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Board of Trustees

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7-29-1991

### July 29, 1991 Meeting Minutes

Shawnee State University

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MINUTES  
SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
July 29, 1991

The meeting was called to order at 7:10 p.m. by Chairperson Riffe.

Roll Call

Members Present: Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Mrs. Richards,  
Ms. Riffe, Mr. Shkurti, Mr. Winters, Ms. Sessor

Members Absent: Mr. Ferguson, Mr. Walton

Chairperson Riffe welcomed Mr. Reynolds, new member of the Board of Trustees. The Trustees' Oath was administered, and Mr. Reynolds was officially installed.

Approval of Minutes

Mr. Kaplan moved and Mrs. Richards seconded a motion to approve the minutes of the June 14, 1991 meeting.

Ayes: Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Mrs. Richards, Ms. Riffe,  
Mr. Shkurti, Mr. Winters

Nays: None

Approval of the July 29, 1991 Agenda

Chairperson Riffe asked that the agenda be amended to allow for additions to the personnel resolution. Mr. Kaplan moved and Mr. Shkurti seconded a motion to approve the July 29, 1991 agenda as amended.

Ayes: Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Mrs. Richards, Ms. Riffe,  
Mr. Shkurti, Mr. Winters

Nays: None

President's Report

Dr. Veri welcomed Tom Reynolds and thanked him for accepting the Governor's appointment to serve on the Board.

Dr. Veri commended Ohio Governor George Voinovich and leaders of the state's legislature for their compromise that returned university funding to the formula used by the Ohio Board of Regents. This was good news for Shawnee State, but until we know enrollment figures for fall quarter, we still need to be prudent in spending. The compromise would mean the deletion of \$12 million earmarked for part-time students through the Ohio Instructional Grant program in order to help seven other universities. The compromise will have an impact on Shawnee State's part-time students, but it is expected that the funds will be restored in the next biennium.

Dr. Veri, in consultation with Chairperson Riffe, has appointed a Shawnee State University "Managing the Future Task Force". Chairperson Riffe and William Shkurti, both current Board members, have been appointed to the statewide task force of the Ohio Board of Regents. Local members will include Robert E. Dever, Chair, Tom Reynolds, Keith Spires, Bill Platzter, Andy Glockner, Tom Timion, Sharon Cornwell and Dr. Wayne Wheeler, with Dr. Catherine Roberts and Ray Moore as staff members.

Dr. Veri announced that he has received word that Shawnee State is the recipient of the estate of Zella Besco, a Scioto Furnace teacher, to be used for a scholarship fund in memory of her husband and son.

Dr. Veri announced, in consultation with Chairperson Riffe, that Tom Reynolds has agreed to serve on the Academic Affairs Committee and to remain on the SSU Development Foundation as a representative of the Board of Trustees.

Committee Reports

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

Mr. Kaplan welcomed Tom Reynolds to the Board.

Mr. Kaplan moved and Mr. Hyland seconded a motion to approve Resolution 34-91, Faculty Leave with Pay. This resolution approves a request for a leave of absence with pay for Barbara Edwards, Assistant Professor of English, to complete a doctoral degree.

Ayes: Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Mrs. Richards, Ms. Riffe, Mr. Shkurti, Mr. Winters

Nays: None

Mr. Kaplan moved and Mrs. Richards seconded a motion to approve Resolution 35-91, Approval to Submit Proposal for Small Business Administration Major in the Associate of Applied Business degree program. This resolution approves the submission of the Small Business Administration major to the Ohio Board of Regents for approval and will meet the needs of the community while establishing Shawnee State University as a small business resource center.

Ayes: Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Mrs. Richards, Ms. Riffe, Mr. Shkurti, Mr. Winters

Nays: None

Mr. Kaplan moved and Mr. Winters seconded a motion to approve the amending of Resolution 36-91, Personnel Actions, to include Deborah Waterman and Roger Scherer. This motion is to amend the resolution only; the resolution will be voted on under Finance and Facilities.

Ayes: Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Mrs. Richards, Ms. Riffe, Mr. Shkurti, Mr. Winters

Nays: None

Mr. Kaplan reported that Ms. Pat Lawson, program director of the Physical Therapy Assistant program, provided the Academic Affairs Committee with an overview of the program's activities and accomplishments this past year. He also announced that the Associate of Applied Science degree program in Computer Aided Design has been approved by the Ohio Board of

Regents.

Mr. Kaplan reported that advising activities and plans were discussed and the Academic Affairs Committee is working closely with faculty and administration. He also reported that grant information is being provided on a regular basis by Dr. Dan Evans, Assistant V.P. of Academic Affairs.

**Quality of University Life, Orville Ferguson, Chairperson**

The Quality of University Life Committee did not meet in July as scheduled; therefore, there was no committee report.

**Finance and Facilities, Tom Winters, Chairperson**

Mr. Winters moved and Mr. Kaplan seconded a motion to approve Resolution 36-91, Personnel Actions. This resolution approves the hiring of Deborah A. Waterman, Assistant Professor, College of Business; Behrouz Helmi-Oskoui, Assistant Professor, Social Science Division; Margaret E. McClintock, Director of University Information Services; Thomas A. Carnevale, Mathematics Chairperson, College of Arts and Sciences; Roger C. Scherer, Associate Professor, College of Engineering Technologies; and also accepts the resignation of John Shupert, Professor of Mathematics.

Ayes: Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Mrs. Richards, Ms. Riffe, Mr. Shkurti, Mr. Winters

Nays: None

Mr. Winters moved and Mr. Hyland seconded a motion to approve policy Resolution 37-91: Funding from Outside Sources, Administrative Staff Sick Leave, Administrative Staff Vacation and Administrative Staff Contract System. This resolution adopts the preceding policies, which have been reviewed by the appropriate University committees and/or individuals as well as the President's Council, and were recommended by President Veri.

Ayes: Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Mrs. Richards, Ms. Riffe, Mr. Shkurti, Mr. Winters

Nays:           None

Mr. Winters moved and Mr. Shkurti seconded a motion to approve Resolution 38-91, Adult Basic Education, FY'92; CAO/Step II-A Grant; On Your Way Grant. This resolution approves the submission of the Adult Basic Education Grant, FY'92, in the amount of \$61,047 and the CAO/Step II-A Grant, in the amount of \$100,000. It also approves the acceptance of the On Your Way Grant in the amount of \$35,000.

Ayes:           Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Mrs. Richards, Ms. Riffe,  
                  Mr. Shkurti, Mr. Winters

Nays:           None

Mr. Winters moved and Mr. Shkurti seconded a motion to approve Resolution 39-91, Administrative Salaries. This resolution states that because the FY92 budget for Shawnee State University is uncertain at this time, and it is the intent of the Shawnee State University Board of Trustees to raise salary ranges and provide salary increases for FY92 to eligible administrators and administrative/technical support staff, the Board of Trustees empowers the Executive Committee to act on behalf of the Board to make such changes at such time the University's budget is known. This resolution also directs President Veri to consult with the University Administrative Assembly in recommending a plan and procedure whereby salary increases in FY93 and beyond are based on a combination of merit and an allowance for cost of living increase.

Ayes:           Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Mrs. Richards, Ms. Riffe,  
                  Mr. Shkurti, Mr. Winters

Nays:           None

Mr. Winters reported that Shawnee State University's Capital Plan was submitted to the Ohio Board of Regents by Dr. David Gleason, and he commended Dr. Gleason for a job well done. Mr. Winters also reported that his committee has worked very closely with the Insurance Committee, which met tonight prior to the Board meeting. The constituent groups

represented at the meeting were asked to go back to their respective groups with the information discussed.

**Executive Committee, Verna Riffe, Chairperson**

Ms. Riffe reported that the Executive Committee met on July 15 at the Holiday Inn in Chillicothe.

Chairperson Riffe moved and Mr. Winters seconded a motion to approve policy Resolution 40-91: Guidelines for Printing and Publication; Affirmative Action Hiring Guidelines. This resolution establishes specific guidelines to be followed with regard to all publications which represent the University and also approves the guidelines required by law with regard to affirmative action procedures.

Ayes: Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Mrs. Richards, Ms. Riffe, Mr. Shkurti, Mr. Winters

Nays: None

Ms. Riffe moved and Mr. Winters seconded a motion to approve Resolution 41-91, Acceptance of Amendments to UFA Constitution. This resolution approves the amended UFA Constitution according to the procedures set forth therein.

Ayes: Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Mrs. Richards, Ms. Riffe, Mr. Shkurti, Mr. Winters

Nays: None

Ms. Riffe moved and Mr. Hyland seconded a motion to approve Resolution 42-91, Changes in Shawnee State University Development Foundation Policies and Procedures. This resolution approves the changes suggested by the Policy and Gifts Committee of the Development Foundation Board with regard to additions and revisions related to the operation of the Development Foundation Board.

**Ayes:** Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Mrs. Richards, Ms. Riffe, Mr. Shkurti, Mr. Winters

**Nays:** None

Ms. Riffe reported that CWA negotiations were a topic of discussion and the team representing the Trustees provided a briefing report. Ms. Riffe stated she was impressed with the working relationship currently being developed in CWA negotiations, a great accomplishment that is much appreciated by all.

Dr. Veri stated that Vickie Stacy could not be present at the Board meeting, but sent a message regarding Win-Win Bargaining. Ms. Stacy told President Veri that only some of Win-Win Bargaining components would be used due to the lack of training and the opportunity to practice procedures.

#### Vice President's Report

##### **Academic Affairs, Dr. Addington**

Dr. Addington introduced Dr. Dennis Travis, SSU's first Dean of Arts and Sciences. He also reported that Shawnee State hosted nearly 200 high school students from across Ohio as part of the Governor's Summer Institute program, second only to Ohio State in the number of students served.

##### **Student Affairs, Mr. Howard**

Mr. Howard welcomed Tom Reynolds to the Board of Trustees. He presented each Board member with a Student Services division annual report and new recruiting brochures. He also reported that several Development Foundation grants were secured by members of the Student Affairs staff.

Chairperson Riffe commented on feedback regarding Shawnee's freshman orientation presentation. The orientation was very positive; both students and parents were impressed with the candid comments and the



amount of time spent with each student. The only negative comment was concern expressed about our education program.

**Business Affairs, Neil Hawk**

Mr. Hawk reported that community meetings are scheduled for August 7 and 8 to discuss the plans for land acquisition, the relocation of Second Street and to field questions from residents who live east of Waller Street. In the interim, a crosswalk will be installed in front of the library to accommodate students until Second Street is officially relocated.

Chairperson Riffe asked Mr. Hawk to please continue community meetings so as to keep communications open with residents in the vicinity of the campus.

Reports from Constituent Groups

**University Faculty Assembly, Dr. Hagop Pambookian**

Dr. Pambookian welcomed Tom Reynolds to the Board. He also thanked the Board for their social gathering with the faculty on June 14 and announced that the UFA will be hosting fall and spring banquets during the 1991-92 academic year.

**University Administrative Assembly, Dave Winters**

Mr. Winters reported that the UAA is currently recruiting members for positions on committees, including the Administrative Advisory Committee, which will be charged with issues on the salary structure review and an administrative evaluation instrument. He stated that the first UAA general meeting of the 1991-92 academic year will be held on August 22.

**Shawnee Education Association, Dr. Jeff Bauer**

Dr. Bauer welcomed Mr. Reynolds to the Board and hoped it would be an interesting and exciting term for him. He stated that much work is to be

done by the SEA's executive committee before the beginning of the academic year.

**Communications Workers of America, Vickie Stacy**

Ms. Stacy was unavailable to attend the meeting. Dr. Veri reported earlier on her comments.

**Student Senate, June Whitt**

Ms. Whitt reported that Student Senate met on July 9 and were currently working on a budget for their group. Student Senate has also been involved with City Council and the closing of Second Street. Their next meeting will be August 1, and the topic of discussion will be short- and long-term goals for the upcoming year.

Chairperson Riffe commented about Student Senate involvement with City Council and Second Street. She thanked Latricia Sessor for her participation and comments at an earlier City Council meeting.

New Business

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.

July 29, 1991

Kenna H. Riffe

Chairperson, Board of Trustees

Catherine H. Roberts

Secretary, Board of Trustees

**RESOLUTION 34-91**

**Request for Faculty Leave with Pay**

WHEREAS, Arts & Humanities Division member Barbara Edwards, Assistant Professor of English, has requested approval of a one-year leave of absence in order to complete the doctoral program she began in 1988; and

WHEREAS, Ms. Edwards has applied for this leave according to University policy, submitting a plan of study and goal statement and gaining approval from her Division Chair, the Provost, and the President; and

WHEREAS, cost projections for this one-year leave have been made within the 1991-92 and planned 1992-93 budgets, and this request has been reviewed and is recommended by the Academic Affairs Committee;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees approves a one-year leave according to University policy for Barbara Edwards, beginning January 1, 1992 and ending January 1, 1993.

(July 29, 1991)

**RESOLUTION 35-91**

**Approval to Submit Proposal for Small Business Administration Major**

WHEREAS, Shawnee State University is a growing institution with a mission to serve the needs of its students and the region it serves; and

WHEREAS, only one baccalaureate major, General Business, is presently offered by the College of Business, whose faculty and dean have proposed a second major, Small Business Management; and

WHEREAS, that proposal has been prepared and reviewed by the College of Business and accepted by the Educational Policies and Curriculum Committee of the University Faculty Assembly, by the University Faculty Assembly, and by the Provost for submission to the Ohio Board of Regents; and

WHEREAS, the proposed major is recommended by the President and has been reviewed and recommended by the Academic Affairs Committee as a desirable academic addition to the curriculum of the University;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University recommends that the proposal for a major in Small Business Administration, leading to the degree of Bachelor of Science in Business Administration, be submitted to the Ohio Board of Regents for its review and approval.

(July 29, 1991)

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Operating Manual for Two-Year  
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Ohio Board of Regents

Request for Approval of a Technical Major

Title of Associate Degree Program: Business Management Technology

Title of Proposed Major: Small Business Management

Name of Institution and Campus: Shawnee State University

Official Making Request: Name A.L. Addington

Title Provost

Address 940 Second Street  
Portsmouth, OH 45662

Telephone (614 354-3205

Date Preliminary Approval Granted: December 6, 1989

Date Request Submitted: June 25, 1991

Please Return to: Director, Two-Year Campus Programs  
Ohio Board of Regents  
30 East Broad Street, 36th Floor  
Columbus, Ohio 43215

ACTION TAKEN:

- ☐ Approved  
☐ Denied  
☐ Held for further consideration  
☐ Comments/Conditions \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Director, Two-Year Campus Programs

\_\_\_\_\_  
Chancellor

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I. Description of major and reasons for the request.

This major will add a much needed dimension to our two-year Management program. By substituting only three key courses we change the existing program from a general to a specific targeted approach.

We are requesting this major to meet the needs of the community. There are approximately 75 manufacturing firms in the Portsmouth area and many of these are considered "small" by the SBA. These are complemented by more than 400 retail outlets and a growing number of service oriented businesses. Shawnee State University can and should be a small business resource center, not only for Portsmouth (25,943 population) and Scioto County (95,545), but for the entire regional trade area of 279,793 people. This is the first step in the establishment of Shawnee State University as this resource center.

II. Report the number of students (headcount) enrolled in the associate degree program for which major is proposed for the past five years.

	19 86- 1987	1987 - 19 88	1988 - 19 89	19 89- 1990	1990 - 1991
Freshmen	208	232	147	115	121
Sophomores	119	137	145	127	130
Total	327	369	282	242	251

III. Report the number and percentage of graduates from this program in previous year who were available for employment and were placed in jobs related to their technology.

- A. Total number of graduates 11  
B. Number available for employment 8  
C. Number placed in jobs related to technology 3 Percentage (C ÷ B) 37%  
D. Number placed in jobs not related to technology 5 Percentage (D ÷ B) 63%

IV. A. Estimate total number of students expected to enroll in proposed major:

First year of operation 15 FTE  
Second year of operation 12 FTE

B. Estimate the number of these students who are expected to enroll in requesting campus solely because this major is offered:

First year of operation 10  
Second year of operation 8

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V. A. Are any other majors currently offered under this associate degree title?

Yes ☒ No ☐

B. If yes, identify, and report current headcount enrollment.

<u>Major Title</u>	<u>Headcount Enrollment</u>
Management	241
Banking/Finance	8
Real Estate	1
Retail	3

VI. Has the addition of this major been discussed with the program advisory committee?

Yes ☒ No ☐ If yes, list the members of the committee and describe the extent of the discussion. (see attached)

VII. List new courses to be added to the curriculum if this request is approved:

<u>Course Title</u>	<u>Credit Hours</u>
SBMT 225 - Organization and Operations of Small Business	8
SBMT 236 - Franchising	4
SBMT 290 - Seminar In Small Business Problems	4

VIII. On the following page, provide a summary and classification of the courses comprising the program by quarter, assuming full-time enrollment. Designate new courses with an asterisk (\*) in the "course number" column.



VI. Advisory Committee Member --- Name - Position/Title

Gene Geary, Geary Real Estate Co.  
Tom Reeder, Director, Chamber of Commerce  
Judy Wilson, Sales Representative, Glockner Oil Co.  
Elmer Pulver, Investment Counselor, IDS, Inc.  
Chip Horr, Lute Plumbing & Supply Co.  
Ronald Kilgore, Vice Pres. Gunning Refractories, Inc.  
Richard L. Diehl, President, OSCO Industries

The discussion was brief. The need was justified and the addition of the major approved.

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SUMMARY AND CLASSIFICATION OF COURSES

Shawnee State University  
Institution

Business Management Technology

4/12/90

Associate Degree Program

Date

Major In Small Business Management

		Clock Hours		Credit Hours		
Course No.	Course Title	Class	Lab	Basic	Non-Tech	Tech
<u>1st QUARTER</u>						
ENGL 111s	Discourse and Composition	4	0	4		
MATH 101	Basic Algebra	4	0	4		
ACCT 101	Accounting 1	3	4		4	
BMNT 101	Intro to Business	4	0		4	
<u>2nd QUARTER</u>						
ENGL 112s	Composition & Rese-rch	4	0	4		
MATH 125	Business Math	4	0		4	
ACCT 102	Accounting 2	3	4		4	
BMNT 102	Marketing Concepts	4	0			4
<u>3rd QUARTER</u>						
ENGL 115s	Composition and Literature	4	0	4		
EDPT 101	Intro to Data Processing	2	3			3
SBMT 225*	Organization & Operation of Sm Bus	4	0		4	
RMNT 103	Intro to Retailing	4	0			4
FINA 201	Principles of Finance	4	0			4
<u>4th QUARTER</u>						
PSYC 101	Intro to Psychology	4	0	4		
BUSL 250	Bus Law I	4	0		4	
ECON 101	Prin. of Econ 1	4	0	4		
SBMT 236*	Franchising	4	0			4
<u>5th QUARTER</u>						
SOCI 101	Intro to Sociology	4	0	4		
BUSL 260	Bus. Law II	4	0		4	
ECON 102	Prin of Econ II	4	0	4		
BMNT 201	Management Concepts	4	0			4
<u>6th QUARTER</u>						
SPCH 103	Public Speaking/Hum. Communications	3	0	4		
SBMT 290*	Seminar in Small Bus. Problems	4	0			4
SOCI 205	Current Social Problems	4	0	4		
xxxx: xxx	Technical Electives	8	0			8
		99	11	40	28	35

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Operating Manual for Two-Year  
Campus Programs**

Technical Major

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IX. Summarize the financial impact of the addition of this major as follows:

	19 90-91	19 91-92	19 92-93
a. Projected additional FTE	15	27	27
b. General studies subsidy income (1/2 FTE X GS model)	5,085	9,153	9,153
c. Technical subsidy income (1/2 FTE X Technical model)	9,638	17,348	17,348
d. Student fee income (3 quarters)	23,625	42,525	42,525
e. Other income (if any)	---	---	---
f. Total additional income	38,348	69,026	69,026
g. Personnel costs **	---	---	---
1. Instruction (Technical and general)	---	---	---
2. Non-Instruction	300	200	200
Subtotal	300	200	200
h. Staff benefits	---	---	---
i. Supplies	100	100	100
j. Travel	---	---	---
k. Information & communications	200	200	200
l. Maintenance and repairs (including rentals)	100	100	100
m. Miscellaneous expenses			
n. Capital purchases (equipment, furniture, library books)	1,000	1,000	1,000
o. Indirect costs	---	---	---
p. Total costs	1,400	1,400	1,400
q. Annual balance: gain (or loss)	36,948	67,626	67,626

\*\* NO NEW FACULTY REQUIRED

\*Delicits may normally be incurred during the first year of a new program because of the initial one-time start-up costs associated with each new offering.

RESOLUTION 36-91 (CORRECTED)

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 Deborah A. Waterman  
Assistant Professor, Class III, Step 6  
College of Business  
Nine month salary of \$35,427  
Effective Fall Quarter 1991  
(Funded through general funds)
- o Behrouz Helmi-Oskoui  
Assistant Professor, Class IV, Step 2  
Social Sciences Division  
Nine month salary of \$33,502  
Effective Fall Quarter 1991  
(Funded through general funds)  
Full-service temporary (one-year appointment)
- o Margaret E. McClintock  
Director of University Information Services  
Annual salary of \$46,700  
Effective Date Pending  
(Funded through general funds)
- o Thomas A. Carnevale  
Mathematics Chairperson  
College of Arts and Sciences  
Annual salary of \$50,000 (pro-rated)  
Effective September 3, 1991  
(Funded through general funds)
- o Roger C. Scherer  
Associate Professor, Class IV, Step 7  
College of Engineering Technologies  
Nine month salary of \$40,425  
Effective Fall Quarter 1991  
(Funded through general funds)  
(Contingent upon receipt of official transcripts  
and meeting ABET faculty requirement, if applicable)

BE IT FURTHER RESOLVED that Board of Trustees accepts with regret the retirement of John Shupert, Professor of Mathematics, who submitted his notice to retire effective June 30, 1991.

(July 29, 1991)

**RESOLUTION 37-91**

**Funding from Outside Sources**

**Administrative Staff Sick Leave**

**Administrative Staff Vacation**

**Administrative Staff Contract System**

The policies listed below have been reviewed by the appropriate University committees and/or individuals as well as the President's Council, and

WHEREAS, President Veri recommends these policies to the Finance and Facilities Committee; and

WHEREAS, the Committee concurs with the recommendation, they therefore recommend the adoption of these policies to the Board of Trustees;

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

- o Funding from Outside Sources
- o Administrative Staff Sick Leave
- o Administrative Staff Vacation Policy
- o Administrative Staff Contract System

(July 29, 1991)

# Shawnee State University

AREA:	POLICY NO.:	PAGE NO.: 1 OF 5
	EFFECTIVE DATE:	7/29/91
	RECOMMENDED BY:	President's Council
SUBJECT: FUNDING FROM OUTSIDE SOURCES	APPROVED BY:	<i>Wm</i>

## 1.0 Philosophy and Purpose

### 1.1 The Shawnee State University Development Foundation and the Shawnee State University Development Office.

- 1.1.1 The University Development Foundation and the University Development Office have the mission of making friends and creating funds and other forms of financial support for Shawnee State University. These funds will be used in a number of ways to supplement the University budget, and such funds, as well as equipment, property, and other tangibles, will be used solely for the benefit of Shawnee State and its programs.
- 1.1.2 The Development Office is responsible for creating in potential donors an awareness of the financial needs of Shawnee State University which are not met by state or federal support, and to implement systematic plans by which these needs can be met.
- 1.1.3 Funds and support sought by the institution as a whole or for its constituent groups or individuals include cash, stocks and bonds, land, buildings, equipment, in-kind contributions, and deferred gifts such as trusts and insurance policies. They will be sought from individuals, businesses, corporations or foundations, by mail, telephone, personal solicitation, grant application, and special projects.

### 1.2 The Office of the Provost, Grants and Contracts.

- 1.2.1 Through the Assistant Vice President of Academic Affairs (AVPAA), the Office of Grants and Contracts has the mission of facilitating the orderly transmission of information about grant/contract opportunities associated with the state and the federal governments and their agencies. Funding from these sources will be utilized by faculty and staff in the development of teaching, research, public service and other scholarly pursuits for the benefit of the University, its programs, and its students.
- 1.2.2 Pre-award. The Office of the Provost, Grants and Contracts, is responsible for stimulating the development of grant applications and contract proposals, for coordinating the submission of these proposals through University channels to the appropriate external government funding agencies, and for seeking approval for submission by the Board of Trustees.

- 1.2.3 Post-award. Once the award has been made, the Office of the Provost, Grants and Contracts, shall provide assistance with the coordination of administrative duties, with clerical support, with the internal and external communication process, and with the establishment and maintenance of project records.

## 2.0 Guidelines

### 2.1 The Development Office

- 2.1.1 The goals for the University Development Office include the following:

- to raise friends and funds for the development of the overall University, not just its component parts
- to meet professional and quality standards in all University development activities
- to maximize creative and effective efforts to achieve donor financial support
- to manage an orderly process for identifying, cultivating, soliciting, and acknowledging prospects

- 2.1.2 Coordination. It is the policy of the University to avoid duplication of efforts that adversely affect the University's fund-raising ability and to assist University solicitors in raising funds. Therefore, all fund-raising activities are to be coordinated and approved by the Director of Development, who will consult as needed with the President and/or the Development Foundation Board. Normally, the Development Office will carry out solicitations and fund drives on a University-wide basis, trying to access funds that benefit the entire campus community. Proposals to individuals, funding agencies, and foundations (excluding governmental funding agencies) need to be submitted to the Director of Development for review to ensure that multiple solicitations are avoided, budgets are consistent with NACUBO guidelines, and the best solicitation match is achieved.

### 2.2 The Office of the Provost, Grants and Contracts

- 2.2.1 The goals for the Office of Grants and Contracts include the following:

- to stimulate research and public service efforts by faculty, staff, and students as an essential and important element of university endeavor
- to encourage and support the development of University policies which will nurture and encourage research and contract programs
- to develop University liaison with pertinent governmental funding agencies
- to coordinate the process by which proposals are approved for transmittal to governmental funding agencies



- 2.2.2 **Coordination.** The Office of Grants and Contracts is administratively housed in the Office of the Provost and is the responsibility of the Assistant Vice President of Academic Affairs (AVPAA). However, open communication channels are maintained with the Development Office in order to maximize funding opportunities and to avoid duplication of effort. The Office coordinates the submission of grant applications and proposals to various local, state, and federal funding sources. Although the proposed project director or principal investigator will normally write the initial draft of the proposal, he/she is encouraged to solicit the assistance of the AVPAA in the early stages of development. Once completed, proposals are submitted to the Office of Grants and Contracts which serves as the clearing-house for the internal administrative review process and the subsequent submission of the proposal to the funding agency. Proposals to governmental funding agencies need to be submitted to the AVPAA for review to ensure that multiple solicitations are avoided, budgets are consistent with NACUBO guidelines, and the best solicitation match is achieved.
- 3.0 **Individual and Special Needs.** Individuals and groups who have special funding needs should contact the Director of Development and the Assistant Vice President for Academic Affairs. The Director of Development will attempt to incorporate these needs into an overall annual fund-raising plan. The AVPAA will attempt to locate potential governmental funding sources. Such requests should be made as far in advance as possible prior to the academic year when the funds will be needed.
- 3.1 **Coordination and Assistance.**
- 3.1.1 If any particular individual/college/group of the University wishes to undertake fund-raising activities, they must meet the policy requirements in 2.1.2 and 2.2.2 above. An appropriate strategy--including all materials and a time frame--will be developed in consultation with the Development Office and/or with the Office of the Provost.
- 3.1.2 **Proceeds.** Proceeds received from non-governmental solicitations are to be directed to the Development Office which will officially receive, acknowledge, and account for the gifts.
- 3.1.3 **Gifts In-Kind.** It is understood that equipment gifts and other gifts-in-kind often are developed by individuals without the advice of the Development Office. However, to avoid duplication of efforts and to ensure timely acknowledgment, faculty and staff need to inform the Director of Development of such gifts.



#### 4.0 Grant and Contract Proposals

- 4.1 Grant proposals to corporations, funding agencies/foundations, etc., will be developed with the assistance of the Director of Development, and those to governmental sources will be developed with assistance of the Associate Vice President for Academic Affairs. This will ensure coordination of efforts, reduce the possibility of conflicting proposals, and assure help in the application process. Solicitors not following this procedure run the risk of the University returning the funds to the donors.
- 4.2 Before beginning a grant proposal, the principal investigator for any grant or contract proposal must obtain the Grant Proposal Summary form (attached) from the appropriate vice president, the Development Office, or the Office of the Provost, and submit the completed form for appropriate approvals at all levels of supervision. The principal investigator is encouraged to seek assistance for funding sources from the AVPAA and the Director of Development.
- 4.3 Once the Grant Proposal Summary form is approved, full proposals may be prepared and submitted for all required signatures. Grant writers are encouraged to work closely with the AVPAA and the Director of Development, as appropriate, at all phases of the proposal development and to seek assistance in the preparation of budgets from the Budget Director.
- 4.4 If the grantor requires Board approval as part of the submission process and the applicant can meet all deadlines, then such grants, with the Grant Proposal Summary, should be submitted through a vice president to the applicable Board Committee for discussion.
- 5.0 Approvals. To ensure that a request (a) fulfills the mission of the University, (b) does not conflict with requests already in progress, and (c) accommodates matching fund requirements, if any, funds proposed to be requested shall require the following approvals:
- 5.1 Pre-proposal approval (a brief summary of the proposal) is required at all levels of supervision before the grant writer proceeds with the development of a full proposal. This procedure should indicate the area of interest and a cost calculation reviewed by the Budget Director.
- 5.2 Proposal approval (to send the proposal to a funding agency) is given by the appropriate director, chair, dean, vice-president, and the president).
- 5.3 Board of Trustee approval as per University Board of Trustee Bylaws, 4.3.3, which states that the Finance and Facilities of the Board is responsible for the: "Approval of agency grants and contracts that exceed \$25,000 or that commit the University to continuing the grant activity beyond the grand period."

**6.0 Grant or Contract Acceptance****6.1 Board of Trustee Acceptance**

The University Board of Trustees shall formally approve the acceptance of grants, contracts, and other funds.

**6.2** Any grant or contract accepted by the University must meet all the guidelines in this and other Board policies, must contain all required signatures, and must be administered according to the University's standard accounting practices for grant and contract funds.

**7.0** Specific Policies and Procedures. Specific policies and procedures pertaining to fund raising and grant and contract submissions can be found in the Policies and Operating Procedures of the Shawnee State University Development Foundation and in the Handbook for the Development and Administration of Grants and Proposals available in the Office of the Provost.

# Shawnee State University

AREA: BUSINESS AFFAIRS

POLICY NO.:

PAGE NO.:

1 OF 1

EFFECTIVE DATE:

RECOMMENDED BY:

R. Neil Hawk

SUBJECT: ADMINISTRATIVE STAFF SICK LEAVE

APPROVED BY:

- 1.0 Administrative staff will be granted 120 hours of sick leave per year accrued at a rate of 4.615 hours per pay period. Prorations will be calculated at .462 per day for each day worked in any given pay period. There will be no maximum applied to the amount of sick leave that may be accumulated during active employment. An administrative employee, at the time of retirement from active service, and with ten or more years of service with the University, may be paid in cash for one-fourth of the value of the accrued but unused sick leave credit up to a maximum of one-fourth of one hundred twenty days (30 days). Payment will be based upon the employee's rate of pay at the time of retirement.
- 2.0 The administrative staff member is required to submit a certificate of absence to the personnel office prior to the issuance of payroll checks affected by the absence.
- 3.0 Sick leave may be utilized for an authorized absence of an administrator from scheduled duties due to illness, accident, exposure to contagious disease, family emergencies requiring the attendance of the administrator, dental, or optical examination or treatment, pregnancy and/or childbirth and related conditions, or death in the immediate family. The definition of an immediate family member includes: grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandchild, legal guardian, or other person who stands in the place of a parent.

# Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	
		RECOMMENDED BY:	R. Neil Hawk
SUBJECT:	ADMINISTRATIVE STAFF VACATION POLICY	APPROVED BY:	

- 1.0 The purpose of this section is to provide a standard for full-time administrative employees holding fiscal-year contracts at Shawnee State University. This section does not apply to any contract appointee holding faculty status or to support staff.
- 2.0 The University regards a vacation as period of rest and relaxation earned for past service and in preparation for future service. Since the annual vacation is important to the well-being of the employee and his/her family, each employee is encouraged to utilize all earned vacation.
- 3.0 The vacation year is July 1 through June 30 coinciding with the usual contract period.
- 4.0 Vacation is earned at a rate of 6.154 hours per pay period. Prorations will be calculated at .615 per day for each day worked in any given pay period. During a fiscal year, an employee may accumulate up to 60 days of vacation. However, only a maximum of 40 working days of earned vacation may be carried over from one fiscal year to the next. Any deviation from the number of days which may be accumulated or carried over must be expressly approved by the President.
- 5.0 All vacation requests must be approved by the appropriate supervisor prior to actually taking time off. It is recommended that all vacation be taken during the year in which the employee qualified or becomes entitled to the vacation.
- 6.0 When an official University observed holiday falls within an employee's vacation period, vacation is not charged for that day.
- 7.0 All accrued vacation must be exhausted before a leave of absence commences.
- 8.0 Employees who are scheduled for retirement or who resign can be paid for earned accrued vacation, up to a maximum of forty (40) days, at the time of his/her departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to a maximum of forty (40) vacation days will be paid to the estate of the employee.
- 9.0 Employees who are notified of non-renewal of their contracts shall be scheduled for all accrued vacation days prior to the ending of the contract period if possible. Any remaining vacation days shall be paid to the employee at the time of termination date. In no case shall the vacation time used and unused but paid exceed forty (40) days.
- 10.0 Employees who are terminated shall be paid unused vacation at the time of termination. In no case shall the paid vacation exceed forty (40) days.

- 11.0 It is the employee's responsibility to see that vacation request forms are signed and submitted to the personnel office. The personnel office will maintain an up-to-date record of vacation for each employee.
- 12.0 Any questions concerning vacation record-keeping should be directed to the personnel office.

# Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	
		PAGE NO.:	1 OF 3
		EFFECTIVE DATE:	
		RECOMMENDED BY:	R. Neil Hawk
SUBJECT:	ADMINISTRATIVE STAFF CONTRACT SYSTEM	APPROVED BY:	

## Contract System

### 1.0 Full Fiscal Year Contracts

- 1.1 Initial Contract - The initial contract for a newly appointed administrative staff member who is hired between July 1 and August 31 will be considered as a full fiscal one-year contract. The contract period will coincide with the employment date through June 30. Salary for the initial contract shall be determined by use of the current administrative salary policy that is in effect at the time and in those cases where the hire date is a date other than July 1, the salary will be pro-rated to include the number of months employed in that fiscal year.
- 1.2 Second Contract - An administrator who had an initial full fiscal one-year contract will be considered for an additional full fiscal one-year contract upon the recommendation of the supervisor and upon approval of the President and the Board of Trustees. The contract period shall be from July 1 through June 30. Salary for this second full one-year contract will be based upon the system for salary determination that is in use at the time.
- 1.3 Succeeding Contracts - An administrator who had two full fiscal one-year contracts may be granted a two-year contract (for each subsequent contract) upon the recommendation of the supervisor and upon approval of the President and the Board of Trustees. The contract period will be from July 1 through June 30. Salary for each fiscal year of the two-year contract will be based upon the system for salary determination that is in use at the time.

### 2.0 Partial Fiscal Year Contract

- 2.1 Initial Contract - In the event an administrator is employed to begin work with the University after September 1 of a fiscal year, the initial contract shall not count as one of the two one-year contracts for which a new administrator may be eligible. An administrator employed after September 1 in any contract year will be considered for two additional one-year contracts. An administrator employed during the fiscal year will be granted a contract from the beginning date of employment through the following June 30. Salary granted for the partial year contract shall reflect the annualized salary as determined by the current administrator salary policy, but shall be prorated to include only the number of months employed during that fiscal year.

- 2.2 Second Contract - An administrator who had an initial partial fiscal year contract (hired after September 1) will next be considered for a full fiscal one-year contract. The contract period will be from July 1 through June 30. Salary for this first full fiscal year contract will be based upon the system for salary determination that is in use at the time.
- 2.3 Third Contract - An administrator who had an initial partial fiscal year contract, followed by a full fiscal year contract, will be considered for a second full fiscal one-year contract. The contract period shall be from July 1 through June 30. Salary for the second full fiscal one-year contract will be based upon the system for salary determination that is in use at the time.
- 2.4 Succeeding Contracts - An administrator who had a partial year contract and two fiscal one-year contracts may be granted a two-year contract (for each subsequent contract) upon the recommendation of the supervisor and upon approval of the President and the Board of Trustees. The contract period shall be from July 1 through June 30. Salary for each fiscal year of the two-year contract period will be based upon the system for salary determination that is in use at the time.

Should revisions of administrative policies be made that would impact administrative contracts during a contract period (e.g. salary adjustments), administrative staff will be issued revised contracts that reflect those changes.

### 3.0 Computing Partial Month's Salary for 12-Month Contract Employees

- 3.1 There are ten (10) complete working days or eighty (80) hours in each pay period. Salary is calculated on a per pay basis by dividing annual salary by 26.

Example: Annual Salary = 24,000       $\frac{24,000}{26} = 923.08$  per pay

A full-time or part-time employee who begins or quits working after the start of a pay period shall have his/her salary prorated as follows: Annual salary divided by 26 pays divided by ten days multiplied by the number of full 8-hour days worked in the pay period.

Example: Annual Salary = 24,000  
 $\frac{24,000}{26} = 923.08$  per pay

923.08 $\frac{923.08}{10} = 92.31 \text{ per day}$  $92.31 \times 4 \text{ days worked in pay period} = \$369.24 \text{ prorated salary amount}$



**RESOLUTION 38-91**

**Adult Basic Education Grant, FY '92**

**CAO/Step II-A Grant**

**On Your Way Grant**

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 Adult Basic Education Grant, FY92, \$61,047
- o CAO/Step II-A Grant, \$100,000,

and the acceptance of the On Your Way Grant, \$35,000.

(July 29, 1991)

## Grant Proposal Summary

### TITLE:

BASICS - Basic Adult Skills in a College Setting (Adult Basic Literacy Education)

### GRANTING AGENCY:

Ohio Department of Education  
Division of Educational Services

### PRINCIPAL INVESTIGATOR:

Carolyn Gross

### PERCENTAGE OF P.I. TIME DEVOTED TO GRANT

100%

### PURPOSE:

To provide a basic education instructional program for adults under authority of the Adult Education Act, P.L. 100-297, and in accordance with the Ohio Department of Education Program Plan for Adult Basic Education. This will provide a basic education program for adults who (1) have less than a twelfth grade education or its functional equivalency, and (2) are not subject to compulsory school attendance under state law.

### CLIENTELE TO BE SERVED:

Adults over the age of 18 enrolled in Adult Basic Education programs (22,000 adults in Scioto County without high school diplomas are perspective clients)

### RELATIONSHIP TO SSU MISSION:

To provide an Adult Basic Education site that will help students to matriculate into the university after completion of the General Education Development diploma.

### OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT:

Department of Human Services  
Head Start  
Scioto Foundation

### BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:

Priority in recruitment shall be directed toward educationally disadvantaged adults who demonstrate basic skills at or below the fifth grade equivalence level.

BUDGET:

See Attached

<u>Fund Source</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	91-92
Grant	\$ 33,000	\$ 41,800	\$ 61,047	
Other (_____)	\$ ---	\$ 10,847 + 5,000	\$ 7,000 + 14,000 + 3,000	
University		\$	\$	
In-Kind	\$ ---	\$ ---	\$ ---	
Cash*	\$ <u>10,000</u>	\$ <u>11,000</u>	\$ <u>12,000</u>	Learning Center Budget
TOTALS	\$ 43,000	\$ 68,647	\$ 97,047	

\*DESCRIBE SOURCE OF FUNDS FOR SSU'S CASH COMMITMENT:

## BASICS Budget 1991-92

	A	B	C
1	2119	Coordinator	28000
2	2129	P/T Instructor	6000
3			
4	2220	STRS	0
5	2221	PERS	4640
6	2240	Life Insurance	135
7	2242	BCSC	5200
8	2245	Medic	550
9	2247	Educa. Bene	1000
10	2248	Dental	950
11	2249	Vision	0
12			
13	2310	Office Sup.	500
14	2320	Instr. Sup.	1000
15	2361	Awards	300
16			
17	2411	In st. travel	400
18	2412	Out st. travel	1600
19	2451	SSU vehicle	400
20			
21	2510	Publications	0
22	2520	Members.	300
23	2530	SSU print	300
24	2550	Local tele.	300
25	2552	Toll tele.	100
26	2571	Postage	215
27	2580	Software	0
28			
29	2790		9157
30			
31			61047

## Grant Proposal Summary

### TITLE:

Career/Life Planning

### GRANTING AGENCY:

CAO/STEP II - A Fund, Pat Harris, 433 3rd Street, Portsmouth, OH 45662

### PRINCIPAL INVESTIGATOR:

Virginia Ramey

### PERCENTAGE OF P.I. TIME DEVOTED TO GRANT

25%

### PURPOSE:

Enhance the future employability of JTPA eligible Scioto County students, ages 14-21

### CLIENTELE TO BE SERVED:

JTPA eligible Scioto County students, ages 14-21

### RELATIONSHIP TO SSU MISSION:

The Career/Life Planning Program seeks to prepare students for changing needs of business, industry, education, and society.

### OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT:

Scioto County Community Action Organization, all public and private school districts in Portsmouth and Scioto County

### BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:

Shawnee State University will implement a 20-week Career Education Program assigned to enhance the future employability of JTPA eligible Scioto County students, ages 14-21. The contractor will implement this competency based program in accordance with all federal, state, and local JTPA rules and regulations. Shawnee State will complete all CAO/STEP required forms and maintain an updated file on each student. There will also be an award system for students who meet certain guidelines, competency certificates, a tutoring system, summer training and employment program, etc.

**BUDGET:**

See attached Budget

<u>Fund Source</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Grant	\$	\$	\$
Other (_____)	\$	\$	\$
University	\$	\$	\$
In-Kind	\$	\$	\$
Cash*	\$ _____	\$ _____	\$ _____
<b>TOTALS</b>	\$	\$	\$

\*DESCRIBE SOURCE OF FUNDS FOR SSU'S CASH COMMITMENT:



CAREER/LIFE PLANNING					
BUDGET PROPOSAL 1991 - 1992					
OFFICE OF CONTINUING EDUCATION					
ACCT NO 2-62223-00-XXXX					
		<b>ESTIMATED EXPENSES</b>		Cost per student	\$1250.00
100		<b>PERSONNEL:</b>		Number served	80
	119	Other Administrative	\$10000.00		
	129	P/T Instruction	\$15440.00		
	152	Student Employees	\$2500.00		
	159	Temporary Personnel	\$1500.00		
	190	Honorarium	\$500.00		
		SUBTOTAL		\$29940.00	
200		<b>BENEFITS:</b>			
	220	STRS (14%)	\$1820.00		
	221	PERS (13.75%)	\$1550.00		
	230	Workman's Comp (0.3601 %)	\$50.00		
	240	Life Insurance	\$45.00		
	243	HOSP	\$1000.00		
	245	Medicare (1.45%)	\$345.00		
	247	Educational Benefit	\$0.00		
	248	Dental	\$10.00		
	249	Vision	\$5.00		
		SUBTOTAL		\$4825.00	
300		<b>SUPPLIES:</b>			
	310	Office	\$1125.00		
	313	Photocopying Supplies	\$50.00		
	320	Instructional	\$43000.00		
	390	Miscellaneous	\$1060.00		
		SUBTOTAL		\$45235.00	
400		<b>TRAVEL/ENTERTAINMENT</b>			
	411	In-state travel	\$3500.00		
	412	Out-state travel	\$500.00		
	461	Entertainment (food service)	\$7000.00		
		SUBTOTAL		\$11000.00	
500		<b>INFORMATION, COMMUNICATIONS</b>			
	530	Printing	\$650.00		
	552	Telephone - Toll & Long Distance	\$100.00		
	571	Postage	\$50.00		
		SUBTOTAL		\$800.00	
700		<b>MISCELLANEOUS</b>			
	790	Scholarships	\$5000.00		
		SUBTOTAL		\$5000.00	
900		<b>EQUIPMENT</b>			
	942	Office Equipment	\$3200.00		
				\$3200.00	
		DEPARTMENT TOTALS		\$100000.00	
		<b>ESTIMATED REVENUES</b>			
100	1320	State Grant	\$100000.00		
		REVENUE LESS EXPENSE		\$0.00	

## **Grant Proposal Summary**

### **TITLE:**

On Your Way.

### **GRANTING AGENCY:**

Ohio Department of Education  
Division of Vocational Education

### **PRINCIPAL INVESTIGATORS:**

Dr. Dan Evans, Pre- and post-award management  
Dr. Robert Lawson

### **PERCENTAGE OF P.I. TIME DEVOTED TO GRANT**

Dr. Robert Lawson (5%)  
Dr. Evans (2%)

### **CLIENTELE TO BE SERVED:**

High school students of Portsmouth and Scioto County who are in danger of failing coursework and/or at risk for dropping out of school.

### **RELATIONSHIP TO SSU'S MISSION:**

The program fulfills the University's mission to provide opportunities for community service.

### **OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT:**

The program is a cooperative effort of the Scioto County Joint Vocational School, the Community Action Organization, and Shawnee State University. Also, each high school within the boundaries of Scioto County are eligible to participate in the program.

### **BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:**

The On Your Way Program was originally established in the 1988-1989 academic year as a CAO/PIC sponsored program of Shawnee State University. The program has continued since then (1989-1990 and 1990-1991) through a competitive grant award made by the Ohio Division of Vocational Education. Services to the academically disadvantaged youth of our area are provided directly through home high schools, primarily in the form of instructor led tutorial sessions. The Scioto County Joint Vocation School actually receives the funds directly from the Division of Vocational Education and contracts with SSU to provide the services.



**BUDGET:**

Personnel	\$	30,180
Outside Fees/Services (consultants, artists)		1,000
Materials		2,350
Travel		1,470
		<hr/>
Total	\$	35,000

<u>Fund Source</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Grant	\$35,000	\$0	\$0
Other (_____)			
<u>University</u>			
In-kind			
Cash*			
 TOTALS	 \$35,000	 <hr/>	 <hr/>

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

**RESOLUTION 39-91**  
**Administrative Salaries**

WHEREAS, the FY92 budget for Shawnee State University is uncertain at this time; and

WHEREAS, Am. Sub. H.B. 298 might cause a reduction from the University's approved FY92 budget by as much as \$504,000; and

WHEREAS, it is the intent of the Shawnee State University Board of Trustees to raise the salary ranges for administrators and provide eligible administrators and administrative/technical support employees with a salary increase in FY92;

BE IT RESOLVED that the Board of Trustees empowers the Executive Committee to act on behalf of the Board to approve range increases and salary increases for affected employees at such time the University's budget is known; and

WHEREAS, the Board of Trustees feels strongly that salary increases for eligible administrators should be based on merit;

BE IT FURTHER RESOLVED that the President be directed to consult with the University Administrative Assembly in recommending a plan and procedure whereby salary increases in FY93 and beyond are based on a combination of merit and an allowance for cost of living increase.

(July 29, 1991)

**RESOLUTION 40-91**

**Guidelines for Printing and Publication**

**Affirmative Action Hiring Guidelines**

The policies listed below have been reviewed by the appropriate University committees and/or individuals as well as the President's Council; and

WHEREAS, President Veri recommends these policies to the Executive Committee; and

WHEREAS, the Committee concurs with the recommendation, they therefore recommend the adoption of these policies to the Board of Trustees;

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

- o Guidelines for Printing and Publication
- o Affirmative Action Hiring Guidelines

(July 29, 1991)

It is the policy of Shawnee State University to disseminate information regarding its programs and activities and maintain open lines of communication with the community, both on campus and beyond, via publications that are clear and consistent in design and literary style. Further, it is the policy of the University to provide printing and copying services to the university community which facilitate and enhance the educational and research endeavors of its faculty, staff, and students.

## 1.0 Guidelines for Printing and Publication

### 1.1 Goals

In order to ensure professionalism, accuracy, and consistency of design and literary style and to avoid duplication of efforts, the Office of University Publications will coordinate all publications which represent the University.

### 1.2 Coordination

The Coordinator of University Publications, working with the Assistant Director of Public Relations and reporting to the Director of Development and Community Relations who reports directly to the President, will coordinate and oversee the production of all university publications, whether printed on or off campus. Further, publications will be coordinated only through that office.

### 1.3 Publication Development

Faculty and staff shall consult with the Coordinator of University Publications when considering the development of publications which represent the University, whether those publications are intended for an internal or external audience, are published solely by the University or in cooperation with off campus constituents, or are funded by the university budget or grant money. The Coordinator will determine the most economical, yet effective, means of conveying the printed message.

#### 1.3.1 Writing

The Assistant Director of Public Relations will assist the University's faculty and staff with writing and/or editing copy for their publication.

#### 1.3.2 Graphic Design

The Coordinator of University Publications will determine the most visually effective means of presenting the written message.

#### 1.4 Production of Publications

The Coordinator of University Publications is responsible for determining whether publications will be produced on or off campus, based on the University's production capabilities and time and budget constraints.

##### 1.4.1 On Campus Printing

In-house printing will be performed by print shop personnel at the direction of the Coordinator of University Publications, who will specify materials and processes used and will establish priorities.

##### 1.4.2 Off Campus Printing

Off campus printing will be directed by the Coordinator of University Publications, who will prepare specifications for outside vendors and will work with the Purchasing Manager to ensure that the University is in compliance with all laws pertaining to the bid process as it applies to printed material.

#### 2.0 Priority of Publications

The Office of University Publications gives the President's Office priority, followed by those units responsible for attracting students to Shawnee State. Those units include admission, continuing education, and the individual colleges. Publications for units other than those noted receive priority treatment based on overall institutional impact and time limits.

#### 3.0 Printing of Non-University Publications

In order to maintain a good relationship with the business community, the Office of University Publications will only accept publications which represent the University or are generated by members of the university community having proper budget authority.

# Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	
		PAGE NO.:	1 OF 11
		EFFECTIVE DATE:	
		RECOMMENDED BY:	President's Council
SUBJECT:	AFFIRMATIVE ACTION HIRING GUIDELINES	APPROVED BY:	

## 1.0 AFFIRMATIVE ACTION HIRING GUIDELINES

### General Guidelines

The affirmative action guidelines at Shawnee State University shall, insofar as practicable and financially feasible, include taking specific actions and making special efforts to recruit, employ, and promote qualified persons who are members of groups which may have been formerly excluded or clearly underrepresented in society's institutions. Members of this "protected class" include women, minority group members (Blacks, Native Americans, Hispanic Americans and Asian Americans), handicapped, Vietnam-era and disabled veterans.

The purpose of these affirmative action guidelines at Shawnee State University is two-fold: (1) To ensure the University's equal employment opportunity policy to recruit and hire persons in all job classifications without regard to their protected class status; and (2) to ensure that no person—on such basis—is excluded from participating in, be denied the benefits of, or be subjected to discrimination on the part of the University.\*

The ultimate responsibility for these affirmative action guidelines lies with the President. Planning, implementing, and day-to-day monitoring of this policy are the responsibilities of the vice presidents, deans, directors, and department chairpersons as they follow sound management practices and provide leadership to the staffs of their respective divisions.

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\* The Civil Rights act of 1964, as amended in 1972, prohibits discrimination on the basis of race, color, religion, sex, or national origin. Title IX of the 1972 Education Amendments prohibits discrimination on the basis of sex. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. The Vietnam-Era Veterans' Readjustment Assistance Act of 1974 prohibits discrimination of Vietnam-era or qualified disabled veterans. Executive Order 11246 requires a written Affirmative Action Plan.

Shawnee State University will continue to comply with Federal, State, and other applicable laws, statutes, rules, regulations, and policies, and will continue to work cooperatively with governmental and community organizations in ensuring equal employment and advancement opportunities.

## 2.0 PROCEDURES

Success in achieving these affirmative action guidelines requires a commitment to recruit aggressively and to develop representative pools of candidates in a timely fashion. Initiation of search procedures early in the year, even on the basis of an "anticipated vacancy," will increase the number of protected-class applicants and obviate the need for temporary or emergency appointments.

Any exception to these procedures must be explained in writing to the President for approval prior to implementing the exception.

### 2.1 Filling a Vacancy

The procedures to fill vacant positions shall comply with Shawnee State University Board policies as well as provisions of faculty and staff affiliation agreements.

The President is to be consulted before the search process begins. This consultation typically uses the Shawnee State University forms which describe how the search process will be conducted. Vacant positions shall not be announced before this form has been approved.

The President shall help vice presidents, and vice presidents shall help their supervisors, to develop an affirmative action recruiting plan with special emphasis on recruiting members of the protected class.

#### 2.1.1 Request to fill a position

For a faculty position, the dean or chairperson initiates the form "Authorization for Recruitment of Professional Personnel," which must be approved by the Dean, Provost, the Vice President for Business Affairs or designee, and the President. For staff positions, the supervisor uses the "Personnel Requisition for Staff" form, approved by the director, appropriate vice president, budget director and the President.

### 3.0 POSITION DESCRIPTION AND ADVERTISEMENT

Preparing a position description is critical in fulfilling these Shawnee State University affirmative action guidelines. The criteria should be drawn from the initial forms used to describe staff positions and developed carefully for all positions, ensuring that each requirement is valid and reflects the listed duties of the position. It is illegal to require a qualification which might work more against members of the protected class unless that qualification can be validated as essential to the performance of the duties of the position.

The established criteria will be the basis for all subsequent advertisements and will be followed through all stages of the recruitment, screening, and interviewing process; no criteria may be used other than those announced. The requirements to be weighed most heavily are to be made clear in the position description by listing them as "minimum acceptable qualifications." Other qualifications are to be listed as "additional desired qualifications."

The advertisement shall include, among other information, the following:

- minimum acceptable qualifications (required)
- additional desired qualifications
- other Shawnee State University requirements (such as rank, classification, grade as appropriate)
- deadlines:
  - for support staff positions, set an application deadline date
  - for faculty and administrative staff positions, use the statement: "Screening of application will begin on (date); however, applications will be accepted until a selection is made."
- the statement: "Shawnee State seeks staff who share our commitment to students as our first priority."
- the statement: "Shawnee State University is an Affirmative Action/Equal Opportunity Employer."



### 3.1 INTERNAL POSITION ANNOUNCEMENT

Support positions will be posted internally for five(5) days.  
Administrative positions will be announced internally for three(3) days unless the President determines the position should be filled by appointment as described in section 5.0 or 12.0 of this policy.

### 4.0 SEARCH AND SCREENING COMMITTEES FOR FILLING FULL-TIME POSITIONS

#### 4.1 Support Staff

External searches for full-time support staff positions are to be conducted using a Search and Screening Committee of two to four members. If possible, a member of the protected class will be included on this Committee.

#### 4.2 Faculty

Searches to fill full-time faculty positions will typically be conducted using a Search and Screening Committee. Such Committee will consist of four(4) to seven(7) members including faculty from the appropriate areas and, at least one member, if possible, of the protected class. The Committee will normally be chaired by the Dean or Chairperson. The requirement of at least four(4) members may be waived during the summer upon consultation with the President.

#### 4.3 Administrative Staff

Searches for full-time administrative positions will be conducted, by a Search and Screen Committee of four(4) to seven(7) members at least one of whom should be a member of the protected class, if possible. The supervisor of the area will normally chair the Committee. The requirement of at least four(4) members may be waived during the summer upon consultation with the President.

The Committee will screen all applications and will recommend candidates to be interviewed using the Affirmative Action Record (attached). It will interview candidates either by telephone conference call and/or in person at the discretion of the Committee Chairperson and subject to availability of funds.

Insofar as practicable, the Committee will recommend no fewer than two unranked candidates to be employed unless there is evidence that one candidate clearly meets the requirements of the position better than all other candidates.

## 5.0 FILLING POSITIONS AS AN AFFIRMATIVE ACTION

Affirmative Action appointments may be authorized in those cases where a hiring unit has suffered chronic underutilization as defined by the University's Affirmative Action Plan. In such instances, a Search and Screening Committee shall be used, but the requirement to advertise the position publicly may be waived as an affirmative action.

Faculty and staff are encouraged to provide the President with names of members of the protected class from professional meetings and among their qualified acquaintances as potential candidates for consideration.

## 6.0 COMMUNICATING WITH APPLICANTS

A copy of the position description must be sent to each person expressing an interest in the position. Applicants screened out in the early stages because of basic deficiencies (e.g., not meeting the required qualifications, no terminal degree, lack of required experience or academic credentials) will be informed (after step 11.0 in the Affirmative Action Record has been completed) that they are not among the list of applicants who are under further consideration for the position.

ALL communications with applicants must be conducted through the chairperson of the Search and Screening Committee. That is, members of the Committee are to refer all applicant inquiries to the chairperson in order to avoid the possibility of an aborted search.

Any candidate who has been interviewed is not to be told that he/she is the Committee's choice until after the Committee Chairperson and the appropriate vice president have made a recommendation which has been approved by the President. After the selected candidate has accepted the position, the Committee Chairperson can then notify others who were interviewed that an appointment has been made and they are no longer under consideration.

## 7.0 SCREENING PROCEDURE

Rating sheets are recommended to be used in screening candidates in the initial evaluation. The sheets should list the "required" and "desired" criteria announced in the position description. Each member of the Committee is to review the credentials of all applicants and rate them according to the stated criteria. As credentials are screened, assumptions based on any nonprofessional factors must be avoided.

A record of the applicants and readily discernible information about their status as members of the protected class is to be reviewed by the appropriate vice president and the President who in consultation with the Affirmative Action Coordinator, will determine if any discriminatory practices occurred during the screening process before the "short list" is determined.

## 8.0 INTERVIEWING PROCEDURE

After the President approves the short list, the top-rated candidates can be interviewed. If there is evidence that one of the candidates is clearly the most qualified in the pool, it is possible to interview only that candidate.

Should the President feel that the screening process has been flawed, a re-evaluation of the candidates may be required, or the search may be aborted and the vacancy re-advertised.

During the interviewing process, special care must be taken to treat all persons the same. No questions should be asked of one race or sex that would not be asked of another. Any questions related to the candidate's race, sex, age, marital status, family situation, religion, handicap, veteran, or other non-professional characteristics must be avoided by everyone who interviews the candidates.

## 9.0 THE FINAL CHOICE

The only criteria used in arriving at a recommendation are the criteria which were in the position description at the start of the process. Rating sheets are recommended during the final stage of the selection.

The Committee Chairperson is to record the results of the interview process in a manner similar to that for the screening process. The record is to be reviewed by the appropriate vice president in consultation with the Affirmative Action Coordinator. The recommendation will then be forwarded to the President for final approval.

## 10.0 FINAL APPROVAL

Approval for all university positions shall be in accordance with the policy "Approval of Personnel Appointments." Letters of appointment will be signed by the President or his/her designee.

## 11.0 RETAINING RECORDS

All records related to the search are subject to review and will be maintained by the affirmative action coordinator's office for five years following the date of the report.

## 12.0 SPECIAL ADMINISTRATIVE APPOINTMENTS

### 12.1 Short Notice or Emergency Appointments to Full-Time Positions

Appointments of this type for external candidates shall follow as closely as possible the spirit and intent of the University's affirmative action guidelines. The President may appoint such individual on a temporary contract with consideration for reappointment to be based upon the individual's qualifications, performance, and/or affirmative action obligations.

### 12.2 Internal Appointments

The University encourages and supports the advancement and recognition of its existing employees. In an effort to provide opportunities for employees to advance, the President may appoint University employees to available positions. Internal appointments will be possible if the employee is fully qualified for the position, an external search is considered unnecessary, and the University's affirmative action guidelines are considered.

### 12.3 Acting Appointments

Such appointments, whether the search is conducted on or off campus, are to follow the spirit and intent of these guidelines. Acting or "interim" appointments will generally be for a maximum duration of one year. The President may extend the appointment if conditions warrant.

### 12.4 "Assistant to" Appointments

Such appointments are possible, with or without a search, with the appointment letter stating that the term of appointment coincides with the term of the supervisor or may be terminated before the end of the supervisor's term of office.

### 12.5 Other Appointments

All appointments for faculty and support staff positions will follow specified affiliation posting requirements.

## 13.0 DEVIATIONS FROM THESE HIRING GUIDELINES

Any deviation from these affirmative action guidelines is to be approved in writing by the President before the deviation occurs.

**14.0 SUMMARY OF MAJOR STEPS TO BE FOLLOWED**

- Gain approval to fill a vacant position using required forms
- Develop a position description and attach to forms
- Form a Search and Screening Committee
- Conduct an affirmative action search
- Develop a short list, using Affirmative Action (AA) Record, Part B
- Gain approval of procedures followed to date (see AA Record)
- Notify applicants who are not on the short list
- Interview candidates
- Recommend candidates to be employed (see AA Record, Part C)
- President acts to employ or recommend employment to Board of Trustees
- Candidate of the President's choice/approved by Board accepts offer
- Notify unsuccessful candidates
- Retain records

**15.0 PERSONNEL EMPLOYMENT HANDBOOK**

The University shall develop, and emend as necessary, a Personnel Employment Handbook that implements these Affirmative Action Guidelines.

AFFIRMATIVE ACTION RECORD  
SHAWNEE STATE UNIVERSITY

This record is to be completed prior to the extension of an offer of employment. Its purpose is to provide a uniform procedure for the review of prospective Presidential contract offerings. To expedite review, this form must be completed in full with supporting documents attached.

Division:

Supervisor Responsible for the Search:

Part A: General Information

1.0 Position to be filled  
(Attach a copy of job description)

2.0 Date position posted/advertised by Personnel Office:  
Summary of advertising: List Name of publication(s) and date(s)  
appearing. Attach copies of all advertising.

- A. Local Media
- B. Regional Publications
- C. National Publications
- D. Professional Journals or Newsletters
- E. Other:

3.0 Date proposed contract to become effective:

4.0 Proposed contract type:

\_\_\_\_\_ Administrative  
\_\_\_\_\_ AY \_\_\_\_\_ FY \_\_\_\_\_ Other (Specify \_\_\_\_\_)  
\_\_\_\_\_ Faculty  
\_\_\_\_\_ Class \_\_\_\_\_  
\_\_\_\_\_ AY \_\_\_\_\_ FY \_\_\_\_\_ Other (Specify \_\_\_\_\_)

5.0 Will the proposed contract be a temporary contact \_\_\_\_\_ Yes \_\_\_\_\_ No

6.0 If position is less than full time indicate percent FTE:

## Part B: Developing the "Short List"

7.0 Describe recruitment activities used for this position:

- A. What measures were taken to solicit applications from women:
- B. What measures were taken to solicit applications from minority group members:

8.0 Applicant summary: Total received \_\_\_\_\_

	Applications Received		Applications Received
Women (Total)		Men (Total)	
Minority*		Minority*	
Caucasian		Caucasian	
Other		Other	

\* U.S. Citizen or permanent resident

9.0 Candidates to be included on "short list" to be interviewed:  
(include name, sex, race)

- A.
- B.
- C.
- D.
- E.

10.0 Explain reason why each minority/female applicant was not included on the "short list"  
(Be specific and attach all documents submitted by applicant):

11.0 Submit this form with all requested documents to:

Request to interview candidates approved.

A. Vice President \_\_\_\_\_  
V.P. Signature Date

I have reviewed the search and screening process and recommend that the short list applicants be interviewed.

Request to interview candidates approved.

B. President \_\_\_\_\_  
President Signature Date



**Part C: Recommending Candidate (s) to be Employed**

12.0 The following candidate(s) were interviewed:

13.0 The unranked candidate(s) recommended for appointment include:

14.0 Specify the reason(s) members of the protected class who were interviewed were not recommended for appointment.

15.0 I hereby certify that the above contained information is accurate to the best of my knowledge and complies with Shawnee State University Affirmative Action Policy in letter and spirit.

**Search Committee:****Name****Signatures**

A.  
B.  
C.  
D.  
E.  
F.  
G.

16.0 Vice President Approval:

I have reviewed the interview process in consultation with the Affirmative Action Coordinator and recommend the employment of the recommended candidate:

-----  
Vice President

-----  
Date

17.0 President's Approval:

With the President's approval, a verbal offer of appointment may be made, to be followed by a letter and/or contract.

-----  
President

-----  
Date



**RESOLUTION 41-91**  
**Acceptance of Amendments to UFA Constitution**

WHEREAS, the Constitution and Bylaws of the University Faculty Assembly were initially approved by the Board of Trustees; and

WHEREAS, the UFA has recently amended its Constitution according to the procedures set forth therein; and

WHEREAS, the President concurs with the attached amendments and clarification, which have then been reviewed and recommended by the Executive Committee of the Board of Trustees;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees accepts the attached amendments to Sections 4.5, 5.2, and 8.2 of the University Faculty Assembly Constitution and also the clarification of Section 8.2.

(July 29, 1991)

Section 8.2 (page 7) The charge of the Committee on Committees

CHARGE -- The committee's activities shall include but not be limited to conducting all nominations and elections called for in the constitution and filling all appointed positions. The committee shall meet with any other committee(s) on matters of common interest. For UFA internal purposes only, the committee will define the instructional divisions. This definition of instructional divisions (units) is subject to UFA approval and should be reviewed as appropriate.

Section 4.5 EXECUTIVE BOARD MEMBER AT-LARGE -- The University Faculty Assembly Executive Board Member at-Large shall represent Shawnee State University on the faculty advising committee to the Ohio Board of Regents and report to UFA on the activities of the committee, and shall participate in all deliberations of the Executive Board. An alternate shall be appointed by the President of UFA from the other four officers to attend in the event the representative is unable to attend a given meeting.

Section 5.2 ORDER OF BUSINESS -- At regular meetings, the order of business shall be:

1. Call to Order
2. Agenda Approval
3. Approval of Minutes
4. Unfinished Business
5. New Business
6. Ongoing Business
  - a) Committee Reports
  - b) Executive Board Reports
  - c) Communications/Correspondence
7. Adjournment

Clarification

CHARGE - - The committee's activities shall include but not be limited to conducting all nominations and elections called for in the constitution and filling all appointed positions. The committee shall meet with any other committee(s) on matters of common interest. For UFA internal purposes only, the committee will define the instructional divisions. The UFA Constitution states for each of the standing committees that the committee shall consist of five University Faculty Assembly voting members, each from a different instructional division. To appoint committee members following the constitution, the instructional divisions must be defined. This definition of instructional divisions (units) is subject to UFA approval and should be reviewed as appropriate.

RESOLUTION 42-91

Changes in Shawnee State University Development  
Foundation Policies and Procedures

WHEREAS, the Shawnee State University Board of Trustees is the sole member of the Shawnee State University Development Foundation; and

WHEREAS, the SSUDF Policies and Procedures are reviewed and updated based on the needs of the University and its donors, and the SSUDF has studied and recommends changes and additions to sections on transferring gifts, refusing gifts, designating undesignated gifts, categorizing donor gifts, Foundation spending policy, and accessing Foundation funds through grant submission; and

WHEREAS, these changes and additions have been discussed by the Board's Executive Committee and are recommended by the President and by the Committee for acceptance;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees accepts the attached additions and revisions to Sections 7.4.5, 7.4.6, 7.5.3, 18.1, 18.2, 18.3, 18.4, and all of 19 of the attached Policies and Procedures of the Shawnee State University Development Foundation.

(July 29, 1991)

7.3.4 A gift-in-kind shall be receipted by letter. It will be the responsibility of the donor to assess value.

7.3.5 A gift of stock shall be receipted for the gross (market) value of the stock on the day the Development Foundation becomes the owner of the stock. (See policy)

7.3.6 A gift made by an employee of the University via payroll deduction shall be receipted at the end of the tax year for the total amount contributed via this payment plan.

7.3.7 A duplicate receipt shall be issued to a donor upon request; the receipt will read "duplicate receipt."

7.3.8 A gift of a bond shall be receipted for the value of the bond (at maturity). Dividends earned on the bond will not be receipted to the donor in that the Development Foundation is the owner of the bond.

#### 7.4 Procedure.

7.4.1 When a gift first arrives, a record of it must be made immediately. If it is in the form of cash or a check, it should be copied. If it is a gift in-kind, a letter/memo should be composed. Any "copiable" material, i.e., letters describing gifts of stock, etc., should be copied.

7.4.2 The data about the gift shall also be entered into the computer development program with a designated fund identification (attached - A).

7.4.3 Checks and cash go to the bank on the same business day or within twenty-four (24) hours. There they are noted on the proper ledger.

7.4.4 Stock certificates and other valuables are placed in a safety deposit box.

7.4.5 Transfer of gifts from the Foundation to the University.

7.4.5.1 Gifts in-kind, including equipment, books, art work, property, etc., will be transferred from the Development Foundation to the University immediately upon receipt unless otherwise indicated by the donor or by a joint decision of the University and the Foundation.

7.4.5.2 Cash gifts will be transferred to the University based on a spending policy determined by the Foundation or by a decision of the donor. (see 19.0)

7.4.6 The Foundation, in consultation with the Board of Trustees, reserves the right to refuse a gift if acceptance causes expenses that the University cannot pay; if acceptance creates conflict of interest or perception thereof; or if, for any reason, the acceptance is deemed to be not in the best interest of the Foundation or the University.

#### 7.5 Establishing Fund Accounts.

7.5.1 If a donor designates his gift to be used for a special purpose and it is deemed appropriate by the Director of Development, an endowed or restricted account will be opened for an appropriate period of time.

7.5.2 If a restricted gift is to be used within one year, it will be listed as an "earmarked" entry into the general restricted fund.

7.5.3 If the use has not been designated and the gift is under \$10,000, it may go into an unrestricted account or into an account deemed appropriate by the Director of Development. If the use has not been designated and the gift is over \$10,000, it may go into an unrestricted account or into an account deemed appropriate by the Director of Development in consultation with the President and the Foundation Board to be spent according to the budget adopted annually. In the case of a gift of \$10,000 or more, the account could be established as a quasi-endowment.

7.5.4 If conditions warrant, the donor may re-designate the endowment's use. If the donor is no longer living, the Director of Development and the President may re-designate the endowment and/or its interest if conditions warrant.

7.5.5 Restrictions placed on fund accounts and on gifts in general will be covered in the forms/contracts signed by the donor. Named endowments, scholarship, etc., will be described in a formalized manner on University prepared forms (attached - B).

7.5.6 When appropriate, an endowment agreement will be entered into by the Development Foundation and the donor. The Development Foundation will work with the donor to prepare such an agreement (attached - C).

7.5.7 Accounts will be closed by written request of the donor, when monies are depleted or when the conditions warrant (i.e., purpose for the establishment is no longer valid).

18.0 Accessing Funds. The Director of Development will prepare an annual budget including expected income and proposed outlays.

In some cases, individual campaigns may be devised in order to solicit funding for specific projects. In others, particularly where funding requirements are minimal, applicants may be able to tap available foundation revenue. Projects will be considered on an individual basis as resources allow.

18.1 Current Restricted Gifts. (Funds given by donor with no spending amount limitation but with restrictions on use.)

18.1.1 Current restricted gifts shall be distributed as received according to the intent of the donors.

18.1.2 Funds actually received shall be available for expenditure in the next reporting period in a current budget year.

18.1.3 Where the acceptance of a gift entails an expressed or implied financial obligation on the part of Shawnee State University beyond the funds received, the University President, following consultation with the Director of Development and the Finance Committee of the Shawnee State University Development Foundation, shall have the authority to decline the gift.

18.2 Current Unrestricted Gifts. (Funds given by donor with no spending amount limitation and no restrictions on use.)

18.2.1 Current unrestricted gifts shall be distributed according to the annual budget adopted by the Shawnee State University Development Foundation Board of Trustees.

18.2.2 Where unrestricted gifts exceed expenses in a current year the balance will either be carried forward into the next budget year as an unrestricted reserve or shall be distributed for specific purposes as part of the annual budget adopted by the Shawnee State University Development Foundation Board of Trustees.

18.2.3 In an effort to assure availability of unrestricted, unendowed gifts for use where necessary, the Foundation will treat this account conservatively.

18.3 Restricted Endowment Income. (Funds given by donor where corpus is to remain intact and use is restricted by choice of donor.)

d.

18.3.1 The restrictions of the donor shall be the sole basis for the distribution of the income.

18.3.2 The distribution shall be based on the spending policy adopted by the Foundation (19.0) and shall normally be determined and distributed once a year. Calculations will be made on funds donated in one fiscal year for availability in the next fiscal year.

18.3.3 Where the acceptance of a restricted endowment entails an expressed or implied financial obligation on the part of Shawnee State University beyond the funds received, the University President, following consultation with the Director of Development and the Board Finance Committee of the Shawnee State University Development Foundation, shall have the authority to decline the endowment.

18.4 Unrestricted Endowment Income. (Funds given by donor where corpus is to remain intact but use is unrestricted.)

18.4.1 At the end of the University fiscal year actual interest, dividend or net appreciation, to the extent authorized by law, from unrestricted endowment will be determined by the Treasurer of the Shawnee State University Development Foundation.

18.4.2 The University President, following consultation with the Shawnee State University Development Foundation Board Finance Committee, will prepare recommendations for the distribution of this income for the Shawnee State University Development Foundation Board's review and action.

18.4.3 This distribution shall be based on the spending policy adopted by the Foundation (19.0) and shall normally be determined and distributed once a year, unless a University emergency exists in which case the President may request an emergency distribution. Calculations will be made in one fiscal year for availability in the next fiscal year.

18.4.4 The recommendations for the distribution of unrestricted endowment income shall be guided by the following principles:

a) Anticipated deficits in current budget of the Shawnee State University Development Foundation operations shall be covered out of this income.

b) Unrestricted income shall be used to provide project or special funding rather than ongoing support for continuing University programs.

e.

c) Priority will be given to urgent need for equipment, activity support, facilities not provided or inadequately supported by general University budgets in a given year.

d) Personnel costs for University programs can be supported in full for not more than one fiscal year. If continued, personnel support will be reduced in the second year and normally will not be continued beyond the third year out of unrestricted endowment income.

e) Funds required for the initiation or development of new programs or changes in emphasis in existing programs as described by the University Budget Planning process shall have consideration in use of unrestricted endowment income.

18.4.5 University personnel will be invited to submit grant proposals during Spring quarter for projects to be carried out the following academic year. A request for proposals will be accompanied by a grant proposal form as well as guidelines for submission. The Foundation will attempt to inform the recipients of grants in July.



19.0 Spending Policy. Spending will be based on allocating a minimum of six percent and a maximum of nine percent of a three-year moving average value of the endowment fund recognizing the Higher Education Price Index.

19.1 The three-year moving average will be computed as of December 31 each year. The first year's average value to be used for determining the amount available for expenditure in fiscal 1992-93 shall include the average endowment values for the years ending December 31, 1990 and 1991. Thereafter, the three-year average will be utilized.

19.2 The Higher Education Price Index shall be used as the inflation/deflation indicator for determining the amount of income available in excess of six percent for expenditure.

19.3 If total return on investments (dividends, interest and appreciation) exceeds six percent plus the Higher Education Price Index, funds available for expenditure shall be increased up to a maximum of nine percent.

19.4 If total return on investments is greater than six percent, but less than six percent plus the Higher Education Price Index, the difference shall be returned to principal.

19.5 If total return on investments is greater than nine percent plus the Higher Education Price Index, the difference shall be returned to principal.

19.6 The executive committee shall determine the amount of income available in excess of the minimum six percent of the three year average in consultation with the President and Treasurer.

## 20.0 Alumni Association.

20.1 The Alumni Association of Shawnee State University shall exist to benefit both its members and the University.

20.1.1 Membership will be open to all graduates of Shawnee State University (Scioto Technical College and Shawnee State Community College).

20.1.2 There will be no membership fee. However, the University will encourage potential members to express a desire to belong to the Association, and it is from that group that the institution hopes to recruit volunteers. The Association will be formally organized at a later date. Until that time, all activities will be handled by the Director of Development.

20.1.3 To encourage Association membership, each Shawnee State graduate will receive a registered key chain as a gift from the Alumni Association upon graduation. This key chain will be accompanied an Alumni Association membership card and by a name/address form to be returned to the University.

20.1.4 Alumni Association members will be considered potential donors and will be "asked" to give, one year after leaving Shawnee State University.

20.1.5 The University is dedicated to keeping its alumni actively and emotionally involved with Shawnee State for we recognize that alumni can be our best recruiters, employees, boosters, donors, and fund raisers. In recognition of that, the members of the Alumni Association will be represented by one of its members on the Shawnee State University Development Foundation.

## 20.2 Benefits.

20.2.1 All alumni will receive the Foreword for two years, Shawnee State University's newsletter for alumni and friends of the institution. After that time, they will be asked to indicate a desire to receive same. If they do not, their names will be excluded from the mailing list. Letters encouraging them to join the Alumni Association will be sent for one more year. If they do not respond, they will be removed from the prospect list.

20.2.2 Activities such as picnics, dinners, etc., designed for alumni will be planned, and all alumni will be encouraged to attend these Shawnee State University activities and other events as well.