

Shawnee State University

## Digital Commons @ Shawnee State University

---

Minutes of the Board of Trustees Meetings

Board of Trustees

---

11-4-1991

### November 4, 1991 Meeting Minutes

Shawnee State University

Follow this and additional works at: <https://digitalcommons.shawnee.edu/botmeetings>

---

#### Recommended Citation

Shawnee State University, "November 4, 1991 Meeting Minutes" (1991). *Minutes of the Board of Trustees Meetings*. 332.

<https://digitalcommons.shawnee.edu/botmeetings/332>

This Board of Trustee Minutes is brought to you for free and open access by the Board of Trustees at Digital Commons @ Shawnee State University. It has been accepted for inclusion in Minutes of the Board of Trustees Meetings by an authorized administrator of Digital Commons @ Shawnee State University. For more information, please contact [svarney@shawnee.edu](mailto:svarney@shawnee.edu).

MINUTES  
SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
NOVEMBER 4, 1991

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

Roll Call

Members Present: Mr. Ferguson, Mr. Hyland, Mr. Parks, Mr. Reynolds, Mrs. Richards, Ms. Riffe (by phone conference at 7:20), Mr. Shkurti, Ms. Sessor, Mr. Winters (arrived at 7:37)

Members Absent: Mr. Kaplan

Vice Chairperson Hyland welcomed Mr. Jeffrey Parks, new student member of the Board of Trustees. The Trustees' Oath was administered, and Mr. Parks was officially installed. Mr. Hyland stated that the entire Board welcomed Mr. Parks' participation on the Board.

Approval of Minutes

Mr. Ferguson moved and Mr. Walton seconded a motion to approve the minutes of the September 30, 1991 meeting.

Ayes: Mr. Ferguson, Mr. Hyland, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Approval of November 4, 1991 Agenda

Mr. Ferguson moved and Mr. Walton seconded a motion to approve the November 4, 1991 agenda.

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

Nays: None

President's Report

President Veri welcomed Jeff Parks to the Board. He handed out addendums to the SSU's staff directory, information on PUNCH 130, and an agenda for the December Board Retreat.

President Veri reported that a group called "Citizens Supporting SSU's Growth," headed by SSU's President Emeritus Frank Taylor and Southeastern Business College Chairman Emeritus Leo Blackburn with a committee of some 20 volunteers, has been working diligently on the Second Street referendum. The senior citizens group at SSU, the Golden Bears, sent out a mailing to some 14,000 registered voters, and Student Senate did a telephone drive calling some 7,000 area residents. The "Punch 130" drive also received endorsement from many organizations in the community.

President Veri asked each Board member to review the December Board Retreat schedule and the attached 1992 calendar for committees and Board meetings. This calendar will be discussed at the retreat and changed as necessary to meet the needs of the Board.

President Veri also announced that Shawnee State has received a chairitable remainder trust from Bill and Imogene Howland in the amount of \$200,000 to name the recital hall of the new Fine and Performing Arts Center.

Committee Reports

**Academic Affairs, Mr. Walton, Vice Chairperson**

Mr. Walton reported that Provost Addington gave an enthusiastic overview of the Sister City trip to Zittau, Germany. Plans are in the making for a return visit to Portsmouth in May of 1992, and tentative plans are being made for faculty from Yechnische Hochschule Zittau to teach classes in German during the summer of 1992 and faculty from SSU teaching English in Zittau in the summer of 1993. The Academic Affairs Committee feels this is the first formal step in a relationship with Zittau.

Mr. Walton also reported that Shawnee State's OTTO program was one of fourteen out of thirty-two chosen for continuation. He also stated that the Upward Bound program grant, which is designed to provide educational services to low-income high school students from Scioto County who are first-generation college bound, has been submitted to the Finance and Facilities Committee for their approval. The committee also discussed the Hand Clinic proposal and Dr. Jim Kadel, Dean, College of Health Sciences, and Cathy Perry, Program Director, Occupational Therapy Assistant program, were at the meeting to answer any questions with regard to the clinic.

Mr. Walton moved and Mrs. Richards seconded a motion to approve Resolution 53-91, Hand Clinic. This resolution approves the establishment of a Hand Clinic as a part of the Occupational Therapy Assistant program and to provide high quality therapy by occupational assistant students providing occupational therapy services for employees with upper extremity problems.

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

**Nays:** None

**Quality of University Life, Mr. Ferguson, Chairperson**

Mr. Ferguson stated that his committee had no action items, but he did comment that Shawnee State's men's basketball team and their families were entertained for dinner at Portsmouth Inner-City Development Corporation.

**Finance and Facilities, Mr. Shkurti (in Mr. Winters' absence)**

Mr. Shkurti announced that the 1990-91 financial report has been completed but not audited. He stated that the M Construction matters have been turned over to a bonding company.

Mr. Shkurti moved and Mr. Ferguson seconded a motion to approve Resolution 54-91, Personnel, which approves the hiring of Michael Day,

Junior Accountant, Business Affairs; grants Kendall D'Andrade, Ph.D., Division of Arts & Humanities, a two-year contract; and approves a correction for step placement for Deborah Davidson, Instructor, Department of Natural Resources. Dr. Roberts asked that the correction on Deborah Davidson should indicate that this was a correction to Resolution 50-91.

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

Nays: None

Mr. Shkurti moved and Mr. Walton seconded a motion to approve Resolution 55-91, Approval of Grants. This resolution approves the submission of the Early English Grant in the amount of \$13,400; Ohio Technology Transfer Organization Grant in the amount of \$55,000; and the Upward Bound Grant, a program that would be funded for a three-year period with dollar amount negotiated with the U.S. Department of Education upon award.

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

Nays: None

Mr. Shkurti moved and Mr. Ferguson seconded a motion to approve Resolution 56-91, University Housing. This resolution gives approval to go ahead with litigation with regard to the Celeron Square property.

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

Nays: None

#### **Executive Committee, Verna Riffe, Chairperson**

Chairperson Riffe, via telephone conference call, addressed Mr. Jeff Parks, new Student Trustee member, and stated she was sorry she could not be at the meeting to welcome him personally to the Board. She told him that

being on the Board would be both challenging and frustrating, but exciting and she congratulated him on his appointment.

Ms. Riffe moved and Mr. Shkurti seconded a motion to approve Resolution 57-91, Approval of Affirmative Action Policy for Vietnam Era and Disabled Vets. This policy is required by Federal regulations, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974.

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

Nays: None

Chairperson Riffe stated that the Executive Committee met in executive session for an update on CWA negotiations. The Committee was also updated on the activities of the "Citizens Supporting SSU's Growth," a briefing report by Susan Warsaw on the Development Foundation Board and its relationship with SSU, and the appointment of the firm of Schottenstein, Zox and Dunn (of Columbus) as labor counsel replacing Arter & Hadden. She also stated that Elinda Boyles, Director of Personnel, gave the committee an update on health insurance premiums.

Ms. Riffe announced that the Holiday Party would be on Friday, December 6, with the Board Retreat scheduled for Saturday, December 7. The Board of Trustees meeting is scheduled for 2:00 p.m., Saturday, December 7.

Mr. Winters entered the meeting at 7:37 p.m.

#### Vice President's Reports

#### **Academic Affairs, Dr. Come (in the absence of Dr. Addington)**

Dr. Come announced that Dr. Kadel, Dean, College of Health Sciences, has been notified by Cathy Perry, Director of the Occupational Therapy Assistant Program, that Occupational Therapy has received accreditation and the next program review will not be until the 1997-98 academic year. He also announced that all 1991 graduates of the Medical Laboratory Program, under the direction of Pam Staton, have passed the State Board

exam.

**Student Affairs, Dick Howard**

Mr. Howard announced the following results of the fall sports programs: soccer - 9 wins, 11 losses; volleyball - 9 wins, 32 losses; and cross country track - 5 meets with results as high as second. He also reported that an additional 80 transfer students were served this Fall quarter, and that under the direction of Tom Charles, transfer students can now be served in a much faster manner. Mr. Howard stated that the Saturday visitation program has been very successful and that College & Career Day is scheduled for December 6, under the direction of Barb Bradbury, with 600 students expected.

**Business Affairs, Neil Hawk**

Mr. Hawk reported that the University Faculty Assembly and the University Administrative Assembly were working jointly on various facilities issues and that the Budget Committee will meet on November 8 to discuss issues with regard to tutoring and change order fees and will make a recommendation to the Board. Mr. Hawk also reported that he is working on a supplemental funding report and will share the information with the Finance and Facilities Committee at its December meeting.

Reports from Constituent Groups

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

Dr. Pambookian reported that the UFA Executive Committee has been meeting regularly and on October 31 a special meeting was held to consider the criteria for Teacher Education, with approval on this issue. He also stated that the UFA participated in the new library dedication and helped with student campus visits. The next general meeting of the UFA will be November 14.

**University Administrative Assembly, Dave Winters**

Mr. Winters announced that the merit pay issue is being addressed by a

UAA committee and a consultant will be on campus to discuss the issue. He also stated that Mr. Terry Conry, Ohio University's Director of Human Resources was on campus October 31 and met with the Salary Study Review Committee. Mr. Conry made a presentation on salary structure and stated he felt that SSU's system in place was a good and viable system.

Mr. Winters stated that the UAA had accepted the 90/10 Health Insurance Plan and are anxiously waiting for movement in that direction by the other constituent groups on campus. He also stated that UAA was looking forward to a representative form of governance and feels it would be a step in the right direction.

Mr. Winters announced that a retreat has been scheduled for December 12 for all UAA members with concurrent sessions morning and afternoon, and a keynote speaker for lunch. He invited all members of the Board to attend.

Mr. Winters thanked Susan Warsaw for the great Board of Trustees/UAA picnic at her home on September 30 and also welcomed Jeff Parks to the Board.

#### **Shawnee Education Association, Jeff Bauer**

Dr. Bauer was not present because of teaching a class, but entered the Board meeting at 8:00 and was asked to speak at that time.

Dr. Bauer stated that he hoped his comments would not be looked at as pressuring the Board, but he hoped that CWA and the University considered the proposed health insurance policy. He sees an insurance package for all constituents as a great beginning and would like to see an SEA vote taken before Winter quarter. He urged that this happen or the issue may lose momentum if not addressed soon.

#### **Communications Workers of America, Vickie Stacy**

Ms. Stacy was not present because a CWA negotiations session was being held.



**Student Senate, June Whitt**

Ms. Whitt reported that Student Senate has been very busy, had conducted activities such as cinema night, an open forum, and a Halloween costume dance, and had its first inter-council meeting. She also reported that Student Senate ran a massive telephone drive for the Punch 130 campaign and reached approximately 7,000 registered voters in the city of Portsmouth. The Student Senate is sponsoring a food drive starting November 13 and co-sponsoring a United Way Campaign Drive November 6 -14. Ms. Whitt welcomed Jeff Parks and stated she looked forward to working with him.

Dr. Veri stated he witnessed one night of the telephone calling and he didn't ever remember seeing that many students involved on one project. He said we owe Student Senate a big "thank you," and Dr. Veri extended a personal "thank you" to June Whitt for coordinating the telephone drive.

Dr. Veri also stated he had received a letter on November 4 from Student Senate asking for Student Trustees to be permitted in executive sessions of the Board. He will ask the Executive Committee of the Board to consider the letter and respond to it in the near future.

Mr. Hyland also thanked Student Senate on behalf of the Board of Trustees for a job well done.

New Business

Chairperson Riffe appointed the following to the nominating committee to nominate officers of the Board for the incoming year: Jeff Kaplan, Chair; Patricia Richards, and Orville Ferguson. The committee is to make recommendations to be presented at the December Board meeting.

Ms. Riffe extended congratulations to President Veri on behalf of the Board for being selected as the Portsmouth area's "Person of the Year" honoree at this year's Southeastern Ohio Regional Council's awards banquet in Athens, Ohio.


Comments from the Public


None

Mr. Hyland announced that Mr. Shkurti was recently married and will be leaving soon on a honeymoon to New Zealand. He presented him with a gift of Shawnee State sweatshirts for him and his wife from the Board.

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 53-91

Approval of Occupational Therapy Assistant Program's Hand Clinic

WHEREAS, all involved individuals, departments, and committees have reviewed and approved the proposal for a Hand Clinic at Shawnee State University, which will provide high quality, supervised occupational therapy experiences for advanced occupational therapy assistant students while serving University employees with upper extremity problems; and

WHEREAS, the Provost and the President have recommended the Hand Clinic proposal to the Academic Affairs Committee of the Board, which in turn has also approved the proposal for the clinic;

THEREFORE IT BE IT RESOLVED that the Shawnee State University Board of Trustees approves the Hand Clinic proposal submitted by the Occupational Therapist program, headed by Ms. Catherine O. Perry.

(November 4, 1991)

**RESOLUTION 54-91**  
**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 (Correction to Resolution 50-91), Instructor, Cla Department of Natural Sciences, full-time temporary fall quarter (without benefits), salary of \$7488, effective September 16, 1991.

Kendall D'Andrade, Ph.D., Asst. Professor, Class IV, 8, Division of Arts & Humanities is granted a two-year contract effective September 16, 1991 through June 18, 1993.

**ADMINISTRATIVE**

Mr. Michael Day is recommended for the position of "Junior Accountant" at an annual salary of \$23,625 (Grade 23).

(November 4, 1991)

**RESOLUTION 55-91**  
**Early English Grant**  
**Ohio Technology Transfer Organization**  
**Upward Bound**

WHEREAS, the grants listed below and summarized on the attached grant proposals 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 and Facilities Committee;

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

- o Early English Grant
- o Ohio Technology Transfer Organization
- o Upward Bound

(November 4, 1991)

**Grant Proposal Summary**

**TITLE: EARLY ENGLISH COMPOSITION ASSESSMENT PROGRAM**

**GRANT AGENCY: OHIO BOARD OF REGENTS**

**PRINCIPAL INVESTIGATOR: JERRY HOLT, BETTY HODGDEN, MARC LEEDS**

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

**PURPOSE: THE PROPOSED PROGRAM WILL CONTINUE AN ESTABLISHED LINK BETWEEN SHAWNEE STATE UNIVERSITY AND THE THREE SOUTHERN OHIO SCHOOLS (WEST PORTSMOUTH, NORTHWEST, AND MINFORD). THE PROGRAM WILL FOLLOW THE GUIDELINES ESTABLISHED BY THE OBR TO ASSESS THE WRITING OF JUNIOR-LEVEL STUDENTS.**

**CLIENTELE TO BE SERVED: AREA HIGH SCHOOL JUNIORS AND TEACHERS**

**RELATIONSHIP TO SSU MISSION: OUTREACH**

**OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT: WEST PORTSMOUTH HIGH SCHOOL, NORTHWEST HIGH SCHOOL, MINFORD HIGH SCHOOL**

**BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: FACULTY FROM SHAWNEE STATE UNIVERSITY AND THE INVOLVED SCHOOLS WILL MEET ON A REGULAR BASIS TO DISCUSS STUDENT WRITING AND TO PLAN STRATEGIES FOR IMPROVING CLASSROOM PERFORMANCE. STUDENTS WILL BE ENCOURAGED TO VIEW WRITING AS A PROCESS RATHER THAN A SIMPLE PRODUCT, THUS ENCOURAGING THEM TO TAKE CHANCES IN THEIR WRITING STRATEGIES, CHANCES THAT WILL INEVITABLY IMPROVE THEIR WRITING SKILLS. HIGH SCHOOL TEACHERS WILL HAVE AN OPPORTUNITY TO TALK ABOUT THE TEACHING OF WRITING IN AN ENVIRONMENT THAT IS BOTH SUPPORTIVE AND UNDERSTANDING. TEACHING STRATEGIES WILL BE ADDRESSED, AND GROUP RESPONSE MEETINGS WILL PROVIDE TEACHERS WITH AN OPPORTUNITY TO TALK THEIR WAY THROUGH ESSAYS, THUS ATTEMPTING TO UNDERSTAND WHAT IT IS WE DO WHEN WE RESPOND TO A PAPER AND HOW TO DO IT MORE EFFECTIVELY. UNIVERSITY FACULTY WILL BENEFIT FROM THESE SESSIONS AS WELL IN PRECISELY THE SAME WAY. IN ADDITION, OUR COMMUNITY WILL BE STRENGTHENED THROUGH THIS IMPORTANT LINK BETWEEN THE UNIVERSITY AND AREA SCHOOLS.**

## BUDGET:

3 substitute teachers for the high school teachers participating	\$900.00
participating high school and university faculty stipend	10,000.00
6 working luncheon dates for 6 participants	<u>200.00</u>
	<u>\$13,400.00</u>

<u>Fund Source</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Grant	\$13,400		
Other (_____)			
<u>University</u>			
In-kind	\$1,800		
Cash*			
TOTALS	_____	_____	_____

In-Kind: xeroxing, software for data analysis, transcription by student employees of high school student writings

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

**GRANT SUMMARY PROPOSAL**

**TITLE:** Ohio Technology Transfer Organization

**GRANT AGENCY:** Ohio Department of Development

**PRINCIPAL INVESTIGATOR:** Dan Brown

**PERCENTAGE OF P.I. TIME DEVOTED TO GRANT:** 100%

**PURPOSE:**

The OTTO component is specially funded by a grant from the Department of Development with the express purpose of assisting Ohio small business and industry, and providing appropriate linkages with the state's two-year technical, community colleges and four-year universities. The grant is intended to assist each college in providing for a full-time OTTO coordinator to make these linkages.

**CLIENTELE TO BE SERVED:**

Small manufacturing firms, specifically targeting plastics manufacturers in southern and southeastern Ohio.

**RELATIONSHIP TO SSU MISSION:**

Provides service, enrichment and interaction with business and industry through outreach, technology and information transfer.

**OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT:** None

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

Most of OTTO services are provided to the industrial client in a one-to-one fashion which fosters the relationship between the client, OTTO agent, and the university. In most cases, the industrial client will have identified a perceived problem before any contact with an OTTO agent. At this point, the OTTO agent works with the business to tightly define the problem. In other cases the business is operating from an "improvement/modernization" plan and is seeking knowledge and resources to achieve their goals. Upon completion of a site visit, the agent will complete a client data sheet listing the industry's request for assistance, and will then locate resources for the industry. The agent will deliver the resources and potential solutions to the industry and in many cases will help with implementation. The OTTO program serves as a single point of contact for resources that are used routinely by smaller companies.



## PROPOSED BUDGET - FY92

DESCRIPTION	<u>STATE</u>	<u>OTHER (SSU)*</u>
Salary	\$30,000	
Benefits	\$9,600	
Publications		\$200
Office/Secretarial		\$3,600
Office maintenance (printing, mailing, etc.)	\$4,000	
Phone	\$1,200	
Travel	\$7,200	
Promotional activities: (brochures, conferences, seminars, workshops)	\$ 3,000	
<b>TOTAL</b>	<u>\$55,000</u>	<u>\$3,800</u>

<u>Fund Source</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Grant	\$55,000		
Other (_____)			
<u>University</u>			
In-kind	\$ 3,800		
Cash*			
<b>TOTALS</b>	<u>\$58,800</u>	<u>          </u>	<u>          </u>

\*Description of funds for SSU's cash commitment

Dan Evans 10/15/91

**GRANT PROPOSAL SUMMARY****TITLE:**

Upward Bound

**PRINCIPAL INVESTIGATOR:**

Dick Howard, Vice President Student Affairs  
Dan Evans, Assistant Vice President Academic Affairs

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

Dick Howard	10%
Dan Evans	05%

**PURPOSE:**

The program is designed to provide educational services to low-income high school students who are first-generation college bound.

Specifically, the program is designed: (1) to provide special services to help increase the students' academic performance, and (2) facilitate cooperative efforts between the University and the schools aimed at raising the aspiration levels of the students so that they may complete high school and pursue post-secondary education.

**CLIENTELE TO BE SERVED:**

High school students from within the boundaries of Scioto County who are identified as low-income and are first-generation college bound will be the target population served by this program.

**RELATIONSHIP TO SSU MISSION:**

The program will prepare students for academic success in the college setting.

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

All school districts within the boundaries of Scioto County will be eligible for services.

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

If awarded the Upward Bound Program will be funded for a three-year period beginning the summer of 1992. This proposal addresses all three years of funding for the program.

Student participants will be selected from among other applicants across Scioto County. Approximately 50-75 students will participate in both an Academic Year and a Summer Component. The Academic Year Component is designed to promote the development of academic skills through intervention strategies (tutoring, counseling, group activities). The Summer Component provides the students with an opportunity to experience campus life in a residential setting.

**BUDGET:**

The budget which follows is an estimate of the amounts to be requested each of the three years of the program. Actual dollar amounts will vary according to the available funds and the number of students served and will be negotiated with the U.S. Department of Education upon award.

Institutional match and in-kind sources are not a requirement for participation in the project.

<u>Fund Source</u>	<u>Year 1 (FY '93)</u>	<u>Year 2 (FY '94)</u>	<u>Year 3 (FY '95)</u>
Grant	\$300,000.00	\$310,000.00	\$325,000.00
Other (_____)			
University			
In-Kind			
Cash*			
<b>TOTALS</b>	<u>\$300,000.00</u>	<u>\$310,000.00</u>	<u>\$325,000.00</u>

Dan Evans 10/15/91

**RESOLUTION 56-91****University Housing**

WHEREAS, Shawnee State University intends to continue to grow by recruiting students, both those who commute to campus and those who reside on campus; and

WHEREAS, enrolling students require safe, University-supervised housing on campus, and recent high school graduates and their families often do not wish to select independent housing such as that offered in Celeron Square or provided by any other independent housing contractor; and

WHEREAS, the University has scrupulously followed all provisions of its contract with the owner of Celeron Square in an attempt to purchase Celeron Square for University use, and said owner has thus far refused to sell his holdings to the University according to the specifications of that contract, thus leading the University, with the advice and consent of the Ohio Attorney General's Office, to conclude that its only recourse is to litigate the issue to force compliance with the conditions of the contract between the University and the owner of Celeron Square;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the President and/or his designees to pursue all legal means to force compliance with the terms of the Celeron Square contract and to require the present owner to honor his contractual obligation.

(November 4, 1991)

**RESOLUTION 57-91****Approval of Affirmative Action Program for  
Vietnam Era and Disabled Veterans**

WHEREAS, certain federal assistance and protection is afforded Vietnam-era and disabled veterans by the Vietnam-Era Veterans Readjustment Assistance Act of 1974 and by the federal regulations implementing that act; and

WHEREAS, Shawnee State University has continued implementing its policy 5.01, Institutional Statement of Non-Discrimination, by developing supporting policies and programs; and

WHEREAS, the Affirmative Action Program for Vietnam-Era Veterans has been provided in draft form for review by the Governor's office for Veterans' Affairs and reviewed by all affected university constituent groups, recommended by the President's Council and by President Veri, and reviewed and approved by the Board's Executive Committee;

THEREFORE BE IT RESOLVED that the Board of Trustees adopts as policy the Shawnee State University Affirmative Action Program for Vietnam Era and Disabled Veterans (attached) and encourages the actions set forth in the program.

(November 4, 1991)

DRAFT

September, 1991

**SHAWNEE STATE UNIVERSITY  
AFFIRMATIVE ACTION PROGRAM  
FOR VIETNAM ERA AND DISABLED VETERANS**

This program statement is issued in accordance with federal regulations implementing Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. This program addresses Shawnee State University's commitment to affirmative action to achieve and maintain equal opportunity for disabled veterans and veterans of the Vietnam era.

**POLICY**

As part of its policy on non-discrimination, Shawnee State University is committed to providing all individuals an equal opportunity to work, to advance, and to receive compensation. Shawnee State University is also committed to taking affirmative action to achieve such equal opportunity for veterans of the Vietnam era and for disabled veterans. It is the policy of the University that no person shall be discriminated against in opportunities for employment, or for advancement in employment, on the basis of status as a veteran of the Vietnam era or as a disabled veteran. Responsibility for the administration of this policy is assigned to the Affirmative Action Coordinator.

**DEFINITIONS**

The following definitions are directly relevant to the administration of this policy:

- 1) Shawnee State University is a contractor within the meaning of Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. That section is implemented by regulations issued by the Office of Federal Contract Compliance Programs (OFCCP) of the United States Department of Labor.
- 2) Disabled veteran is defined as a person who either:
  - a) was discharged or released from active duty for a disability which was incurred or aggravated in the line of duty, or
  - b) was entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more, and
  - c) who is capable of performing a particular job, with reasonable accommodation to his/her disability.
- 3) Veteran of the Vietnam era is defined as a person who:
  - a) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975 and was discharged

or released therefrom with other than a dishonorable discharge, or

- b) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975.

#### AFFIRMATIVE ACTIONS

In order to insure compliance, the following steps shall be taken by the University:

- 1) Maintain records of past and current activities in employing and advancing disabled veterans and veterans of the Vietnam era. Maintain records of applicants and employees who have identified themselves as disabled veterans or veterans of the Vietnam era and who wish to be covered by the Affirmative Action Program.
- 2) Review all personnel practices to determine and eliminate any barriers to employment and promotion which are not job-related.
- 3) Review, at the time job openings are filled, all physical and mental job qualifications to insure job-relatedness, consistency with business necessity, and the safe performance of the job.
- 4) Attract, through positive steps, qualified disabled and Vietnam era veterans not currently in the work force who have requisite skills and can be recruited through affirmative action measures. Such action to include: posting of all notices prescribed by the Department of Labor regarding employment of disabled veterans and veterans of the Vietnam era; sending written notification to all applicant referral sources, including the local state employment service, that the University does not discriminate against disabled veterans and veterans of the Vietnam era and seeks the referral of such qualified persons.
- 5) Establish relationships with appropriate rehabilitation agencies or facilities in the employing area able to furnish advice, technical assistance and applicants for employment.
- 6) Invite employees and applicants for employment who are covered by the Vietnam Era Veterans Readjustment Assistance Act of 1974 (Section 402) to identify themselves. Publish articles annually in the University newsletter to make employees aware that voluntary disclosure forms are available. In addition, distribute voluntary disclosure forms along with applications for employment to all applicants.
- 7) List all employment openings for jobs paying less than \$25,000 per year with the local state employment service. Such listing will not apply to openings which the University proposes to fill from within.

- Consider, when determining the qualifications of a disabled or Vietnam era veteran, only that portion of the military record and discharge papers relevant to the specific qualifications for which the veteran is being considered.
- 9) Accommodate qualified disabled veterans and/or handicapped individuals as hired or promoted, provided the cost of such accommodation is not an undue hardship to the University.
  - 10) Ensure the compensation offered will not be reduced because of any disability income, pension or other related benefit the applicant or employee receives from another source.
  - 11) Inform all employees and applicants for employment of the requirements of Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the University's responsibility to take affirmative action in employing disabled veterans and veterans of the Vietnam era.
  - 12) Include the affirmative action clause in applicable subcontracts and send written notification of the University policy to subcontractors, vendors, and suppliers.
  - 13) Establish procedures internally for processing complaints by employees of alleged discrimination because of their status as disabled veterans and/or Vietnam era veterans. The Affirmative Action Coordinator will be responsible for investigating any internal complaints alleging discrimination.
  - 14) Submit the Affirmative Action Program and summary reports where and when required to the Assistant Secretary of Labor and update such Program as required.
  - 15) Review with all management personnel the Affirmative Action Program for Disabled Veterans and Veterans of the Vietnam Era and the action required to implement it. In addition, keep management informed of the latest developments regarding veterans.
  - 16) Meet with union officials to inform them of the University's policy, and request their cooperation.
  - 17) Include non-discrimination clauses in all union agreements, and review all contractual provisions to insure they are non-discriminatory.

#### REPORTING

The University will comply in all respects with all applicable regulations of the Office of Federal Contract Compliance (OFCCP) of the United States Department of Labor. Those regulations are available in the office of the Director of Personnel/Affirmative Action, and a listing of the pertinent regulations will be posted conspicuously at



various locations on campus.

#### COMPLAINTS

Any employee or applicant for employment who has reason to believe that he or she has suffered discrimination on the basis of status as a disabled veteran or veteran of the Vietnam era may file a written complaint to such effect with the Affirmative Action Coordinator. The University will comply with requirements of 41 CFR Ch. 60 par. 60-250.26 in its investigation of such complaint and to insure the appropriate remedy is implemented as required by law. Records of such remedy will be maintained by the University. The privacy and dignity of individuals shall be protected in all record keeping and reporting of actions taken as required by law and in all activities connected with the implementation of this policy.

# Shawnee State University

AREA: UNIVERSITY-WIDE	POLICY NO.: 5.05
	PAGE NO.: 1 OF 4
	EFFECTIVE DATE: 11/4/91
SUBJECT: AFFIRMATIVE ACTION PROGRAM FOR VIETNAM ERA AND DISABLED VETERANS	RECOMMENDED BY: President's Council
	APPROVED BY: <i>Allen</i>

This program statement is issued in accordance with federal regulations implementing Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. This program addresses Shawnee State University's commitment to affirmative action to achieve and maintain equal opportunity for disabled veterans and veterans of the Vietnam era.

## 1.0 POLICY

As part of its policy on non-discrimination, Shawnee State University is committed to providing all individuals an equal opportunity to work, to advance, and to receive compensation. Shawnee State University is also committed to taking affirmative action to achieve such equal opportunity for veterans of the Vietnam era and for disabled veterans. It is the policy of the University that no person shall be discriminated against in opportunities for employment, or for advancement in employment, on the basis of status as a veteran of the Vietnam era or as a disabled veteran. Responsibility for the administration of this policy is assigned to the Affirmative Action Coordinator.

## 2.0 DEFINITIONS

The following definitions are directly relevant to the administration of this policy:

- 2.1 Shawnee State University is a contractor within the meaning of Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. That section is implemented by regulations issued by the Office of Federal Contract Compliance Programs (OFCCP) of the United States Department of Labor.
- 2.2 Disabled veteran is defined as a person who either:
  - 2.2.1 was discharged or released from active duty for a disability which was incurred or aggravated in the line of duty, or
  - 2.2.2 was entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more, and
  - 2.2.3 who is capable of performing a particular job, with reasonable accommodation to his/her disability.

2.3 Veteran of the Vietnam era is defined as a person who:

2.3.1 served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and was discharged or released therefrom with other than a dishonorable discharge, or

2.3.2 was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

3.0 AFFIRMATIVE ACTION

In order to insure compliance, the following steps shall be taken by the University:

- 3.1 **Maintain** records of past and current activities in employing and advancing disabled veterans and veterans of the Vietnam era. Maintain records of applicants and employees who have identified themselves as disabled veterans or veterans of the Vietnam era and who wish to be covered by the Affirmative Action Program.
- 3.2 **Review** all personnel practices to determine and eliminate any barriers to employment and promotion which are not job-related.
- 3.3 **Review**, at the time job openings are filled, all physical and mental job qualifications to insure job-relatedness, consistency with business necessity, and the safe performance of the job.
- 3.4 **Attract**, through positive steps, qualified disabled and Vietnam era veterans not currently in the work force who have requisite skills and can be recruited through affirmative action measures. Such action to include: posting of all notices prescribed by the Department of Labor regarding employment of disabled veterans and veterans of the Vietnam era; sending written notification to all applicant referral sources, including the local state employment service, that the University does not discriminate against disabled veterans and veterans of the Vietnam era and seeks the referral of such qualified persons.
- 3.5 **Establish** relationships with appropriate rehabilitation agencies or facilities in the employing area able to furnish advice, technical assistance and applicants for employment.

- 3.6 **Invite** employees and applicants for employment who are covered by the Vietnam Era Veterans Readjustment Assistance Act of 1974 (Section 402) to identify themselves. Publish articles annually in the University newsletter to make employees aware that voluntary disclosure forms are available. In addition, distribute voluntary disclosure forms along with applications for employment to all applicants.
- 3.7 **List** all employment openings for jobs paying less than \$25,000 per year with the local state employment service. Such listing will not apply to openings which the University proposes to fill from within.
- 3.8 **Consider**, when determining the qualifications of a disabled or Vietnam era veteran, only that portion of the military record and discharge papers relevant to the specific qualifications for which the veteran is being considered.
- 3.9 **Accommodate** qualified disabled veterans and/or handicapped individuals as hired or promoted, provided the cost of such accommodation is not an undue hardship to the University.
- 3.10 **Ensure** the compensation offered will not be reduced because of any disability income, pension or other related benefit the applicant or employee receives from another source.
- 3.11 **Inform** all employees and applicants for employment of the requirements of Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the University's responsibility to take affirmative action in employing disabled veterans and veterans of the Vietnam era.
- 3.12 **Include** the affirmative action clause in applicable subcontracts and send written notification of the University policy to subcontractors, vendors, and suppliers.
- 3.13 **Establish** procedures internally for processing complaints by employees of alleged discrimination because of their status as disabled veterans and/or Vietnam era veterans. The Affirmative Action Coordinator will be responsible for investigating any internal complaints alleging discrimination.
- 3.14 **Submit** the Affirmative Action Program and summary reports where and when required to the Assistant Secretary of Labor and update such Program as required.

- 3.15 **Review** with all management personnel the Affirmative Action Program for Disabled Veterans and Veterans of the Vietnam Era and the action required to implement it. In addition, keep management informed of the latest developments regarding veterans.
- 3.16 **Meet** with union officials to inform them of the University's policy, and request their cooperation.
- 3.17 **Include** non-discrimination clauses in all union agreements, and review all contractual provisions to insure they are non-discriminatory.

#### 4.0 REPORTING

The University will comply in all respects with all applicable regulations of the Office of Federal Contract Compliance (OFCCP) of the United States Department of Labor. Those regulations are available in the office of the Director of Personnel/Affirmative Action, and a listing of the pertinent regulations will be posted conspicuously at various locations on campus.

#### 5.0 COMPLAINTS

Any employee or applicant for employment who has reason to believe that he or she has suffered discrimination on the basis of status as a disabled veteran or veteran of the Vietnam era may file a written complaint to such effect with the Affirmative Action Coordinator. The University will comply with requirements of 41 CFR Ch. 60, par. 60-250.26 in its investigation of such complaint and will insure the appropriate remedy is implemented as required by law. Records of such remedy will be maintained by the University. The privacy and dignity of individuals shall be protected in all record keeping and reporting of actions taken as required by law and in all activities connected with the implementation of this policy.