19, 1991)

Shawnee State University

AREA:	POLICY NO.:	
	PAGE NO.:	1 OF 2
	EFFECTIVE DATE:	1/19/91
SUBJECT: CANCELLING CLASSES & CLOSING THE UNIVERSITY DUE TO EMERGENCY CONDITIONS	RECOMMENDED BY:	R. Neil Hawk
	APPROVED BY:	<i>Weni</i>

1.0 General

When conditions exist that affect the majority of the members of the campus resulting in the potential for risk to personal safety, the University may be required to close, or selected sites for work/classroom may need to be closed or relocated. In such case, the following procedure will be followed. In the absence of a University decision to close or relocate, the campus community is expected to make a good-faith effort to fulfill their obligations, using prudent judgment regarding personal safety.

2.0 Cancelled Classes Due to Emergency Conditions

- 2.1 Cancellation of classes does not mean that the University will be closed.
- 2.2 Cancellation of classes does not mean that the assigned work required to meet the class objectives will be cancelled. The assigned work will be expected to be completed and/or make-up work will be assigned depending upon the decision of the appropriate instructor (see 2.5 below).
- 2.3 The President or designee, normally the Provost, determines if emergency conditions require classes to be cancelled and for what length of time.
- 2.4 When the decision is made to cancel classes, the appropriate administrators will attempt to notify members of the faculty and student body through announcements via area radio stations and through the posting of notices in campus buildings.
- 2.5 Faculty are expected to arrange alternative ways of covering the course content missed when classes are cancelled due to an emergency.
- 2.6 If an individual staff member cannot report to work due to an emergency condition, the appropriate supervisor is to be notified. If the supervisor cannot be contacted, the staff member is expected to leave a message for the supervisor either in "message mail," with one of the offices listed in 5.0 below, or with the switchboard operator. If an emergency condition should arise during the work day and an individual staff member does not wish to remain at work, that staff member may request approval to leave from the immediate supervisor; such approval will not be unreasonably withheld.
- 2.7 In such case of 2.6 above, the staff member may be allowed to apply earned vacation time, personal time, or available comp time.

3.0 University Closing

- 3.1 If the President or designee determines that the University will be closed (as well as the cancellation of classes) due to emergency conditions, staff are not expected to report to or remain at work.
- 3.2 When the decision to close the University is made before the beginning of the normal work day, an attempt will be made to notify members of the University community through announcements over area radio stations. For verification of a closing, members of the University community are encouraged to call the switchboard or, if the switchboard is not operable, contact the Security Office at 355-2232.
- 3.3 No charge to personal or vacation leave accrual will be made when the University is closed due to an emergency.
- 3.4 If a staff member elects to report to or remain at work when the University is closed, no additional compensation (i.e., time or pay) will be given for that period of time. Only those staff members who have been identified by their supervisors as providing "essential services" will receive the appropriate compensation (as dictated by applicable policies and/or collective bargaining agreements).

4.0 Building Emergencies

- 4.1 In the event a building or part of a building becomes dysfunctional, every attempt will be made through the Facilities Planning Office to provide an alternative work or classroom site.
- 4.2 If an alternative classroom site cannot be arranged, classes will be cancelled.
- 4.3 Where it is not possible to arrange alternative work sites, staff will be relieved of their responsibilities by their supervisors, without charge to personal or vacation leave, during the time of the emergency.

5.0 Emergency Telephone Numbers

- 5.1 When the switchboard is not operable and an emergency message needs to be left, the telephone numbers below are direct lines to campus offices:

355 - 2232	Security Office
355 - 2205	Business Affairs
355 - 2259	Student Affairs
355 - 2264	Academic Affairs
355 - 2429	Director of Physical Facilities

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	1/19/91
SUBJECT:	BLANKET ORDER RELEASE AUTHORIZATION (SSCC 9.101 Updated)	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	<i>Weri</i>

- 1.0 Departments may, when necessary and with proper authorization, prepare a three (3) part Blanket Order Release Authorization for supply items totaling \$50.00 or less to be picked up at a local vendor holding a Shawnee State University Purchase Order.
 - 1.1 Any purchase which exceeds the above amount (\$50.00) must be processed through the Business Office for a requisition/purchase order.
 - 1.2 The authority to approve a Blanket Order Release Authorization shall be with the Treasurer/Controller, except for maintenance items for which the Director of Physical Facilities may approve.
 - 1.3 After approval has been received, the last copy (pink) of the Blanket Order Release Authorization will be retained by the Business Office. The order may then be taken to any vendor holding a Blanket Purchase Order.
- 2.0 The local vendor shall fill the order and price all copies of the Blanket Order Release Authorization. (See Vendor Instruction, below.) The vendor should include the yellow copy with the supplies picked up and that copy (yellow) should be returned to the Business Office to act as a receiving copy.
 - 2.1 The vendor will retain the original (white) for his files. The original must be forwarded with the vendor's invoice to the Business Office.
 - 2.2 The vendor shall, at least once a month, submit an itemized invoice with the attached white copies to the Shawnee State University Business Office.
- 3.0 The Business Office will check the vendor's invoice and white copies with their receiving copy (yellow) for accuracy and, if satisfied that all is correct, will arrange to pay the vendor for goods or services received. The Business Office will arrange to make charges against the appropriate accounts as specified on the order.
- 4.0 Vendor Instructions (Shawnee State University Blanket Order Release Authorization)
 - 4.1 Fill the order and price each item. When filling the order, be sure that proper authorization has been obtained by the purchaser.
 - 4.2 Return the following copy with description of material purchased.
 - 4.3 Retain the original copy of your invoice file.

- 4.4 At least once each month, submit an itemization of all purchases accumulated during the billing period with originals attached, and submit to:

Shawnee State University
Business Office
940 Second Street
Portsmouth, OH 45662

Shawnee State University

AREA: BUSINESS AFFAIRS	POLICY NO.:	
	PAGE NO.:	1 OF 1
	EFFECTIVE DATE:	1/19/91
	RECOMMENDED BY:	R. Neil Hawk
SUBJECT: AGENCY FUND POLICY (SSCC 9.300 Updated)	APPROVED BY:	<i>Weir</i>

- 1.0 This policy will be applicable to all activity funds established as a part of Shawnee State University. The purpose of this policy is to create an atmosphere for the efficient management of all funds handled on an activity fund basis.
- 2.0 Supervisory control over all funds will be held by the Controller of the Shawnee State University.
 - 2.1 The funds of all Activity Fund accounts will be administered through the Office of the Vice President of Student Affairs.
 - 2.2 To deposit funds, the Shawnee State University cash handling procedures must be followed. The activity treasurer must fill out the deposit transmittal form, which is to be signed by the activity sponsor.

This form along with the money is to be turned in to the Business Office by 11:00 a.m. in order to comply with the policy criteria that funds are to be deposited into the bank within 24 hours.
 - 2.3 To withdraw funds, the requisition/purchase order form is filled out by the group's treasurer and signed by the activity sponsor.
- 3.0 All activities must deposit all funds they accumulate in the name of the organization or department in the Activity Fund account assigned by the University. All methods of raising funds on behalf of any organization, division, or program area must have the approval of the appropriate dean and of the Director of Development if required.
- 4.0 Audits will be made periodically by the annual independent auditors at the time of the examination of the records and accounts of the University, or at such other times that circumstances would deem an audit necessary.

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	1/19/91
SUBJECT:	PART-TIME FACULTY TRAVEL POLICY (SSCC 9.210 Updated)	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	<i>Ali</i>

- 1.0 In order to encourage qualified individuals to teach at Shawnee State, the University provides the benefit of reimbursing those individuals that must commute more than twenty-five (25) miles one way or more than fifty (50) miles round trip to perform their teaching assignments.
- 2.0 The basis for measuring the fifty mile limitation will be the calculation of mileage to and from the designated teaching location from either the individual's house (using the town or city included in the individual's Post Office address) or Shawnee State's campus, whichever is less. Thus, if a part-time faculty member travels sixty (60) miles round trip, as measured by the method described above, to perform his teaching responsibility, he/she will be reimbursed for sixty (60) miles for this particular trip. However, if a part-time faculty member travels forty-five (45) miles round trip to perform his/her teaching responsibilities, as measured by the method described above, he/she will not be reimbursed.
- 3.0 Procedure. Eligible part-time faculty will be reimbursed at the University's current travel reimbursement rate per mile. Mileage must be reported on travel forms obtained from the appropriate Dean/Chairperson. These reports must be turned in to the appropriate Dean/Chairperson at the end of each quarter. The administrator will check each travel voucher for accuracy, and will sign and forward the first three copies to the Controller's Office authorizing reimbursement.

Shawnee State University

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.:

1 OF 1

EFFECTIVE DATE:

1/19/91

RECOMMENDED BY:

R. Neil Hawk

SUBJECT: WORKERS' COMPENSATION (SSCC 9.401 Updated)

APPROVED BY:

C. W. W.

- 1.0 All employees of the University (except employees considered casual workers) are covered by Workers' Compensation. All incidents of injury must be reported immediately to the supervisor and to the Personnel Department. A written report of any work related injury must be submitted to the Personnel Department within 24 hours of the incident.

Shawnee State University

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.:

1 OF 1

EFFECTIVE DATE:

1/19/91

RECOMMENDED BY:

R. Neil Hawk

SUBJECT: ANNUITY PROGRAMS (SSCC 9.402 Updated)

APPROVED BY:

Chen

- 1.0 Employees may participate in available annuity programs of their choice through payroll deduction. The University will not be obligated to pay annuity premiums after the termination of an individual's employment.
- 2.0 Additional payroll deductions may be allowed 30 days after receiving written authorization for such deductions from 20 employees on the University's payroll records, if such deduction is of general interest to all employees.
- 3.0 Neither the Board of Trustees nor any official of the University makes any representation regarding the advisability or appropriateness of the annuity arrangement for any particular employee and accepts no responsibility for the tax consequences of the procedures authorized.

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	1/19/91
SUBJECT:	EMERGENCY TELEPHONE CALLS (SSCC 9.803 Updated)	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	<i>Chen</i>

- 1.0 "Emergency" is defined as any circumstances involving sickness or an accident that may be life-threatening to those involved.
- 2.0 Students who are expecting emergency phone calls are requested to advise the Registrar's Office as to the nature of the call and where they will be located if they are called.
 - 2.1 All emergency calls will be screened by the Registrar's Office. Three questions will be asked:
 - (1) Is this an absolute emergency?
 - (2) If yes, is it necessary that the student come to the phone immediately or can he/she wait until the end of class?
 - (3) Will you please give me the phone number where the student can call so that you may know that he/she has been located?
 - 2.2 If affirmative replies are received to the above questions, the student will be contacted concerning the emergency.
- 3.0 After normal working hours, the Continuing Education Department will handle these calls in the same manner as outlined above.
- 4.0 If the Continuing Education Department is unable to be reached, the switchboard operator will handle these calls in the same manner as outlined above.
- 5.0 To reduce the number of unnecessary calls, Shawnee State University reserves the right to monitor all calls.

Shawnee State University

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.:

1 OF 1

EFFECTIVE DATE:

1/19/91

RECOMMENDED BY:

R. Neil Hawk

APPROVED BY:

Chen

SUBJECT: RETIREMENT (SSCC 9.400 Updated)

- 1.0 All full-time personnel at the University must belong to one of the following state retirement systems: (1) State Teachers Retirement System (STRS) or (2) Public Employee Retirement System (PERS). The proper retirement system will be determined by the nature of the duties of each employee.
- 2.0 The benefits of each of these systems are determined by the provisions set forth in the Ohio Revised Code. The employee and employer contribution rates are established by the system.
- 3.0 Literature concerning any of these retirement systems may be obtained from the Personnel Department or by contacting the appropriate retirement system.

Shawnee State University

AREA: BUSINESS AFFAIRS	POLICY NO.:	1 OF 1
	PAGE NO.:	1/19/91
	EFFECTIVE DATE:	R. Neil Hawk
SUBJECT: HOLIDAYS	RECOMMENDED BY:	
	APPROVED BY:	<i>Chen</i>

1.0 Administrators are entitled to the following holidays observed by the University:

<u>Holiday</u>	<u>Usually Scheduled</u>
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

2.0 The University will develop a schedule each year which will allow for substitute holidays. Substitute holidays will be designated by the University in order to keep the University open on scheduled holidays to meet class requirements. Those holidays which may be substituted by the University include:

Martin Luther King Day
Columbus Day
President's Day

3.0 The University calendar is subject to the negotiated labor agreements in effect each year and to final approval by the Board of Trustees.

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	
		PAGE NO.:	1 OF 3
		EFFECTIVE DATE:	1/19/91
SUBJECT:	EXIT INTERVIEW FOR NON-RETURNING EMPLOYEES (SSCC 9.120 Updated)	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	<i>Allen</i>

- 1.0 When an employee knows that his/her employment with the University will not be continued for any reason, it is the employee and the supervisor's responsibility to schedule an Exit Interview with the Personnel Department.
- 2.0 Each employee is responsible for written notification of intentions regarding terminating employment status. The supervisor is responsible for notifying the President and the Personnel Department to ensure the collection and satisfaction of all institution obligations on the part of the non-returning employee.
- 3.0 Prior to leaving the University's premises, the non-returning employee must return all keys and other University equipment, materials, and supplies to the appropriate office.
 - 3.1 The employee should schedule a time with the Personnel Director or designate to complete the Non-Returning Employee Checklist and to turn in any remaining items.
 - 3.2 Items which must be accounted for include but are not limited to:
 - Keys - Building, classroom, office, elevator, storeroom, desk, file cabinet, storage cabinet, equipment, etc.
 - Policy and Procedure Manual
 - Requisitioned Books or Supplies
 - Office Supplies or Equipment
 - Library Books
 - Instructional or Laboratory Equipment
 - Media Equipment
 - Bookstore Charges
 - 3.3 Non-returning employees must discuss COBRA health care continuation rights with the Personnel Director or designate.

- 4.0 All categories on the "Checklist for Non-Returning Employees" must be checked off or noted as resolved before authorization to release the employee's final paycheck will be given. Any employee refusing to return University property may be subject to legal action.
- 5.0 Checklist for Non-Returning Employees (see attached).

SHAWNEE STATE UNIVERSITY
CHECKLIST FOR NON-RETURNING EMPLOYEES

EMPLOYEE'S NAME _____ DATE _____

LAST DATE OF EMPLOYMENT _____

EMPLOYEE'S PRESENT ADDRESS

EMPLOYEE'S FORWARDING ADDRESS

ALL ITEMS DESCRIBED BELOW MUST BE RETURNED TO THE DIRECTOR OF PERSONNEL UNLESS OTHERWISE SPECIFIED. This checklist must be completed and properly signed in order for authorization to be given for the release of the employee's final paycheck. Thank you for your cooperation in finalizing and accounting for University property.

UNIVERSITY-OWNED PROPERTY

RECEIVED

	YES	NO	EXPLAIN
Keys - Building, classroom, office, elevator storeroom, desk, file cabinet, storage cabinet, equipment, etc.	_____	_____	_____
Office Supplies or Equipment	_____	_____	_____
Policy & Procedures Manual(s)	_____	_____	_____
Requisitioned Books/Supplies	_____	_____	_____
American Express Card	_____	_____	_____
Parking Card/Key	_____	_____	_____
Prescription Drug Card	_____	_____	_____
Bookstore Charges	_____	_____	_____
Library Books	_____	_____	_____
Instructional/Laboratory Equipment	_____	_____	_____
Media Equipment/Video/Software, etc.	_____	_____	_____

All obligations to Shawnee State University have been satisfied and/or accounted for -- release of the employee's paycheck is authorized.

Director of Personnel_____
Date

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	1/19/91
SUBJECT:	ADMINISTRATOR STAFF DEVELOPMENT	RECOMMENDED BY:	R. Neil Hawk
	TUITION REIMBURSEMENT - OFF-CAMPUS	APPROVED BY:	<i>Weni</i>

1.0 Introduction

The University supports programs for administrative staff necessary for professional development which may require tuition reimbursement at an approved institution other than Shawnee State University. Staff development could occur in a variety of situations and circumstances. Individuals may choose any combination of the options below.

2.0 Flexible Scheduling

Where feasible, an administrator's assignment may be adjusted during the year to permit time to pursue advanced course work. This adjustment may include a heavier load during a particular time period and a lighter load during the scheduled term. Flexible schedules might also include two or three day assignments, or morning or afternoon schedules.

3.0 Reduced Workload

Where feasible, an administrator's workload may be reduced to pursue advanced study. When necessary and appropriate, monies would be made available to employ a person on a part-time basis.

4.0 Tuition Reimbursement

An administrator may pursue approved course work at another institution for a maximum of 4 semester/6 quarter hours per quarter, not to exceed 12 semester or 16 quarter hours per year. The administrator would be entitled to full tuition reimbursement for those hours with no limitation on amount reimbursed.

RESOLUTION 06-91

Shawnee State University Development Foundation Policies and Members

WHEREAS, as sole member of the Shawnee State University Foundation, the Board of Trustees of Shawnee State University must ratify Foundation policies and members; and

WHEREAS, the responsibilities of the Shawnee State University Development Foundation have grown commensurate with the continued growth of the University; and

WHEREAS, the activities of the Shawnee State University Development Foundation have become more complex and the fund raising functions have become more urgent; and

WHEREAS, the Foundation members agree that to fulfill their responsibilities and to carry out the functions of the group, they need to expand their numbers;

THEREFORE BE IT RESOLVED that the Code of Regulations of the Shawnee State University Development Foundation be amended as such:

Amendment II

The number of the Foundation trustees shall be twenty (20). The selection of the first thirteen (13) members shall remain as outlined in the Code of Regulations, including Amendment I. An additional seven (7) members will be chosen, among other reasons, for their ability to donate and/or raise funds.

BE IT FURTHER RESOLVED that the Shawnee State University Board of Trustees ratifies the reappointment for 1991-93 of the following members to the Development Foundation:

Tom Reynolds
William McKinley
Harry Kuhner

and ratifies the appointments of new members for two-year terms (1991-93):

Gerald Jenkins
James Staker
Benjamin Binns
James Kricker
Howard Harcha
Jerry Ruby
Imogene Howland

(January 19, 1991)

RESOLUTION 07-91

CANCELLED

(January 19, 1991)

RESOLUTION 08-91

Approval of OHC Grant to Fund Guest Speaker for
Black Awareness Month Celebration

WHEREAS, Shawnee State University is applying to the Ohio Humanities Council for a mini-grant to help fund the Black Awareness Month Celebration Guest Speaker, Jesse Jackson, Jr., in the amount of \$1,000; and .

WHEREAS, the University will supply \$3,000 from currently budgeted funds and an external donor has pledged \$1,500; and

WHEREAS, the State of Ohio requires Board approval prior to submission of this grant;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the submission of this grant.

(January 19, 1991)