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3-16-1992

March 16, 1992 Meeting Minutes

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MINUTES SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES MARCH 16, 1992

The meeting was called to order at 7:00 p.m. by Chairperson Hyland.

Roll Call

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

Members Absent: Ms. Sessor

Approval of Minutes

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

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

Nays: None

Approval of March 16, 1992 agenda.

Mr. Kaplan moved and Mrs. Richards seconded a motion to approve the March 16, 1992 agenda.

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

Nays: None

President's Report

Dr. Veri announced that his comments would be short because of the review of the Fine & Performing Arts plans at the conclusion of the

meeting. He reported that the Screening Committee for the VP position in Business Affairs has worked hard and fast and have a short-list of three candidates to be interviewed on March 19 & 20.

Committee Reports

Academic Affairs, Mr. Kaplan, Chairperson

Mr. Kaplan reported that the Academic Affairs Committee met prior to the Board meeting today. Mr. Kaplan stated that he was impressed with Dr. Gene Beckett's report on Developmental Education. He also stated that the committee discussed broadening future topics to be discussed at committee meetings and that Dr. Marti Sherman, Professor, Center for Teacher Education, is working on a grant proposal for an Ohio regional teacher training center.

Quality of University Life, Mr. Ferguson, Chairperson

Mr. Ferguson reported that an informal ribbon cutting for the University Center was held on March 9 and the Center is now open to serve students.

Mr. Ferguson moved and Mr. Shkurti seconded a motion to approve Resolution 13-92, Amend Policy 3.00, Guidelines for Student Admission. This resolution approves changes to the policy to meet the needs of students involved in the Post-Secondary Enrollment Options Program.

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

Nays: None

Mr. Ferguson moved and Ms. Riffe seconded a motion to approve Resolution 14-92, University Calendar 1993-1994. This resolution adopts the University calendar for the 1993-94 academic year.

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

Nays: None

Mr. Ferguson moved and Mrs. Richards seconded a motion to approve Resolution 15-92, Personnel. This resolution approves the hiring of Allen Hanson, University Center Manager (part-time) and Randall K. Warman, University Center Manager (part-time).

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

Nays: None

Finance & Facilities, Mr. Shkurti, Chairperson

Mr. Shkurti moved and Mr. Ferguson seconded a motion to approve Resolution 16-92, Vacation Policy (Revision). Dr. Veri asked the effective date of policy, since no date was contained in the resolution. Mr. Shkurti asked if there was a normal sequence of benefits, and Dr. Veri answered that new contracts are issued on July 1 of each year. So as to not confuse the issue, Mr. Shkurti asked that the resolution be emended to read "effective July 1." Mr. Winters seconded the motion to emend Resolution 16-92.

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

Nays: None

Vote on Resolution 16-92, Vacation Policy (Revision):

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

Nays: None

Mr. Shkurti moved and Mr. Winters seconded a motion to approve Resolution 17-92, Grant Proposals. This resolution approved the submission of an Ohio Regional Teacher Training Center grant in the amount of \$5,000 and will allow the 39-district consortium in the eight-county region of south central Ohio to work collaboratively to assist teachers in educational growth and professional development. It also approved the submission of a grant for the G.R.O.W. (Generating Realistic Opportunities for Women)

program which if funded, would be for a three-year period at \$45,000 for one year. The program will serve women students with services that will lead toward the successful completion of their degree goals.

Dr. Veri explained a third grant to be added to the language of Resolution 17-92, entitled "Institutional Energy Conservation Program: Sport/Activities Center" and asked for its approval. Dan Young, Director of Physical Facilities, stated that the project will provide funds to conduct an energy audit of the Sports/Activities Center by an external engineering firm which specializes in energy conservation alternatives and analyses. The result could be a 15 - 20% energy savings to the University, perhaps as much as 3/4 million dollar savings in electric use alone.

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

Nays: None

Mr. Shkurti moved and Mr. Winters seconded a motion to approve Resolution 18-92, Interim Treasurer. This resolution allows for the University's insurance carrier to cover a performance bond on the Assistant Vice President for Business Affairs for the interim period.

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

Nays: None

Vice President's Reports

Academic Affairs, Dr. Addington

Dr. Addington stated that he had nothing to report at this time.

Student Affairs, Dick Howard

Mr. Howard reported that student enrollment is growing at an unprecedented rate, with Winter Quarter up over 16%. At the present time there are 666 more students registered for Spring Quarter than last year and applications for the Allied Health programs total 989 to date for 193 positions available. Applications for Fall Quarter are 20% above last year, and we have applicants from 50 of 88 Ohio's counties.

Mr. Howard announced that the formal dedication ceremony for the University Center is slated for May 4 at 3:00 p.m., with many activities going on that entire week. He encouraged everyone to attend the ceremony.

Mr. Howard passed two Student Affairs surveys to the Board: "Keeping In Touch" and "Student Affairs Evaluation." The first survey, "Keeping In Touch," was given to a random sample of new freshman to evaluate their satisfaction with initial services provided upon entry to SSU. The second survey, "Student Affairs Evaluation," was administered to a sample of faculty, administration, support staff, and students and evaluated all departments of Student Affairs.

Business Affairs, Ray Moore

Mr. Moore stated that he had nothing to report at this time.

Reports from Constituent Groups

University Faculty Assembly, Dr. Hagop Pambookian

Dr. Pambookian reported that the Executive Board of the UFA has been meeting regularly and all officers are attending. The UFA approved three new courses, and the committee approved the Developmental Education Policy, Post Secondary Enrollment Changes, and the Honors Program.

Dr. Pambookian also reported that because of the recent proposed state budget cuts, the SSU faculty wrote letters to voice their concerns to state legislators and the Governor.

Dr. Pambookian announced that the UFA spring Banquet will be held on April 24 in the University Center banquet room, with invitations for the event in the mail soon.

University Administrative Assembly, Pat Moore (in Dave Winters' Absence)

Ms. Moore thanked the Board on behalf of the UAA for passing the vacation policy change.

Shawnee Education Association, Bill Hanlon

Mr. Hanlon stated that it was great to know enrollment has increased and hoped it has to do with faculty involvement to some degree. Mr. Hanlon said he was worried about the enrollment impact with the anticipated budget cuts and encouraged open dialogue and communication with the Board on these matters.

Communciations Workers of America, Vickie Stacy

Not present.

Student Senate, Joe Harris (in June Whitt's absence)

Mr. Harris reported that the Student Senate handed out Spring survival kits, conducted the first annual Sexual Harassment Workshop, and were still accepting letters of application for Student Trustee. He announced that student elections will be coming up soon and invited everyone to stop by the Student Senate office in the new University Center.

New Business

Mr. Kaplan thanked the Board for the sweatshirts presented to him and his wife as a wedding gift.

Mr. Hyland announced that Ms. Verna Riffe has been appointed as the regional trustee representative from SSU to serve on a statewide trustee council.

Comments from the Public

Ms. Riffe stated that she received numerous calls with regard to a recent newspaper report that she was no longer a member of the SSU Board. This was an error in reporting.

Ms. Riffe moved and Mr. Kaplan seconded a motion to go into Executive Session to discuss personnel matters and to review the report of the

Honorary Degree Committee.

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

Nays: None

Executive Session

The Board went into Executive Session at 7:32 p.m.

Regular session of the Board reconvened at 7:45 p.m.

The Honorary Degree Committee met on March 11, 1992. Members of the committee are F.D. Hyland, chair; Trustees Patricia Richards, Orville Ferguson, and Tom Winters; Dr. Clive Veri; and faculty members Anna Gampp and Dr. Hagop Pambookian. The Committee recommends Stanley J. Aronoff as candidate for an honorary degree June 12.

Mr. Ferguson moved and Mr. Winters seconded a motion to approve Resolution 19-92, Selection of Recipient of Honorary Degree, June 1992. Dr. Veri read the proposed resolution recommending Aronoff.

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

Nays: None

Adjournment

The meeting was adjourned by acclamation.

Chairperson, F.D. Hyland

Secretary, Board of Trustees

RESOLUTION 13-92

Amend Policy 3.00, Guidelines for Student Admission

WHEREAS, Shawnee State University has been involved with Ohio's Post-Secondary Enrollment Options (PSEO) Program for two academic years and has gathered data on the needs of high school students and the appropriate processes for enrollment in SSU courses under the PSEO program; and

WHEREAS, Admission and Student Affairs personnel have used PSEO data and experience to revise the admission and program criteria for PSEO students, which criteria are part of Policy 3.00, and have reviewed and discussed the policy changes with appropriate administrative and faculty personnel, and then with the Quality of University Life Committee, which recommends the proposed changes;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the changes to Section 3.3 of Policy 3.00, General Guidelines for Student Admission, and approves the amended version of Policy 3.00 (amended version attached).

Shawnee State University

AREA:	STUDENT AFFAIRS	POLICY NO .:	3.00 Rev.
		PAGE NO .:	1 OF 14
		EFFECTIVE DATE:	3/16/92
SUBJECT:	GENERAL GUIDELINES FOR STUDENT	RECOMMENDED BY:	Paul, Crabtree
	ADMISSION	APPROVED BY:	Weri

Shawnee State University shall assist prospective new and returning students by providing information about the University, its academic programs, and admission procedures through the Admission Office.

POLICY GUIDELINES

- 1.0 General Admission Requirements All applicants must file an application for admission and pay an application fee, the latter of which may be waived by the Vice President of Student Affairs upon recommendation of the Director of admission.
 - 1.1 Student Admission to Degree and Certificate Programs
 - 1.1.1 Admission to the University shall be open to graduates of state chartered and accredited high schools and to students who have earned high school equivalency through the General Education Development program (GED).
 - 1.1.2 Admission to the University does not automatically guarantee admission to a major program of study. Some major programs of study have specific entrance requirements that must be met as prescribed by academic heads.
 - 1.1.3 Students with deficiencies in English or mathematics may be required to take developmental courses prior to attempting college-level work.
 - 1.2 Student Admission to Special Non-Degree Studies: Individuals not seeking a degree at Shawnee State University may be admitted as special non-degree students.
 - 1.3 Admission of Out-of-State Students: Candidates for admission who are not residents of Ohio will be accepted for admission to the University provided that general and school or college-specific admission requirements are met.
 - 1.4 Admission of International Students
 - 1.4.1 Shawnee State University welcomes applications from qualified international applicants provided that specific criteria for admission are met.

- 1.4.2 Undergraduate applicants must have an educational background that is equivalent to a high school diploma from the state of Ohio.
 - 1.4.2.1 Only an official transcript and certificates for all secondary and post-secondary studies, accompanied by a certified English translation and sent by the foreign institution directly to the Office of Admission, shall be accepted as evidence of academic preparation.
 - 1.4.2.2 The applicant may be required to submit his/her credentials to an evaluation service and pay the cost of the evaluation if so determined by the Office of Admission.
- 1.4.3 All international applicants must demonstrate proficiency in English.
 - 1.4.3.1 For applicants whose native language is not English the Test of English as a Foreign Language (TOEFL) shall be required. A minimum score of 500 shall be required for admission to the University without restrictions. Official scores on the TOEFL must be forwarded to the admission Office directly from Educational Testing Service (Box 592, Princeton, New Jersey, 08540).
 - 1.4.3.2 International students may be tested for English proficiency upon arrival at SSU and required to enroll in appropriate English courses if the testing so indicates.
 - 1.4.3.3 Applicants, if admitted, who score below 500 will be required to enter the ESL (English as a Second Language) Program.
- 1.4.4 Since there is no financial assistance available for undergraduate international students, the University must be assured that all international applicants have adequate financial resources to attend SSU.
 - 1.4.4.1 If the applicant is being sponsored, a financial statement form must be accompanied by an affidavit of support and a bank statement from a U.S. bank provided by the sponsor, indicating that the amount of money available to the student for the purpose of studying at SSU for one academic year is adequate and accessible to the student.

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- 1.4.4.2 If the applicant is financing his/her education from personal funds, a bank statement from a U.S. bank must be submitted along with the financial statement.
- 1.4.4.3 Such a statement must be from a U.S. bank and must reflect the availability of resources equal to the amount needed for a year of study. A statement will be required during each year of attendance at SSU. The bank should forward the statement directly to the SSU Admission Office.
- 1.4.5 International applicants accepted for admission shall receive an acceptance letter along with the necessary forms to be used to secure a student visa.
- 1.5 Undeclared Major/Undecided Students
 - 1.5.1 Students intending to pursue a degree but undecided as to a major may remain "undecided" until the first 45 quarter hours of credit are earned.
 - 1.5.2 Upon completion of 45 hours, the student must declare a major or receive permission from the Director of Placement and Career Center in order to register.
- 1.6 While the following courses are not requirements, it is highly recommended that the high school background of entering freshmen include:
 - 4 units of English
 - 3 units of math (Algebra I and II, Geometry)
 - 3 units social studies
 - 3 units science
 - 2 units foreign language
 - 1 unit visual performing arts (drama, music and art)
 - 1/2 unit of typing or keyboarding
- 2.0 Degree and Certificate-Seeking Students
 - 2.1 Test Scores
 - 2.1.1 While the University has an open admission policy and does not use the American College Testing Service score (ACT) or the Scholastic Aptitude test score (SAT) for admission determination, such scores are required for student advisement and institutional research.

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- 2.1.2 All individuals under 21 years of age pursuing a four-year baccalaureate degree, a two-year associate degree, or a one-year certificate are required to have their ACT or SAT scores forwarded to the Office of Admission in addition to the general admission requirements. Some academic majors in Allied Health require specific ACT scores of all their students regardless of age.
- 2.1.3 Unless indicated otherwise, applicants 21 years of age or over at the time of application shall be exempt from the ACT or SAT score requirements for admission to the University.
- 2.1.4 Applicants who have not taken the ACT or SAT shall be accepted as "provisional students," but must take the ACT during the first quarter of enrollment. Students who have not yet taken the SAT or ACT may contact the Admission Office for information on future ACT test dates.
- 2.1.5 Students who have not taken the ACT by the end of their first quarter of attendance shall not be permitted to register for subsequent quarters without the permission of the Registrar.
- 2.1.6 During each registration period, the University shall conduct placement testing for those new to the University to determine course enrollment. Information on the placement test schedule shall be available from the Office of Academic Assessment Services and the Office of Admission.
- 2.2 Recent High School Graduates
 - 2.2.1 Degree-seeking applicants who have recently graduated from high school are required to submit a final official transcript of academic work in high school. In order to accomplish this, the applicant may send a high school transcript request form (available at the Admission Office) or a written request to his/her high school asking that an official transcript be forwarded directly to the university's Office of Admission.
 - 2.2.2 Applicants who have successfully completed the GED may use the GED transcript request form (available at the Admission Office) or may request official transcripts directly from the state GED office. The transcript should be mailed directly to the Office of Admission.
 - 2.2.3 Photocopies or hand-carried transcripts shall not be accepted as official.

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2.3 Transfer Students

- 2.3.1 Transfer students may be admitted as "conditional students" until such time as the official transcripts are received from all previous educational institutions attended and reviewed.
- 2.3.2 Applicants who have completed one or more courses from other regionally accredited colleges or universities shall be considered transfer students and may transfer to Shawnee State University provided:
 - 2.3.2.1 They were in good academic standing at the institution most recently attended.
 - 2.3.2.2 They submit an application for admission, the application fee, and an official high school transcript (or GED transcript) forwarded directly to the University.
 - 2.3.2.3 They arrange for all transcripts to be forwarded directly to the Office of Admission from each college or university previously attended.
- 2.3.3 ACT scores shall be required for transfer students under the age of 21 who have earned fewer than 45 quarter hours of credit.

Such applicants may attend Shawnee State University as "conditional students" but must take the ACT during the initial quarter of enrollment. Otherwise, permission to register for subsequent quarters shall not be granted.

- 2.3.4 Students who previously attended postsecondary institutions, but who do not wish to transfer course credits to Shawnee State University, may do so with the understanding that they shall be entering freshmen; that is previously earned course credit shall never apply to degree requirements of Shawnee State University.
- 2.4 Students from Regionally Accredited Colleges or Universities
 - 2.4.1 Credits for courses in which the student has earned a "C" or better and are applicable to the curriculum for which the student is applying shall be accepted at the time of admission.
 - 2.4.2 A minimum of 30 hours must be earned at SSU for a student to be considered for the award of an associate degree.

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- 2.4.3 Only courses completed with a grade of "C" or better (according to the definition of grades currently used at SSU) shall be considered for transfer.
- 2.4.4 A minimum of 45 quarter hours must be earned at SSU for a student to be awarded any baccalaureate degree.
- 2.4.5 A grade of "pass" or "credit" may be considered for transfer credit if it is considered the equivalent of a "C" or better by the originating institution; however, if no statement to this effect is available in the publications of the original institution, credit will not be awarded.
- 2.4.7 While credits of courses for which the grade of "D" was assigned are not normally transferable, a grade of "D" may be transferable when assigned to courses that are part of a sequence of courses for which a student has received an average grade of "C."
- 2.5 Students from Non-Regionally Accredited Colleges or Universities:
 - 2.5.1 Such students may transfer to SSU provided that all admission standards applicable to other transfer students are met.
 - 2.5.2 Credits applicable to the curriculum for which the student is applying which were earned at the non-regionally accredited institution may be considered for acceptance as transfer credit if:
 - 2.5.2.1 The student has completed the associate degree at that institution and is applying for a baccalaureate degree at SSU.
 - 2.5.2.2 The student validates the award of credit by completing with a "C" (according to the definition of grades currently used at SSU) or better in a planned program of courses. The validation courses must total a minimum of 30 credit hours applicable to a four year curriculum as approved by the Registrar.
 - 2.5.2.3 A maximum of 90 quarter hours from the non-regionally accredited college shall be considered for transfer.
 - 2.5.2.4 A minimum of 45 quarter hours must be earned at SSU to be awarded any baccalaureate degree.

- 2.6 A grade of "pass" or "credit" may be considered for transfer credit if it is considered the equivalent of a "C" or better by the originating institution; however, if no statement to this effect is available in the publications of the original institution, credit will not be awarded.
- 2.7 While credits of courses for which the grade of "D" was assigned are not normally transferable, a grade of "D" may be transferable when assigned to courses that are part of a sequence of courses for which a student has received an average grade of "C."

3.0 Non-Degree Students

- 3.1 Special Non-Degree Students
 - 3.1.1 Students who are not interested in pursuing a degree but who wish to take courses may do so by filing an application for admission (in the Admission Office) along with the standard application fee. Transcripts of high school and college work or SAT/ACT scores shall not be required.
 - 3.1.2 Students enrolled in the Shawnee State GED program are considered special non-degree students. However, if after completion of the GED, a student wishes to pursue a degree, the student shall be subject to the same requirements for admission as students applying to a degree program.
 - 3.1.3 Special non-degree students may take courses which have no prerequisites or courses for which the student has the appropriate prerequisites. For courses assuming prior knowledge or a certain degree of proficiency, placement testing may be advised or required prior to registration.
 - 3.1.4 If, at a later time, the student decides to pursue a degree program, all admission requirements in effect at the time of initial enrollment must be met.
 - 3.1.4.1 Depending on the specific requirements for the major being declared, such requirements normally shall include official transcripts from high school (and/or GED) and college work, SAT/ACT results, recommendations, etc.
 - 3.1.4.2 Non-degree work normally may be applied toward a degree program if it is applicable.

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3.2 Transient Students

- 3.2.1 Students who are enrolled at another college or university but who wish to take course work temporarily at SSU shall be considered transient students.
- 3.2.2 Transient students shall be required only to file an application for admission (which is available at the Admission Office), along with the application fee.
- 3.2.3 While transcripts of high school and college level work are not required, such transcripts are helpful in advising appropriate course work. Unofficial transcripts or grade cards therefore may be needed to verify prerequisites for courses to be taken at Shawnee State University.
- 3.2.4 It shall be the student's responsibility to consult with the advisor at the previous educational institution as to the appropriate course work to be taken at SSU and how such course work may transfer back to the student's home school.
- 3.2.5 A transient student who decides to seek a degree at SSU shall be considered a "transfer student" and shall be bound to all requirements for a degree seeking (transfer) student, including whatever requirements existed for the pursued major at SSU at the time of initial enrollment.
- 3.3 Academically Advanced High School Students
 - 3.3.1 Freshmen and sophomore students in high school may enroll under the following requirements:
 - Courses are to be taken for college credit only.
 - Tuition, books, and fees are the responsibility of the student/parent(s)/guardian.
 - Students may attend part time only.
 - The student must show evidence of a 3.0 (A=4.0) grade point average (GPA) in local high school.
 - The student must apply for admission, submitting the application for admission and the non- refundable admission fee, and provide a written recommendation by the high school counselor or principal along with written permission from parent(s)/guardian.
 - School and parent/guardian recommendation and permission forms must be submitted each quarter of enrollment.
 - Course schedule must be approved by the Office of Admission.

- 3.3.2 High school juniors and seniors may enroll under Option A or Option B of the Post-Secondary Enrollment Options Program.
 - 3.3.2.1 Eligibility

To be eligible for the Post-Secondary Enrollment Options Program, students must

- be of junior status, as defined by the student's local high school district.
- be commuting from their permanent residence or attending a high school within commuting distance of the University.
- present evidence of a 3.0 (A=4.0) GPA in high school.
 - PSEO participants under both Options A and B must complete the assessment (placement testing for reading, math and English) at the collegiate level in order to be eligible for admission to the program.
 - meet all requirements of the Ohio Revised Code, Section 3365.02, the rules for that section set forth by the Ohio State Board of Education, and other rules and portions of the ORC that pertain to this Program.
- 3.3.2.2 Option A
 - 3.3.2.2.1 Eligible high school students may take college courses for college credit only and may attend during any academic quarter, including Summer.
 - 3.3.2.2.2 Tuition and fees, books and materials will be paid for by the student/ parent(s) /guardian.
 - 3.3.2.2.3 PSEO participants under both Options A and B must complete the assessment (placement testing for reading, math and English) at the collegiate level in order to be eligible for admission to the program.

3.3.2.3 Option B

3.3.2.3.1

- PSEO participants will not be permitted to register at Shawnee State University for courses required for high school graduation, specifically, American History, Government, and senior English. PSEO participants may register for courses which are not available at their high school. PSEO participants are limited to 12 credit hours per quarter (minimum full-time).
- 3.3.2.3.2 Tuition and fees, books and materials are paid for by the State of Ohio based on an established formula. NOTE: if a student withdraws prior to the end of a quarter, any and all fees become the responsibility of the student and the student's parent(s) or guardian.
- 3.3.2.3.3 PSEO participants under both Options A and B must complete the assessment (placement testing for reading, math and English) at the collegiate level in order to be eligible for admission to the program.
- 3.3.2.3.4 Successfully completed courses will receive appropriate high school credit as determined by the student's school district.
- 3.3.2.3.5 After high school graduation, Option B students who choose to attend Shawnee State University will be awarded college credit for courses completed as a high school student, and those courses will appear on the student's college transcript.

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3.3.2.4 Admission and Enrollment under the Post-Secondary Enrollment Options Program

> 3.3.2.4.1 Students must complete an application for admission and a verification form, and submit both with the current application fee. This is a once-only, non-refundable fee. The student must also complete a high school transcript request form and submit it to his/her counselor, who will attach the current transcript and forward to the Office of Admission. Students who have previously applied to Shawnee State and paid the fee do not have to re-apply.

> 3.3.2.4.2 High school juniors and seniors who intend to take college course work under the Post-Secondary Enrollment Option Program during the academic year under Options A or B of the Post-Secondary Options Program must meet all of the admission requirements and apply to Shawnee State University by the May deadline. Students may postpone participation in PSEO until Winter or Spring Quarters as long as they meet the May deadline, and maintain the high school GPA which makes them eligible.

3.3.2.5 Registration

3.3.2.5.1 Students accepted for admission are required to attend an Orientation/ Registration Program, after which an advisor will assist them in registering for classes. The registration period for students in the Post-Secondary Enrollment Program will be scheduled between Early and Late Registration each quarter.

3.3.2.5.2 PSEO participants will not be permitted to register at Shawnee State University for courses required for high school graduation, specifically, American History, Government, and senior English.

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3.3.2.5.3	Registration is on a space-available basis, and classes are subject to cancellation.
3.3.2.5.4	To register for a course, students must meet course prerequisites listed in the catalog in effect during the quarter of intended enrollment.
3.3.2.5.5	Students must attempt the course as a regularly graded course. No grading options except A-F are available to students enrolled in the Post-Secondary Enrollment Options Program.
Program Co	ntinuation
3.3.2.6.1	Students participating in this program are required to maintain a cumulative grade point average (GPA) of at least 2.0 for all college courses completed. Students whose GPA falls below 2.0 will not be permitted to continue in the Post-Secondary Enrollment Options Program. Students must maintain a 3.0 at their high school.
3.3.2.6.2	Students in this program must remain in academic and disciplinary "good standing" at the University and the local high school to remain eligible. A disciplinary action of the local school or school district affecting a student in the Post-Secondary Enrollment Options Program will be honored by the University.

3.3.2.7	Acceptance Notifica	tion and Report	ling .
		3.3.2.7.1	In compliance with the law, ten days after completion of the application process, the following individuals will be notified regarding admission status: the student, the student's parent(s) or guardian, the high school counselor, the district superintendent, and the state superintendent.
		3.3.2.7.2	The student will be notified immediately of his/her enrollment.
		3.3.2.7.3	In compliance with the law, ten days after the beginning of the academic term, the following individuals will be notified regarding the student's schedule: the student's parent(s) or guardian, the high school counselor, the district superintendent, and the state superintendent.
	3.3.2.8	Validation of	f Credit
	·	3.3.2.8.1	Grades will be reported to the student and/or the student's parent(s)/guardian as appropriate.
		3.3.2.8.2	For students in Option B, the University will supply an official transcript of grades to the student's high school principal.

3.4 Senior Citizens

3.4.1 The University shall admit senior citizens (60 or older) for courses on a non-credit or audit space available basis. While formal application and registration are required, no fees are charged.

3.4.2 The usual tuition and fees shall apply to courses taken for credit.

4.0 Students with Special Needs

- 4.1 The University shall endeavor to provide equal educational opportunity to all qualified students and shall strive to provide the necessary support to handicapped students who require help to overcome barriers preventing them from reaching their educational goals.
- 5.0 Students from Minority Groups
 - 5.1 The University is committed to addressing the needs of minority groups by providing equal educational opportunity regardless of national origin or race.
 - 5.2 In order to help realize the university's goals, there shall be active recruitment of minority students (Blacks, Hispanics, Asian and native Americans) into the University.

Adopted April 2, 1990; Revised March 16, 1992.

RESOLUTION 14-92 1993-94 Academic Calendar

WHEREAS, the University Calendar Committee, which has been formed according to labor agreements and University practice, has drafted a 1993-94 calendar and has obtained required staff approvals; and

WHEREAS, the President and the Quality of University Life Committee recommend the attached calendar for 1993-94;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University accepts the attached 1993-94 calendar.

(March 16, 1992)

			1993-94	
	CIIMMET		ACADEMIC YEAR CAL - 1993	LENDAR
	SUMME	R QUARTER	- 1995	
	April	28	•	Advance Registration opens for Summer and Fall Quarters.
	May	12		Advance Registration closes for Summer Quarter.
	May	26		Early Registration for Summer Quarter.
	June	24		Late Registration for Summer Quarter (\$25.00 Late Fee if enrolled Spring Quarter).
	June	25.		Last Day to Pay Fees for Summer Quarter (\$20 Late Fee after this date).
	June	28	· .	First Day of Quarter - Summer Classes Begin; Last day for 100% Refund. (Full Quarter & 1st 5-week term) upon complete withdrawal Last Day to apply for Budget Payment Plan.
*	June	30		Last day to add 1st 5-wk term; Last Day to apply for Pass/Fail (1st 5-week term) Last Day to add a class - Full Quarter; Last Day to apply for Pass/Fail (1st 5-week term).
	July	2	•	Last Day to add a class - Full Quarter; Last Day to apply for Pass/Fail - 1st 5- week term; Last day for 60% of instructional fees only, refund upon complete withdrawal from 1st 5-week term.
	July	4		Independence Day (University Closed).
	July	5		Last day for 80% refund of Instructional Fees upon complete withdrawal from Full Quarter.
	July	9		Advance Registration for Fall Quarter closes.
	July 2	21		Last day to drop a class for 1st 5-week term.
	July 3	30	·	Last Day of 1st 5-week term. Final exams for 1st 5 week term.

1993-94

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August 2

August 10-11

August 13 August 16 September September

September 6 September 7

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September 9

1st day of 2nd 5-week term; Grades due in Office of the Registrar for 1st 5-week term by Noon;

Last Day for 100% refund of Instructional Fees upon complete withdrawal from 2nd 5-week term.

Early Registration for Fall Quarter.

Last day to apply for Non-Credit for Full Quarter. Last day to drop a class for

Full Quarter.

Last Day of the Summer Quarter. Labor Day (University Closed). Final Exams - Summer(Full Quarter and 2nd 5-week term).

Grades due in Office of the Registrar for Full Quarter and 2nd 5-week term by Noon. FALL QUARTER - 1993

April	28	Advance Registration opens
		for Fall Quarter.
July	9	Advance Registration closes
-		for Fall Quarter.
Augus	t 10-11	Early Registration for Fall
		Quarter.
Sept.	6	Labor Day (University Closed)
Sept.	16	First Day of Rosh Hashanah
		(University Open)
Sept.	21	Late Registration - Fall
		Quarter.
Sept.	24	Last Day to pay fees for Fall
•		Quarter;
	· · ·	Last day for 100% refund for
		complete withdraw.
Sept.		Yom Kippur (University Open).
Sept.	27 •	First Day of Quarter - Classes
		Begin; First Day for 80% refund
		of instructional fees upon
		complete withdrawal from Fall
Cant	20	Quarter.
Sept.	28	Last day to apply for Budget
Oct		Payment Plan.
Oct.	1.	Last Day to add a class.
Oct.	4	Last Day to apply for Fall Quarter Graduation.
Oct.	8	Last day for 80% refund of
000.	8 .	instructional fees upon
		complete withdrawal;
		Last Day to apply for
		Pass/Fail.
Oct.	11	Columbus Day (University Open).
Nov.	1	Advance Registration opens for
	-	Winter Quarter.
Nov.	11	Veteran's Day (University
		Closed)
Nov.	12	Last day to apply for
		Non-Credit.
Nov.	15	Last day to drop a class.
Nov.	19	Advance registration for
		Winter Quarter closes.
Nov.	25-26	Thanksgiving Day (University
		Closed)
Dec.	1	Early Registration for
		Winter Quarter.
Dec.	3	Last Day of the Quarter;
•	· · ·	Last Day to apply for Winter
	* ×	Ouarter Graduation.

Dec. Dec.	6-10 9
Dec.	13
Dec.	24-25

Finals Examinations. First Day of Hanukkah (University Open) Grades due in Office of the Registrar by Noon. Christmas Holiday -(University Closed) President's Day Honored

WIN	TER QUARTER	1993-94	·
Oct	. 26 - Nov.	6	Advance Registration for Winter Quarter Begins.
Nov	. 19		Advance registration for Winter Quarter closes at Noon.
Dec	. 3		Last day to apply for Winter Quarter Graduation.
Dec	. 31	. *	Last day to Pay Fees - Winter Quarter.
Jan	. 3		Late Registration for Winter Quarter (Late Registration fee if enrolled Fall Otr). Last day for 100% refund for
			complete Withdrawal.
Jan	• 5		First Day of the Quarter - Classes Begin. Last Day to apply for SSU
			Budget Payment Plan. First Day of 80% refund upon complete Withdrawal.
Jan	. 10	•	Last day to add a class.
Jan	. 17		Martin Luther King Day - (University Closed)
Jan	. 18		Last Day to Apply for Pass/Fail.
Jan	. 28		Last day to Apply for Spring Graduation (and participate in June Commencement)
Jan	. 31		Advance Registration for Spring Quarter Opens.
Feb	. 18		Advance Registration for Spring Quarter Closes at Noon.
Feb	. 21	٠	President's Day- (University Open) Last Day to apply for Non- Credit.
Mar	. 10		Early Registration for Spring Quarter
Mar	. 14		Last Day of the Winter Quarter
Mar	. 15-21		Final Examinations.
Mar	. 23		Grades due to Office of the Registrar by Noon.
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WINTER OHARTER 1993-04

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•	SPRING	G QUARTER	1993-94	
	Jan.	28		Last Day to Apply for Spring Graduation.
	Jan.	31		Advance Registration for Spring
			.'	Quarter Opens
	Feb.	18		Advance Registration for Spring Quarter closes at Noon.
•	Mar.	10		Early Registration for Spring Quarter.
	Mar.	28		Last Day to Pay Fees for Spring Quarter.
	Mar.	29		Late Registration for Spring Quarter (Late Fee for students enrolled Winter Quarter.
		• •		Last Day for 100% refund upon complete withdrawal.
	Mar.	30		First Day of Quarter - Classes Begin. First Day of 80% refund of
• •			· ·	Instructional Fees upon complete withdrawal.
				Last Day to apply for Budget Payment Plan.
-	April	1		Good Friday (University Open)
	April	3		Easter (University Closed)
-	April			Last Day to Add a Class.
	April April			Last Day to Apply for Pass-Fail. Last Day for 80% Refund of
	Whitt	15	,	Instructional Fee upon complete Withdrawal.
	May	4		Advance Registration for Summer and Fall Quarters Open.
	May	17		Last Day to apply for Non-credit.
	May	18		Last Day to drop a class
	May	25		Advance Registration for Summer Quarter Closes at Noon.
	May	30		Memorial Day (University Closed)
	May	31		Quarter Ends.
	June	1-7		Final Examinations
	June	9		Grades Due - to Office of the Registrar by Noon Commencement Practice.
	June	10		Commencement.
	June	16		Late Registration for Summmer
				Quarter.
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📽 Shawnee State University 📽 1991-1992 Agreed to the 1993-1994 ACADEMIC YEAR CALMDAR e stranger i Serrig 1. Dennis Valentine V.P. Student Senote 2. Daviel Jankins Senate mender 3. Jae Harris Abtale + senator Student Sente 1. 2 7 7 ----÷., 5. June Whit -Student Senate ". Heven achley ". Cham E Road Standant Alimite Andert Serverte 3. Brent A. Ann Student Senate i. Raymond Salzbrun

). Doniel Steront - Resigned







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RESOLUTION 15-92 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

Allen Hanson University Center Manager (part-time) Annual Salary of \$9,593 (pro-rated) Effective date March 3, 1992

Randall K. Warman University Center Manager (part-time) Annual Salary of \$9,593 (pro-rated) Effective date March 3, 1992

(March 16, 1992)

RESOLUTION 16-92 (Amended) Vacation Policy for Administrative Staff, Policy 4.55

The revised 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 Finance and Facilities Committee; and

WHEREAS, the Committee concurs with the recommendation, and therefore recommends the adoption of this revised policy to the Board of Trustees;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the adoption of the revision of Policy 4.55, Vacation Policy for Administrative Staff, as revised and attached, effective July 1, 1992.

(March 16, 1992)

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO .:	4.55 Rev.
		PAGE NO .:	1 OF 2
		EFFECTIVE DATE:	3/16/92
		RECOMMENDED BY:	President's Council
SUBJECT:	ADMINISTRATIVE STAFF VACATION POLICY	APPROVED BY:	averi

- 1.0 The purpose of this section is to provide a standard for full-time administrative employees holding fiscal-year contracts at Shawnee State University. This section does not apply to any contract appointee holding faculty status or to support staff.
- 2.0 The University regards a vacation as period of rest and relaxation earned for past service and in preparation for future service. Since the annual vacation is important to the well-being of the employee and his/her family, each employee is encouraged to utilize all earned vacation.
- 3.0 The vacation year is July 1 through June 30 coinciding with the usual contract period.
- 4.0 Vacation time will begin to accrue upon hire and will continue to accrue during active employment based upon the following schedule:

Years of Service	Days of Vacation	
Less than 3 years	20	
3-5 years	21	
6-8 years	22	
9-11 years	23	
12-14 years	24	
15 years or more	25	

During a fiscal year, an employee may accumulate up to 60 days of vacation. However, a maximum of twice the accrued days of vacation earned in one year may be carried over from one fiscal year to the next. Any deviation from the number of days which may be accumulated or carried over must be expressly approved by the President.

- 5.0 All vacation requests must be approved by the appropriate supervisor prior to actually taking time off. It is recommended that all vacation be taken during the year in which the employee gualified or becomes entitled to the vacation.
- 6.0 When an official University observed holiday falls within an employee's vacation period, vacation is not charged for that day.
- 7.0 All accrued vacation must be exhausted before a leave of absence commences.

POLICY NO.: 4.55

- 8.0 Employees who are scheduled for retirement or who resign can be paid for earned accrued vacation, up to a maximum of two times the accrued days of vacation in one year, at the time of his/her departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to a maximum of two times the accrued days of vacation in one year will be paid to the estate of the employee.
- 9.0 Employees who are notified of non-renewal of their contracts shall be scheduled for all accrued vacation days prior to the ending of the contract period if possible. Any remaining vacation days shall be paid to the employee at the time of termination date.
- 10.0 Employees who are separated shall be paid unused vacation at the time of separation. In no case shall the paid vacation exceed two times the accrued days of vacation in one year.
- 11.0 It is the employee's responsibility to see that vacation request forms are signed and submitted to the personnel office. The personnel office will maintain an up-to-date record of vacation for each employee.
- 12.0 Any questions concerning vacation record-keeping should be directed to the personnel office.

Adopted July 29, 1991; Revised March 16, 1992.

RESOLUTION 17-92

Ohio Regional Teacher Training Center

G.R.O.W. (Generating Realistic Opportunities for Women) Institutional Energy Conservation Program: Sports-Activities Center

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 Ohio Regional Teacher Training Center
- o G.R.O.W. (Generating Realistic Opportunities for Women)
- o Institutional Energy Conservation Program: Sports-Activities Center

(March 16, 1992)

GRANT SUMMARY PROPOSAL

TITLE: Ohio Regional Teacher Training Center

GRANTING AGENCY: Ohio Department of Education

PRINCIPAL INVESTIGATOR: Dr. Martha Sherman

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 50%

PURPOSE: To develop a regional center for dealing with educational needs and actively seeking positive and productive methods for educational growth and development.

CLIENTELE TO BE SERVED: Teachers in 39 school districts in an eight county region (Scioto, Adams, Highland, Ross, Pike, Jackson, Lawrence counties).

RELATIONSHIP TO SSU MISSION: To work collaboratively with schools and to assist in the process of empowering teachers as change agents in the public schools.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT: All school districts in the eight county region.

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: An oversight board composed of two teachers and one administrator from each of the eight counties will review all specific needs identified by the school districts and make decisions concerning action on these requests. Typically, these needs will be addressed in mini-demonstration projects. Successes will be shared with other participating school districts.

BUDGET:

\$65,000

0 (Year 1)

 Fund Source
 Year 1
 Year 2
 Year 3

 Grant
 \$65,000
 •

 Other (_____)
 University
 •

 In-kind
 Cash*

TOTALS

\$65,000

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

TITLE: Generating Realistic Opportunities for WOMEN (GROW)

GRANTING AGENCY: Southern Ohio Medical Center

PRINCIPAL INVESTIGATOR: Student Support Services

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

PURPOSE:

To establish within the University an environment that enhances the University's commitment to the education of its female students; to increase faculty awareness of the special needs and understanding of issues effecting female students; to ensure female students of the opportunities available to them through the GROW Program; to build self-esteem and achieve a sense of wholeness.

CLIENTELE TO BE SERVED:

GROW is expected to serve women who have withdrawn from the University; having expressed a desire to return to college in pursuit of their education and career goals. The program will focus on first and second year female students at the University.

RELATIONSHIP TO SSU MISSION:

Generating realistic opportunities for women, becomes an integrated program of the University that prepares students for the changing needs of business, industry, education and society through its diversified academic programs; to include integrative learning and an inter-disciplinary approach to knowledge.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT:

Department of Human Services, JTPA, JOBS Retention and Training, O.B.E.S., and the Veterans Administration. Shawnee State University offices will include: Admissions, Financial Aid, Student Support Services and Counseling Center.

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:

The activities and services of the GROW Program during the first year will include units of: 1) Orientation on campus 2) Discovery - a program on self-image and self appreciation, value clarification, decision making, problem solving and communications 3) Assertive training, resource management and job readiness



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PERSONNEL: Coordinator/full-time Secretary/part-time Student Employment	26,000 4,000 1,500
FRINGES: Medical	9,440
OTHER OPERATING EXPENSES:	
Office Supplies	980
Travel, Conferences	1,100
Advertisements	1,880
Miscellaneous	100

FUND SOURCE	YEAR 1	YEAR 2	YEAR 3
GRANT	\$45,000	\$45,000	\$5 2, 488
O THER ()	\$	\$	\$
UNIVERSITY	\$	\$	\$
In-Kind Cash*	\$ \$	\$ \$	\$ \$

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TOTALS

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

TITLE:

Institutional Conservation Program: Sports-Activities Center

GRANTING AGENCY:

Ohio Department of Development U.S. Department of Energy

PRINCIPAL INVESTIGATOR:

Dan Young, Director, Physical Facilities

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT

Less than 2%

CLIENTELE TO BE SERVED:

N/A

RELATIONSHIP TO SSU'S MISSION:

The project will provide information which will be useful for energy conservation purposes.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT:

None

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:

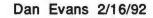
The project will provide funds to conduct an energy audit of the Sports/Activities Center by an external engineering firm which specializes in energy conservation alternatives development and analysis. The engineering firm will collect and analyze field data to properly characterize the facility and will then present a thorough and comprehensive report of the energy cost-reduction options available to the university. This report will then be used to assist the university in a quest for additional funding to upgrade heating/cooling/monitoring equipment.

BUDGET:

Fund Source	Year 1	Year 2	Year 3
Grant	\$4644	\$	\$
Other ()	\$	\$	\$
University			
In-kind	\$	\$	\$
Cash*	\$4645	\$	\$
·	<u></u>	·	
TOTALS	\$9289	\$	\$

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

Shawnee State University has met the requirements for conditional recommendation of funding by the Ohio Department of Development to the Department of Energy provided that a 50% institutional match is made.



RESOLUTION 16-92 (Amended) Vacation Policy for Administrative Staff, Policy 4.55

The revised 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 Finance and Facilities Committee; and

WHEREAS, the Committee concurs with the recommendation, and therefore recommends the adoption of this revised policy to the Board of Trustees;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the adoption of the revision of Policy 4.55, Vacation Policy for Administrative Staff, as revised and attached, effective July 1, 1992.

(March 16, 1992)

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO .:	4.55 Rev.
		PAGE NO .:	1 OF 2
		EFFECTIVE DATE:	3/16/92
		RECOMMENDED B	Y: President's Council
SUBJECT:	ADMINISTRATIVE STAFF VACATION POLICY	APPROVED BY:	aveni

- 1.0 The purpose of this section is to provide a standard for full-time administrative employees holding fiscal-year contracts at Shawnee State University. This section does not apply to any contract appointee holding faculty status or to support staff.
- 2.0 The University regards a vacation as period of rest and relaxation earned for past service and in preparation for future service. Since the annual vacation is important to the well-being of the employee and his/her family, each employee is encouraged to utilize all earned vacation.
- 3.0 The vacation year is July 1 through June 30 coinciding with the usual contract period.
- 4.0 Vacation time will begin to accrue upon hire and will continue to accrue during active employment based upon the following schedule:

Years of Service	Days of Vacation
Less than 3 years	20
3-5 years	21
6-8 years	22
9-11 years	23
12-14 years	24
15 years or more	25

During a fiscal year, an employee may accumulate up to 60 days of vacation. However, a maximum of twice the accrued days of vacation earned in one year may be carried over from one fiscal year to the next. Any deviation from the number of days which may be accumulated or carried over must be expressly approved by the President.

- 5.0 All vacation requests must be approved by the appropriate supervisor prior to actually taking time off. It is recommended that all vacation be taken during the year in which the employee qualified or becomes entitled to the vacation.
- 6.0 When an official University observed holiday falls within an employee's vacation period, vacation is not charged for that day.
- 7.0 All accrued vacation must be exhausted before a leave of absence commences.

POLICY NO .: 4.55

PAGE NO .: 2 OF 2

- 8.0 Employees who are scheduled for retirement or who resign can be paid for earned accrued vacation, up to a maximum of two times the accrued days of vacation in one year, at the time of his/her departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to a maximum of two times the accrued days of vacation in one year will be paid to the estate of the employee.
- 9.0 Employees who are notified of non-renewal of their contracts shall be scheduled for all accrued vacation days prior to the ending of the contract period if possible. Any remaining vacation days shall be paid to the employee at the time of termination date.
- 10.0 Employees who are separated shall be paid unused vacation at the time of separation. In no case shall the paid vacation exceed two times the accrued days of vacation in one year.
- 11.0 It is the employee's responsibility to see that vacation request forms are signed and submitted to the personnel office. The personnel office will maintain an up-to-date record of vacation for each employee.
- 12.0 Any questions concerning vacation record-keeping should be directed to the personnel office.

Adopted July 29, 1991; Revised March 16, 1992.

President's Council Revision 2/27/92

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wnee State University

AREA:Business AffairsPOLICY NO.:4.55PAGE NO.:1 of 2EFFECTIVE DATE:4/1/92RECOMMENDED BY:U.A.A. REVISEDSUBJECT:ADMINISTRATIVE STAFF VACATION POLICYAPPROVED BY:

- 1.0 The purpose of this section is to provide a standard for full-time administrative employees holding fiscal-year contracts at Shawnee State University. This section does not apply to any contract appointee holding faculty status or to support staff.
- 2.0 The University regards a vacation as period of rest and relaxation earned for past service and in preparation for future service. Since the annual vacation is important to the well-being of the employee and his/her family, each employee is encouraged to utilize all earned vacation.
- 3.0 The vacation year is July 1 through June 30 coinciding with the usual contract period.
- ⁴.0 Vacation time will begin to accrue upon hire and will continue to accrue during active employment based upon the following schedule:

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5.0 All vacation requests must be approved by the appropriate supervisor prior to actually taking time off. It is recommended

that all vacation be taken during the year in which the employee qualified or becomes entitled to the vacation.

- 6.0 When an official University observed holiday falls within an employee's vacation period, vacation is not charged for that day.
- 7.0 All accrued vacation must be exhausted before a leave of absence commences.

POLICY NO:4.55

PAGE NO. 2 OF 2

- 8.0 Employees who are scheduled for retirement or who resign can be paid for earned accrued vacation, up to a maximum of f(d\$t\$t/(\40) two times the accrued days of vacation in one year, at the time of his/her departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to f(d\$t\$t/(\40) a maximum of two times the accrued days of vacation in one year will be paid to the estate of the employee.
- 9.0 Employees who are notified of non-renewal of their contracts shall be scheduled for all accrued vacation days prior to the end of the contract period if possible. Any remaining vacation days shall be paid to the employee at the time of termination date.
- 10.0 Employees who are terminated separated shall be paid unused vacation at the time of termination separation. In no case shall the paid vacation exceed $/\frac{1}{7} \phi_f /\frac{1}{4} A/\frac{1}{4}$ two times the accrued days of vacation in one year.
- 11.0 It is the employee's responsibility to see that vacation request forms are signed and submitted to the Personnel Department. The Personnel Department will maintain an up-to-date record of vacation for each employee.
- 12.0 Any questions concerning vacation record-keeping should be directed to the Personnel Department.

President's Council Revision 2/27/92

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awnee State University

AREA:Business AffairsPOLICY NO.:4.55PAGE NO.:1 of 2EFFECTIVE DATE:4/1/92RECOMMENDED BY:U.A.A.SUBJECT:ADMINISTRATIVE STAFF VACATION POLICYAPPROVED BY:

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- 3.0 The vacation year is July 1 through June 30 coinciding with the usual contract period.
- 4.0 yakation /is/ Hattaka /at/ a /taka /ot/ 154/ Naohda / bad / bad / bad / bad / bad / bad / Provations/ wivi / ba /calata / ot/ ak/ / bais / bad / bad / bad / bad / worked / in / any /given / bay /ber/idd./// Duking / b /fiscav / bad / bad / employee / may /given / bay /ber/idd./// Duking / b /fiscav / bad / bad / employee / may /grechmultare /up/ ko / bo / days /of / watarion // Howeket, only /a / matimum / bf /40 / watking / bay / bad / to / watich / had / bad / bad / bad / cardige / a / matimum / ba / fiscav / yebd / to / bo / late / watich / bad / bad
- 4.0 Vacation time will begin to accrue upon hire and will continue to accrue during active employment based upon the following schedule:

YEARS OF SERVICE	DAYS OF VACATION
Less than 3 years	20
3-5 years	21
6-8 years	22
9-11 years	23
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15 years or more	25

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All vacation requests must be approved by the appropriate supervisor prior to actually taking time off. It is recommended

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that all vacation be taken during the year in which the employee qualified or becomes entitled to the vacation.

- 6.0 When an official University observed holiday falls within an employee's vacation period, vacation is not charged for that day.
- 7.0 All accrued vacation must be exhausted before a leave of absence commences.

POLICY NO:4.55

PAGE NO. 2 OF 2

- 8.0 Employees who are scheduled for retirement or who resign can be paid for earned accrued vacation, up to a maximum of f(q#t#//V40) two times the accrued days of vacation in one year, at the time of his/her departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to f(q#t#//V40) a maximum of two times the accrued days of vacation in one year will be paid to the estate of the employee.
- 9.0 Employees who are notified of non-renewal of their contracts shall be scheduled for all accrued vacation days prior to the end of the contract period if possible. Any remaining vacation days shall be paid to the employee at the time of termination date.
- 10.0 Employees who are terminated separated shall be paid unused vacation at the time of termination separation. In no case shall the paid vacation exceed $/\frac{1}{2}\phi f/\sqrt{3}/(\frac{1}{4}\rho)/\sqrt{1}$ two times the accrued days of vacation in one year.
- 11.0 It is the employee's responsibility to see that vacation request forms are signed and submitted to the Personnel Department. The Personnel Department will maintain an up-to-date record of vacation for each employee.
- 12.0 Any questions concerning vacation record-keeping should be directed to the Personnel Department.

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RESOLUTION 17-92

Ohio Regional Teacher Training Center G.R.O.V. (Generating Realistic Opportunities for Vomen) Institutional Energy Conservation Program: Sports-Activities Center

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 Ohio Regional Teacher Training Center
- o G.R.O.W. (Generating Realistic Opportunities for Women)
- o Institutional Energy Conservation Program: Sports-Activities Center

(March 16, 1992)

GRANT SUMMARY PROPOSAL

TITLE: Ohio Regional Teacher Training Center

GRANTING AGENCY: Ohio Department of Education

PRINCIPAL INVESTIGATOR: Dr. Martha Sherman

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 50%

PURPOSE: To develop a regional center for dealing with educational needs and actively seeking positive and productive methods for educational growth and development.

CLIENTELE TO BE SERVED: Teachers in 39 school districts in an eight county region (Scioto, Adams, Highland, Ross, Pike, Jackson, Lawrence counties).

RELATIONSHIP TO SSU MISSION: To work collaboratively with schools and to assist in the process of empowering teachers as change agents in the public schools.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT: All school districts in the eight county region.

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: An oversight board composed of two teachers and one administrator from each of the eight counties will review all specific needs identified by the school districts and make decisions concerning action on these requests. Typically, these needs will be addressed in mini-demonstration projects. Successes will be shared with other participating school districts. BUDGET:

\$65,000 (Year 1)

Fund Source Grant Other ()

Other (_____ <u>University</u> In-kind Cash*

.

\$65,000

Year 2

Year 1

Year 3

TOTALS

\$65,000

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

GRANT PROPOSAL SUMMARY

TITLE: Generating Realistic Opportunities for WOMEN (GROW)

GRANTING AGENCY: Southern Ohio Medical Center

PRINCIPAL INVESTIGATOR: Student Support Services

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

PURPOSE:

To establish within the University an environment that enhances the University's commitment to the education of its female students; to increase faculty awareness of the special needs and understanding of issues effecting female students; to ensure female students of the opportunities available to them through the GROW Program; to build self-esteem and achieve a sense of wholeness.

CLIENTELE TO BE SERVED:

GROW is expected to serve women who have withdrawn from the University; having expressed a desire to return to college in pursuit of their education and career coals. The program will focus on first and second year female students at the University.

RELATIONSHIP TO SSU MISSION:

Generating realistic opportunities for women, becomes an integrated program of the University that prepares students for the changing needs of business, industry, education and society through its diversified academic programs; to include integrative learning and an inter-disciplinary approach to knowledge.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT:

Department of Human Services, JTPA, JOBS Retention and Training, O.B.E.S., and the Veterans Administration. Shawnee State University offices will include: Admissions, Financial Aid, Student Support Services and Counseling Center.

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:

The activities and services of the GROW Program during the first year will include units of: 1) Orientation on campus 2) Discovery - a program on self-image and self appreciation, value clarification, decision making, problem solving and communications 3) Assertive training, resource management and job readiness

BUDGET: \$45,000

PERSONNEL:	
Coordinator/full-time	26,000
Secretary/part-time	4,000
Student Employment	1,500
FRINGES:	
Medical	9,440
OTHER OPERATING EXPENSES:	
Office Supplies	980
Travel, Conferences	1,100
Advertisements	1,880
Miscellaneous	100

FUND SOURCE	YEAR 1	YEAR 2	YEAR 3
GRANT	\$45,000	\$45,000	\$52,488
OTHER ()	\$	\$	\$
UNIVERSITY	\$	\$	\$
In-Kind Cash*	\$	\$ \$	\$ \$

TOTALS

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

Grant Proposal Summary

TITLE:

Institutional Conservation Program: Sports-Activities Center

GRANTING AGENCY:

Ohio Department of Development U.S. Department of Energy

PRINCIPAL INVESTIGATOR:

Dan Young, Director, Physical Facilities

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT

Less than 2%

CLIENTELE TO BE SERVED:

N/A

RELATIONSHIP TO SSU'S MISSION:

The project will provide information which will be useful for energy conservation purposes.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT:

None

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:

The project will provide funds to conduct an energy audit of the Sports/Activities Center by an external engineering firm which specializes in energy conservation alternatives development and analysis. The engineering firm will collect and analyze field data to properly characterize the facility and will then present a thorough and comprehensive report of the energy cost-reduction options available to the university. This report will then be used to assist the university in a quest for additional funding to upgrade heating/cooling/monitoring equipment.

BUDGET:

Fund Source	Year 1	Year 2	Year 3
Grant	\$4644	\$	\$
Other ()	\$	\$	\$
University			
In-kind	\$	\$	\$
Cash*	\$4645	\$	\$
TOTALS	\$9289	\$	\$

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

Shawnee State University has met the requirements for conditional recommendation of funding by the Ohio Department of Development to the Department of Energy provided that a 50% institutional match is made.

Dan Evans 2/16/92

RESOLUTION 18-92 Designation of Interim Treasurer

WHEREAS, Raymond L. Moore, Assistant Vice President for Business Affairs, has assumed certain required duties of the Vice President for Business Affairs, including some of the duties of the Treasurer, during the University's search for an individual to replace R. Neil Hawk; and

WHEREAS, current University insurance coverage includes extra coverage for the named University Treasurer related to performance and security of assets;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees designates Raymond L. Moore as Interim Treasurer, thus being covered by the Treasurer's insurance policy until the University has a new Vice President for Business Affairs.

(March 16, 1992)

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RESOLUTION 19-92

Selection of Recipient of Honorary Degree, June 1992

WHEREAS, the recipient of an honorary degree from Shawnee State University must have made "significant contributions to society," including contributions to higher education, the University, and the State of Ohio, and must have some attachment or connection to the University and/or the State of Ohio; have a statewide...reputation; and have made a significant contribution to the University; and

WHEREAS, Senator Stanley J. Aronoff, a life-long supporter of public higher education in Ohio, has significantly assisted SSU in its growth and development; and

WHEREAS, the Honorary Degree Committee and the Executive Committee of the Board have considered Mr. Aronoff's credentials and recommends him as the candidate to receive an honorary degree in June, 1992;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby awards the Honorary Doctor of Humane Letters degree to Senator Stanley J. Aronoff.