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### January 2, 1992 Meeting Minutes

Shawnee State University

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MINUTES  
SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
EMERGENCY MEETING  
JANUARY 2, 1992

The meeting was called to order at 3:10 p.m. by Chairperson Riffe.

Roll Call

Members Present: Mr. Ferguson, Mr. Hyland, Mr. Kaplan (by phone conference), Mr. Parks, Mr. Reynolds, Mrs. Richards, Ms. Riffe, Mr. Walton, Mr. Winters

Members Absent: Ms. Sessor, Mr. Shkurti

Approval of January 2, 1992 Agenda

Mr. Hyland moved and Mr. Kaplan seconded a motion to approve the January 2, 1992 agenda.

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

Nays: None

President's Report

Dr. Veri reported that Shawnee State is facing an approximate \$540,000 budget shortfall due to cuts recommended by Governor George Voinovich to balance the state budget. The cuts include four percent from the instructional subsidy and six percent from the supplemental subsidy. Dr. Veri stated that the university is currently considering options for reducing Shawnee's budget, such as a freeze on hiring, except positions related to accreditation, and the cutting of hours of operation for the Library, the Activities Center, Sports Center and the future University Center. "We will certainly utilize any travel funds, the contingency accounts and other non-personnel line items, but a budget cut in mid-

fiscal year compounds the problem. What we really are facing is an eight to 12 percent cut. We will look at every possible option in addressing the shortfall."

Committee Report

**Executive Committee, Chairperson Riffe**

The Executive Committee met by conference telephone on Thursday, December 26 to consider three personnel appointments. The Executive Committee approved Resolution 64-91, which appointed the following for terms as specified in the resolution: Erin Schram as Assistant Professor, Department of Mathematics; Sharon Olson, Instructor, Department of Mathematics; and Paul Madden, Teacher Education Certification Assistant, Center for Research and Development in Teaching and Learning.

Ms. Riffe moved and Mr. Kaplan seconded a motion to approve the action of the Executive Committee.

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

Nays: None

New Business

Chairperson Riffe stated it was her pleasure to present Resolution 01-92, Ratification of Agreement between the University and the CWA, and thanked the negotiating teams for their efforts. "Negotiations are never easy and even the best of friendships can break down over issues. Thus, I am pleased and proud of both sides. We have shown we can work together and move forward."

Chairperson Riffe moved and Mr. Winters seconded a motion to approve Resolution 01-92, Ratification of Agreement between the University and the CWA. This resolution ratifies the labor agreement from November 7, 1991 - November 7, 1994, between the University and the CWA.

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 the Memorandum of Understanding with the CWA regarding unpaid personal leave for Vickie Stacy, who will serve as coordinator of the Southern Ohio/Northern Kentucky Labor Management Conference Board.

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

Nays: None

#### Comments from the Public

Jeff Bauer introduced Mr. William Hanlon, Assistant Professor, Computer Information Systems, as the new president of the Shawnee Education Association. Mr. Hanlon will represent SEA at future Board meetings.

Mr. Kaplan congratulated Mr. Hanlon on his appointment as President of the Shawnee Education Association.

Chair-elect Hyland stated that each Board member was given a copy of future Board committee meeting dates and Board committee appointments. He stated he understands that there was some concern of having all three Board committees meeting on the same night, but he would like to try this schedule for a few months to see if it will work out.

Mr. Hyland also stated he is looking forward to working with everyone on the Board and congratulated Verna Riffe for an excellent job as Board Chair.

Other Business

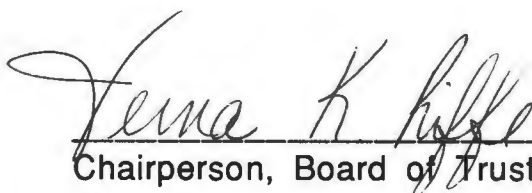
Mr. Ferguson stated that he was exceptionally proud of Ms. Riffe for her work as Board Chair and asked everyone to express their appreciation to her by giving her a hand of applause.

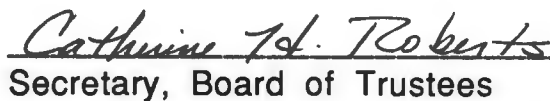
Ms. Riffe stated it was hard for her describe her feelings for Shawnee State. With Portsmouth being her home, her heart has always been in Scioto County, and it was an honor to serve as Board Chair.

Dr. Veri thanked Elinda Boyles, Bob Coriell and members of the negotiating teams for their very important work on reaching an agreement for CWA.

Adjournment

The meeting was adjourned by acclamation.

  
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Chairperson, Board of Trustees

  
\_\_\_\_\_  
Secretary, Board of Trustees

**AGENDA**  
**SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES**  
**EMERGENCY MEETING, JANUARY 2, 1992**

- A. Call to Order
- B. Roll Call
- C. Approval of January 2, 1992 Agenda
- D. President's Report
- E. Committee Report

Executive Committee, Ms. Verna K. Riffe, Chairperson

Resolution 64-91 Personnel, as passed 12/26/91

- F. New Business

Resolution 01-92 Ratification of Agreement between the University  
and the CWA

Approval of Memorandum of Understanding

- G. Comments from the Public
- H. Other Business

1992 Committee Assignments and Committee Meeting Dates, Chair-elect Hyland

- I. Executive Session
- J. Adjournment

RESOLUTION 64-91  
Personnel Appointments

WHEREAS, appropriate screening committees have conducted appropriate searches; and

WHEREAS, these committees have recommended personnel appointments which have been accepted by the Provost and President; and

WHEREAS, Board Policy 5.16, Section 2.3 authorizes the Executive Committee to approve personnel appointments when the Board of Trustees does not hold regularly scheduled meetings in a given month;

THEREFORE BE IT RESOLVED that the following persons are appointed to the faculty or staff as appropriate for the terms specified.

- o Erin Schram as Assistant Professor, Class III, Step 3, Department of Mathematics, at a salary of \$21,950, full-service temporary, effective Winter and Spring Quarters 1992, with benefits. (The position is funded through general funds and will fill the vacant position of Henry Nixt, who is on leave.)
- o Sharon Olson, Instructor, Class I, Step 8, Department of Mathematics, at a salary of \$6,711, full-service temporary, effective Winter Quarter 1992, without benefits. The position is funded through general funds.
- o Paul Madden, Teacher Education Certification Assistant, Center for Research and Development in Teaching and Learning, temporary, part-time position, at a salary of \$9,301, effective January 2 through June 30, 1992. This position, funded through general funds, is necessary for the certification process by the State Department of Education.

(December 26, 1991)

RESOLUTION 01-92

WHEREAS, the University and the Communication Workers of America have negotiated a successor contract to the labor agreement which expired November 7, 1991; and

WHEREAS, both parties reached tentative agreement accepting the contract changes delineated in the attached "Summary of Changes"; and

WHEREAS, the membership of the CWA voted to accept the new labor agreement, that vote effective December 30, 1991;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees ratifies the labor agreement covering November 7, 1991 - November 7, 1994, between the University and the CWA, and that a final copy of said labor agreement become part of this resolution following its printing.



## CWA AGREEMENT

### SUMMARY OF CHANGES

TENTATIVE agreement was reached on December 18, 1991 between CWA and Shawnee State University for the following changes to the existing labor agreement:

#### GLOSSARY OF TERMS

Added definition of "union official".

Defined grant-funded (soft money) positions to include those positions that are 75% funded by grants and exist less than twelve (12) months. Current grant-funded positions are grandfathered as regular positions.

#### ARTICLE VI GRIEVANCE

- K1. Inserted "immediate administrative supervisor"  
Extended time frame from 10 to 15 days  
Inserted "specific" statement of nature of grievance

#### ARTICLE VII UNION STEWARDS

- A2. Addition of one (1) steward  
Stewards will be assigned to assure adequate coverage to all employee groups (e.g. maintenance, custodial, utility, secretarial, clerical)

#### ARTICLE VIII JOB CLASSIFICATION/UNIFORMS AND TOOLS

- C2. Inserted "an approved reclassification shall be made effective no later than (30) working days from the date stamped 'received' in the Personnel Dept. unless ...mutually extended by the University and the Union."
- 3. A Position Appeal Committee (PAC) is established to which an employee may appeal the University's determination as to proper classification. The PAC will consist of two union members and two administrators and will be chaired by the Director of Personnel who will cast a vote only in the case of a tie. The PAC recommendation will be submitted to the University's President.
- 4. When a position is reclassified, the local union official will be notified.
- 5. Time to file a grievance on disagreements of reclassification is extended to fifteen (15) days and shall be filed at level III.
- E2. Changed uniform allowance to "three (3) sets of uniforms or five

(5) shirts." "Such uniforms or shirts shall be worn only during employment hours. Any other clothing excluding coats/jackets caps or small lapel pins, worn by custodial, maintenance or utility workers shall contain no language or symbols other than "SSU" or derivatives."

#### ARTICLE XVI LEAVE OF ABSENCE

- A3. Sick leave shall be charged in minimum units of one/half hour.
- 7. Sick leave granted by reason of death in the immediate family shall not exceed five (5) working days. The University will allow an employee three (3) days of sick leave credit for this purpose if unused sick leave time is not available to the employee. Such credit must be recovered before any other sick leave will be granted.
- B. Disability Leave - removed language that was confusing and established leave to 58 calendar weeks.
- E2. Language guaranteeing that the University will adhere to state and federal laws regarding responsibilities toward active employee who are members of the armed forces.
- 3. Unpaid Personal Leave: Extension will be considered if submitted in writing to Personnel Director no later than thirty (30) days prior to expected return date.
- 5. Union Leave: Extended to thirty (30) days.
- I. The University will continue to pay insurance premiums for an employee on unpaid medical leave through the end of the six-month period following the last month in which the employee actually worked, or was on paid leave status, whichever is later.

#### ARTICLE XVII SENIORITY

- C. Probationary period for new employees remains 120 days; the period of extension was reduced from 60 days to 30 days.

Time spent as a temporary employee will be applied toward this probationary period if such employee is hired without a break in service. If a temporary employee is hired without a break in service to a similarly classified position, the employee will serve at least thirty (30) days of the probationary period in regular service.

- D. Promotional probation reduced from 120 days to 90 days.

Additionally:

Grant-funded (soft-money) positions

Newly-hired employees: seniority will not accrue during the first full twelve (12) months of a grant-funded of soft money

assignment.

Existing employees: employees who have successfully bid on a grant-funded position shall not accrue seniority during the first full twelve (12) months of the assignment.

In any case, if the assignment goes beyond twelve (12) full months, seniority will be made retroactive to the starting date of the assignment.

#### ARTICLE XXIV EDUCATIONAL SCHOLARSHIPS

A5. Pell grant to be used for books and supplies.

B. Additional of general fees to be paid for full-time employees' dependents.

NEW G. Instructional and general fees to attend SSU will be waived for dependents of full-time employees who are placed on PERS disability retirement.

#### ARTICLE IX VACATIONS

B. Change in second tier vacation entitlement as follows:

Year 1 - 6	80 hours
Year 7 - 14	120 hours

all others remain unchanged

#### ARTICLE XI JOB VACANCIES/POSTING AND REASSIGNMENT

A4. Abilities and qualifications of applicants to read "... job-related skills demonstrated by the employee in previous job assignments..."

B1 Job vacancies will be posted through electronic mail to prior-designated subscribers (selected by union and university).

3 Employees will be allowed two (2) successful bids in a twelve (12) month period unless mutually agreed otherwise. Third successful bid is allowed only if it is to a higher classification. Employee response to job offer must be given within 48 hours of offer, excluding weekends and holidays.

C3. When the Personnel Department officially assigns an employee to a higher temporary classification in which the performance of the full scope of the higher classification is required, the employee will from the date of assignment receive either a four percent increase of the pay grade minimum of the assigned position, whichever is greater.

#### ARTICLE XII HOURS OF WORK AND OVERTIME

A2. Changed time frame to conform with pay periods.

ARTICLE XIII PAY PLAN AND WAGES

Across-the-board increases of:

5% year 1  
4% year 2  
4% year 3

Retroactive to November 7, 1991, if ratified.

A committee will be established to develop a new wage scale for future contracts.

A one-time adjustment for equity of \$500 for full-time employees and \$250 for part-time employees will be issued by January 10, 1992, if the contract is ratified.

ARTICLE XIV PAYROLL DEDUCTIONS

B1. Added COPE to payroll deductions.

ARTICLE XV GROUPS INSURANCE

Accepted the insurance program recommended by the University Insurance Committee.

E. Third year premium for employee share to be as follows:

Employee wages	Premium to be paid/monthly
\$14,999 or less	no premium
\$15,000 - \$20,999	5% or \$35 fam./\$15 Ind.
\$21,000 and above	10% or \$70 fam./\$35 Ind.

**MEMORANDUM OF UNDERSTANDING**  
**January 3, 1991**

This memorandum establishes an agreement between Shawnee State University and Communications Workers of America regarding the following:

- \* Effective January 3, 1992, Vickie Stacy will begin a unpaid personal leave as provided by Article XVI, Section (E) (3) of the collective bargaining agreement to serve as Coordinator of the Southern Ohio/Northern Kentucky Labor Management Conference Board.
- \* Effective February 1, 1992, the University will continue monthly health premiums for participation of Vickie Stacy in the University's group health insurance plan for the period February 1, 1992 through June 30, 1992.
- \* The premium contribution is provided in lieu of 1992 membership fees and special event registration fees normally paid to the Southern Ohio/Northern Kentucky Labor Management Conference Board.
- \* Vickie Stacy will be classified in the COBRA category family coverage for insurance payment purposes during this time period.

This understanding will take effect January 3, 1992 and continue through June 30, 1992 and is considered non-precedent setting.

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**Bob Coriell, President**  
**Communication Workers of America**

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**Clive Veri, President**  
**Shawnee State University**

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1992  
DICK HYLAND**

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