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Board of Trustees

9-30-1991

September 30, 1991 Meeting Minutes

Shawnee State University

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MINUTES
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES
September 30, 1991

The Executive Committee was called to order by Chairperson Riffe.

Dr. Roberts gave of a brief overview of the following resolutions approved by the Executive Committee at their August 27, 1991 meeting acting on behalf of the Board:

Resolution 43-91, Administrative Salaries

This resolution raises the salary ranges for administrators by 5 percent and provides affected employees with a 5 percent across-the-board pay raise, retroactive to July 1, 1991.

Resolution 44-91, Request for Faculty Leave for Health Reasons

This resolution approves a one academic-year leave of absence from Shawnee State for medical reasons for Dr. Henry Nixt.

Resolution 45-91, Personnel Actions

This resolution approves the hiring of Marian Fischels, Literacy Specialist, Developmental Education from part-time status and Mark Alan Burchett, Science Laboratory Assistant in the Department of Natural Sciences; and also accepts the resignation of Bob Dolan, Technical Services Librarian effective September 13, 1991.

Resolution 47-91, Approval of Educational Benefits Policy

This revised policy is intended to extend educational benefits to dependents of full-time administrators who are on disability retirement.

Chairperson Riffe discussed Resolution 48-91, Employee Health Insurance Benefits. She stated that the Insurance Committee was charged by the President at the request of the Board of Trustees a year ago to work on a proposal for a combined group insurance package for all SSU constituents.

This proposal was presented to the Executive Committee at its August 27 meeting.

An amendment to Resolution 48-91 was proposed by the Executive Committee and was read by Dr. Roberts. Chairperson Riffe asked for a motion to accept amended Resolution 48-91, Employee Health Insurance Benefits. Mr. Kaplan moved and Mr. Ferguson seconded the motion to approve Resolution 48-91 as amended.

Chairperson Riffe briefly discussed Resolution 46-91, Acceptance of Reworded or Reformatted Policies. This resolution was revised and will be presented to the full Board for approval. Mr. Kaplan moved and Mr. Ferguson seconded a motion to approve Resolution 46-91, Acceptance of Reworded or Reformatted Policies as revised.

The regular meeting of the Board of Trustees was called to order at 2:10 p.m. by Chairperson Riffe.

Roll Call

Members Present: Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Mrs. Richards, Ms. Riffe, Mr. Walton, Mr. Winters

Members Absent: Ms. Sessor, Mr. Shkurti,

Approval of Minutes

Mrs. Richards moved and Mr. Kaplan seconded a motion to approve the minutes of the July 29, 1991 Board meeting.

Ayes: Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Mrs. Richards, Ms. Riffe, Mr. Walton

Nays: None

Mr. Ferguson moved and Mr. Kaplan seconded a motion to approve the minutes of the August 27, 1991 meeting of the Executive Committee.

Ayes: Mr. Ferguson, Mr. Kaplan, Ms. Riffe

Nays: None

Approval of the September 30, 1991 Agenda

Mr. Ferguson moved and Mr. Hyland seconded a motion to approve the September 30, 1991 agenda.

Ayes: Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reynolds,
Mrs. Richards, Ms. Riffe, Mr. Walton

Nays: None

Mr. Winters entered the meeting at 2:16 p.m.

President's Report

Dr. Veri announced that Shawnee State has entered into a preliminary agreement of cooperation with Nizhny Novgorod University of the Soviet Union following a recent visit by two leaders of the Russian institution. Rector Khokhlov and Dean Kolobov were on campus as part of a continuation of Dr. Hagop Pambookian's "Perestroika Project." Specific details on this new venture will be developed in the near future.

Dr. Veri presented the new Library with a gift of books from the daughters of Mrs. Richards in honor of their mother on her birthday. Dr. Veri stated he was pleased to accept this gift on behalf of Shawnee State University and thanked Mrs. Betsy Ann Braun, Mrs. Rebecca Milnes and Mrs. Nancy Bil Leslie.

Chairperson Riffe asked Professor Robert Wilson to come forward, accompanied by two staff members from the Silhouette. Dr. Wilson was honored by the Board, who commended him for being named English Educator of the Year and for serving as faculty advisor for the Silhouette.

That student-produced magazine earned a first place rating from the Columbia Scholastic Press Association for excellence in literary magazines featuring prose, poetry, photography, and art.

Committee Reports

Academic Affairs, Mr. Kaplan, Chairperson

Mr. Kaplan stated that he was pleased with the Selby Board Room and furniture. He praised the Library dedication celebration on Sunday and Monday and thanked everyone involved.

Mr. Kaplan reported that personnel items will be presented by the Finance and Facilities Committee.

Mr. Walton then presented the remainder of the Academic Affairs Committee report because of Mr. Kaplan's absence at the committee meeting. Mr. Walton thanked Mr. Sykes, Director of the radiology program, for an excellent report and stated that the Committee learned a great deal. Mr. Walton also reported the discussion about the negative impact on enrollments due to loss of students at the Southern Ohio Correctional Facility.

Quality of University Life, Orville Ferguson, Chairperson

Mr. Ferguson stated that his committee had one action item to be considered by the Board. Mr. Ferguson moved and Mr. Hyland seconded a motion to approve Resolution 49-91, Lobbying Policy. This policy deals with lobbying reporting provisions of Am. Sub. H.B. 538, which requires Shawnee State University to comply with the law and complete quarterly reports on funds expended on legislators, their spouses and immediate families, on General Assembly, and Controlling Board decision-makers.

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

Nays: None

Finance and Facilities, Tom Winters, Chairperson

Mr. Winters reported that the Finance and Facilities Committee had three action items to be considered by the Board.

Mr. Winters moved and Mrs. Richards seconded a motion to approve Resolution 50-91, Personnel. This resolution approves the hiring of Deborah Davidson, Instructor, Department of Natural Sciences, on a one quarter temporary appointment for Fall Quarter, 1991; accepts the resignation of Debbie Bihl, Assistant Professor of Nursing and Marla Stickle, Post Secondary Education Advisor; approves a one quarter medical leave for David Todt, Associate Professor, Department of Natural Sciences; approves the disability retirement of Ollie Carver, Purchasing Manager; and approves the promotion of Jackie Evans, Buyer, to the position of Purchasing Manager.

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

Nays: Nays

Mr. Winters moved and Mrs. Richards seconded a motion to approve Resolution 51-91, Approval of Bank One's Revised Fund Transfer Policy. This resolution approves the revision of Bank One's fund transfer policy to comply with new banking laws.

Dr. Veri stated that as a member of the Bank One Board, Resolution 51-91 was not a recommendation by him, but a recommendation of the Finance and Facilities committee.

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

Nays: None

Mr. Winters moved and Mr. Hyland seconded a motion to approve Resolution 52-91, Pixley Fund Grant. This resolution approves the submission of the

Marie and Bess Pixley Fund of the Scioto County Area Foundation in the amount of \$48,800.

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

None: None

Executive Committee, Verna Riffe, Chairperson

Chairperson Riffe stated that the Executive Committee had one action item for approval. Ms. Riffe moved and Mr. Ferguson seconded a motion to approve Revised Resolution 46-91, Acceptance of Reworded or Reformatted Policies (Faculty Responsibilities, Guest Lecturers and Field Trips). This resolution approves these three policies, which have been reformatted and reworded to reflect the status of Shawnee State as a university, current university practice, and the accepted use of non-sexist language.

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

Nays: None

Chairperson Riffe moved and Mr. Ferguson seconded a motion to approve Resolution 48-91, (Amended) Employee Health Insurance Benefits. This resolution approves the proposal for a combined group insurance package for all SSU constituents.

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

Nays: None

Vice President's Report

Academic Affairs, Dr. Addington

Dr. Addington thanked Tess Midkiff, Library Director, for the vast number of hours she invested in overseeing the building of the new library. He also reported that the transfer module has been approved by the University Faculty Assembly and that the UFA Fall Banquet was a great success and a good beginning for the academic year.

Student Affairs, Mr. Howard

Mr. Howard extended congratulations to all library staff members and stated that the Library will be a great recruiting tool. Mr. Howard reported that the University has reached an agreement with Portsmouth High School to share facilities for baseball and soccer, and that women's softball has a new field located in Dr. Singleton Park in West Portsmouth. He stated that the women's softball team, under new coach Ralph Cole, will probably have the premier facility in the MOC. Mr. Howard also reported that Shawnee State has purchased a new bus.

Mr. Howard invited Dr. Steve Midkiff, Registrar, to the podium to give an update on Fall quarter registration. Dr. Midkiff reported that Shawnee State had a record registration of 3,700 students for the Fall term. The projected 14-day enrollment figure should be approximately 3,200 and may be as much as an 8% increase.

Business Affairs, Neil Hawk

Mr. Hawk handed out the Fall 1991 fee report and stated that Shawnee State is still has the lowest tuition and fees of the thirteen state universities. He also congratulated Tess Midkiff, and David Gleason, University Facilities Planner, for their time and efforts on the Library building project.

Chairperson Riffe also extended congratulations to Tess and David for a job well done.

Reports from Constituent Groups

University Faculty Assembly, Dr. Hagop Pambookian

Dr. Pambookian announced that the first UFA Fall Banquet was held on September 27 at Shawnee State Lodge with 60 in attendance, including four Board members, Provost Addington and President Veri. The event was very successful and he thanked everyone for their support.

Chairperson Riffe told Dr. Pambookian that she would attend the next banquet in the spring.

University Administrative Assembly, Dave Winters

Mr. Winters handed out the UAA committee structure and stated that all committees were meeting on a regular basis. Alicia Gray, Chair of the Administrative Advisory Committee, gave an update on the Policy & Procedures Sub-committee, Evaluation Sub-committee and the Salary Structure Review Sub-committee.

Mr. Winters reported that he was pleased with UAA members' participation in the recent Connections program and that the University Governance committee plans to have an open hearing for faculty and staff to develop a proposed model for governance. He also reported that the UAA had accepted the recent insurance proposal.

Mr. Winters reminded the Board of the UAA picnic scheduled at 4:00 p.m. at the home of Mr. and Mrs. Warsaw following the Board meeting.

Shawnee Education Association, Dr. Jeff Bauer

Dr. Bauer stated that as SEA President and member of the Insurance Committee, he felt that the amended version of the insurance resolution approved by the Board sets forth issues that may jeopardize the success of all groups' approving the new health insurance package.

Communications Workers of America, Vickie Stacy

Not present.

Student Senate, Dennis Valentine (in the absence of June Whitt)

Mr. Valentine handed out a monthly activities schedule to update the Board on student activities. He announced that a leadership workshop is planned for representatives of each organization to form an inner council to establish student unity. He also reported that suggestion boxes will be

put in three locations around campus to seek student input; the suggestions will be reviewed by Student Senate.

New Business

None

Comments from the Public

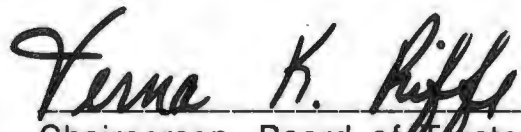
None

Other Business

Chairperson Riffe announced that Mr. Shkurti has an excused absence from today's meeting as he was married on September 28 and not available. She extended congratulations to him from the Board. Ms. Riffe also requested Mr. Walton to have his picture taken as he is the only Board member whose picture is not displayed in the new Board Room.

Adjournment

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



Chairperson, Board of Trustees



Secretary, Board of Trustees

RESOLUTION 43-91
Administrative Salaries

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; and

WHEREAS, the Board of Trustees has empowered 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, since the University's budget is now known, President Veri recommends that the administrative pay ranges be moved 5% and that all eligible administrative and administrative/technical support staff be provided a five percent (5%) across the board pay raise effective July 1, 1991;

THEREFORE BE IT RESOLVED that the Executive Committee, on behalf of the Board of Trustees, hereby approves this resolution.

(August 27, 1991)

RESOLUTION 44-91

Request for Faculty Leave for Health Reasons

WHEREAS, College of Arts & Sciences member Henry C. Nixt, Associate Professor of Mathematics, has requested approval of a one academic-year leave of absence for health reasons; and

WHEREAS, Dr. Nixt's requested leave is in accordance with the SEA Agreement (Article XIX), and is recommended by his Dean, the Provost, and the President; and

WHEREAS, cost projections for this one academic-year leave have been made within the 1991-92 budget, 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 academic-year leave in accordance with the SEA Agreement (as outlined in the attached "Facts Relative to Henry Nixt's Leave of Absence") beginning September 16, 1991 and ending June 15, 1992.

(August 27, 1991)

RESOLUTION 45-91
Personnel Actions

WHEREAS, the Executive Committee by its Policy #5.09 is empowered to act on behalf of the Board of Trustees during a month when the Board does not have a regularly scheduled meeting; and

WHEREAS, the following applicant has been screened, interviewed, and recommended by proper University personnel for employment, and Dr. Veri has reviewed the candidate's credentials and approves employment;

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

- o Marian Fischels
Literacy Specialist, Developmental Education
From part-time status to full-time status
Annual salary of \$18,000
Prorated September 1, 1991 through February 29, 1992
Position funded through the Ohio Department of Education
- o Mark Alan Burchett
Science Laboratory Assistant
Department of Natural Sciences
Annual salary of \$21,500
Effective date - September 9, 1991

BE IT FURTHER RESOLVED that the Board of Trustees of Shawnee State University accepts the resignation of Rob Dolan, Technical Services Librarian, effective September 13, 1991.

(August 27, 1991)

RESOLUTION 47-91

Approval of Educational Benefits Policy

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

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

WHEREAS, the Committee concurs with the recommendation, they therefore recommend the adoption of this policy;

THEREFORE BE IT RESOLVED that the Executive Committee, on behalf of the Board of Trustees, hereby approves the adoption of the policy listed below and attached:

- o Educational Benefits

(August 27, 1991)

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.58
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	
		RECOMMENDED BY:	R. Neil Hawk
SUBJECT:	ADMINISTRATIVE STAFF EDUCATIONAL BENEFITS	APPROVED BY:	

- 1.0 The waiver of instructional fees and general fees is an economic and educational benefit to Shawnee State University administrative employees as provided under the following guidelines.
 - 1.1 Instructional and general fees will be waived for full-time employees and their dependents, dependents of full-time employees who are on disability retirement, and part-time employees to attend Shawnee State University.
 - 1.2 Full-time employees may take a maximum of eight (8) credit hours per quarter and all classes are to be taken on an employee's own time.
 - 1.3 A part-time administrator is eligible for a maximum of one class per quarter, not to exceed five (5) hours, taken on the employee's own time. No special provisions will be made in employees' work schedules to accommodate taking a class.
 - 1.4 Dependents of full-time employees may enroll in as many hours per quarter as allowed under the University academic policies.
 - 1.5 Enrollees under this policy will enroll in classes during the regular registration processes and no special provisions will be made for such enrollment.
 - 1.6 Programs or classes which have special admission requirements or limited class sizes will be available to enroll in the same manner as made available to the student body.
 - 1.7 This policy applies solely to fees applicable to credit courses.
 - 1.8 The maximum allowance for benefits for dependents under this policy is 240 credit hours per dependent.
 - 1.9 If an employee or eligible dependent meets requirements for federal and/or state grants, such as OIG, Pell and VA benefits, these sources shall be utilized first and University educational benefit will cover remaining allowable costs.

2.0 Procedure for Applying for Educational Benefit

- 2.1 Each employee or dependent desiring to attend the University under this policy must complete the "Employee Fee Waiver Form" which is provided by the personnel department.
- 2.2 Each quarter this form must be completed and submitted for approval to the appropriate Vice President. Upon notice of approval, the employee or dependent may proceed with plans to take the class(es).
- 2.3 The form should be used at the time that the employee or full-time dependent registers for class.
- 2.4 Any dollar difference shown as due after applying the provisions of this policy is to be paid by the employee according to University policy.

RESOLUTION 49-91
Approval of Lobbying Policy

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

WHEREAS, President Veri recommends this policy to the Quality of University Life Committee; and

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

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

- o Lobbying Policy

(September 30, 1991)

Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.17
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	
		RECOMMENDED BY:	C. Roberts
SUBJECT:	LOBBYING POLICY	APPROVED BY:	

1.0 Background

The application and implementation of lobbying registration and reporting provisions of Am. Sub. H.B. 538 require that Shawnee State University comply with the law and complete quarterly reports on funds expended on legislators, their spouses and immediate families, on "legislative decision-makers" (e.g., aides and other people within a legislator's office and with the power to make decisions), and Controlling Board decision-makers.

2.0 Reporting Expenditures

2.1 Expenditure reports are to be filed every four months—by the last day of May, September and January for the four month periods ending on the last day of the previous month. All filings are to be made with the Joint Committee on Agency Rule Review (JCARR).

2.2 Expenditures are to be reported on the Shawnee State University Entertainment Expense form (attached) and forwarded to the President's Office for completion and submission of the quarterly report. Special attention should be given to the following key sections of the Entertainment Expense form.

- Place (restaurant/bar entertaining)
- Cost (share spent on person or persons)
- Purpose (List all particular pieces of legislation discussed, or list a general purpose, e.g., "state funding for higher education.")

2.3 "Expenditures" mean that portion of SSU funds spent on behalf of the person(s) being lobbied (see 1.0). Expense categories include:

- food and beverages
- entertainment (at home or restaurant)
- gifts, no matter how small (SSU lapel pins and cups are included) or money or anything of value
- honoraria, travel, and lodging
- commencement speaker expenses
- tickets to sporting events, theaters or concerts
- the cost of awards and plaques

ENTERTAINMENT EXPENSE - ON CAMPUS

DESCRIPTION OF COSTS

AMOUNT

_____	_____
_____	_____
_____	_____
_____	_____

TOTAL

PLACE OF ENTERTAINMENT

- _____ HOME
- _____ RESTAURANT
- _____ OTHER

DESCRIPTION OF GROUP AND NAMES OF PERSONS ENTERTAINED

PURPOSE OF ENTERTAINMENT

SIGNED BY _____

APPROVED BY _____

FCRM E-1

RESOLUTION 50-91
Personnel

WHEREAS, the University-wide policy "Approval of Personnel Appointments" Board policy No. 5.16 establishes the procedure for the approval of those personnel changes requiring action by the Board of Trustees and for the reporting of other personnel actions to the Board; and

WHEREAS, this policy establishes a procedure for the consolidation of personnel resolutions; and

WHEREAS, all actions in this resolution are in compliance with this policy;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the following appointment(s) and acknowledges the items reported herein:

APPOINTMENTS, REASSIGNMENTS, AND RESIGNATIONS FOR BOARD ACTION:

FACULTY

Deborah Davidson (NEW), Instructor, Class III, Step I, Department of Natural Sciences, temporary fall quarter (without benefits), salary of \$7294, effective September 16, 1991.

David Todt, Associate Professor, Department of Natural Sciences, one quarter medical leave, sufficient sick leave to cover time requested.

Debbie Bihl, Assistant Professor of Nursing, Associate Degree Program, notice of resignation effective August 9, 1991.

Marla Stickle, Post Secondary Education Advisor, Developmental Education, notice of resignation effective August 28, 1991.

ADMINISTRATIVE

Jackie Evans (REPLACEMENT), Buyer, promoted to the position of Purchasing Manager, annual salary of \$33,000, effective October 1, 1991.

Ollie Carver, Purchasing Manager, granted disability retirement.

(September 30, 1991)

RESOLUTION 50-91

Personnel

WHEREAS, the University-wide policy "Approval of Personnel Appointments" Board policy No. 5.16 establishes the procedure for the the approval of those personnel changes requiring action by the Board of Trustees and for the reporting of other personnel actions to the Board; and

WHEREAS, this policy establishes a procedure for the consolidation of personnel resolutions; and

WHEREAS, all actions in this resolution are in compliance with this policy;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the following appointment(s) and acknowledges the items reported herein:

APPOINTMENTS, REASSIGNMENTS, AND RESIGNATIONS FOR BOARD ACTION:

FACULTY

Deborah Davidson (NEW), Instructor, Class III, Step I, Department of Natural Sciences, temporary fall quarter (without benefits), salary of \$7294, effective September 16, 1991.

David Todt, Associate Professor, Department of Natural Sciences, one quarter medical leave, sufficient sick leave to cover time requested.

Debbie Bihl, Assistant Professor of Nursing, Associate Degree Program, notice of resignation effective August 9, 1991.

Marla Stickle, Post Secondary Education Advisor, Developmental Education, notice of resignation effective August 28, 1991.

ADMINISTRATIVE

Jackie Evans (REPLACEMENT), Buyer, promoted to the position of Purchasing Manager, annual salary of \$33,000, effective October 1, 1991.

Ollie Carver, Purchasing Manager, granted disability retirement.

(September 30, 1991)

RESOLUTION 51-91

Approval of Bank One's Revised Fund Transfer Policy

WHEREAS, Bank One is revising their fund transfer policy to comply with new banking laws, and Shawnee State University must agree to these revisions;

THEREFORE BE IT RESOLVED that the Vice President of Business Affairs, or the Assistant Vice President of Business Affairs, or the President of Shawnee State University is authorized to execute on behalf of Shawnee State University a Funds Transfer Agreement with Bank One, Portsmouth, National Association in such form (including any amendments made thereto from time to time) as prescribed by the Bank and to make, and from time to time change, by written notice delivered to the Bank all required or appropriate designations therein of persons, including themselves, authorized to act on behalf of Shawnee State University in the use of the funds transfer service under the terms and provisions of such agreement.

BE IT FURTHER RESOLVED that this resolution shall remain in full force and effect and the Bank may rely on the same in acting thereon until written notice of its change or revocation has been duly given to and received by Bank One.

(September 30, 1991)

RESOLUTION 52-91

Pixley Fund Grant

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

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

- o Marie and Bess Pixley Fund of the Scioto County Area Foundation, \$48,800 grant request

(September 30, 1991)

Grant Proposal Summary

TITLE: Marie and Bess Pixley Fund of the Scioto County Area Foundation 1991-92 Grant Applications

GRANTING AGENCY: Scioto County Area Foundation

PRINCIPAL INVESTIGATOR: Susan Warsaw, representing Matt Matthews, Alicia Gray, Shirley Crothers, Connie Salyers, Valerie Wilson, and Kendall D'Andrade

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: With the exception of Matt Matthews, each grant sub-proposal administrator will devote a minimum amount of time to the grant. Mr. Matthews' proposal, covering much of his budget, will take 30 percent of his time.

PURPOSE: To further specific University projects:

- (1) Kurzweil Reader - a device for the visually impaired that changes the written word into spoken word.
- (2) Cultural Diversity Programs - year-long activities to promote cultural diversity and minority understanding.
- (3) Minority Academic Excellence - gender/ethnic expectations and students' achievement workshop. To promote staff and faculty development in the area of minority education, a continuation of special tutoring, and other programs for minority students.
- (4) SOLO - to underwrite a portion of the 1992 Southern Ohio Light Opera production.
- (5) Appalachian Spring - to underwrite a portion of the May Appalachian Spring Festival.
- (6) Holistic Learning - to purchase holistic educational items to be used in the field by student teachers.
- (7) Philosophy and Public Issues - a series of philosophy lectures

CLIENTELE TO BE SERVED: Students and the community-at-large

RELATIONSHIP TO SSU MISSION: These projects will provide activities of an educational nature as outlined in the University mission. However, these activities are not possible within University budget constraints.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT: A variety

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:

As in years past, each project will be conducted by individual departments with the approval of the appropriate vice president.

BUDGET:

	<u>Project Totals</u>	<u>Pixley Request</u>
Kurzweil Reader	\$ 12,800	\$ 12,300
Cultural Diversity	42,440	15,000
Minority Academic Excellence Program	15,000	10,000
Appalachian Spring	20,450	5,000
Holistic Learning	2,000	1,000
Philosophy and the Public Issues	3,750	1,500
Southern Ohio Light Opera	23,000	4,000
TOTAL	\$119,440	\$48,800

<u>Fund Source</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Grant	\$ 48,800	\$ NA	\$ NA
Other	\$ 44,350	\$	\$
University		\$	\$
In-Kind	\$ 26,290	\$	\$
Cash*	\$	\$	\$
TOTALS	\$119,440	\$ NA	\$ NA

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

There is no new cash commitment or direct cost involved. Instead, where University funds are involved, department budgets will cover the costs.

RESOLUTION 46-91, Revised
Acceptance of Reworded or Reformatted Policies

WHEREAS, some Shawnee State Community College policies were retained verbatim by the Board of Trustees on January 19, 1991; and

WHEREAS, three of those policies have since been reformatted and reworded to reflect the status of Shawnee State as a university, current University practice, and the accepted use of non-sexist language; and

WHEREAS, the updated versions of these policies have been reviewed by the leaders of all affected University constituencies and offices;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees affirms its acceptance of the reworded and reformatted policies attached:

- o Faculty Responsibilities
- o Guest Lectures
- o Field Trips

BE IT FURTHER RESOLVED that the Board of Trustees encourages the President to request the faculty, through the University Faculty Assembly, to continue--in consultation with the administration--to develop the academic policies required for Shawnee State University.

(August 27, 1991)

(September 30, 1991 Revised)

Shawnee State University

AREA:	FACULTY PERSONNEL	POLICY NO.:	2.01
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	
SUBJECT:	FACULTY RESPONSIBILITIES	RECOMMENDED BY:	A.L. Addington
		APPROVED BY:	

1.0 Grading

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

2.0 Tests and Examinations

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

3.0 Records

- 3.1 The instructor is responsible for maintaining adequate records of student performance in courses.
- 3.2 The instructor is responsible for keeping adequate records of course content and assignments.

4.0 Course Outline

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

5.0 Selection of Textbooks

- 5.1 The selection of textbooks is primarily the responsibility of the instructor teaching the course, but selections should be made in consultation with the Division Chair or Dean who has the responsibility for approving and processing the textbook request forms for transmittal. Any major text for a course should be adopted for a minimum of two years, but this regulation does not apply to topical paperback book selections used for supplemental reading in the course.
- 5.2 The book request forms for a following quarter should be completed and forwarded no later than the fourth week of the preceding quarter.

Shawnee State University

AREA:	FACULTY PERSONNEL	POLICY NO.:	2.02
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	
		RECOMMENDED BY:	A.L. Addington
SUBJECT:	GUEST LECTURES	APPROVED BY:	

- 1.0 Faculty are encouraged to utilize the human resources of the community as a supplement to the instruction provided by the University. Instructors may invite outside speakers to address a class where the speaker is knowledgeable in his or her subject and where this topic is pertinent to the course objectives.
- 2.0 Normally, the University will expect the outside speakers to donate their services. In those instances where a fee is required, prior approval by the Division Chair or Dean must be secured before a guest may be contracted for an appearance.
- 3.0 At least a week before the presentation, the instructor should inform his or her supervisor of the time and place of the presentation. The instructor is also responsible for seeing that appropriate steps are taken to guarantee free discussion when controversial topics are presented. This open discussion should take place during the time allocated to the speaker when the presentation is open to those not enrolled in the course. This can be done through open debate, through a question and answer period, or through a presentation of alternate points of view by the instructor, by other speakers, or by distributed statements.

Shawnee State University

AREA:	FACULTY PERSONNEL	POLICY NO.:	2.03
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	
SUBJECT:	FIELD TRIPS	RECOMMENDED BY:	A.L. Addington
		APPROVED BY:	

- 1.0 Field trips are the prerogative of the instructor. However, an instructor has the responsibility of notifying the appropriate Division Chair or Dean and other faculty members of the students involved, the date, and time of the field trip.
- 2.0 Field trips which are included as a required part of a regular course offering should be included in the course outline, and students should be informed during the first week of class of any expectations related to the field trips.
- 3.0 Special problem courses based in great part on activities associated with a field trip, either of short or long duration and/or distance, should be submitted in accordance with normal course proposal procedures. The cost of special problem courses and related field trips must be generally self-sustaining from the revenues collected from participating students. If there are additional costs or if campus vehicles are to be used, approval is required.
- 4.0 Consumption or possession of alcoholic beverages or illegal drugs while on field trips is prohibited. Any person found to be in violation of this policy will be subject to disciplinary action which may include the termination of his/her status with the University.

RESOLUTION 48-91 (Amended)
Employee Health Insurance Benefits

WHEREAS, the Executive Committee is empowered by Board policy 5.16 to act on behalf of the Board of Trustees during a month when the Board does not have a regularly scheduled meeting; and

WHEREAS, the Board of Trustees is duly concerned about the health of Shawnee State University's faculty, staff and administrators; and

WHEREAS, it is the desire of the Board of Trustees to contain health care costs to the University and, at the same time, to provide identical health insurance benefits to faculty, staff and administrators; and

WHEREAS, the Shawnee State University Insurance Committee has devoted many personhours in investigating health benefit programs and options, including the use of a health benefits consultant; and

WHEREAS, the Board of Trustees values highly the conscientious efforts of the Insurance Committee;

THEREFORE BE IT RESOLVED that the Board of Trustees accepts the attached recommendation of the Insurance Committee with the following stipulations:

1. The recommended group health insurance program become effective October 1, 1991 and remain in effect until June 30, 1994 with the proviso that if the University Insurance Committee recommends competitively bidding the Insurance Plan in order to accomplish cost containment, the Board will give consideration to the results of such bid.

2. All employees will be expected to share in paying a portion of the premium starting on July 1, 1993. If the University Insurance Committee is successful at containing the cost of the health care insurance at or below the FY 1993 cost, the Board of Trustees will consider a recommendation to waive the sharing of health care premiums with employees from the period of July 1, 1993 to June 30, 1994.
3. The University Insurance Committee will develop and recommend to the Board, through its Executive Committee, the amount or percent of the premium to be paid by employees beginning July 1, 1993.
4. If this recommended plan and stipulations outlined herein fail to be endorsed by the Communications Workers of America (AFLCIO) and/or the Shawnee Education Association and/or the Administrative Assembly by September 30, 1991, the health benefits and premium cost sharing now in force will continue to be implemented until as specified by appropriate labor agreements where applicable.

BE IT FURTHER RESOLVED that the Board of Trustees directs the President to request the Insurance Committee to continue seeking health insurance plans that will both provide reasonable health benefits to employees and result in cost savings to Shawnee State University and to its employees.

(August 27, 1991)

(September 30, 1991 Amended)

**SHAWNEE STATE UNIVERSITY
INSURANCE COMMITTEE
JOINT STATEMENT AND RECOMMENDATION
Prepared August 15, 1991**

COMMITTEE CHARGE

THE UNIVERSITY INSURANCE COMMITTEE was formed as a unified group to comply with the Presidential Charge given to its representatives. This charge was:

TO COMPLETE the review of all components of our health insurance plan, including the level of deductibles, co-payments, and schedule of benefits;

TO IDENTIFY market based factors along with other variables including utilization patterns, which increase medical care costs;

TO INVESTIGATE the feasibility of implementing such program features as flexible spending accounts, cafeteria plans, health maintenance plans, along with any other possibilities which might enhance cost management;

TO EXPLORE any other areas that might impact the long term costs associated with providing health care to SSU employees, i.e. wellness programs, etc.;

TO PREPARE and submit a full report of Committee findings and recommendations for University health insurance matters.

COMMITTEE COMPOSITION

The Committee's members were representatives of all facets of the University. Members were appointed from the administrative staff, faculty, support staff (unionized and non-unionized), and Presidential appointees.

COMMITTEE ACTIONS AND METHODOLOGY

The first meeting of this Committee was conducted on January 2, 1991. This group has met regularly since that date. Minutes of every meeting have been prepared and distributed to appropriate parties. Committee members have attended various training and informational meetings and have generally become knowledgeable of the complexities of health insurance issues. This group has become intimately knowledgeable of the provisions of the various University health programs and has selected and worked closely with consultants of Corroon & Black, an international health care consulting firm.

While keeping in mind the Presidential charge, Committee members have studied available data within and outside the University, considered the internal make-up of the organization, considered the long term ramifications of making specific changes, argued the issues thoroughly, and are presenting the actions outlined in this document for Board-of-Trustee consideration.

CORROON & BLACK PROPOSAL

Representatives of C & B worked closely with the Insurance Committee in the development of this recommendation. C & B evaluated our current insurance program in detail. They considered the actual experience of each group on campus and consulted with both Community Mutual and Community Health Plan (Humana) our current carriers.

C & B submitted a proposal to the Committee after completing their analysis of the University's health insurance situation. This proposal has been reviewed in detail by the Committee and the recommendations presented herein have come, in part, from C & B's recommendations.

Additionally, C & B met with our current carriers regarding our July, 1991 renewal rates. As a result, the University realized an improved rate as compared to projected increases for this fiscal period.

FINDINGS

The University Insurance Committee firmly believes that the single most important step for the University to take is the consolidation of all employee groups into one insurance plan. Fragmentation of the three major employee groups into three separate insurance programs, has resulted in critical problems.

The University currently has 280 employees who are insured. The faculty are in a traditional indemnity first-dollar coverage plan, the administrators and support staff are enrolled in either a PPO (80/20 - 70/30), or an HMO. Employees are sharing in the premium costs with the faculty contributions to begin this Fall quarter.

Besides the obvious issue of equity between the various groups, this fragmentation is resulting in a much weakened marketing position for the University. Our organization is not large enough in terms of the numbers of employees insured to receive favorable pricing from insurance carriers. In some cases, we are finding that carriers are opting not to quote for our business because of the size and complexity of our programs.

While the University currently has three insurance programs, two of them (the indemnity and PPO plans) are with Community Mutual and

the third (HMO) is with Humana. Our enrollment for the Humana program has grown steadily since 1988. The movement of our employees from the less-favorably viewed PPO to the HMO is adversely impacting our renewal rates and marketing posture. C & B's proposal included an offer from Community Mutual to reduce our rates by 7.7% if the HMO is no longer offered as an option. This would allow Community Mutual to cover the full size group providing them with a more favorable risk factor.

RECOMMENDATIONS

The University Insurance Committee recommends that the University consider the following:

1. Move all employee groups to one plan. Community Mutual has proposed an indemnity plan (90/10 co-pay with \$100/\$200 deductibles) which is viewed favorably by the Insurance Committee. Constituent input has indicated that such a plan would be considered a positive alternative to current insurance plans on campus.
2. Continue a \$5.00 co-payment prescription drug card and include adult orthodontics (low-cost option).
3. As an incentive to the 70 plus employees currently happy with the HMO, payment of the deductibles for the remainder of FY92 and FY93 for those employees who are currently enrolled in the HMO.
4. As an incentive to the faculty and HMO people, payment of the total premiums for the next two fiscal years for all employees.
5. Continuation of the existing University Insurance Committee for ongoing actions concerning health care insurance.

CONCLUSIONS AND TIMING

The Committee representatives have reviewed the above recommendations with appropriate constituencies. The response to the recommendations have largely been positive. The Committee believes that many of the objections will be overcome, if the Board approves the above recommendations. However, problems are being encountered with the timing of these actions even if they are acceptable to the Board.

Timing is a problem in several specific ways. First, CWA is currently involved in negotiations and the membership is uncertain of agreeing to settlement of the health care issue outside of the

bargaining environment. Second, SEA's membership will not be available for a general membership vote until much later in September. Finally, the administrative staff, while also agreeable to the above recommendations, are reluctant to see "piecemeal" implementation.

Therefore, it is most likely the earliest that this recommendation could be implemented in full would appear to be October 1, 1991.

The Insurance Committee is hopeful that the Board will adopt its recommendations yet allow employee acceptance to develop through the established channels. The Committee representatives feel that their memberships would view the process much more positively if handled in this manner. It is felt that the method by which these changes are made at this time is critical to successful treatment of this issue in the longer term.

RESPECTFULLY SUBMITTED BY THE UNIVERSITY INSURANCE COMMITTEE

ELINDA BOYLES - CO-CHAIR
TOM BOWMAN - CO-CHAIR
JEFF BAUER
PEGGY DILLOW
ANN MCCARTHY
PAT MOORE
LINDA PLUMMER
VICKIE STACY
JOHN WELTON