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Board of Trustees

4-29-1991

April 29, 1991 Meeting Minutes

Shawnee State University

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MINUTES
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES
APRIL 29, 1991

The meeting was called to order at 7:00 p.m. by Chairperson Riffe.

Roll Call

Members Present: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan,
Mr. Nelson, Ms. Riffe, Mr. Shkurti, Mr. Walton,
Mr. Winters

Members Absent: Mrs. Richards, Ms. Sessor

Approval of Minutes:

Mr. Kaplan moved and Mr. Hyland seconded a motion to approve the minutes of the March 4, 1991 meeting.

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

Nays: None

Approval of the April 29, 1991 Agenda:

Mr. Winters asked that the April 29 agenda be amended to add Resolution 20-91, Approval of the Governor's Summer Institute Grant. Mr. Winters moved and Mr. Hyland seconded a motion to approve the April 29, 1991 agenda as amended.

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

Nays: None

President's Report

Dr. Veri announced the appointment of Al Oliver as Shawnee's first baseball coach. A press conference was held on April 25 with 15 reporters from the tri-state area. Dr. Veri stated he is looking forward to Mr. Oliver joining the SSU staff on a part-time basis with Harry Weinbrecht joining Oliver as assistant coach.

Dr. Veri reported that Paul and Sarah Flohr had increased their charitable remainder trust from \$100,000 to \$150,000 to Shawnee State University's Development Foundation. He also reported a tentative date of Saturday, June 1 for the groundbreaking ceremonies for the new Advanced Technology Center.

Dr. Veri recognized the following Shawnee State men and women who interrupted their education plans to serve our country in Operation Desert Storm: Deborah Bowen, Connie Bower, Wesley Compton, Gregory Dillow, Eric Devlin, Timothy V. Foresha, Deborah Huntington, Mark Kinser, Mark Kuntzman, Bernard Lester, Thomas Redecker, Mark Sanders, John Spriggs, II, Charles Turner, Timothy VanKirk, Kelly Woodruff, and Charles Walker, programmer for University Information Services. They will be presented with Certificates of Merit on May 24 at a special ceremony to be held in SSU's cafeteria. Additionally, Dr. Hagop S. Pambookian will receive a commendation from the Board for directing the "Perestroika" project.

Dr. Veri also recognized Craig Allemeier, a member of the Shawnee State men's basketball team, and Kim Danner, a women's basketball player, for being named NAIA All-American Scholar Athletes. Both were presented a commendation from the Board for their accomplishments.

Dr. Veri announced that Ruth Taylor, wife of President Emeritus, Frank Taylor, passed away on Sunday, April 28. He asked that everyone bow their heads for a brief moment to pay tribute to her.

Committee Reports

Academic Affairs, Mr. Kaplan, Chairperson

Mr. Kaplan announced that personnel actions will be presented for Board action during the Quality of University Life Committee report. He stated that guidelines on, "Interim Criteria for Developing New Degree Programs," has been prepared to facilitate the process of proposing new degree programs and will be used by the Deans, Chairpersons, and Directors until a strategic plan is developed. He feels the guidelines will be very helpful.

Mr. Kaplan also announced the good news from the Ohio Department of Education with regard to our education candidates. Our graduates will be considered on an individual basis for certification until such time our education program is approved by the State

The Academic Affairs Committee approved the Preliminary Prospectus for the Bachelor of Fine Arts and Bachelor of Arts in Art and the continuing development of these two degrees. The continued development of a Waste Management degree program was also approved. The Associate of Applied Business in Legal Assisting is presently in operation and has 71 students enrolled for Spring quarter, and a search is currently underway for a faculty member with a J.D. to teach in the program.

Quality of University Life, Mr. Ferguson, Chairperson

Mr. Ferguson stated that the hiring of Al Oliver as coach, men's baseball, was a great sign of more positive things to come for our University.

Mr. Ferguson moved and Mr. Hyland seconded a motion to approve Resolution 16-91, 1992-93 Academic Calendar. This resolution approves the 1992-93 University academic calendar as recommended by the various constituent groups of SSU.

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

Nays: None

Mr. Ferguson moved and Mr. Shkurti seconded a motion to approve Resolution 17-91, Non-Discrimination Policy. This revised policy incorporates references to Vietnam-era and qualified disabled veteran status and to the 1974 Act and is a revised Institutional Statement of Non-Discrimination.

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

Nays: None

Mr. Ferguson moved and Mr. Walton seconded a motion to approve Resolution 18-91, Personnel Actions, which approves the hiring of Dawna Lisa Buchanan-Berrigan, Assistant Professor CRADTAL; Patricia Merkle, Assistant Professor, CRADTAL; Nancy Murray, Instructor, College of Health Sciences; Martha Jane Sherman, Assistant Professor, CRADTAL; Ted Strickland, Assistant Professor, Division of Social Sciences; Valerie Wilson, Associate Professor, CRADTAL; Suzanne Shelpman, Director, JOBS Student Retention Program; Brenda Miller, Counselor, JOBS Student Retention Program; Deborah Watson, Counselor, JOBS Student Retention Program; and also accepts the resignation of Mohammed J. Barzgari, Instructor, College of Engineering Technologies.

Finance and Facilities, Tom Winters, Chairperson

Mr. Winters stated that the Finance and Facilities Committee conducted an open hearing at 6:00 prior to the Board meeting to discuss the issue of proposed fee increases for the 1991-92 academic year. The Committee is currently looking at a \$225 fee increase (\$201 instructional, \$24 general) and will have a recommendation ready to be presented at the next Board of Trustees meeting.

Mr. Winters moved and Mr. Ferguson seconded a motion to approve Resolution 19-91, Student Career Outreach Program in Environmental Sciences & DOE/MMES Math/Science Academy grant proposals. The Student Career Outreach Program in Environmental Sciences is a proposal to develop environmental training curriculum and programs and to encourage youth to pursue environmental careers. The Ohio Environmental Protection Agency will fund this \$50,000 grant proposal. The Department of Energy/Martin Marietta Math/Science Academy is designed for high school sophomores and juniors in Scioto, Pike, Jackson, Ross, Adams and Lawrence counties in Ohio; and Greenup and Lewis counties in Kentucky. The program will focus on approaches to inductive and deductive reasoning in the areas of biological science, engineering technologies, physical science, and mathematics.

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

Nays: None

Mr. Winters moved and Mr. Hyland seconded a motion to approve Resolution 20-91, Approval of Governor's Summer Institutes Grant. The \$50,000 grant is sponsored by the Ohio Department of Education, Division of Special Education, and designed to provide an alternative learning experience to that which currently exists in high schools and universities. The grant is earmarked for gifted and talented students, and institutes will be held at each of the 13 state universities and three private institutions in Ohio.

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

Nays: None

Executive Committee, Verna Riffe, Chairperson

Mr. Riffe stated that the Executive Committee did not meet this month.

Vice President's Report

Academic Affairs, Dr. Addington

Dr. Addington thanked the Academic Affairs Committee for their work on personnel issues and stated that CRADTAL is now fully staffed for Fall quarter. He also announced that preliminary approval has been received from the Ohio Board of Regents for the Associate of Applied Science degree in Waste Management.

Student Affairs, Mr. Howard

Mr. Howard announced that Shawnee State had 2,802 students registered for Spring quarter, an 8.1% increase and a record enrollment for Spring. He praised Kim Danner and Craig Allemeier for their accomplishments and stated they will be very much missed when they graduate.

Mr. Howard stated that the Bear Care Health Fair is scheduled for May 1 and will be the largest ever. He attributed this to the hard work of Dr. Paul Crabtree, Assistant Vice President of Student Affairs. He also thanked the Admissions staff for a successful Student Visitation Day on Saturday, April 27, with more than 125 students and parents in attendance.

Shawnee State's Job Fair, headed by Tom Davidson, was very successful this year, with over 200 students and 30 businesses represented on campus. As a result of the Job Fair, a \$4,000 donation for scholarships was made from a plastics manufacturing company in Circleville.

Mr. Howard, reporting on the status of Board-required conditions related to intercollegiate athletics, stated that a soccer field was being planned, and if the weather cooperates should be constructed soon. The search is on for a baseball facility with the possibility of a new field at Singleton Park on the West Side. The Student Affairs Office and Purchasing are currently working on specifications for a used bus to transport our athletes, with quotes to be in by the end of May and a purchase anticipated by July.

Mr. Howard announced that the evaluation of coaches and athletic programs is in progress and will be in place for the 1991-92 academic year.

Finance and Facilities, Mr. Hawk

Mr. Hawk reported that he had nothing to add to Mr. Winters' comments about the Committee's hearing conducted earlier.

Reports from Constituents Groups

University Faculty Assembly, Dr. Scott Oliver

Dr. Oliver announced that the next UFA meeting is May 2, with several items on the agenda: proposal for Small Business Management, EMT, a new course called University 100, and a faculty handbook. He also reported that elections were currently underway for 1991-92 UFA officers.

Dr. Oliver thanked the Board for working with UFA and appreciated their interest in faculty affairs. He also thanked the Board for planning the upcoming Faculty Tea on June 14 at 1 p.m. in the new library.

Dr. Veri thanked Dr. Oliver for serving as UFA President with great distinction.

University Administrative Assembly, Pete Duncan

Mr. Duncan reported that the UAA is currently considering a proposed staff evaluations process and will hold a special election to offer membership in the organization to the University's Administrative/Technical Support Staff. He said UAA elections for new officers are underway and an announcement of new officers will be made at the next meeting of the Board.

Shawnee Education Association, John Shupert

No report.

Communications Workers of America, Vickie Stacy

Ms. Stacy stated that the CWA/Administration bargaining teams have utilized win-win bargaining to settle a student employee issue and felt the procedure went very well.

Student Senate, June Whitt

Ms. Whitt reported that Student Senate had 400 students in attendance at Cinema Night and will hold a blood drive on Wednesday, May 1 from 10:00 a.m. until 4:00 p.m. in the Activities Center Mezzanine. She also reported that Student Senate elections are scheduled for May 8.

New Business

None

Comments from the Public

David Varney, student in SSU's Nursing Program, asked to be recognized and speak with regards to his dissatisfaction with nursing program. After his statements, Chairperson Riffe told Mr. Varney the Board welcomed comments from the public and thanked him for coming before the Board.


Other Business

Dr. Veri announced that the next Board meeting will be in the new Board Room in the library.


Chairperson Riffe read a thank-you note from Helen and Dick Hyland on behalf of Rafe Mossbarger.

Adjournment

Mr. Walton moved and Mr. Winters seconded a motion to adjourn. The meeting was adjourned by acclamation.



Chairperson, Board of Trustees



Secretary, Board of Trustees

AGENDA
SHAWNEE STATE UNIVERSITY
APRIL 29, 1991

- A. Call to Order
- B. Roll Call
- C. Approval of March 4, 1991 Board Minutes
- D. Approval of April 29, 1991 Agenda
- E. President's Report
- F. Committee Reports

Academic Affairs Committee, Mr. Kaplan, Chairperson

Resolution 18-91 - Personnel Actions (To be presented by the
Quality of University Life Committee)

Quality of University Life Committee, Mr. Ferguson, Chairperson

Resolution 16-91 - 1992-93 Academic Calendar

Resolution 17-91 - Non-Discrimination Policy

Resolution 18-91 - Personnel Actions

Finance and Facilities Committee, Mr. Winters, Chairperson

Resolution 19-91 - Student Career Outreach Program in
Environmental Sciences & Department
of Energy/Martin Marietta Math/Science
Academy

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 Shupert
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 16-91
1992-93 Academic Calendar

WHEREAS, the University Calendar Committee, which has been formed according to labor agreements and University practice, has drafted a 1992-93 calendar and has obtained required staff approvals; and

WHEREAS, the President and the Quality of University Life Committee recommend the attached calendar for 1992-93;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University accepts the attached 1992-93 calendar.

(April 29, 1991)

TENTATIVE 1992-93
ACADEMIC YEAR CALENDAR

SUMMER QUARTER - 1992

| | |
|--------------------|--|
| April 27 - May 11 | Advance Reg. for Summer |
| April 27 - July 10 | Advance Reg. for Fall |
| May 26 | Early Reg. for Summer |
| June 15 | Last day to pay fees (\$20. late fee after this day); Graduation |
| June 16 | Late Reg. for Summer Qtr. (\$25.00 late Fee if enrolled Spr.Qtr.) Last day for 100% refund on full term and 1st 5 wk session courses |
| June 17 | First day of class Last day to apply for SSU Budget Payment Plan 1st day for 80% refund of Instructional Fees for complete withdrawal from full term courses 1st day for 60% refund of instructional fees for complete withdrawal from 1st 5 wk courses |
| June 23 | Last day to add a 5 wk course; last day to apply for pass/fail (1st session) Last day for 60% refund of instructional fees for 1st 5 wk courses |
| June 30 | Last day for 80% refund of instructional fees for Summer Qtr./full session |
| July 3 | Independence Day Observed - University Closed |
| July 10 | Last day of Advance Reg. for Fall Qtr. |
| July 22 | Last day to drop a class - 1st 5 wk session |
| July 23-24 | Last day of 1st 5 wk session |
| July 24 | Finals for 1st 5 wk session |
| July 27 | Last day for 100% refund for 2nd 5 wk session 1st day of 2nd 5 wk session Grades due for 1st 5 wk session |
| July 30 | 1st day for 60% refund of instructional fees for complete withdrawal from 2nd 5 wk courses Last day to drop a class - Full Session |

| | | |
|-------|-------|--|
| July | 31 | Last day for 60% refund of instructional fees for 2nd 5 wk session |
| Aug. | 5 | Last day to apply for non-credit for full quarter |
| Aug. | 11-12 | Early Reg. for Fall |
| | | Last day to apply for non-credit for full qtr. |
| Aug. | 26 | Quarter ends |
| Aug. | 27-28 | Finals for full qtr. and 2nd 5 wk session |
| Aug. | 31 | Grades due-Provost's by noon |
| Sept. | 7 | Labor Day |
| | | University closed |

FALL QUARTER - 1992

| | |
|--------------------|--|
| April 27 - July 10 | Advance Reg. for Fall |
| Sept. 8 | Last day to pay fees for Fall |
| Sept. 9 | Late Registration - Fall Qtr. \$25.00 late registration fee for students enrolled summer quarter. |
| Sept. 15 | Last day for 100% refund for complete withdrawal for Fall Qtr. session |
| Sept. 16 | 1st day of class 1st day for 80% refund of instructional fees for complete withdraw from Fall Qtr. |
| Sept. 22 | Last day to apply for SSU Budget Payment Plan |
| Sept. 28 | Last day to add a class Last day to apply for Fall Qtr. graduation |
| | Rosh Hashanah - University open |
| | Last day for 80% refund of instructional fees for Fall Qtr. |
| | Last day to apply for pass/fail |
| Oct. 7 | Yom Kippur - University open |
| Oct. 12 | Columbus Day - University open |
| Oct. 26 | Advance Reg. opens for Winter |
| Nov. 3 | Last day to apply for non-credit |
| Nov. 4 | Last day to drop a class |
| Nov. 6 | Advance reg. for Winter closes |
| Nov. 9 | Veterans Day observed - University closed |
| Nov. 18 | Early Reg. for Winter Qtr. |
| Nov. 25 | Quarter ends |
| Nov. 26 - 27 | Thanksgiving Holiday University closed (Columbus Day Utilized - 27th) |
| Nov. 30 - Dec. 4 | Finals |
| Dec. 1 | Last day to apply for Winter Qtr. graduation |
| Dec. 7 | Grades due to Provost by noon |
| Dec. 20 | Hanukkah Begins University open |
| Dec. 24 - 25 | Christmas Holiday - University closed (President's Day Utilized 24th) |

WINTER QUARTER 1992-93

| | |
|------------------|---|
| Oct. 26 - Nov. 6 | Advance Reg. for Winter |
| Nov. 18 | Early Reg. for Winter |
| Dec. 24 - 25 | Christmas Holiday - University closed |
| Dec. 31 | Last day to pay fees for Winter Quarter |
| Jan. 1 | New Years Day - University closed |
| Jan. 4 | Late Reg. for Winter Qtr. \$25.00 late registration fee for students enrolled fall quarter |
| | Last day for 100% refund for complete withdrawal from Winter Qtr. session |
| Jan. 5 | First day of classes; 1st day for 80% refund of instructional fees for complete withdrawal from winter quarter |
| | Last day to apply for SSU Budget Payment Plan |
| Jan. 11 | Last day to add a class |
| Jan. 18 | Martin Luther King Day - University closed |
| Jan. 19 | Last day for 80% refund of instructional fees for Winter Qtr. |
| Jan. 19 | Last day to apply for pass/fail |
| Feb. 1 | Last day to petition for Spring Graduation (and participate in June Commencement) |
| Feb. 10 | Advance Reg. for Spring Qtr. |
| Feb. 15 | President's Day - University open |
| Feb. 22 | Last day to apply for non-credit |
| Feb. 23 | Last day to drop a class |
| Feb. 24 | Advance Reg. closes at noon Ash Wednesday - University open |
| Mar. 10 | Early Reg. for Spring Qtr. |
| Mar. 15 | Quarter ends |
| Mar. 16 - 22 | Finals |
| Mar. 24 | Grades due to Provost by noon |

SPRING QUARTER - 1992-93

Feb. 10 - Feb. 24
 Mar. 31
 April 1

April 4
 April 6
 April 7
 April 9
 April 11
 April 14

April 28
 May 12
 May 19
 May 20
 May 26
 May 31
 June 9
 June 10 - 16
 June 17
 June 18
 June 18

Advance Reg. for Spring
 Last day to pay fees
 First Day of classes
 Late Reg. \$25.00 late
 registration fee for
 students registered for
 winter quarter
 1st day for 80% refund of
 instructional fees for complete
 withdraw from spring quarter
 Last day to apply for SSU
 Budget Payment Plan
 Palm Sunday - University closed
 Passover Begins - University
 open
 Last day to add a class
 Good Friday - University open
 Easter - University closed
 Last day 80% refund of
 instructional fees for
 complete withdrawal from Spring
 Qtr.
 Last day to apply for pass/
 fail
 Advance Reg. open for Summer
 and Fall Qtr.
 Advance Reg. for Summer Qtr.
 Last day to apply for non-
 credit
 Last day to drop a class
 Early Reg. for Summer Qtr.
 Memorial Day -
 University closed
 Quarter ends
 Finals
 Commencement Practice
 Commencement
 Grades Due - Provost by noon

St. J. Michell
 Robbie Burke 4-9-91
 Jehlebe 4/8/91
 Dianwan 4/8/91
 Jim Berkeley 4/8/91
 Cuptal Holt 4/8/91
 Beth Malore 4/8/91

RESOLUTION 17-91

Non-Discrimination Policy

WHEREAS, Shawnee State University intends to comply with all federal and state non-discrimination laws; and

WHEREAS, review of University policies indicated omitted language in the University's non-discrimination policy; and

WHEREAS, the revised language has been prepared by staff and reviewed and recommended by the Quality of University Life Committee;

THEREFORE BE IT RESOLVED that the Board of Trustees accepts the revisions incorporating references to Vietnam-era and qualified disabled veteran status and to the 1974 Act on that same issue and adopts the revised Institutional Statement of Non-Discrimination (attached).

(April 29, 1991)

Shawnee State University

| | | |
|------------------------------------|-----------------|---------------------|
| AREA: UNIVERSITY-WIDE POLICY | POLICY NO.: | |
| | PAGE NO.: | 1 OF 5 |
| | EFFECTIVE DATE: | 4/29/91 |
| | RECOMMENDED BY: | President's Council |
| SUBJECT: NON-DISCRIMINATION POLICY | APPROVED BY: | <i>W. J. ...</i> |

1.0 INSTITUTIONAL STATEMENT OF NON-DISCRIMINATION

Shawnee State University is committed to complying with non-discriminatory legislation and implementing affirmative action guidelines. In an effort to accomplish these goals, the University intends to act in accordance with the following policy, which is applicable to educational and employment activities conducted by the University.

Shawnee State University does not discriminate in its education or employment programs, policies, or practices on the basis of race, creed, sex, color, national or ethnic origin, religion, marital status, age, sexual orientation, Vietnam-era or qualified disabled veteran status, or qualified handicap. Accordingly, Shawnee State University complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act in Employment of 1967, the Age Discrimination Act of 1975, the Equal Pay Act of 1963, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and other appropriate state and federal statutes, regulations, and/or guidelines as they exist and may be amended from time to time. For information relative to grievance procedures established at the University to address alleged violations of laws and/or policies against discrimination, inquiries should be made to the Affirmative Action Coordinator, located in the Office of the President, Commons, extension 283.

1.1 Referenced Legislation

To clarify the meaning and scope of the previous affirmative action statement, the following is provided to explain the purpose of the legislation mentioned:

1.1.1 Civil Rights Act of 1964 (Title VI):

"...no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Education."¹

1.1.2 Civil Rights Act of 1964 (Title VII):

"...to improve the economic and social condition of minorities and women by providing equality of opportunity in the workplace."²

1. Federal Register, Vol. 45, No. 92, pg. 30918

2. Code of Federal Regulations, 29 (Parts 900-1899), pg. 177

In addition, Title VII prohibits discrimination on the basis of race, color, religion, sex, and national origin. Affirmative action guidelines are outlined in Title VII: ". . . the principle being that each person subject to Title VII should take voluntary action to correct the effects of past discrimination and to prevent present and future discrimination without awaiting litigation."³

1.1.3 Educational Amendments of 1972

". . . designed to eliminate (with certain exceptions) discrimination on the basis of sex in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution."⁴

1.1.4 Age Discrimination Act in Employment of 1967:

This Act prohibits discrimination in employment of persons between 40 and 70 years of age.

1.1.5 Age Discrimination Act of 1975 (Amendment to the Older Americans Act):

This Act prohibits discrimination on the basis of age in programs and activities receiving Federal financial assistance including the State and Local Fiscal Assistance Act of 1972. "The Act also permitted federally assisted programs and activities, and recipients of Federal funds, to continue to use: (1) some age distinctions, and (2) 'reasonable factors other than age.'"⁵ This Act applies to persons of all ages.

1.1.6 Equal Pay Act of 1963:

This Act requires that equal pay for equal work, regardless of sex, is provided.

3. Code of Federal Regulations, 29 (Parts 900-1899), pg. 178

4. Federal Register, Vol. 45, No. 92, pg. 30956

5. Federal Register, Vol. 44, No. 114, pg. 33768

1.1.7 Rehabilitation Act of 1973 (Section 504):

". . .designed to eliminate discrimination on the basis of handicap in any program and activity receiving Federal financial assistance."⁶

1.1.8 Rehabilitation Act of 1973 (Section 503):

". . .take affirmative action to employ and advance in employment qualified handicapped individuals as defined in section 706(6) of this title."⁷

1.1.9 Vietnam Era Veterans' Readjustment Assistance Act of 1974:

". . .take affirmative action to employ and advance in employment qualified special disabled veterans and veterans of the Vietnam era."⁸

2.0 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

The following is intended to provide Shawnee State University with an appropriate statement of compliance with non-discriminatory legislation and affirmative action guidelines. By law, the Rehabilitation Act of 1973 (Section 504) and Title IX of the Education Amendments of 1972, the University is required to include statements of non-discrimination in its publications that are designed for recruitment and admissions purposes.

In accordance with the Rehabilitation Act of 1973 (Section 504), the University is required to state in all publications either directly or indirectly related to recruitment and admissions that it does not discriminate on the basis of handicap. With this statement, the University is required to publish the name, address, and phone number of the employee designated by the institution to coordinate activities pursuant to this legislation.

Title IX of the Education Amendments of 1972 requires that the content of University publications does not imply discrimination on the basis of sex and includes a statement to that effect. In addition, the University must publish the name, address, and telephone number of the employee designated by the University to be responsible for the coordination of activities pursuant to this legislation.

6. Federal Register, Vol. 45, No. 92, pg. 30937

7. United States Code, 1976 Edition, Vol. 8, pg. 881

8. United States Code, Title 38, Ch. 42, Section 2012, as amended October 28, 1986

The following statements are to be included in all future University publications as appropriate:

2.1 Policy Statement for Catalog

Shawnee State University does not discriminate in admission, access, or treatment in programs and activities or employment policies or practices on the basis of race, creed, sex, color, national or ethnic origin, religion, marital status, age, sexual orientation, Vietnam-era or qualified disabled veteran status, or qualified handicap. Accordingly, Shawnee State University complies with Title VI (34 C.F.R. Part 100) and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (34 C.F.R. Part 106), the Age Discrimination in Employment Act of 1967, The Age Discrimination Act of 1975, the Equal Pay Act of 1963, Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. Part 104), and other appropriate state and federal statutes, regulations, and/or guidelines as they exist and may be amended from time to time. Inquiries regarding compliance with Title VI, Title IX, and Section 504 may be directed to the Affirmative Action Coordinator, located in the Office of the President, Commons Bldg., Shawnee State University, Portsmouth OH 45664, telephone 614-354-3205; to the Director, Ohio Civil Rights Commission, 220 Parsons Ave., Columbus, OH 43266; to the Director, Office for Civil Rights, U.S. Department of Education, Region V, 401 S. State St., Chicago IL 60605; or to the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202.

2.2 Policy Statement for Poster (See next page)

**SHAWNEE STATE UNIVERSITY
IS AN EQUAL OPPORTUNITY,
AFFIRMATIVE ACTION INSTITUTION.**

**YOU ARE PROTECTED FROM
DISCRIMINATORY PRACTICES AND/OR
HARASSMENT IN EMPLOYMENT, ADMISSIONS, ACCESS, OR TREATMENT
IN PROGRAMS OR ACTIVITIES BASED ON**

RACE, COLOR, RELIGION, AND NATIONAL ORIGIN;
(Title VI, 34 C.F.R. Part 100, and Title VII of the Civil Rights Act of 1964)

SEX;
(Title IX of the Education Amendments of 1972, 34 C.F.R. Part 106)

HANDICAP;
(Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. Part 104)

VIETNAM-ERA OR QUALIFIED DISABLED VETERAN STATUS;
(Title 38, the Vietnam Era Veterans' Readjustment Assistance Act of 1974)

AGE.
(Age Discrimination Act in Employment of 1967 and
the Age Discrimination Act of 1975)

FOR MORE INFORMATION, PLEASE CONTACT:

**ELINDA C. BOYLES,
AFFIRMATIVE ACTION COORDINATOR,
OFFICE OF THE PRESIDENT,
TELEPHONE 614-355-2398
OR**

**OHIO CIVIL RIGHTS COMMISSION
220 PARSONS AVENUE
COLUMBUS OH 43266
OR**

**THE DIRECTOR, OFFICE OF CIVIL RIGHTS
U.S. DEPARTMENT OF EDUCATION REGION V
401 S. STATE STREET
CHICAGO IL 60605
OR**

**THE ASSISTANT SECRETARY FOR CIVIL RIGHTS
U.S. DEPARTMENT OF EDUCATION
WASHINGTON D.C. 20202**

RESOLUTION 18-91

Personnel Actions

WHEREAS, the following applicants have 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 individuals for employment at the stated salary:

- o Dawna Lisa Buchanan-Berrigan, Ph.D.
Assistant Professor, Class III, Step 7
(Credit toward continuing contract--2 years)
Center for Research and Development in Teaching & Learning
Nine month salary of \$36,260
Effective Fall Quarter 1991
- o Patricia Merkle, Ph.D.
Assistant Professor, Class III, Step 4
Center for Research and Development in Teaching & Learning
Nine month salary of \$33,761
Effective Fall Quarter 1991
- o Nancy L. Murray
Instructor, Class I, Step 2
(Temporary, one-year full service contract for 1991-92
academic year)
College of Health Sciences
Nine month salary of \$23,765
Effective Fall Quarter 1991
- o Martha Jane Sherman, Ph.D.
Assistant Professor, Class III, Step 12
Center for Research and Development in Teaching & Learning
Nine month salary of \$40,425
Effective Fall Quarter 1991
- o Ted Strickland, Ph.D.
Assistant Professor, Class III, Step 7
Division of Social Sciences
Nine month salary of \$36,260
Effective Fall Quarter 1991
- o Valerie Wilson, Ph.D.
Associate Professor (pending verifications)
Class III, Step 10
(Credit toward continuing contract--2 years)
Center for Research and Development in Teaching & Learning
Nine month salary of \$38,759
Effective Fall Quarter 1991

RESOLUTION 18-91 (Continued)
Personnel Actions

- o Suzanne Shelpman
Director
JOBS Student Retention Program (grant funded)
Annual salary of \$31,000 per year (pro-rated)
- o Brenda Miller
Counselor
JOBS Student Retention Program (grant funded)
Annual salary of \$25,000 per year (pro-rated)
- o Deborah Watson
Counselor
JOBS Student Retention Program (grant funded)
Annual salary of \$26,000 per year (pro-rated)

BE IT FURTHER RESOLVED that the Board of Trustees of Shawnee State University accepts the resignation of Mohammad J. Barzgari, Instructor, College of Engineering Technologies, effective June 14, 1991.

(April 29, 1991)

RESOLUTION 19-91

Student Career Outreach Program in Environmental Sciences
Department of Energy/Martin Marietta Math/Science Academy

WHEREAS, the grants listed below have been reviewed by the appropriate University committees and/or individuals as well as the President's Council, and are recommended for submission by the Finance & Facilities Committee;

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

- o Student Career Outreach Program in Environmental Sciences:
\$50,000

- o Department of Energy/Martin Marietta Math/Science Academy:
\$118,288.59

(April 29, 1991)

Grant Proposal Summary

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TITLE: Student Career Outreach Program in Environmental Sciences (S.C.O.P.E.S.)

GRANTING AGENCY: Ohio Environmental Protection Agency.

PRINCIPAL INVESTIGATOR: Gary Gulker

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 20%

PURPOSE: The grant provides an opportunity for diverse groups to take positive actions to improve environmental quality in Ohio through education. The grant is based on the philosophy that the citizens of Ohio will be better able to resolve the environmental problems in the State through cooperative efforts if they are provided with accurate, balanced information reflecting the different points of view on environmental issues. This will be done by development of elementary and secondary school and collegiate curricula on environmental issues and provide training for elementary and secondary school teachers on environmental issues.

CLIENTELE TO BE SERVED: Elementary/Secondary students
Elementary/Secondary teachers

RELATIONSHIP TO SSU'S MISSION: The grant will allow Shawnee State to provide an opportunity for student intellectual discovery and continued professional development for teachers in vital environmental areas.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT: Martin Marietta Energy Systems, Inc.

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: This program will be coordinated with the on-going Martin Marietta/D.O.E. Math/Science Academy. That project is serving high school Sophomores and Juniors. The Ohio Environmental Protection Agency grant will target 4th, 5th, and 6th grade students. This program, (S.C.O.P.E.S.) will develop environmental curricula for these grades, develop team teaching concepts with teams made up of Shawnee State faculty, Martin Marietta scientific personnel, and selected students from the on-going Math/Science Academy. These teams will go to the schools to teach about the environment, environmental issues, and careers in environmental sciences. Secondly, an environmental training program for elementary and secondary science teachers will be

~~BUDGET~~

BRIEF DESCRIPTION...(continued)

developed and will be given as an in-service series. The areas covered could include environmental curriculum development, remedial programs in Math/Science, early intervention programs at a young age to get students interested in Math/Science, laboratory interaction with SSU/Martin Marietta facilities, investigation of additional educational support for the Junior, Senior student, ie: increased co-op opportunities, internships, scholarships, etc.

Shawnee State University, Center for Business and Industry feel that our three main goals for this grant are:

- Encourage youth to pursue environmental careers
- Development of environmental training curriculum and programs for elementary/secondary teachers
- Further cement our partnership with the industrial community

BUDGET FOR THIS GRANT IS NOT YET DEVELOPED.

| <u>Fund Source</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> |
|---------------------|---------------|---------------|---------------|
| Grant | \$ 30,000.00 | \$ 20,000.00 | \$ |
| Other (<u>1,</u>) | \$ -0- | \$ -0- | \$ |
| University | | | |
| In-kind | \$ -0- | \$ -0- | \$ |
| Cash* | \$ -0- | \$ -0- | \$ |
| | <hr/> | <hr/> | <hr/> |
| TOTALS | \$ 30,000.00 | \$ 20,000.00 | \$ |

*Describe source of funds for SSU's cash commitment:

1. It is likely that Martin Marietta will donate their instructor's time to this grant. In addition, this grant will build on the current \$118,000.00 Math/Science Academy sponsored by Martin Marietta.

Grant Proposal Summary

TITLE: Department of Energy/Martin Marietta Math/Science Academy

GRANTING AGENCY: Martin Marietta Energy Systems, Inc.

PRINCIPAL INVESTIGATOR: Cathy Mullins
Virginia Ramey
Gary Gulker

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 25%

PURPOSE: SEE ATTACHED

CLIENTELE TO BE SERVED: SEE ATTACHED

RELATIONSHIP TO SSU'S MISSION: It is the University's commitment to the enrichment of the lives of those students in our community through integrative learning.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT: school districts in six (6) Ohio and two (2) Kentucky counties.

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: SEE ATTACHED

BUDGET:

SEE ATTACHED

| <u>Fund Source</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> |
|--------------------------|---------------|---------------|---------------|
| Grant | \$ | \$ | \$ |
| Purchase Order | \$ | \$ | \$ |
| Other (# <u>IF0268</u>) | \$ 118,288.59 | \$ | \$ |
| University | | | |
| In-kind | \$ | \$ | \$ |
| Cash* | \$ | \$ | \$ |
| | <hr/> | <hr/> | <hr/> |
| TOTALS | \$ 118,288.59 | \$ | \$ |

*Describe source of funds for SSU's cash commitment:

RESOLUTION 20-91

Approval of Governor's Summer Institutes Grant

WHEREAS, the grant listed below has been reviewed by the appropriate University committees and/or individuals as well as the President's Council, and is recommended for submission by the Finance & Facilities Committee;

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

- o Ohio Governor's Summer Institutes for Gifted and Talented Students, \$50,000 (synopsis and planned budget attached)

(April 29, 1991)

Shawnee State University

MEMORANDUM

Portsmouth, Ohio 45662
(614) 354-3205

TO: R. Neil Hawk, Vice President of Business Affairs
FROM: Virginia Ramey,^{NR} Director, Special Programs & Community Services
DATE: April 19, 1991
SUBJECT: Approval of Governor's Summer Institute Grant

The Ohio Governor's Summer Institutes for Gifted and Talented Students will be held this summer at each of the 13 state universities and three private institutions. The institutes are sponsored by the Ohio Department of Education, Division of Special Education. They are designed to provide an alternative learning experience to that which currently exists in high schools and universities.

Each institute is funded in the amount of \$50,000 by the Department of Education, and is designed to be made available to 250 students. Residential options may be made available to the student on a cost basis.

The Office of Continuing Education has participated in the Governor's Summer Institute program since July 1987. Each year our institute has ranked second only to The Ohio State University in number of participants. The 1991 institute promises to continue this successful track record. To date, we have received 360 applications from students in 61 counties.

Attached is the proposed initial budget, outlining how we propose to utilize the \$50,000 grant. In addition, the university will receive a \$10 application fee and \$95 residential fee from each student to cover dormitory and some meal costs. Please approve the budget proposal by signing as authorizing administrator, and by arranging for the approval of all university representatives.

I have also included the Evaluation Report of the 1990 program, the program announcement of the 1991 program published by the Ohio Department of Education, and the student application packet for the Shawnee State University program.

If you have further questions, please call me at ext 281, or Cathy Mullins, Coordinator, ext 412. Thank you for your assistance in expediting this approval process.

cc Cathy Mullins
Robert Lawson

Division of Special Education
OHIO SUMMER INSTITUTES FOR GIFTED
Budget/Report Form

Name of Agency Shawnee State University Continuing Education County Scioto

Institute Dates: From July 1, 1991 To June 30, 1992 Project Number _____

This form will serve both as a budget form and as a final expenditure report form. Indicate the purpose for submitting the form by checking one of the following:

Proposed Initial Budget Budget Amendment Final Expenditure Report (FER)

Part I:

| Budget/Expenditure Categories | A. Amount Budgeted | B. Amount Expended |
|---|--------------------|--------------------|
| Personnel - Salaries and Wages | 25,470 | |
| Employee Benefits | 5,415 | |
| Scholarships and Fees | 525 | |
| Consultants | 1,000 | |
| Other Purchased (Contracted) Services | 1,100 | |
| Communications (telephone, postage, etc.) | 1,050 | |
| Materials and Supplies | 12,325 | |
| Transportation | 1,200 | |
| Equipment | 0 | |
| Other Direct Costs | 865 | |
| Indirect Costs | 1,050 | |
| Total | 50,000 | |

Part II: (Complete for FERs only)

A. Amount of Grant _____

C. Amount Expended _____

Part III:

Signature *Virginia Romell* Date *April 19, 1991*
Institute Administrator

Address Shawnee State University 940 Second St. Portsmouth, OH 45662

Telephone Number (614) 355-2281 Fax 355-2412

Signature of Authorizing Administrator _____ Date _____

Address of Authorizing Administrator Shawnee State University 940 Second St. Portsmouth, OH 45662

Telephone Number (614) 355-2494