

Shawnee State University

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Board of Trustees

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2-18-1992

### February 18, 1992 Meeting Minutes

Shawnee State University

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MINUTES  
SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES MEETING  
FEBRUARY 18, 1992

The meeting was called to order at 4:06 p.m. by Chairperson Verna Riffe.

Roll Call

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

Members Absent: Mr. Walton, Mr. Winters

Approval of Minutes

Mr. Ferguson moved and Mr. Shkurti seconded a motion to approve the minutes of the December 7, 1991 meeting.

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

Nays: None

Mrs. Richards moved and Mr. Ferguson seconded a motion to approve the minutes of the January 2, 1992 meeting.

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

Nays: None

Ms. Riffe characterized her term as Chairperson of Shawnee State University's Board of Trustees as a virtual roller coaster. "There have been times when I thought this day would never come. I think Charles Dickens' statement, 'It was the best of times, it was the worst of times,' sums up my term as Chair of the Board."

Ms. Riffe stated suffering through a faculty strike and two rounds of state budget cuts have been the worst of times, with the implementation of new degree programs, opening of new campus buildings, and the continued support of community members have signaled the best of times. "In the last 18 months, gifts from the community have totaled more than one and one-half million dollars. What a statement by the community. And the closing of Second Street, the Punch 130 campaign, could never have been accomplished without their support. This institution means a lot to me and it has been my honor to serve it."

Ms. Riffe thanked everyone for their support during her term of office and gave a special thank you to the Student Senate and SSU's student body.

Ms. Riffe turned the gavel and Board's leadership over to Frank D. Hyland, who presented Ms. Riffe with a plaque in honor of her hard work and dedication as Board chair.

Ms. Riffe moved and Mr. Ferguson seconded a motion to approve the February 18, 1992 agenda.

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

Nays: None

### President's Report

Dr. Veri reported that a recent OBR Trustee Retreat resulted in an umbrella Trustee Committee being recommended that would (1) promote understanding among state university trustees; (2) expand the network core of higher education trustees in Ohio; (3) serve as advocates for higher education in Ohio. The group would be divided into 5 regions, with one member from each Board appointed as representative. One college or university president from each region would serve as the link with statewide trustees group, with regional meetings to deal with higher education issues and advocacy. Dr. Veri also reported that at the OBR Trustee Retreat Chancellor Hairston discussed the issue of faculty

workload and the tidal wave related to increasing faculty workload through legislative fiat.

Dr. Veri announced that with the resignation of Mr. R. Neil Hawk, VP for Business Affairs, the following interim reporting relationships will be followed:

Ray Moore: Financial Functions, Purchasing, Contract Compliance  
Officer

Dick Howard: Physical Plant

A.L. Addington: University Information Services

Dr. Veri: Personnel, Facilities Planning

If any Board member has a problem, please call Dr. Veri or one of the above listed VP's.

Dr. Veri announced the following changes in Board of Trustees Committee meetings for the month of March: Academic Affairs will meet as scheduled, 4:00 p.m. March 2 at SSU; Quality of University Life will meet at 5:00 p.m. March 2 at SSU instead of 6:00 p.m. as originally scheduled; and Finance and Facilities has been changed from March 2 at 5:00 p.m. to March 5 at 5:30 in Tom Winter's office in Columbus.

### Committee Reports

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

Mr. Kaplan thanked Ms. Riffe for the great job she did the past eighteen months as Board Chair.

Mr. Kaplan moved and Mr. Ferguson seconded a motion to approve Resolution 03-92, Approval of Emeritus Status for Faculty and Administrators Policy. This policy recognizes the outstanding services and contributions of selected faculty and administrators.

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

Nays:       None

Mr. Kaplan moved and Mr. Shkurti seconded a motion to approve Resolution 04-92, Acceptance of Academic Program Review Schedule. This policy establishes a timetable for program review as recommended by the 1988 North Central accreditation review.

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

Nays:       None

Mr. Kaplan stated that personnel recommendations will be presented by the Finance and Facilities Committee.

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

Mr. Ferguson thanked Ms. Riffe for a great job as Board Chair and stated that he looked forward to working with her in the year to come.

Mr. Ferguson moved and Mr. Kaplan seconded a motion to approve Resolution 05-92, Approval of Alcohol Policy. This policy states SSU's commitment to assuring a healthy environment for students, faculty and staff; restricts the possession, distribution and consumption of alcohol on campus and establishes guidelines to be followed with regard to non-student events on campus.

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

Nays:       None

#### **Finance and Facilities, Mr. Shkurti (In Mr. Winter's absence)**

Mr. Shkurti stated he enjoyed Ms. Riffe's tenure as Board Chairperson and looks forward to her continued presence on the Board.

Mr. Shkurti moved and Ms. Riffe seconded a motion to approve Resolution 06-92, Personnel. This resolution approves the change in title, salary and grade for Jessica Jahnke, to Dean for the Center for Teacher Education and adjusts her salary from \$53,550 to \$59,000, grade 50 to grade 52, effective March 1, 1992; accepts the resignation of R. Neil Hawk, Treasurer and Vice President for Business Affairs, effective February 28, 1992; and accepts the STRS request for disability retirement of Dr. Henry C. Nixt, Associate Professor of Mathematics, effective, January 1992.

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

Nays: None

Mr. Shkurti moved and Mrs. Richards seconded a motion to approve Resolution 07-92, Approval of University Center Budget. This policy approves the proposed budget, funding, and new positions for the University Center.

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

Nays: None

Mr. Shkurti moved and Mr. Ferguson seconded a motion to approve Resolution 08-92, Recommendation to Defer Implementation of a Merit-Pay System for Administrators. This policy approves the recommendation of the UAA to defer a merit-pay system until a reliable and valid performance evaluation system is designed and supervisors have been trained to implement the evaluations. UAA will present a report on its conclusion and recommendations regarding the new performance evaluation to the Finance and Facilities Committee, on or before, February, 1993.

Mr. Shkurti asked that the original resolution be amended to read "consideration" of a merit-pay system in lieu of implementation of a merit-pay system. Mr. Ferguson seconded the motion to amend Resolution 08-92.

**Motion to amend Resolution 08-92:**

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

**Nays:** None

**Motion to approve Resolution 08-92:**

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

**Nays:** None

Mr. Shkurti moved and Mr. Kaplan seconded a motion to approve Resolution 09-92, Authorization for Exception to Vacation Pay Policy. This policy approves a one-time exception to the policy, which allows the President the latitude to exceed the policy by up to 10 days of additional paid vacation because of current staffing circumstances within the Business Affairs Division.

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

**Nays:** None

Mr. Shkurti moved and Mr. Ferguson seconded a motion to approve Resolution 10-92, Adult Basic Education Services Expansion Grant and Tech Prep Grant. The Adult Basic Education Services Expansion Grant is designed to expand programming to meet the holistic educational and life needs of ADC/JOBS recipients. Funding for the \$36,485.65 grant will be provided by the Ohio Department of Education and the Ohio Department of Human Services. The Tech Prep Grant is designed to provide coordination services to develop and implement a community-based plan for 2+2 technical-preparatory programs and will be funded for a three-year period. This grant is for \$127,723.37 for the first year and does require University support the third year.

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

**Nays:** None

Mr. Shkurti moved and Mr. Ferguson seconded a motion to approve Resolution 11-92, Recommendation to Emend or Write Policies which Promote Parity of Benefits among University Employee Groups. This policy directs President Veri to work with the ATSS and UAA groups to develop policy recommendations and to seek board approval of the policies resulting from that consultation.

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

**Nays:** None

Mr. Shkurti moved and Mr. Ferguson seconded a motion to approve Resolution 12-92, Designation of Interim Official Signatory. Dr. Roberts read the resolution to the audience. This resolution designates Raymond L. Moore as official signatory in lieu of R. Neil Hawk and requests Mr. Moore, with the approval of the President, to complete all necessary requirements to assume this responsibility and to serve until the University has a new Vice President for Business Affairs.

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

**Nays:** None

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

Ms. Riffe moved and Mr. Ferguson seconded a motion to approve Resolution 02-92, SSU/SEA Side Letter Regarding Health Insurance. This resolution approves the Side Letter to the current SEA contract with regard to the 90/10 health insurance option proposed by the University Insurance Committee. The health insurance plan is effective on February 1, 1992.



Ayes: Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reynolds, Ms. Riffe,  
Mr. Reynolds, Mr. Shkurti

Nays: None

Ms. Riffe reiterated her appreciation for the Insurance Committee and various University groups for their approval of this combined health insurance plan.

Dr. Veri stated for the record that a "ribbon" copy would be signed by Chairman Hyland and delivered to the various parties involved.

Vice President's Reports

**Academic Affairs, Dr. Addington**

Dr. Addington thanked Ms. Riffe for being so generous with her time while serving as Board Chair. He also announced that it was a great day at our University and recognized Dr. Jessica Jahnke as Shawnee State's first woman Dean. Dr. Addington praised Dr. Jahnke and her staff for the significant advances that have been made in the Education Department and stated that Shawnee's first student has been certified in Elementary Education by the State.

**Student Affairs, Mr. Howard**

Mr. Howard thanked Ms. Riffe for her inspiring work as Board Chair and also thanked Mr. Hyland for the work he will do in the upcoming year. Mr. Howard announced that the new University Center is in the "finishing touches" stage and plans are in the making for a ribbon cutting ceremony on March 9, with a formal dedication ceremony slated for the week of May 4.

**Business Affairs, Mr. Hawk**

Mr. Hawk, on behalf of Business Affairs, thanked Ms. Riffe for a job well done. Mr. Hawk stated that internal budget adjustments have been

accomplished through line item reductions, with no changes in other areas reviewed except reduction of operating hours in the Sports Center and the University Center. An open forum was held on January 29, 1992 for the purpose of discussing the proposed plan to eliminate SSU's supplemental funding with the final plan going to the Finance and Facilities Committee and the Board of Trustees. Mr. Hawk also stated that Business Affairs is currently working on a mission and goals statement that will be completed soon and forwarded to the Board for informational purposes.

Mr. Hawk announced that the 1991 audit by Coopers and Lybrand has been reviewed and Mr. Hawk commended the Business Affairs staff for a job well done. A copy of the 1991 audit report will be distributed to the Board following today's meeting.

Mr. Hyland wished Mr. Hawk well on his new position at Pembroke State University and thanked him for his outstanding service to Shawnee State University.

#### Reports from Constituent Groups

**University Faculty Assembly, Anita Gilmer** (in Dr. Pambookian's absence)

Ms. Gilmer announced that Dr. Pambookian was attending a conference and unable to attend the Board meeting today. Ms. Gilmer thanked Ms. Riffe and also extended a thank you to Mr. Hyland for their leadership roles on the Board.

Ms. Gilmer stated that the faculty met with members of the SSU Managing the Future Task Force on January 23, with Ms. Gilmer, member-at-large representing the UFA on that task force. She also stated that UFA is actively considering new programs and that the UFA spring Banquet will be held on April 24, and invited all Board of Trustees to attend.

**University Administrative Assembly, Dave Winters**

Mr. Winters extended a thank you to Ms. Riffe and Mr. Hyland on behalf of the UAA. He also thanked the Board for the approval of the insurance program, equity policy and merit pay resolution. Mr. Winters assured the Board that an evaluation document will be to the Board for consideration by May 1, 1992. Mr. Winters thanked the Finance and Facilities Committee for the dialogue on merit pay at the recent committee meeting.

**Shawnee Education Association, Mr. Bauer (in Mr. Hanlon's absence)**

Mr. Bauer stated that Mr. Hanlon could not attend the meeting because of class and there was no report from the SEA at this time.

**Communications Workers of America, Vickie Stacy**

Not present.

**Student Senate, June Whitt**

Ms. Whitt thanked Ms. Riffe for working with Student Senate, especially in the Second Street Campaign. Ms. Whitt announced that Shawnee State sponsored a blood drive against Morehead State and Shawnee State came out the victor. Student Senate is currently working on a campus-wide daycare survey, canvassing the downtown Portsmouth merchants for student discount coupons, revising the current Student Senate constitution, asking clubs on campus to become more involved in campus activities, and sponsoring a Sexual Harassment Workshop for students on March 4.

Ms. Whitt stated that the Student Senate members, with the help of SSU's administration and Board of Trustees, are learning to work, to learn and to grow.

**New Business**

None

Comments from the Public

None

Other Business

Dr. Veri thanked Ms. Riffe for a great job as Chair of the Board. He stated it was very important to him to have access to her on short notice and he couldn't stress enough how grateful he was for her accessibility.

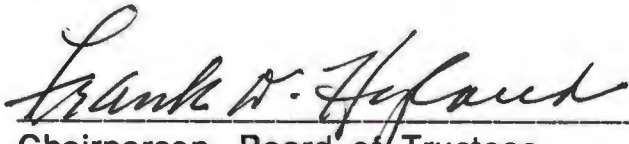
Mr. Hyland stated that he feels we have a great Board and that he needed everyone's help to have a successful year as Chair. "We all must work together and communicate with one another."

Mr. Hyland introduced Ms. Betty Pearce from the Portsmouth Daily Times who will be at Board meetings reporting for the newspaper.

Mr. Hyland announced that Ms. Riffe and Mr. Ferguson will both be honorary coaches for SSU's women's and men's basketball games immediately following the Board meeting. He reminded everyone present that SSU basketball homecoming ceremonies will take place between the women's and men's games.

Adjournment

The meeting was adjourned by acclamation.

  
Chairperson, Board of Trustees

  
Secretary, Board of Trustees

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.

(JANUARY 2, 1992)

## 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.

**RESOLUTION 02-92**

**SSU/SEA Side Letter Regarding Health Insurance**

WHEREAS, the Shawnee Education Association membership voted to approve the 90/10 health insurance option proposed by the University Insurance Committee; and

WHEREAS, the Shawnee State University Board of Trustees has encouraged the concept of all employees of the University being on the same health insurance plan; and

WHEREAS, the Executive Committee of the Shawnee State University Board of Trustees recommends approval of the attached Side Letter;

THEREFORE BE IT RESOLVED that the Board of Trustees approves the attached Side Letter, with the understanding that the health insurance plan is effective on February 1, 1992.

(February 18, 1992)


SIDE LETTER OF AGREEMENT BETWEEN  
SHAWNEE EDUCATION ASSOCIATION AND SHAWNEE STATE UNIVERSITY

The Shawnee Education Association will agree to the 90/10 health insurance option as proposed by the University Insurance Committee. Total cost of premiums will be paid by Shawnee State University. This agreement shall not be considered an endorsement by the Association of the following provisions stipulated by the Shawnee State University Board of Trustees in its September 30, 1991, Resolution 48-91:

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.

Number two (2) of aforementioned stipulations mandates a precondition to the bargaining of a successor agreement. In addition, Ohio Revised Code 4117.09 (D) prohibits any agreement from extending beyond three years; the Agreement between SEA and SSU expires August 1, 1993, and the Resolution of the Board extends beyond this time period.

Stipulation number three (3) deals with a mandatory topic of bargaining. The Association does not waive its right to bargain the percent of premium paid by its bargaining unit members. Furthermore, Article XVIII, Section 2(8) of the negotiated Agreement between SEA and SSU, which describes the purpose of the University Insurance Committee, does not authorize the committee to recommend the amount of premium to be paid by employees of SSU.



Clive C. Veri, President  
Shawnee State University

1-29-92

Date



William J. Hanlon, President  
Shawnee Education Association

1-29-92

Date



F.D. Hyland, Chairman  
SSU Board of Trustees

2-18-92

Date

**RESOLUTION 03-92**

**Approval of Emeritus Status for Faculty and Administrators 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 Academic Affairs Committee; and

WHEREAS, the Committee concurs with the recommendation, and therefore recommends 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 Emeritus Status for Faculty and Administrators

(February 18, 1992)

## MANUAL OF POLICY AND PROCEDURES

TITLE	EMERITUS STATUS FOR FACULTY AND ADMINISTRATORS	NUMBER	PAGE
		DATE	

### PURPOSE

To recognize the outstanding services and contributions of selected faculty and administrators to Shawnee State University, the Board of Trustees may grant such individuals emeritus status.

### STATEMENT OF POLICY

#### Proposal for Granting Emeritus Status

The proposal that an individual be granted emeritus status normally will be initiated by a vice president of the unit in which the nominee is appointed; however, the Board of Trustees or the President may propose to grant emeritus status on their own initiative. Proposals for emeritus status shall be made in writing, shall describe the full history of services and contributions of the individual to Shawnee State University, and shall provide full justification for the action. Proposals shall be forwarded to the Board of Trustees through the President, who shall include his recommendation for action.

#### Criteria for Emeritus Status

The following are the minimum criteria for consideration for the granting of emeritus status. However, meeting the minimum criteria should not be considered adequate justification for recommending emeritus status.

1. At least ten years of full-time employment with Shawnee State University;
2. Clear evidence of outstanding teaching and/or administrative services;
3. Recognized record of professional achievement, growth, and development;
4. Clear evidence of university service beyond the normal or ordinary expectations;
5. Retired status.

TITLE	EMERITUS STATUS FOR FACULTY AND ADMINISTRATORS	NUMBER	PAGE
		DATE	

### Privileges and Responsibilities of Emeritus Status

Individuals with emeritus status do not receive compensation; however, they are eligible for special assignments by the University for appropriate compensation and/or reimbursement for expenses at the discretion of the President and in accordance with the policies of Shawnee State University. Specifically, the President may grant individuals with emeritus status the following privileges:

1. Use of University facilities, equipment, and services on an "as available" basis;
2. Access to University activities on a basis comparable to faculty and administrators;
3. Recognition of emeritus status in appropriate University publications;
4. Use of University identification with emeritus status in communications with official groups/organizations; and
5. Opportunities to be designated as a University representative to specified functions and/or groups/organizations.

Individuals with emeritus status are responsible to Shawnee State University to:

1. Support the mission and purposes of Shawnee State University;
2. Maintain professional standards which reflect credit on Shawnee State University; and
3. Be willing to assist in the development of Shawnee State University within the scope of individual capabilities.

### Term of Emeritus Status

Emeritus status is granted at the pleasure of the Board of Trustees and may be withdrawn by action of that Board for failure to meet the responsibilities outlined above.



# Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.18
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	2/18/92
		RECOMMENDED BY:	President's Council
SUBJECT:	EMERITUS STATUS	APPROVED BY:	<i>Okleni</i>

## 1.0 PURPOSE

To recognize the outstanding services and contributions of selected faculty and administrators to Shawnee State University, the Board of Trustees may grant such individuals emeritus status.

## 2.0 STATEMENT OF POLICY

### 2.1 Proposal for Granting Emeritus Status

The proposal that an individual be granted emeritus status normally will be initiated by a vice president of the unit in which the nominee is appointed; however, the Board of Trustees or the President may propose to grant emeritus status on their own initiative. Proposals for emeritus status shall be made in writing, shall describe the full history of services and contributions of the individual to Shawnee State University, and shall provide full justification for the action. Proposals shall be forwarded to the Board of Trustees through the President, who shall include his recommendation for action.

### 2.2 Criteria for Emeritus Status

The following are the minimum criteria for consideration for the granting of emeritus status. However, meeting the minimum criteria should not be considered adequate justification for recommending emeritus status.

- 2.2.1 At least ten years of full-time employment with Shawnee State University;
- 2.2.2 Clear evidence of outstanding teaching and/or administrative services;
- 2.2.3 Recognized record of professional achievement, growth, and development;
- 2.2.4 Clear evidence of university service beyond the normal or ordinary expectations;
- 2.2.5 Retired status.

## RESOLUTION 04-92

Acceptance of Academic Program Review Schedule

WHEREAS, Shawnee State University's 1988 North Central accreditation review urged the development of academic program review and the Board approved Academic Affairs policy 2.08 in July, 1990; and

WHEREAS, the attached timetable for programs reviewed according to Shawnee State University Policy 2.08 has been developed by the programs, majors, and units involved in consultation with the Chairs, Deans, and Directors of those programs with the approval of the Provost; and

WHEREAS, the timetable for program review has been recommended by both the Provost and the President to the Academic Affairs Committee and then reviewed and recommended by that committee;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University accepts the attached timetable for program review.

(February 18, 1992)





**RESOLUTION 05-92**  
**Approval of Alcohol 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 Alcohol Policy

(February 18, 1992)

## ALCOHOL POLICY

- 1.0 Shawnee State University is committed to assuring a healthy environment for students, faculty and staff; where the presence of alcohol does not interfere with the learning experience. The University restricts the possession, distribution and consumption of alcohol on campus and at off-campus sponsored University events in an effort to reduce the likelihood of alcohol-related incidents that adversely affect the quality of a student's experience at Shawnee State University.
- 2.0 The unauthorized possession, distribution and consumption of alcoholic beverages by any individual on the campus of Shawnee State University is prohibited.

### 3.0 Students and Alcohol.

The University does not encourage students to consume alcoholic beverages; but views the possession and consumption of alcoholic beverages as a privilege, provided it is in accordance with federal and state laws and adheres to the following specified conditions:

- 3.1 University policy forbids student possession, distribution and consumption of alcoholic beverages in University buildings, on campus grounds, in University provided vehicles or at University sponsored on campus or off campus events without prior authorization.
- 3.2 Student possession and consumption of alcohol is restricted to the confines of the private rooms of the University managed residence halls.
- 3.3 The sale or purchase of any alcoholic beverage in the University managed residence halls is prohibited.
- 3.4 No open container or carrier of alcohol is permitted in any lounge or other public area of the University managed residence halls.
- 3.5 No kegs or beer balls are permitted in private rooms or public areas of the University managed residence halls.



- 3.6 Students will be held responsible for their personal behavior, as well as the behavior of guests.
- 3.7 Behavior that is judged to be irresponsible or inconsiderate while possessing or consuming any alcoholic beverage is considered to be an abuse of the Alcohol Policy. Enforcement will focus on the behavior of the student rather than simply possession or consumption of alcohol. Enforcement is the responsibility of University staff as well as other members of the University managed residence halls.
- 3.8 If recurring patterns of irresponsible behavior by a student, section, floor or hall occurs; the option to consume alcohol in the University managed residence hall may be revoked by the Hall Director pending investigation and further disciplinary action as delineated in the Code of Student Conduct.

#### 4.0 Non-Student Events on Campus.

The possession, distribution and consumption of legal alcoholic beverages is permitted at non-student (not sponsored by students or student organizations) events on campus with the approval of the President's Council.

- 4.1 In order to obtain approval if the University is required to acquire a temporary permit from the Ohio Liquor Control Board to serve alcoholic beverages, a Request to Serve Alcohol form must be submitted by the chief officer of the group or organization making the request to the University President. This request must be submitted at least 60 days prior to the event.
- 4.2 The President will present the request to the President's Council and communicate the decision of the Council to the chief officer no later than 30 days prior to the event.
- 4.3 If a vendor is retained to serve alcoholic beverages, a Request to Serve Alcohol form must be submitted by the chief officer of the group or organization making the request to the University President. This request must be submitted at least 30 days prior to the event.

- 4.4 The chief officer of the group or organization hosting the event will assume responsibility for adherence to and enforcement of all State and Federal laws regarding possession, distribution and consumption of legal alcoholic beverages.
- 4.5 At events where alcohol is served, non-alcoholic beverages must be provided by the sponsor of the event in adequate proportion to alcoholic beverages. In addition, food must be served by the event sponsor if alcohol is served.
- 5.0 Sanctions for violations of this policy by the University community will be consistent with those administered for the unlawful use, possession and distribution of alcohol on university property as delineated in the Drug Free Campus Policy within the University's Policies and Procedures Manual.

**SHAWNEE STATE UNIVERSITY  
REQUEST TO SERVE ALCOHOL**

**Sponsoring  
Organization:** \_\_\_\_\_

**Purpose of  
Activity:** \_\_\_\_\_

**Day:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Time:** \_\_\_\_\_ to \_\_\_\_\_

**Maximum Number of People Permitted to Attend:** \_\_\_\_\_

**Type and Amount of Alcohol  
Expected to be Served:** \_\_\_\_\_  
\_\_\_\_\_

**Non-alcoholic Beverages  
to be Served:** \_\_\_\_\_

**Food to be  
Served:** \_\_\_\_\_

**PERSON RESPONSIBLE FOR THE EVENT:**

The sponsor is responsible to adhere to and enforce all State and Federal laws regarding the possession, distribution and consumption of alcoholic beverages. As the sponsor, you will assume liability for and be subject to lawsuits which may arise if someone is injured at the event as well as while on their way to another location from the event, violates any law and/or causes physical or mental injury as a result of your actions.

**Signatures:** \_\_\_\_\_ **Sponsor** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **Cosponsor(if any)** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPROVAL IS GRANTED UNDER THE FOLLOWING CONDITIONS(if any):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **President or Designee** \_\_\_\_\_ **Date** \_\_\_\_\_

**cc: Facilities  
Security**

# Shawnee State University

AREA:	STUDENT AFFAIRS	POLICY NO.:	3.19
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	2/18/92
SUBJECT:	ALCOHOL ON CAMPUS AT STUDENT-RELATED EVENTS	RECOMMENDED BY:	President's Council
		APPROVED BY:	<i>Chen</i>

- 1.0 Shawnee State University is committed to assuring a healthy environment for students, faculty and staff; where the presence of alcohol does not interfere with the learning experience. The University restricts the possession, distribution and consumption of alcohol on campus and at off-campus sponsored University events in an effort to reduce the likelihood of alcohol-related incidents that adversely affect the quality of a student's experience at Shawnee State University.
- 2.0 The unauthorized possession, distribution and consumption of alcoholic beverages by any individual on the campus of Shawnee State University is prohibited.
- 3.0 Students and Alcohol.

The University does not encourage students to consume alcoholic beverages; but views the possession and consumption of alcoholic beverages as a privilege, provided it is in accordance with federal and state laws and adheres to the following specified conditions:

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- 3.2 Student possession and consumption of alcohol is restricted to the confines of the private rooms of the University managed residence halls.
- 3.3 The sale or purchase of any alcoholic beverage in the University managed residence halls is prohibited.
- 3.4 No open container or carrier of alcohol is permitted in any lounge or other public area of the University managed residence halls.
- 3.5 No kegs or beer balls are permitted in private rooms or public areas of the University managed residence halls.
- 3.6 Students will be held responsible for their personal behavior, as well as the behavior of guests.

SHAWNEE STATE UNIVERSITY  
REQUEST TO SERVE ALCOHOL

Sponsoring  
Organization: \_\_\_\_\_

Purpose of  
Activity: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Maximum Number of People Permitted to Attend: \_\_\_\_\_

Type and Amount of Alcohol  
Expected to be Served: \_\_\_\_\_

Non-alcoholic Beverages  
to be Served: \_\_\_\_\_

Food to be  
Served: \_\_\_\_\_

PERSON RESPONSIBLE FOR THE EVENT:

The sponsor is responsible to adhere to and enforce all State and Federal laws regarding the possession, distribution and consumption of alcoholic beverages. As the sponsor, you will assume liability for and be subject to lawsuits which may arise if someone is injured at the event as well as while on their way to another location from the event, violates any law and/or causes physical or mental injury as a result of your actions.

Signatures: \_\_\_\_\_  
Sponsor Date

\_\_\_\_\_  
Cosponsor(if any) Date

APPROVAL IS GRANTED UNDER THE FOLLOWING CONDITIONS(if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
President or Designee Date

cc: Facilities  
Security



**RESOLUTION 06-92**  
**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**

None

**ADMINISTRATIVE**

R. Neil Hawk, Treasurer and Vice President for Business Affairs, has submitted his resignation, effective February 28, 1992.

Jessica Jahnke, Dean of the Center for Teacher Education, change in title, salary and grade (salary, from \$53,550 to \$59,000; grade, from 50 to 52), effective March 1, 1992.

The STRS has accepted the request for disability retirement of Dr. Henry C. Nixt, Associate Professor of Mathematics, effective February, 1992.

(February 18, 1992)

**RESOLUTION 07-92**  
**Approval of University Center Budget**

WHEREAS, the University Center is scheduled to open in February 1992; and

WHEREAS, the attached budget has been presented and approved by Dr. Veri; and

WHEREAS, the 1992 funds for this budget will be provided by the facilities fee;

THEREFORE BE IT RESOLVED that the Board of Trustees approves the budget as submitted for the year ending June 30, 1992.

(February 18, 1992)

BUDGET  
UNIVERSITY CENTER  
FY 91/92  
January 23, 1992

OBJECT CODE	DESCRIPTION	5/12 PRORATED UNIVERSITY CENTER
Expenses		
2119	Other Administrative	\$ 8,500.00
2141	Custodial	9,000.00
2152	Student Employment	12,000.00
2159	Temporary Employment	2,100.00
2341	Cleaning Supplies	1,875.00
2530	Printing & Binding - In	417.00
2540	Advertising	417.00
2611	Maintenance	5,417.00
2621	Service Contracts	208.00
2644	Cable TV	208.00
2652	Fuel Oil	4,750.00
2660	Light & Power	11,667.00
2670	Water & Sewer	417.00
2680	Waste Collection	500.00
2790	Miscellaneous	2,524.00
		\$ 60,000.00
Income		
	Student Facilities Fees	\$ 60,000.00

RESOLUTION 08-92  
Recommendation to Defer Consideration of  
A Merit-Pay System for Administrators

WHEREAS, the intent of the Board of Trustees Resolution 39-91 was to initiate in 1992 salary increases for administrators based on a combination of across-the-board and merit-pay increases; and

WHEREAS, the UAA (University Administrative Assembly) called upon the Administrative Evaluation System Subcommittee (of the Administrative Advisory Committee) on August 27, 1991 to implement the Board Resolution; and

WHEREAS, the Subcommittee examined the literature on merit pay and consulted with two well-known experts; and

WHEREAS, the UAA endorsed the Subcommittee's recommendation that a valid and reliable performance evaluation was needed before a merit-pay system could be put into effect; and

WHEREAS, the Finance and Facilities Committee reiterates the Board's intent of Resolution 39-91;

THEREFORE BE IT RESOLVED that the Board accepts the attached recommendation of the UAA to defer the consideration of a merit-pay system until a reliable and valid performance evaluation system is designed and supervisors have been trained to implement the evaluations; and

BE IT FURTHER RESOLVED that the UAA is requested to present a report on its conclusions and recommendations regarding the new performance evaluation to the Finance & Facilities Committee, on or before, February, 1993.

(February 18, 1992)

UAA Recommendation to the Finance and Facilities Committee, Shawnee State  
University Board of Trustees  
1/27/92

#### Administrative Evaluation

Intent upon proceeding with the Board of Trustees Resolution 39-91 (...recommending a plan and procedure whereby salary increases in FY93 and beyond are based on a combination of merit and an allowance for cost of living increase."), the UAA has:

- reviewed the literature on administrative pay for performance ("merit pay" system) in the higher education setting;
- consulted with two nationally recognized experts in the field;
- examined the perceptions of SSU's administrators regarding pay for performance; and
- made administrative pay for performance a focus of the UAA Retreat.

Acknowledging that SSU does not yet have in place a valid and reliable evaluation system for administrators, the UAA agrees that implementation of a pay for performance system should not be considered for SSU administrators at this point in the University's development.

The UAA recommends the services of consultant, Dr. William Loadman, be employed to assist the UAA in the further revision, refinement, and development of an acceptable and legally-defensible personnel evaluation system for the administrative staff of SSU to be presented to President Veri and the Board of Trustees by May 1, 1992.

Once supervisors have been trained, and the evaluation system implemented, it will be further refined and validated with the possibility, over time, of its integration into a comprehensive system of evaluation and compensation for administrative staff.

## RESOLUTION 09-92

Authorization for Exception to Vacation Pay Policy

WHEREAS, the current vacation policy permits an administrator to be paid for up to forty days of accrued vacation at the time of retirement or resignation; and

WHEREAS, the absence of a Controller and the resignation of the V.P. for Business Affairs creates an undue hardship on the University; and

WHEREAS, Dr. Veri requests an exception to the policy, which would allow the President the latitude to exceed the policy by up to 10 days of additional paid vacation in this specific situation;

THEREFORE BE IT RESOLVED that the Board of Trustees authorizes the stated exception to the vacation policy as a one-time exception due to current staffing circumstances.

(February 18, 1992)

**RESOLUTION 10-92****Adult Basic Education Services Expansion Grant****Tech Prep Grant**

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 Adult Basic Education Services Expansion Grant
- o Tech Prep Grant

(February 18, 1992)

**TITLE:**

Expansion of Adult Basic Education Services to ADC/JOBS Clients

**GRANTING AGENCY:**

Ohio Department of Education and the  
Ohio Department of Human Services

**PRINCIPAL INVESTIGATORS:**

Ms. Suzanne Shelpman, Director JOBS Student Retention Program  
Ms. Carolyn Gross, BASICS Coordinator  
Dr. Dan Evans, Pre- and post-award management

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

Ms. Suzanne Shelpman (3%)  
Ms. Carolyn Gross (3%)  
Dr. Dan Evans (1%)

**CLIENTELE TO BE SERVED:**

Forty ADC/JOBS eligible students who lack high school diplomas and have academic skills above the fourth grade level are the target group for this program.

**RELATIONSHIP TO SSU'S MISSION:**

The program fulfills the University's community service mission in part.

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

Scioto County Department of Human Services

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

The project is designed to expand programming to meet the holistic educational and life needs of forty ADC/JOBS recipients who lack high school diplomas or G.E.D.'s. Students will be recruited in late March and an assessment and orientation will be provided at that time. Students will participate in a 10-week extensive academic skills development program designed to prepare them to enter the G.E.D. program.



**BUDGET:**

There are no matching funds required for this grant.

<u>Fund Source</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Grant	\$36,485.85	\$	\$
Other (_____)	\$	\$	\$
University			
In-kind	\$	\$	\$
Cash*	\$	\$	\$
	_____	_____	_____
<b>TOTALS</b>	<b>\$36,485.85</b>	<b>\$</b>	<b>\$</b>

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

No cash commitment required.

Dan Evans 1/22/92

## GRANT PROPOSAL SUMMARY

59

### TITLE:

Tech Prep

### PRINCIPAL INVESTIGATOR:

Dan Evans, Assistant Vice President Academic Affairs

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

Dan Evans      05%

### PURPOSE:

The program is designed to provide coordination services to the tri-county consortium (Pike, Lawrence, Scioto) for the development and implementation of a community-based plan for 2+2 technical-preparatory programs between the three county joint vocational schools and the two institutions of higher education (Shawnee State University and Ohio University-Ironton).

Specifically, the program is designed: (1) to assist the educational institutions with the development of a curricula review process; (2) to determine methods for assessing student academic/ vocational/ technical competencies, and (3) to facilitate cooperative efforts between the University and the vocational schools aimed at increasing the participation of vocational students in two-year associate degree programs.

### CLIENTELE TO BE SERVED:

Vocational high school students from within the boundaries of Pike, Lawrence, and Scioto Counties who are presently enrolled or plan to enroll in specifically identified vocational education Tech Prep program areas of study 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 high school students from within the boundaries of Pike, Lawrence, and Scioto Counties will be eligible to participate in Tech Prep.

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

If awarded the Tech Prep Program will be funded for a three-year period beginning the Spring of 1992. This proposal addresses all three years of funding for the program. The funds will provide the coordination services to develop and implement Tech Prep curriculum and transitional university coursework in the areas of Engineering Technologies and Business.

**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 Department of Education and the Ohio Board of Regents upon award.

Institutional match and in-kind sources are a requirement for participation in the project and are noted below.

<u>Fund Source</u>	<u>Year 1 (FY '93)</u>	<u>Year 2 (FY '94)</u>	<u>Year 3 (FY '95)</u>
Grant	\$123,723.37	\$279,961.00	\$ 88,049.50
Other (_____)			
University			
In-Kind*	4,000.00	8,000.00	5,500.00
Cash**			11,340.00
 TOTALS	 \$127,723.37	 \$287,961.00	 \$104,889.50

- \* In-Kind match is based on percentage of administrative time that the two deans (Engineering Technologies, Business) and the assistant vice president for academic affairs will devote to the program.
- \* \* Grant requires 20% personnel match in the final year of funding.

## RESOLUTION 11-92

Recommendation to Emend or Write Policies which Promote Parity  
of Benefits among University Employee Groups

WHEREAS, the Director of Personnel prepared, at the President's request, the attached comparison of benefits among University employee groups; and

WHEREAS, there does exist a difference in benefits among members of the SEA, CWA, ATSS (Administrative Technical Support Staff), and UAA (University Administrative Assembly); and

WHEREAS, the Chairperson and Vice Chairperson of the Board of Trustees endorse the President's recommendation that policies need to be emended or written which promote parity of benefits between the groups; and

WHEREAS, the Finance and Facilities Committee, responsible for salary, wage, and benefit policies of the Board, endorses parity of benefits among employee groups;

THEREFORE BE IT RESOLVED that the President be directed to consult with the ATSS and UAA in implementing the recommended actions in the attached, and to seek Board approval of the policies resulting from that consultation.

NOTE: The underlined addition to the resolution is suggested as an amendment to the resolution that was approved by the Finance and Facilities Committee.

(February 18, 1992)



# COMPARISON OF BENEFITS BETWEEN UNIVERSITY GROUPS

Page 1 of 2

BENEFIT	FACULTY	SUPPORT STAFF	ATSS	ADMINISTRATION	RECOMMENDED ACTIONS
GRIEVANCE/ COMPLAINT PROCEDURE	Contractually Dictated	Contractually Dictated	Not formal Normal channel	Not formal Normal mgt. channels	•Develop formal Conflict/Complaint resolution procedure for ATSS & Admin.
VACATIONS	N/A	2-tiered schedule after prob. 11/6/88 OR EARLIER 1-4 80 5-9 120 10-14 160 15+ 200 11/7/88 OR LATER 1-6 80 7-14 120 15-24 160 25+ 200	Same as CWA	Begin to accrue 4 weeks upon hire.	•Establish schedule for ATSS (tiered)? •Consider schedule for admin.?
PAID PERSONAL LEAVE DAY	2 per Academic Year	1 per Contract Year	Same as CWA	Not Available	Consider flexible schedule
HOURS OF WORK	Teaching load 12-hrs. plus 4 hrs office/wk. Overload available	8/hrs day - 40/week Overtime required	Same as CWA	40/hrs. week not subject to OT	•No change in required hours •Provide consistent flexible scheduling for ATSS/Admin.
SICK LEAVE	•1st yr. employment credited with 120 hrs. •Accrues after 1st yr. as normal	•Accrues 120 hrs upon comp. of 4 mo. probation. •Credit up to 3 days for death leave-must recover	Same as CWA	Accrues upon hire 120 hrs/yr (fiscal)	•Consider 1st yr. credit similar to faculty •Consider charging block of time (ie 4 hrs/8 hrs) rather than hr for hr
DISABILITY LEAVE	•2 academic yrs avail. unpaid with physician statement	58 weeks - paid or unpaid University pays insurance on unpaid medical leave up to 6 months - then COBRA	Same as CWA	No policy-but practice has provided Disability Leave unpaid after exhaustion of sick lv	Establish policy and extend insurance continuation of insurance then COBRA
PATERNITY LEAVE	5 days sick leave	5 days sick leave	Same as CWA	No policy-practice allows	Establish policy



# COMPARISON OF BENEFITS BETWEEN UNIVERSITY GROUPS

Page 2 of 2

BENEFIT	FACULTY	SUPPORT STAFF	ATSS	ADMINISTRATION	RECOMMENDED ACTIONS
ADOPTION	30 days sick leave	Not provided	Not provided	No policy but practice allows	Establish policy for ATSS/Admin.
PROFESSIONAL LEAVE UNPAID LEAVE	•Avail w/2 yrs sve Request 1 yr in advance No limit on time?	Unpaid personal leave for 6 mos. available Extension request available	Same as CWA	Policy provides schedule shifting & reduced work load available ( payment of 6 qt hrs per qtr)	Review Professional Development Policy for ATSS & Admin - align closer to faculty (ATSS & Admin may have different needs)
PAID LEAVE	•Program outlined	Not provided	Save as CWA	Not available	Review Development Draft Policy
RETIREMENT SICK LEAVE CONVERSION	10 yrs service - 1/4 day of accrued but unused sick leave (40 day max)	10 yrs service 1/4 of accrued but unused sick leave (max. 30 days)	Same as CWA	Same as CWA	Align with Faculty
EDUCATIONAL SCHOLARSHIPS	Standard practice - Pell restrictions	Improvement in applying Pell money to supplies - Added provision to cover dependents of PERS disability retirement	Same as CWA	Same as Faculty Dependents of PERS disability are covered	Update policy
JOB CLASSIFICATION	Established by contractual language	Contractually established - University resp./PAC	Same as CWA PAC must be est. for group	Policy governs JEC for appeals	No Change
GROUP HEALTH	Pending changes 3rd yr. contributions to be negotiated	90/10 Insurance recomm. 3rd yr contribution est.	Same as CWA Review issue of 3rd yr. contribution	Same as CWA Review issue of 3rd yr. contribution	3rd yr. contribution - review issue
COMPENSATION (SALARY/WAGES)	Contractually governed	Contractually governed	Policy in draft-similar to Admin.	Policy governed	Committee recommendations forthcoming.

## RESOLUTION 02-92

SSU/SEA Side Letter Regarding Health Insurance

WHEREAS, the Shawnee Education Association membership voted to approve the 90/10 health insurance option proposed by the University Insurance Committee; and

WHEREAS, the Shawnee State University Board of Trustees has encouraged the concept of all employees of the University being on the same health insurance plan; and

WHEREAS, the Executive Committee of the Shawnee State University Board of Trustees recommends approval of the attached Side Letter;

THEREFORE BE IT RESOLVED that the Board of Trustees approves the attached Side Letter, with the understanding that the health insurance plan is effective on February 1, 1992.

(February 18, 1992)



SIDE LETTER OF AGREEMENT BETWEEN  
SHAWNEE EDUCATION ASSOCIATION AND SHAWNEE STATE UNIVERSITY

The Shawnee Education Association will agree to the 90/10 health insurance option as proposed by the University Insurance Committee. Total cost of premiums will be paid by Shawnee State University. This agreement shall not be considered an endorsement by the Association of the following provisions stipulated by the Shawnee State University Board of Trustees in its September 30, 1991, Resolution 48-91:

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.

Number two (2) of aforementioned stipulations mandates a precondition to the bargaining of a successor agreement. In addition, Ohio Revised Code 4117.09 (D) prohibits any agreement from extending beyond three years; the Agreement between SEA and SSU expires August 1, 1993, and the Resolution of the Board extends beyond this time period.

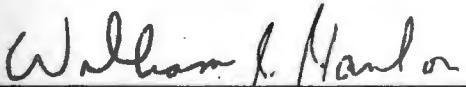
Stipulation number three (3) deals with a mandatory topic of bargaining. The Association does not waive its right to bargain the percent of premium paid by its bargaining unit members. Furthermore, Article XVIII, Section 2(8) of the negotiated Agreement between SEA and SSU, which describes the purpose of the University Insurance Committee, does not authorize the committee to recommend the amount of premium to be paid by employees of SSU.



Clive C. Veri, President  
Shawnee State University

1-29-92

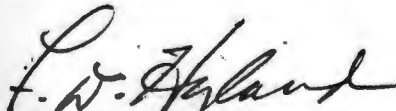
Date



William J. Hankon, President  
Shawnee Education Association

1-29-92

Date



F.D. Hyland, Chairman  
SSU Board of Trustees

2-18-92

Date

RESOLUTION 12-92

Designation of Interim Official Signatory

WHEREAS, Raymond L. Moore, Assistant Vice President for Business Affairs, will temporarily assume certain required duties of the Vice President for Business Affairs during the University's search for an individual to replace R. Neil Hawk; and

WHEREAS, among Mr. Hawk's duties has been service as University Treasurer and Treasurer of the Board of Trustees, with signatory authority for certain official documents and actions;

THEREFORE BE IT RESOLVED that the Shawnee State Board of Trustees designates Raymond L. Moore as official signatory in lieu of R. Neil Hawk and requests Mr. Moore, with the approval of the President, to complete all necessary requirements to assume this responsibility and to serve until the University has a new Vice President for Business Affairs.

(February 18, 1992)