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July 27, 1992 Meeting Minutes

Shawnee State University

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MINUTES
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES
JULY 27, 1992

The meeting was called to order at 7:03 p.m. by Chairperson Hyland.

Roll Call

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

Members Absent: Mr. Shkurti (noted by Chairperson Hyland that this
was an excused absence)

Approval of Minutes

Mr. Winters moved and Ms. Riffe seconded a motion to approve the minutes
of the June 12, 1992 meeting.

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

Nays: None

Approval of the July 27, 1992 Agenda

Mr. Ferguson moved and Mr. Winters seconded a motion to approve the July
27, 1992 agenda.

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

Nays: None

President's Report

Dr. Veri asked to defer his report so that Attorney Robert Dever, Chair of SSU's Managing the Future Task Force, could make a report on the committee's project. Mr. Dever did an overview of the committee's work and stated that the Task Force felt that SSU did a great service to the Portsmouth area and deserved a "5-star" rating.

Mr. Kaplan commented that the Managing the Future Task Force had a tough job to perform and the Board of Trustees appreciated the committee's dedication and time. He also thanked Mr. Dever for chairing the project. Ms. Riffe also thanked Mr. Dever and his committee for their efforts in completing the project as it was not an easy job.

Committee Reports

Academic Affairs, Mr. Kaplan, Chairperson

Mr. Kaplan stated that personnel actions will be handled under the Quality of University Life Committee.

Mr. Kaplan moved and Ms. Riffe seconded a motion to approve Resolution 47-92, Approval of "Memorandum of Agreement". This resolution approves the recommendation that Orville Ferguson, II, Department of Mathematics, be appointed to the rank of Assistant Professor, at the start of the 1991-92 academic year. The appointment is the result of a placement agreement endorsed by the SEA and the University which recognizes graduate work beyond the master's degree.

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

Nays: None

Abstain: Mr. Ferguson

Mr. Kaplan moved and Mrs. Richards seconded a motion to approve Resolution 48-92, Approval of Baccalaureate Degree Program in

Occupational Therapy. This resolution approves the submission of the Baccalaureate Degree in Occupational Therapy to the Ohio Board of Regents for consideration.

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

Nays: None

Mr. Kaplan stated that Dr. Robert Deal will serve as Department Chair, Department of Natural Sciences, and Dr. James Miller will serve as Department Chair, Department of Social Sciences, effective Summer Quarter 1992 and the 1992-93 Academic year. He also thanked David Winters, Dean of Engineering Technologies, for his progress report on the College of Engineering Technologies, and commended Catherine Perry, Department Chair of Occupational Therapy, on her presentation of the proposal for the Baccalaureate Degree Program in Occupational Therapy.

Quality of University Life, Mr. Ferguson, Chairperson

Mr. Ferguson moved and Mr. Winters seconded a motion to approve Resolution 49-92, Acceptance of Constitution and Bylaws of the University Administrative Senate. This resolution approves the reorganization plan submitted by the University Administrative Assembly to replace the current UAA with UAS.

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

Nays: None

Mr. Ferguson moved and Ms. Riffe seconded a motion to approve Resolution 50-92, Personnel Actions. This resolution approves the hiring of Nancy Murray, Instructor, Department of Dental Hygiene, College of Health Sciences; Jannette Hartley, Technical Services Librarian, Library/Media Services; Paul Madden, Teacher Education Certification Assistant, Center for Teacher Education; and accepts the resignation of Louisa Straziuso, Reference Librarian, Library/Media Services; Harry Weinbrecht, Director

of Athletics, Division of Student Affairs; and Tom Davidson, Director of Career Planning & Placement, Division of Student Affairs. This resolution also approves an extension of an unpaid personal leave of absence for Vickie Stacy effective July 1, 1992 - June 30, 1993 (side letter to the SSU/CWA Agreement will be presented for Board approval by the Finance & Facilities Committee.)

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

Nays: None

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

Mr. Winters moved and Mr. Kaplan seconded a motion to approve Resolution 51-92, Approval of Extension of Leave of Absence. This resolution approves a one year extension of unpaid personal leave for Vickie Stacy as stated in the side letter granting the leave and approved by all parties.

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

Nays: None

Mr. Winters moved and Mr. Ferguson seconded a motion to approve Resolution 52-92, Approval of Remainder of FY 93 Budget. The General Fund portion of the budget was approved at the June, 1992 Board meeting and this resolution approves the remainder of the budget package.

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

Nays: None

Mr. Winters moved and Mr. Reynolds seconded a motion to approve Resolution 53-92, Approval of Administrative Titles and Length of Contracts.

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

Nays: None

Mr. Winters moved and Mr. Kaplan seconded a motion to approve Resolution 54-92, Approval of Salaries for Administrative and Administrative/ Technical Support Staff. This resolution grants all eligible administrative and administrative/technical support staff a four percent (4%) across-the-board pay raise effective July 1, 1992.

Ms. Riffe asked Mr. Winters to please share the discussion of the Finance and Facilities Committee with regard not to the merit of the salary increase, but the timing. Mr. Winters stated there was much discussion on the matter, but that money was available in the FY 93 budget and there was also a small contingency cushion. The committee felt that the money could be absorbed by the positions that were frozen. He also stressed that the salary increases were made in the interest of parity and fairness to correspond with increases given the faculty and support staff as a result of negotiations.

Dr. Veri stated that the Finance and Facilities Committee asked that he and Ray Moore fine tune the budget; they located 8 to 10 line items in the budget to allow for the pay raise without changing the total budget.

Ms. Riffe stated she had some concern about timing, not merit.

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

Nays: Ms. Riffe

Mr. Winters stated that the Finance and Facilities Committee has requested that the University seek an investment banker for housing through a competitive bid process and Mr. Howard noted that the Housing Commission is currently working with the Ohio Board of Regents on the University's plans regarding housing.

Mr. Howard asked to give a brief report on the Housing Commission meeting, stated that highlights of housing development were given to provide Dr. Creamer with historical perspective on the project, and he informed the Housing Commission of the status of the litigation process and the fact that the Assistant Attorney General will submit to the Court of Claims a request for summary judgement with the hope of a favorable action by a judge by early September.

Vice President's Reports

Academic Affairs, Dr. Addington

Dr. Addington reported that Shawnee State has received approval of the Teacher Education Program from Ted Sanders, Superintendent of Public Instruction. He recognized Dr. Jessica Jahnke, Director of the Center for Teacher Education, and Dr. Jahnke thanked Dr. Addington for acknowledging her efforts. Dr. Jahnke introduced Paul Madden, Valerie Wilson, Marlene Domo and Candace Chaboudy, all members of Shawnee's Teacher Education Program, and they were greeted with a round of applause.

Dr. Addington also reported that two German classes are currently in session on SSU's campus this summer, being taught by two professors from Zittau, Germany.

Student Affairs, Mr. Howard

Mr. Howard reported that the University has received notification that SSU's Federal Trio grant application had received a perfect score and been approved for \$197,000 a year. This three-year grant will serve financially and culturally disadvantaged students and students with disabilities in multiple ways, with the goal always to motivate and prepare the student to pursue a post-secondary education. The program will serve 50 high school students from Scioto County.

Dr. Paul Crabtree, Assistant Vice President of Student Affairs, reported the results of a longitudinal study using the Institutional Goals Inventory. Dr. Crabtree distributed informational data and showed a slide presentation on the results of the survey. Ms. Riffe asked what would

happen now with the data, and Dr. Crabtree answered that the data would be used in planning. Ms. Riffe asked if SSU had special plans, and Dr. Veri answered that SSU has already been using this longitudinal data in long-range planning.

Business Affairs, Dr. Creamer

Dr. Creamer 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 University Faculty Assembly is currently working on a response to Mr. Dever and the Managing the Future Task Force. He also stated that a UFA Fall Banquet is still in the discussion stage, with no final date set as of yet.

University Administrative Assembly, Tess Midkiff

Ms. Midkiff thanked the Board for approval of the University Senate and she stated that the UAA will now start its new process of electing senators. Ms. Midkiff reported that the Administrative Evaluation system was approved by the UAA in June and a policy will be forthcoming to the Board soon. She also reported that the Policies and Procedures Committee has completed the review of current policies and will be holding open hearings with a full vote before the UAA on August 6.

Shawnee Education Association, Bill Hanlon

Mr. Hanlon presented to the Board SEA's comments to the Managing the Future Task Force report. Mr. Hanlon stated that SEA felt the report contained negative references about the collective bargaining environment at Shawnee State.

Communications Workers of America, Vickie Stacy

Ms. Stacy stated that it was difficult for CWA to understand the timing for the raises for administrators and administrative/technical support staff and found it very hard to accept. Ms. Stacy felt that the action has been detrimental to the moral of other employees at SSU. She also stated that the Managing for the Future Task Force has been a morale breaker and did not feel that the Task Force consisted of a well-rounded group of members.

Student Senate, Joe Harris

Mr. Harris thanked the Board for passage of the Budget and also for keeping the University Center smoke free. He reported that Student Senate also had a problem with understanding the timing of administrative raises. Mr. Harris announced that Student Senate would be represented in Leadership Portsmouth seminars in the upcoming year and were anxiously awaiting the appointment of the new student trustee.

New Business

None

Comments from the Public

None

Other Business

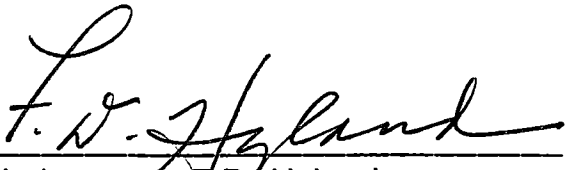
Mr. Ferguson made a motion, seconded by Mr. Kaplan, to change the August Board of Trustee meeting to August 28, at 4:00 p.m. at the Holiday Inn in Chillicothe, immediately following the Board's "mini-retreat".

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

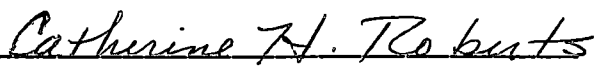
Nays: None

Adjournment

The meeting was adjourned by acclamation at 8:13 p.m.



Chairperson, F.D. Hyland



Secretary, Board of Trustees

RESOLUTION 47-92

Approval of "Memorandum of Agreement" Endorsed by SEA and SSU
Recognizing Graduate Work beyond the Master's Degree
for Orville Ferguson, II

WHEREAS, the Shawnee Education Association and Shawnee State University have endorsed the attached "Memorandum of Agreement," which is a placement agreement recognizing graduate work beyond the master's degree for Orville Ferguson, II; and

WHEREAS, the acceptance of this agreement officially appoints Orville Ferguson, II to the rank of Assistant Professor retroactive to the start of the 1991-92 academic year;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees approves this non-precedent setting agreement with the stipulations contained in the attached "Memorandum of Agreement."

(July 27, 1992)

MEMORANDUM OF AGREEMENT

In recognition of being appointed to the rank of Assistant Professor, effective at the start of the 1991-92 academic year, I, Orville Ferguson II, do hereby agree to the following:

1. that I withdraw the attached grievance and agree not to proceed to Arbitration;
2. that I will not file any other grievance or a charge with the Ohio Civil Rights Commission or any other exogenous body or court regarding this Memorandum of Agreement and attachments, and
3. that I am not eligible for back pay at the rank of Assistant Professor.

I agree to the above with the understanding that the rank of Assistant Professor at Shawnee State University or its predecessors makes me eligible under the current Agreement and letter of September 11, 1989 (attached) for consideration of promotion to Associate Professor and/or continuing contract after five years of service at the rank of Assistant Professor.

By execution of this Memorandum of Agreement the University does not admit to any breach of any collective bargaining agreement, or any other agreement, statute, rule, regulations or ordinance of the United States or of any state or political subdivision thereof.

The Parties agree that by resolving this grievance that the settlement is without precedent or prejudice to the University and may not be used as precedent in any grievance or arbitration proceeding. Mr. Ferguson further acknowledges that the SEA has fairly represented him with respect to this grievance.

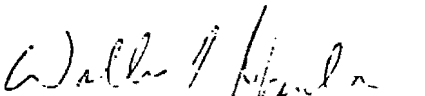
I endorse this Memorandum of Agreement with the understanding that the appointment of Assistant Professor retroactive to the start of the 1991-92 academic year requires approval by the Board of Trustees of Shawnee State University.

 6/5/92

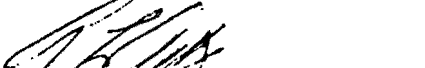
Orville Ferguson II

Date


Witnessed:


William Hanlon


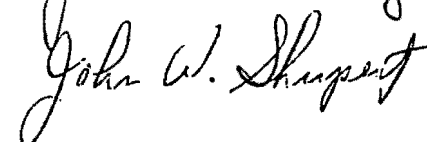
6/5/92
Date


A.L. Addington

6/5/92
Date


Dr. Clive C. Veri

6/5/92
Date

 6-5-92
 6-5-92

Per the 1990-93 Agreement, consideration for promotion to associate professor and award of a continuing contract requires a master's degree in the area of specialization and five (5) years of full-service teaching experience as an assistant professor. The completion of this agreement for graduate work in developmental education, added with the earned M.Ed. in Higher Education, is considered equivalent to a master's degree in a teaching specialization. Therefore, Article XII Continuing Contract Section 2, and Article XIII Promotion Section 2 Eligibility apply.

These Articles of the Contract Agreement (October 22, 1990 to August 31, 1993) between Shawnee State University and the Shawnee Education Association supersedes the letter of September 11, 1989, paragraph 7 line 10, which reads as follows:

You will be eligible for consideration for a continuing contract after satisfactorily completing five years of teaching experience in developmental education.

Clive Allen 6/5/92

W. J. Carlton B.E.D. Pres. 6/5/92

Jane G. Currey OEA 6/5/92

John W. Shupert 6/5/92

Orville R. Fugate 6/5/92

6/5/92

RESOLUTION 48-92
Approval of Baccalaureate Degree Program
in Occupational Therapy

WHEREAS, the University Faculty Assembly, upon the recommendation of the Educational Policies and Curriculum Committee, approved the Baccalaureate Degree Program in Occupational Therapy, as proposed by the College of Health Sciences and approved by the Provost; and

WHEREAS, President Veri recommends the proposed program to the Academic Affairs Committee; and

WHEREAS, the Committee concurs with the recommendation, they therefore recommend that the proposed program (attached) be submitted to the Ohio Board of Regents;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves this recommendation.

(July 27, 1992)

FINAL PROPOSAL: BACCALAUREATE DEGREE PROGRAM IN OCCUPATIONAL THERAPY

PROPOSAL: This program is entitled Bachelor of Science with a concentration in Occupational Therapy. It represents a new baccalaureate degree program within the College of Health Sciences. This program will allow students to either directly pursue a baccalaureate degree or to obtain this degree following completion of the associate of applied science degree in occupational therapy assisting.

RATIONALE: A nationwide shortage of occupational therapists along with an increased demand for therapists has resulted in an increased need for educational programs. However, the occupational therapist educational system has been static since 1977 according to the American Occupational Therapy Association. In Ohio only two universities offer baccalaureate degree occupational therapy programs; Ohio State University and Cleveland State University. In the United States, only three universities offer baccalaureate degree programs which are designed for the occupational therapy assistant graduate to return for a baccalaureate degree in occupational therapy. This proposed program will place Shawnee State University in that select group of educational leaders in occupational therapy education.

Surveys to determine the feasibility of this occupational therapy baccalaureate degree program indicate that extensive support is available from potential students and from hospital affiliates. We can expect much competition for enrollment in this program. We have commitments from enough hospital affiliates to accommodate the students' internship assignments.

BUDGET CONSIDERATIONS: A financial statement prepared for the Ohio Board of Regents (Appendix item C of the proposal) predicts that subsidy and fee income from this program will exceed projected expenditures by approximately \$130,000 each year. Even the startup year of the program is projected to earn more in subsidy and fees than expended for human and physical resources. Three additional faculty positions will be required to fully implement this program. The cost of those faculty positions is included in the financial statement.

RELATION OF PROPOSAL TO THE MISSION OF THE UNIVERSITY: The College of Health Sciences is the only SSU college without an approved baccalaureate degree program. This baccalaureate degree program in occupational therapy will permit the College of Health Sciences to directly support the university's mission statement of "preparing students for the changing needs of business, industry, education, and society through its diversified degree programs." This baccalaureate degree program will permit the college to directly address some of the large demand for additional health science programs.

RESOLUTION 49-92

Acceptance of Constitution and Bylaws of the
University Administrative Senate

WHEREAS, Shawnee State University seeks the appropriate participation of its employees in the decision-making process, for which reason the University Administrative Assembly has served as the constituent representative for Shawnee State University administrative staff; and

WHEREAS, the UAA has enlarged its membership to include members of the Administrative and Technical Support Staff and has worked through its committees for several months to formulate and complete a constitution and bylaws for a representative body to speak for administrators and administrative and technical support staff in the governance of Shawnee State University, maintaining the strengths of the UAA in that representative body; and

WHEREAS, the Constitution and Bylaws of the University Administrative Senate and the process for making a transition from the UAA to the UAS have been fully approved by the membership of the present UAA, recommended by the President, and reviewed and recommended for approval by the Quality of University Life Committee;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees accepts the Constitution and Bylaws of the University Administrative Senate, which acceptance engenders the transition process and denotes the University Administrative Senate as the voice of administrators and ATSS staff in issues affecting that group, as delineated in the Constitution and Bylaws.

(July 27, 1992)

Constitution
of
The Administrative Senate
of
Shawnee State University

PREAMBLE

We, the administrators and administrative/technical support staff of Shawnee State University, concerned with the growth and development of the University, the broad scope of educational issues confronting the institution, the professional development of administrators and administrative/technical support staff, and the responsibilities delegated to administrators and administrative/technical support staff by the Board of Trustees and the President of Shawnee State University, do hereby establish the Administrative Senate of Shawnee State University.

The Administrative Senate is committed to providing a collective and independent voice for those having administrative and administrative/technical support responsibilities in the stated mission of the University. The Senate provides the administrators and administrative/technical support staff of the University with a means for equal participation with other representative groups in the University decision-making process and promotes and enhances the professions of university administration and administrative/technical support as a whole.

The Administrative Senate holds the conviction that it can assist the further growth and development of Shawnee State University through the participation of administrators and administrative/technical support staff in the governance process and through its own growth, development, and service to the University.

ARTICLE I: NAME, PURPOSE, AND AUTHORITY

SECTION 1.1 Name

The name of this organization shall be the Administrative Senate of Shawnee State University, hereinafter referred to as the Administrative Senate.

SECTION 1.2 Purpose

The purpose of the Administrative Senate is to promote and enhance the professions of university administration and administrative/technical support. The Administrative Senate is committed to providing a

collective and independent voice to those having administrative and administrative/technical support responsibilities in the conduct of the stated mission of the University, using a public forum and participating equally with other representative groups in the University decision-making process.

SECTION 1.3 Authority

The Administrative Senate shall recommend to the University President policies for the University affecting matters of concern to administrators and administrative/technical support staff, as outlined in 1.3.2, and shall exercise authority assigned to it by the University President.

1.3.1 All recommendations of the Administrative Senate shall be addressed to the University President for consideration. A response to the recommendations shall be returned to the Administrative Senate.

1.3.2 Administrative Senate recommendations shall include matters affecting administrators and administrative/technical support staff in educational support and service functions. Recommendations shall also include matters referred to it by the University President.

ARTICLE II: MEMBERSHIP AND COMPOSITION

SECTION 2.1 Membership in the Administrative Senate

All Shawnee State University administrators and administrative/technical support staff having full-time or continuing part-time employee status shall be represented by the Administrative Senate, excluding the President and Vice Presidents of the University.

For the purpose of electing Senators, the University will be divided into Districts as described in the bylaws.

SECTION 2.2 Composition of the Administrative Senate

The Administrative Senate shall be composed of elected representative(s) from each district, as described in the bylaws, with the total number of Senators not to exceed twenty (20).

ARTICLE III: OFFICERS OF THE ADMINISTRATIVE SENATE

SECTION 3.1 Officers

The elected officers of the Administrative Senate shall be the Chairperson, Chairperson Elect, Past Chairperson (who may serve in an ex officio capacity), and Secretary/Treasurer. Any voting member of the Administrative Senate may be an officer.

SECTION 3.2 Election of Officers and Terms of Office

The Administrative Senate Chairperson Elect and Secretary/Treasurer shall be elected by majority vote of the Senators at the first regular meeting after the election of Senators. The Chairperson Elect shall serve in that capacity for one year, after which he or she shall serve as Chairperson and Past Chairperson for terms of one year respectively. The past chairperson may be re-elected to office after a one-year hiatus. The Secretary/Treasurer shall serve for one year and may succeed himself or herself in office for one year.

SECTION 3.3 Duties of Officers

The officers of the Administrative Senate shall perform the duties described for them in the bylaws.

ARTICLE IV: ADMINISTRATIVE SENATE MEETINGS

SECTION 4.1 Meetings

All meetings of the Administrative Senate shall be open to all interested parties unless a meeting is declared "closed" by a majority of all voting members present.

ARTICLE V: CONSTITUTIONAL AMENDMENTS

SECTION 5.1 Proposing Constitutional Amendments

Amendments to this Constitution may be proposed by a petition signed by a majority of the Senators and presented to the Administrative Senate Chairperson.

SECTION 5.2 Notification of Senators

Amendments to this Constitution shall be presented in writing to the Senators at least one meeting in advance of a requested vote.

SECTION 5.3 Voting

Voting on constitutional amendments shall be by roll call vote, with no provision for absentee voting by Senators.

SECTION 5.4 Constitutional Amendment Ratification

Ratification of amendments to this Constitution shall require a two-thirds majority of the Senators as well as approval by the Administrative Senate Chairperson and the President and Board of Trustees of Shawnee State University.

ARTICLE VI: IMPLEMENTATION

SECTION 6.1 Implementation

The Administrative Senate shall be established and this Constitution and accompanying bylaws shall take effect upon their ratification by two-thirds of the voting membership of the University Administrative Assembly and when the approvals of the University President and the Board of Trustees of Shawnee State University are secured.

Transition to the new governance structure shall commence upon the approvals noted in the preceding paragraph and at the pleasure of the University Administrative Assembly executive board and the Administrative Senate executive board, and shall be concluded no later than July 1, 1993. At that time, the Administrative Senate will replace the University Administrative Assembly as the representative body for administrators and administrative/technical support staff at Shawnee State University, and the constitution and bylaws of the University Administrative Assembly shall become null and void.

SECTION 6.2 First Nominations and Elections

Upon ratification and approval of this Constitution and accompanying bylaws, the University Administrative Assembly Committee-on-Committees shall conduct the initial elections for Senate positions as outlined in the following paragraphs.

The Division of Academic Affairs shall elect two Senators to three-year terms, two Senators to two-year terms, and two Senators to one-year terms. The Division of Business Affairs shall elect two Senators to three-year terms, two Senators to two-year terms, and one Senator to a one-year term. The Division of Executive Affairs shall elect one Senator to a three-year term. The Division of Student Affairs shall elect two Senators to three-year terms, two Senators to two-year terms, and one Senator to a one-year term.

Those administrators or administrative/technical support staff receiving the highest number of votes shall receive the longer terms; those receiving decreasingly fewer votes shall receive the shorter terms.

**Bylaws
of
the Administrative Senate
of
Shawnee State University**

ARTICLE I: SENATORS

SECTION 1.1 Eligibility

Any Shawnee State University administrator or administrative/technical support staff having full-time or continuing part-time employee status, excluding the President and Vice Presidents of the University, is eligible to serve as a Senator or officer of the Administrative Senate.

SECTION 1.2 Districts

Senators shall be elected from each of four districts: Academic Affairs, Business Affairs, Executive Affairs, and Student Affairs.

- 1.2.1 The number of senate seats allotted to each district shall be determined by evenly dividing each district's eligible administrators and administrative/technical support staff by five, resulting in a ratio of one senator for each five eligible staff. Should a district have fewer than five eligible staff, one senator shall be elected to represent that district.
- 1.2.2 The Elections Committee shall review the ratio each January, utilizing the number of eligible administrators and administrative/technical support staff in each district as of January 1 of that year.
- 1.2.3 Adjustments to district representation will be made effective prior to the next regular election.
- 1.2.4 The maximum number of senators is 20. Should the number of eligible administrators and administrative/technical support staff increase to such a level that 1:5 is no longer appropriate, the Elections Committee shall equitably adjust the ratio to 1:6, 1:7, etc. to maintain the maximum number of senate seats at 20.

SECTION 1.3 Length and Conditions of Terms

- 1.3.1 Senators shall begin their terms of office with the last regular Senate meeting of the year held in June and shall continue in office for three years, except that Senators elected to fill positions vacated by

resignation or for other reasons shall serve in office only for the length of the unexpired term of the Senator being replaced.

1.3.2 Alternates may be designated by any Senator who finds that attendance at a Senate meeting is not possible. Alternates must be chosen from the constituency represented by the Senator and must be identified to the Chairperson prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Constitution or the bylaws.

1.3.3 Positions vacated by resignation or for other reasons prior to the date of the annual election shall be filled by the Executive Board by appointment from the constituency represented by the vacated position. Such temporary appointments shall be ratified by the Senate and shall continue until the next regular election. (See Section 1.3.1)

1.3.4 Senators who are absent from two consecutive regular meetings, or who are absent from three of five consecutive regular meetings, and who have not offered for such absences reasons acceptable to the Executive Board, shall be designated by the Executive Board as delinquent.

After the delinquent Senators have been notified by the Secretary/Treasurer of their designation as delinquent, their names shall be placed before all the Senators at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the delinquent Senator from office.

1.3.5 Should members in a particular district become dissatisfied with their representation, a petition, signed by two-thirds of the members in that district may be delivered to the Chairperson of the Administrative Senate. The Chairperson will then notify the Senator involved and will instruct the Elections Committee to conduct a recall election. Should a negative vote be attained, the Senate position will be declared vacant.

SECTION 1.4 Method of Election

1.4.1 The Elections Committee will prepare and circulate applications and will announce open positions three weeks prior to election day. The applications will be made available at a central place and the Elections

Committee will take the appropriate measures to inform all administrators and administrative/technical support staff of application and election procedures.

- 1.4.2 To be a candidate for Senator, an administrator or administrative/technical support staff member must complete and submit the application form authorized by the Elections Committee and must declare which district he or she is seeking.
- 1.4.3 The Elections Committee shall certify each application submitted. Certification shall include insuring that the applicant is eligible to hold office under the provisions of the bylaws. Such certification shall be completed no later than one week prior to election day.
- 1.4.4 The Elections Committee shall prepare the ballots to be distributed on election day. The names of all candidates whose applications have been certified shall appear on each ballot. Ballots will include instructions to the voter telling how many persons to vote for in all categories.
- 1.4.5 The election day will be in May of each year, three weeks before the last Senate meeting in June.
- 1.4.6 The Elections Committee shall provide to each eligible administrator and administrative/technical support staff the ballots necessary before the election. Each ballot shall include a return envelope.

The administrator or administrative/technical support staff shall vote for the indicated number of candidate(s) from his or her district by clearly marking his or her choice(s) and placing the ballot in the return envelope. After signing the envelope to validate the ballot, the voter will return both to the Elections Committee.
- 1.4.7 The Elections Committee shall review envelopes to insure that votes are cast only by eligible administrators and administrative/technical support staff. Valid ballots will be removed from their envelopes and the envelopes will be kept apart from the ballots until the election has been certified.
- 1.4.8 Ballots will be accepted by the Elections Committee for two weeks after election day; no ballots will be accepted after 5:00 p.m. of the last day.
- 1.4.9 The Elections Committee shall count the votes cast and

shall declare the results to the Senate at the last Senate meeting of the year held in June. In the event of a tie vote, a run-off election shall be conducted and shall continue until such time as a clear majority is reached. The Senate shall validate the conduct of the election and shall vote to certify the election. When the election is certified, the Elections Committee shall destroy the envelopes and the ballots and shall transmit a report containing the tabulation of votes cast to the Secretary/Treasurer of the Senate.

ARTICLE II OFFICERS

SECTION 2.1 Officers

The elected officers of the Administrative Senate shall be the Chairperson, Chairperson Elect, Past Chairperson (who may serve in an ex officio capacity), and Secretary/Treasurer. Any Senator may serve as an officer.

SECTION 2.2 Duties of Administrative Senate Officers

- 2.2.1 Chairperson: The Chairperson shall preside over all meetings of the Administrative Senate; act as Chairperson of the Executive Board, which is made up of the elected officers; act as Chairperson of the Executive Committee, which is made up of the elected officers and the chairpersons of the standing committees; carry out the directions of the Administrative Senate; serve as principal spokesperson for the Administrative Senate; represent the Administrative Senate at formal functions of the University; and cast the deciding vote in the event of a tie vote.
- 2.2.2 Chairperson Elect: The Chairperson Elect shall act for the Chairperson in his or her absence or incapacity, serve as chair of the Election Committee, and carry out such additional duties as may be assigned by the Chairperson.
- 2.2.3 Past Chairperson: The Past Chairperson shall provide advice and counsel to the chairperson and elected officers of the Administrative Senate.
- 2.2.4 Secretary/Treasurer: The Secretary/Treasurer shall be responsible for minutes of the Senate, keep a record of attendance and of votes where a roll call vote is requested, be responsible for correspondence, maintain

the Senate archives, and carry out such additional duties as may be assigned by the Chairperson. Copies of Administrative Senate minutes shall be distributed to all Shawnee State University administrators and administrative/technical support staff, the president and vice presidents of the University, the chair of the University Faculty, and the president of Student Senate within 15 days following each meeting.

The Secretary/Treasurer, in consultation with the Executive Board, shall prepare and supervise the operating budget, submit a quarterly report to the Senate, and, with the Chairperson, jointly approve expenditures of the Senate funds.

SECTION 2.3 Election of Officers

- 2.3.1 Officers of the Administrative Senate shall be elected by the Senators.
- 2.3.2 The Elections Committee shall administer the elections of officers.
- 2.3.3 Nominations and elections of officers shall be conducted in the following order: Chairperson Elect and Secretary/Treasurer. The Elections Committee assumes the responsibility of submitting and verifying the names of eligible persons for Senate office. Nominations may be closed by a vote of a simple majority of Senators. Election will be by secret ballot. Individuals nominated will be excused during discussion of their qualifications but will return to cast their ballots.
- 2.3.4 In order to be elected, a candidate must have a majority of the votes cast; in case of an election where a candidate does not receive a majority, there will be a run-off vote between the two (or more) with the highest plurality.
- 2.3.5 The votes will be counted and certified by the Elections Committee. If a member of this committee is a candidate for an office, the Chairperson of the Elections Committee shall appoint a substitute.
- 2.3.6 In case of a tie vote, a re-vote will be taken. If a tie occurs a second time, the winner will be determined by the toss of a coin. Records of the election will be maintained for the duration of the term of office.

ARTICLE III: THE EXECUTIVE BOARD

SECTION 3.1 The Administrative Senate Executive Board

The elected officers shall constitute the Executive Board of the Administrative Senate and shall perform its administrative functions.

- 3.1.1 The Executive Board shall act for the Administrative Senate in cases of emergency when it determines that an Administrative Senate meeting is not feasible.
- 3.1.2 The Executive Board shall appoint chairpersons to the Administrative Senate standing committees and representatives to other university committees as requested.
- 3.1.3 The Executive Board shall also appoint officers or senators to fill vacancies on a temporary basis until a special election or regular election can be held.
- 3.1.4 The Executive Board shall monitor and report on the status and implementation of actions taken or recommended by the Administrative Senate.
- 3.1.5 The Executive Board shall act as or designate liaison between the Administrative Senate and other campus governance groups.

ARTICLE IV ADMINISTRATIVE SENATE COMMITTEES

SECTION 4.1 Standing Committees

There shall be the following standing committees, with the chairperson of each a member of the Administrative Senate: (1) Executive Committee, (2) Personnel/Policies Committee, (3) Compensation Committee, and (4) Professional Development/Evaluation Committee. The membership of each committee, with the exception of the Executive Committee, may include administrative and administrative/technical support staff who are not Senators.

- 4.1.1 Duties and Responsibilities of Standing Committees
 - 4.1.1.a The Executive Committee shall be composed of the elected officers of the Administrative Senate and the chairpersons of the Personnel/Policies Committee, Compensation Committee, and Professional Development/Evaluation Committee. The Executive Committee shall concern itself with the orderly disposition of Administrative Senate concerns.

The Executive Committee shall develop a statement of goals and priorities for presentation to the Senate during the first meeting in October. The chairpersons of the standing committees shall regularly report their committee's progress to the Executive Board.

- 4.1.1.b The Personnel/Policies Committee shall concern itself with the relationship which exists between administrators and administrative/technical support staff and the University as an employer. In particular, the committee shall review, study, and recommend Senate action in regard to policies and procedures which affect administrators and administrative/technical support staff, excluding those issues addressed in Section 4.1.1.c and 4.1.1.d.
- 4.1.1.c The Compensation Committee shall concern itself with the annual review of compensation distribution, including recommending action in regard to fringe benefits.
- 4.1.1.d The Professional Development/Evaluation Committee shall concern itself with efforts to aid and encourage professional growth and development in administrators and administrative/technical support staff. In particular, the committee shall review, study, and recommend Senate action in regard to such matters as performance evaluation, professional leave, continuing education, and recognition of professional achievement.

SECTION 4.2 Elections Committee

The Elections Committee, chaired by the Administrative Senate Chairperson Elect and composed of three additional continuing Senators, shall be appointed by the Executive Committee.

- 4.2.1 Duties and Responsibilities of the Elections Committee
 - 4.2.1.a The Elections Committee shall administer the election of Senators and Administrative Senate officers as described in the bylaws.
 - 4.2.1.b The Elections Committee shall monitor the election districts based on administration and administrative/technical support population and distribution.
 - 4.2.1.c The Elections Committee shall provide a report covering its activities to the Senate during the last meeting of the year in June. At that time, the Elections Committee

shall present the results of the election of Senators and any other pertinent information.

SECTION 4.3 Ad Hoc Committees

Ad hoc committees will be established as needed and shall be appointed by the Chairperson and/or the Executive Board of the Administrative Senate.

SECTION 4.4 Jurisdiction Over Committee Work

The Administrative Senate may require any of its committees to report progress on any matter before the committee or to refer any such matter to the Administrative Senate for consideration.

ARTICLE V MEETINGS

SECTION 5.1 Meetings

All meetings of the Administrative Senate shall be open to all interested parties unless a meeting is declared "closed" by a majority of the Senators present. The audio or video taping of Administrative Senate meetings is prohibited.

SECTION 5.2 Regular Meetings

The Administrative Senate shall meet a minimum of ten times per year and as often as necessary to transact its business. An informational meeting of the entire administrative body shall be called by the Administrative Senate each spring quarter.

5.2.1 Order of Business

At regular meetings, the order of business shall be:

1. Call to Order
2. Approval of Minutes
3. Communication/Correspondence
4. Agenda Approval
5. Unfinished Business
6. New Business
7. Adjournment

5.2.2 The Executive Committee shall meet regularly to refer matters for committee consideration and to schedule committee reports and other agenda items. Any agenda item intended to result in Administrative Senate action should be forwarded to the Secretary/Treasurer at least seven working days prior to the meeting.

- 5.2.3 The Executive Committee shall prepare the agenda for Administrative Senate meetings, and the Secretary/Treasurer shall distribute the agenda to the Senators at least three working days prior to the meeting.
- 5.2.4 The agenda may be modified for a particular meeting by two-thirds favorable vote of the Senators in attendance.

SECTION 5.3 Special Meetings

The Administrative Senate Chairperson shall have the power to call a special meeting of the Administrative Senate either upon his or her own initiative or upon the written request of at least five (5) Senators or a simple majority of all administrators and administrative/technical support staff. Such notification shall include an agenda.

ARTICLE VI VOTING

Section 6.1 Voting by Members

Each member of the Senate, excluding the Chairperson, has one vote. The Chairperson shall vote only in the event of a tie. Normally voting is done by show of hands. A request for a roll call vote may be made by any Senator on any motion on the floor. The record of a roll call or written ballot vote shall be kept by the Secretary/Treasurer and included in the minutes, unless excluded by special vote. Passage of a motion will require an affirmative vote by a simple majority.

Section 6.2 Attendance for Voting

Voting on all motions, and on amendments to the Constitution and bylaws, shall require the presence of a Senator unless otherwise specified. (See Article I, Section 1.3)

ARTICLE VII FINANCES

SECTION 7.1 Budget

The Secretary/Treasurer shall annually prepare the Administrative Senate budget, according to the process established by the University. The budget shall be submitted to the Administrative Senate for approval prior to its submission to the University.

ARTICLE VIII QUORUM

Two-thirds of the voting membership of the Administrative Senate shall constitute a quorum.

ARTICLE IX AMENDMENTS TO BYLAWS

Section 9.1 Proposing Amendments to the Bylaws

Amendments to the bylaws may be proposed by any senator and shall be presented to the Administrative Senate Chairperson.

Section 9.2 Notification of Senators

Amendments to the bylaws shall be presented in writing to the Senators at least one meeting in advance of a requested vote.

Section 9.3 Voting

Voting on amendments to the bylaws shall be by roll call vote, with no provision for absentee voting by Senators.

Section 9.4 Ratification of Bylaws and Amendments to Bylaws

Ratification of amendments to the bylaws shall require a two-thirds majority of the Senators as well as approval by the Administrative Senate Chairperson.

RESOLUTION 50-92

Personnel

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

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

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

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

APPOINTMENTS, REASSIGNMENTS, AND RESIGNATIONS FOR BOARD ACTION:

FACULTY

Nancy Murray
Instructor, Class I, Step 3
Department of Dental Hygiene
College of Health Sciences
Nine-Month Salary of \$25,400
Effective Fall Quarter 1992
(A master's degree in an approved subject area must be completed within six (6) years of employment.)

ADMINISTRATIVE

Jannette Hartley
Technical Services Librarian, Grade 26
Library/Media Services
Annual Salary of \$28,000
Effective August 17, 1992

Paul Madden
Teacher Education Certification Assistant, Grade 20
Center for Teacher Education
Ten-Month Position (September 1, 1992 through June 30, 1993)
Salary of \$17,500
(Position funded by the Regional Teacher Training Center Grant)

RESOLUTION 50-92
Personnel

Louisa Straziuso
Reference Librarian
Library/Media Services
Resignation Effective August 14, 1992

Harry Weinbrecht
Director of Athletics
Division of Student Affairs
Retirement Effective July 31, 1992

Tom Davidson
Director of Career Planning & Placement
Division of Student Affairs
Resignation Effective August 7, 1992

OTHER

Vickie Stacy
Extension of Unpaid Personal Leave of Absence
Effective July 1, 1992 - June 30, 1993
(A side letter to the SSU/CWA Agreement will be
presented for Board approval by the Finance &
Facilities Committee.)

(July 27, 1992)

INFORMATION ITEMS REPORTED FOR THE PERIOD OF
May 30, 1992 - July 13, 1992

PERSONNEL ACTIVITY PROCESSED FROM 5/30/92 THROUGH 7/13/92

FACULTY

Lisa M. Ferguson
Adjunct Faculty/Respiratory Therapy
NEW
Effective 6/17/92

Jerry M. O'Bannion
Adjunct Faculty/Arts & Humanities
NEW
Effective 6/17/92

John B. Marshall
Adjunct Faculty/College of Business
NEW
Effective 6/17/92

Caroline M. Walsh
Adjunct Faculty/Developmental Education Program
NEW
Effective 6/17/92

CONTINUING EDUCATION

John Y. Kayser
Driver - Temporary
NEW
Effective 6/3/92

Sandi Sinclair
PT Instructor
NEW
Effective 4/16/92

ADMINISTRATORS

Paul Dawson
Systems Analyst
Resignation Effective 6/26/92
Disability Retirement Pending

Tom Wesolowski
Asst. Director Public Relations
Resignation Effective 5/29/92

Steven D. Mowery
User Support Manager/UIS
NEW
Effective 6/17/92

David K. Creamer
VP Business Affairs
NEW
Effective 7/1/92

Marilyn Nibert
Administrative Assistant/Provost
Position Upgrade (Grade 23 to Grade 24)
Effective 5/22/92

SUPPORT STAFF

Eric Rowe
Technical Support Assistant/UIS
NEW
Effective 6/17/92

Sue Robertson
Bookstore Cashier
Temporary
Effective 6/15/92

Cindy Thompson
Bookstore Cashier
Temporary
Effective 6/15/92

Helen Leasure
Data Entry Operator/Registrar
Temporary
Effective 6/10/92

Jeannie Hayslip
Data Entry Operator
Temporary-Transferred From Student Employment
Effective 6/10/92

Marian Fischels
Learning Center Technician
NEW
Effective 5/26/92

Valorie Shoemaker
Learning Center Assistant
Temporary Assignment Ended
Effective 5/22/92

Lisa Call
Data Entry Operator/Transfer-Placement
Temporary Assignment Extended
Assignment Ended 6/30/92

ACTION ITEMS

Student Affairs

Harry Weinbrecht
Director of Athletics
Retirement Effective 7/31/92

Tom Davidson
Director Career Planning & Placement
Resignation Effective 8/7/92

Academic Affairs

Jannette Hartley
Technical Services Librarian
Grade 26, Annual Salary \$28,000
To Be Effective 8/17/92

Paul Madden
Teacher Education Certification Assistant
Grade 20, Ten Month Salary \$17,500, Grant Funded
To Be Effective September 1, 1992

Nancy Murray
Department of Dental Hygiene, College of Health Sciences
Instructor, Class I, Step 3
Nine Month Salary \$25,400
To Be Effective Fall Quarter 1992
Master's degree in approved subject area required within six years

Louisa Straziuso
Reference Librarian
Resigned Effective August 14, 1992

RESOLUTION 51-92

Approve Extension of Leave of Absence

WHEREAS, Board Resolution 01-92, in approving the Shawnee State University/Communication Workers of America Agreement, also approved a 6-month leave for Vickie Stacy to serve as director of the Southern Ohio/Northern Kentucky Labor-Management Conference Board; and

WHEREAS, a side letter extending that leave until June 30, 1993, has been reviewed and accepted by all parties and is recommended by the Finance and Facilities Committee;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees approves the attached side letter extending leave for Vickie Stacy until June 30, 1993.

(July 27, 1992)

Shawnee State University

Portsmouth, Ohio 45662
(614) 354-3205

**SIDE LETTER: EXTENSION OF UNPAID
PERSONAL LEAVE - VICKIE STACY
JULY 1, 1992 - JUNE 30, 1993**


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

- * Vickie Stacy will be granted an extension to a personal leave of absence (unpaid) for the purpose of serving as Coordinator of the Southern Ohio/Northern Kentucky Labor Management Conference Board.
- * This extension will be for the period of time from July 1, 1992 through June 30, 1993.
- * The University will continue this leave of absence under the same conditions as initially granted and approved by Shawnee State University Board Resolution 01-92.

This understanding will take effect July 1, 1992 and continue through June 30, 1993 and is considered non-precedent setting.



Robert Coriell, President
Communication Workers of America



Clive Veri, President
Shawnee State University

F. D. Hyland
Chairman of the Board of Trustees
Shawnee State University

RESOLUTION 52-92

FY '93 Budget

WHEREAS, the Board of Trustees of Shawnee State University has adopted the general fund budget for the 1993 fiscal year; and

WHEREAS, the University Budget Advisory Committee subsequently has completed the development of the balance of the FY '93 operating budget that incorporates the establishment of a Health Club fee effective Fall Quarter 1992; and

WHEREAS, the President was a part of those discussions and recommended that the Finance and Facilities Committee accept the balance of the operating budget and the Health Club fees as submitted; and

WHEREAS, the Finance and Facilities Committee recommends approval of the balance of the FY '93 budget plan;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University adopts the balance of the budget plan for the 1993 fiscal year as recommended.

(July 27, 1992)

AUXILIARY FUND

The Auxiliary Services budget is funded by a combination of revenues provided from sales, services, admissions, and General Fee support. The budget for Auxiliary Services is built on the concept that the Auxiliaries are stand alone operations that will generate the required revenue to support the operations. Should the operating departments fail to realize projected revenue, the budgets would be adjusted accordingly to maintain a balanced budget.

The proposed budget is similar to the last year's with the following changes. Two sports, Women's and Men's Cross Country have been eliminated and the Activities Center budget has been combined with and under the Athletic Director. Enclosed is a proposed fee schedule for the Health Club that would become effective in the Fall term.

AUXILIARY FUNDS

Analysis of Budget Fiscal Year 1992-93

	<u>Transfers</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Balance</u>
Bookstore	\$ -	\$1,132,300	\$1,132,300	\$ 0
Cheerleading	4,624	-	4,624	0
Natatorium	56,850	59,770	116,620	0
University Center	107,315	168,730	276,045	0
Athletic Director	180,660	13,000	193,660	0
Womens:				
Volleyball	27,501	325	27,826	0
Softball	34,381	-	34,381	0
Basketball	83,630	3,550	87,180	0
Tennis	14,687	-	14,687	0
Mens:				
Golf	16,136	-	16,136	0
Basketball	81,964	4,550	86,514	0
Soccer	25,270	-	25,270	0
Baseball	39,112	-	39,112	0
	<u>\$672,130</u>	<u>\$1,382,225</u>	<u>\$2,054,335</u>	<u>\$ 0</u>

PROPOSAL FOR HEALTH CLUB MEMBERSHIP FEES ADJUSTMENT

Total Membership

Services

Nautilus	Free Weights
Tennis (excludes court-time)	Pool
Aerobic Machines	Towel Service
Gymnasium (when available)	Sauna
Aerobic Classes	Whirlpool
Lounge	
Racquetball (excludes court time)	
Locker Room Facilities	

<u>Fees</u>	<u>Proposed</u>	<u>Present</u>	<u>Difference</u>
1 year, single	\$275.00	\$250.00	\$ 25.00
1 year, family	\$352.00	\$320.00	\$ 32.00
4 months, single	\$105.00	\$ 95.00	\$ 10.00
4 months, family (husband & wife)	\$143.00	\$130.00	\$ 13.00
Senior Citizen, 1 year	\$165.00	\$150.00	\$ 15.00
Senior Citizen, 4 months	\$ 66.00	\$ 60.00	\$ 6.00

Racquetball/Tennis Membership

Services

Racquetball (excludes court time)
 Tennis (excludes court time)
 Sauna
 Whirlpool
 Locker Room Facilities
 Towel Service
 Lounge

<u>Fees</u>	<u>Proposed</u>	<u>Present</u>	<u>Difference</u>
MUST JOIN FOR FULL YEAR			
1 year, single	\$ 44.00	\$ 40.00	\$ 4.00
Senior Citizen	\$ 22.00	\$ 20.00	\$ 2.00
COURT TIME			
Racquetball (walk on/reserved)	\$ 4.50/hr.	\$ 4.00	\$.50
Tennis (walk on/reserved)	\$ 3.25/hr.	\$ 3.00	\$.25
Students/Faculty/Staff	FREE	FREE	FREE
NO SHOW FEE ON RESERVATIONS (Must be paid before next participation)	\$ 2.00/hr.	\$ 2.00	n/a

Fitness Membership

<u>Services</u>	<u>Proposed</u>	<u>Present</u>	<u>Difference</u>
All Benefits Except Pool			
<u>Fees</u>			
1 year, single	\$187.00	\$170.00	\$ 17.00
4 months, single	\$ 72.00	\$ 65.00	\$ 7.00
Senior Citizen, 1 year	\$143.00	\$130.00	\$ 13.00
Senior Citizen, 4 months	\$ 55.00	\$ 50.00	\$ 5.00

Pool Membership

<u>Services</u>	<u>Proposed</u>	<u>Present</u>	<u>Difference</u>
All Benefits Except Fitness			
<u>Fees</u>			
1 year, single	\$187.00	\$170.00	\$ 17.00
4 months, single	\$ 72.00	\$ 65.00	\$ 7.00
Senior Citizen, 1 year	\$143.00	\$130.00	\$ 13.00
Senior Citizen, 4 months	\$ 55.00	\$ 50.00	\$ 5.00

Student/Faculty/Staff Membership

<u>Services</u>	<u>Proposed</u>	<u>Present</u>	<u>Difference</u>
All Benefits			
<u>Fees</u>			
All Students With Validated Student ID	No Charge	No Charge	n/a
Sports Center Staff	No Charge	No Charge	n/a
Full Time Faculty	\$25.00 per qtr	No Charge	25.00
Full time Staff	\$25.00 per qtr	No Charge	25.00
Part Time Faculty	\$25.00 per qtr	\$20.00	5.00
Part time Staff	\$25.00 per qtr	\$20.00	5.00
Spouse of Full time Faculty/Staff	\$25.00 per qtr	\$20.00	5.00

Guests

\$5.00 per visit, limit of 12 visits per year. Guests of the University may pay \$2.00 per person a day with a limit of 12 visits.

Discount Rates

Clubs, organizations, or groups consisting of 10 or more individuals may receive a 15% discount. Twenty or more individuals may receive a 20% discount.

Special Summer Rates

Fee Schedule for Rental of Sports Center

<u>Services</u>	<u>Proposed</u>	<u>Present</u>	<u>Difference</u>
Pool	\$46.00/hr.	\$ 42.00	\$ 4.00
Racquetball/Tennis	\$45.00/hr.	\$ 41.00	\$ 4.00
Fitness	\$34.00/hr.	\$ 31.00	\$ 3.00
Total Facility	\$81.00/hr.	\$ 74.00	\$ 7.00

Special Summer Fees

Services - Note these are four month memberships

All Benefits

<u>Fees</u>	<u>Proposed</u>	<u>Present</u>	<u>Difference</u>
Shawnee State Student	\$ 22.00	\$ 20.00	\$ 2.00
Other College/University Students (valid ID.)	\$ 28.00	\$ 25.00	\$ 3.00

Note: The adjustments in fees represent an approximate 10% increase. This increase is necessary to assist in the coverage of increased operations cost (utilities, increased personnel costs).

RESTRICTED FUND

The following summary of Restricted Funds highlights the major items in this fund group. Since restricted funds, by definition, are controlled by an outside organization as to how they may be used, the institution exercises very little control over them. Restricted funds which include grants, scholarships, and contracts are considered to be neutral in the budget since no carryover may be made beyond the life of the grant or contract. These funds have very little impact on the daily operational budget.

Most items in this account group are reviewed and approved as grant/contract applications on an individual basis. When funded, the accounts will be included in this budget. The starting and ending dates of grants and contracts do not always correspond with the University fiscal year which results in this set of accounts being in a constant state of change.

RESTRICTED FUNDS

Analysis of Budget Fiscal Year 1992-93

	<u>Revenues</u>	<u>Expenses</u>	<u>Balance</u>
Pell	\$3,010,400	\$3,010,400	\$ 0
SEOG	125,000	125,000	0
College Work Study	89,000	89,000	0
CAO Basics	14,800	14,800	0
District Science Day	3,720	3,720	0
Federal Government Gift	15,000	15,000	0
CE/Martin Marietta	63,000	63,000	0
CE/On Your Way	33,250	33,250	0
CE/Summer Academy	6,400	6,400	0
Senior Citizen Grant	26,850	26,850	0
CBI/OTTO	55,000	55,000	0
CE/JTPA On Campus	20,000	20,000	0
GED Federal Gov't Grant	132,000	132,000	0
MM/Women/Minority Program	7,000	7,000	0
Adult Basic Education Fees	70,000	70,000	0
Private Gift/Grant	4,365	4,365	0
Life Planning	95,000	95,000	0
Governor's Summer Institute	75,600	75,600	0
Product Improvement	47,266	47,266	0
Academic Challenge-Nursing	37,312	37,312	0
Academic Challenge-Dental	27,019	27,019	0
CBI/MM Cad	3,250	3,250	0
Access Improvement Grant*	25,900	25,900	0
State Government Gift Grant	4,331	4,331	0
CE/Contract	2,520	2,520	0
	<u>\$3,993,983</u>	<u>\$3,993,983</u>	

* Includes carryover balance

Agency accounts are normally those accounts used by student organizations, such as clubs, to handle their finances. In this circumstance, the University acts as a fiscal agent for the club, maintaining its "checkbook" and accounting records. The funds come into the accounts from two major sources with the first being money raised by the organization from various sources. Secondly, support is allocated by Student Services from the General Fee income account through the student government allocation process.

These accounts are treated as free standing and operate on a cash basis, thus are allowed to expense items up to the amount of funds available. Should projected revenues fail to materialize, expense budgets would be reduced accordingly.

AGENCY FUND

AGENCY FUNDS

Analysis of Budget Fiscal Year 1992-93

	<u>Transfers</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Balance</u>
Campus Communications	\$14,195	\$ 3,387	\$17,582	\$ 0
Student Senate	20,197	-	20,197	0
Cultural Affairs	13,000	-	13,000	0
Intramural Sports	13,368	-	13,368	0
Special Events	-	24,525	24,525	0
Pep Band	<u>4,200</u>	<u>-</u>	<u>\$ 4,200</u>	<u>0</u>
	<u>\$64,960</u>	<u>\$26,912</u>	<u>\$92,872</u>	<u>\$ 0</u>

RESOLUTION 53-92

Approval of Administrative Titles and Length of Contracts

WHEREAS, the following administrative personnel have been evaluated according to Board policy; and

WHEREAS, the President, in consultation with the vice presidents, recommends that administrative personnel be appointed according to the Board policies;

THEREFORE BE IT RESOLVED THAT the Board of Trustees of Shawnee State University hereby approves the following administrative personnel for the contract terms and titles listed below:

Personnel	Title	92-93 Contracts
Arnold L. Addington	Provost, Vice President of Academic Affairs	2 / 2
James W. Arnzen	Asst. Director of Athletics (Effective 8/1/92, Director of Athletics and Head Men's Basketball Coach)	1 / 1
Michael Bankey	Asst. Director of Admissions	1 / 1
Grant E. Beckett	Director, Developmental Education	2 / 2
Elinda Boyles	Director, Personnel	1 / 2
Barbara Bradbury	Asst. Director of Admission	1 / 2
Daniel Brown	OTTO Coordinator	1 / 1 *
Mark A. Burchett	Science Laboratory Assistant	1 / 1
Pat Carson	Coordinator, University Publications	2 / 2
Candace Chaboudy	Coordinator, Field & Clinical Experiences	1 / 1
Brent Chamberlin	Buyer	1 / 1
Adora Campis	Coordinator, GROW Program	1 / 1 *
Joanne Charles	Sr. Accountant, Business Affairs	1 / 1
Thomas Charles	Director of Transfer Placement	1 / 2
Frederick Chrisman	Director of Student Activities	1 / 2

Gene S. Come	Associate Provost	1 / 2
Paul Crabtree	Asst. V.P. of Student Affairs	2 / 2
David Creamer	Vice President of Business Affairs	1 / 1
Kenneth Crusan	Facilities Network Manager	1 / 1
Timothy Culver	GED Program Coordinator	1 / 1 *
Mary Cummings	Reference Librarian	1 / 1
Thomas Davidson	Director of Career Planning & Placement	1/2 (resignation 8/7/92)
Michael Day	Junior Accountant, Business Affairs	1 / 1
William Duncan	Associate Director of Media Services	2 / 2
Danny L. Evans	Asst. V.P., Academic Affairs	1 / 1
Cynthia J. Evans	Director of Purchasing	1 / 1
Paul Fowler	Director, SOCF Programs	2 / 2
Patricia Gilmore	Coordinator, Disability Services	1 / 1 *
David Gleason	Facilities Planner	2 / 2
Alicia Gray	Coordinator of Minority Affairs	1 / 1 *
Stephen Gregory	Asst. Director of Admission	1 / 2
Carolyn Gross	BASICS Coordinator	1 / 1 *
Gary Gulker	Associate Director CE/Center of Bus. & Ind.	1 / 1
William Hannah	Coordinator, Media Services	2 / 2
Allen Hanson	University Center Manager	1 / 1
Melvin Hatfield	Coordinator, Paramedics Program/CE	1 / 2
Richard Howard	Vice President of Student Affairs	2 / 2
Michael Hughes	Counselor	1 / 1
Jessica Jahnke	Dean, Center for Teacher Education	1 / 1

Deborah Johnson	Asst. Director, Personnel	1 / 1
James Kadel	Dean, College of Health Sciences	1 / 2
Mary Keaton	Bookstore Manager	2 / 2
Lloyd A. Kotcamp, Jr.	Maintenance Supervisor	1 / 1
Robert Lawson	Director, Continuing Education	1 / 1
Sandra Lawyer	Counselor, JOBS Program	1 / 1 *
McClintock, Margaret	Director, UIS	1 / 1
Charles Martin	Custodial Supervisor	2 / 2
Eustace Matthews	Director of Student Support Services	1 / 1 *
Stephen Midkiff	Registrar	1 / 2
Teresa Midkiff	Director, Library/Media Services	1 / 2
Brenda Miller	Counselor - JOBS Program	1 / 1 *
Mark Moore	Asst. Registrar	1 / 2
Patricia Moore	Administrative Asst. to the President	2 / 2
Raymond Moore	Asst. V.P./Budget Director	1 / 1
Steven D. Mowery	User Support Manager, UIS	1 / 1
Cathy Mullins	Coordinator of Special Programs	1 / 1 *
Marilyn Nibert	Administrative Asst. to the Provost	1 / 2
Bruce Ottens	Assistant Dean, College of Engineering Tech.	1 / 2
Roy Payne	Dean, College of Business	1 / 2
Michael Pinson	Engineering Technology Technician	1 / 1
Rosemary Poston	Director of Admission	2 / 2
Kenneth Powell	Print Shop Manager	2 / 2
Sherri Powell	Accountant	1 / 1

Virginia Ramey	Associate Director C.E.	1 / 2
Catherine Roberts	Assistant to the President	1 / 2
Suzanne Shelplan	Director of JOBS Program	1 / 1 *
Connie Stoner	Associate Director, Library, Public Services	1 / 2
Gary Stottlemeyer	Librarian, Automated Services	2 / 2
Louisa Straziuso	Librarian, Reference	1/2 (resignation 8/14/92)
Jeanie Syrone	Coordinator, Emergency Care Education Prog.	1 / 2
Dale Taylor	Coordinator, Student Assessment	1 / 2
Tim Thoroughman	Construction Manager	1 / 1
Dennis Travis	Dean, College of Arts & Sciences	1 / 1
Richard Vournazos	Asst. Director of Admission	1 / 2
Charles Walker	Programmer II, UIS	1 / 2
Randall Warman	University Center Manager	1 / 1
Susan Warsaw	Director, Development and Community Relations	2 / 2
Deborah Watson	Counselor, JOBS Program	1 / 1 *
Harry Weinbrecht	Director of Athletics (effective 10/1/92, Sports Center Manager)	1 / 1
John Welton	Bursar	1 / 2
Teresa Wilburn	Programmer II, UIS	1 / 1
Eugene Wilson	Director, Financial Aid	2 / 2
David Winters	Dean, College of Engineering Technologies	2 / 2
John Wittenmyer	Coordinator, SOCF Programs	1 / 1
Daniel Young	Director, Physical Facilities	1 / 1

*The University reserves the right to terminate this contract and employment thereunder immediately upon the expiration or suspension of funds.

RESOLUTION 54-92

Approval of Salaries for

Administrative and Administrative/Technical Support Staff

WHEREAS, it is the intent of the Shawnee State University Board of Trustees to raise the salary ranges for administrators and provide eligible administrators and administrative/technical support staff employees with a salary increase in FY '93 as a matter of equity; and

WHEREAS, the Board of Trustees recommends that the attached administrative and administrative/technical support staff schedules be approved and that all eligible administrative and administrative/technical support staff be provided a four percent (4%) across-the-board pay raise effective July 1, 1992;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees hereby approves this resolution.

(July 27, 1992)

PROPOSED ADMINISTRATIVE PAY INCREASES
FY 1993

EMPLOYEE NAME	RANK/ CLASS	POSITION GRADE	BASE SALARY FOR FY 93	PROPOSED SALARY INCREASE	FY 93 ADJ. BASE SALARY	PER CENT SALARY INCREASE	PER CENT RANGE MAXIMUM
ADMINISTRATORS:							
ADDINGTON, A.L.	PROVOST	A 55	88,275	3,531	91,806	4.00%	99.02%
BANKEY, MICHAEL	ASST DIRECTOR	A 25	23,625	945	24,570	4.00%	69.38%
BECKETT, GRANT	DIR DEV	A 30	46,056	1,842	47,898	4.00%	95.09%
BOYLES, ELINDA	DIRECTOR	A 32	42,315	1,693	44,008	4.00%	75.81%
BRADBURY, BARBARA	ASST DIRECTOR	A 25	29,871	1,195	31,066	4.00%	87.72%
BURCHETT, MARK	LAB ASST	A 22	21,500	860	22,360	4.00%	78.11%
CARSON, PAT	CO-ORDINATOR	A 24	25,716	1,029	26,745	4.00%	91.02%
CHAMBERLIN, BRENT	BUYER	A 23	20,445	816	21,263	4.00%	59.17%
CHARBOUDY, CANDACE	CO-ORDINATOR	A 29	37,309	1,492	38,801	4.00%	92.63%
CHARLES, JOANNE	ACCOUNTANT	A 25	30,000	1,200	31,200	4.00%	88.10%
CHARLES, THOMAS	DIRECTOR	A 28	40,818	1,633	42,451	4.00%	96.99%
CHISHAM, FRED	DIRECTOR	A 29	44,722	1,789	46,511	4.00%	99.05%
COHE, GENE	ASSOC PROVOST	A 52	67,597	2,703	70,290	4.00%	95.41%
CRABTREE, PAUL	ASST VP-STD.AFF.	A 51A	57,734	2,309	60,043	4.00%	84.99%
CRUSAN, KENNETH	MANAGER	A 25	33,728	1,349	35,077	4.00%	90.14%
CUMMINGS, MARY	LIBRARIAN	A 26	29,244	1,170	30,414	4.00%	80.04%
DAVIDSON, TOM	DIRECTOR	A 29	44,722	1,789	46,511	4.00%	99.05%
DAY, MICHAEL	JR. ACCT.	A 23	23,625	945	24,570	4.00%	79.93%
DUNCAN, WILLIAM	ASSOC.DIR	A 28	34,836	1,393	36,229	4.00%	82.77%
EVANS, CYNTHIA	DIRECTOR	A 28	33,000	1,320	34,320	4.00%	78.41%
EVANS, DANNY	ASST VP-ACAD.AFF.	A 51A	57,373	2,295	59,668	4.00%	84.46%
FOWLER, PAUL	DIRECTOR	A 27	38,825	1,553	40,378	4.00%	99.05%
GLEASON, DAVID	PLANNER	A 31	42,432	1,697	44,129	4.00%	91.61%
GREGORY, STEPHEN	ASST DIRECTOR	A 25	27,256	1,090	28,346	4.00%	80.04%
GULKER, GARY	ASSOC.DIRECTOR	A 28	40,227	1,609	41,836	4.00%	95.59%
HANNAH, WILLIAM	CO-ORDINATOR	A 25	27,591	1,104	28,695	4.00%	91.03%
HATFIELD, NELVIN	CO-ORDINATOR	A 27	33,906	1,352	35,258	4.00%	85.24%
HOWARD, RICHARD	VP-STD.AFF.	A 53	66,330	2,653	68,983	4.00%	87.01%

PROPOSED ADMINISTRATIVE PAY INCREASES
FY 1993

EMPLOYEE NAME	RANK/ CLASS	POSITION GRADE	BASE SALARY FOR FY 93	PROPOSED SALARY INCREASE	FY 93 ADJ. BASE SALARY	PER CENT SALARY INCREASE	PER CENT RANGE MAXIMUM
ADMINISTRATORS:							
HUGHES, MICHAEL	COUNSELOR	A 28	30,450	1,218	31,668	4.00%	72.35%
JAHNKE, JESSICA	DEAN	A 52	59,000	2,360	61,360	4.00%	83.28%
JOHNSON, DEBRA	ASST.DIRECTOR	A 27	31,977	1,279	33,256	4.00%	91.58%
KADEL, JAMES	DEAN	A 52	60,126	2,405	62,531	4.00%	84.87%
KOTCAMP, LLOYD	SUPERVISOR	A 27	28,875	1,155	30,030	4.00%	73.66%
LAWSON, ROBERT	DIRECTOR	A 33	48,904	1,956	50,860	4.00%	81.74%
MARTIN, CHARLES	SUPERVISOR	A 23	26,549	1,062	27,611	4.00%	89.82%
MATTHEW, EUSTACE	DIRECTOR	A 29	34,647	1,386	36,033	4.00%	76.73%
MC CLINTOCK, N.	DIRECTOR	A 32	46,700	1,868	48,568	4.00%	83.66%
MICKIFF, STEPHEN	REGISTERAR	A 32	43,532	1,741	45,273	4.00%	77.99%
MICKIFF, TERESA	DIRECTOR	A 32	49,575	1,983	51,558	4.00%	83.81%
MOORE, MARK	ASST.TO REGSTR.	A 26	30,071	1,203	31,274	4.00%	82.30%
MOORE, PATRICIA	ADM ASST/PRES	A 25	30,555	1,222	31,777	4.00%	89.73%
MOORE, RAYMOND	ASST VP/EDD DIR	A 51A	57,373	2,295	59,668	4.00%	94.46%
MOWERY, STEVEN	MANAGER	A 25	23,192	928	24,120	4.00%	68.11%
MIBERT, MARILYN	ADM ASST/PROV	A 24	25,408	1,016	26,424	4.00%	80.05%
OTTENS, BRUCE	ASST DEAN	A 51B	55,903	2,236	58,139	4.00%	84.45%
PAYNE, ROY	DEAN	A 52	67,013	2,681	69,694	4.00%	94.60%
PINSON, MICHAEL	TECHNICIAN	A 22	23,233	929	24,162	4.00%	84.41%
POSTON, ROSEMARY	DIRECTOR	A 30	44,776	1,791	46,567	4.00%	92.44%
POWELL, KENNETH	MANAGER	A 23	26,549	1,062	27,611	4.00%	89.92%
POWELL, SHEERI	ACCT/EDD, ANAL.	A 25	26,563	1,063	27,626	4.00%	78.01%
RAHEY, VIRGINIA	ASSOC.DIR	A 28	34,092	1,363	35,455	4.00%	80.93%
ROBERTS, CATHERINE	ASST TO/PRESI	A 31	46,056	1,842	47,898	4.00%	86.56%
STONE, CONNIE	ASSOC.DIRECTOR	A 28	34,326	1,393	36,229	4.00%	92.77%
STOTTLEMYER, GARY	LIBRARIAN	A 26	30,461	1,216	31,679	4.00%	83.37%
STRAZIUSO, LOUISA	LIBRARIAN	A 26	35,240	1,410	36,650	4.00%	86.45%
SYRONEY, JEANIE	CO-ORDINATOR	A 23	23,098	924	24,022	4.00%	78.14%

PROPOSED ADMINISTRATIVE PAY INCREASES
FY 1993

EMPLOYEE NAME	RANK/ CLASS	POSITION GRADE	BASE SALARY FOR FY 93	PROPOSED SALARY INCREASE	FY 93 ADJ. BASE SALARY	PER CENT SALARY INCREASE	PER CENT RANGE MAXIMUM
ADMINISTRATORS:							
TAYLOR, DALE	CO-ORDINATOR	A 25	29,241	1,170	30,411	4.00%	95.97%
THOROUGHMAN, TIMOTHY	MANAGER	A 27	38,825	1,553	40,378	4.00%	99.05%
TRAVIS, DENNIS	DEAN	A 52	70,000	2,800	72,800	4.00%	98.81%
VOURNAZOS, RICHARD	ASST.DIRECTOR	A 25	28,020	1,121	29,141	4.00%	82.29%
WALKER, CHARLES	PROGRAMMER	A 26	28,004	1,120	29,124	4.00%	76.55%
WARSAW, SUSAN	DIRECTOR	A 30	42,985	1,719	44,704	4.00%	88.75%
WELTON, JOHN	BURSAR	A 27	31,927	1,277	33,204	4.00%	81.45%
WILBURN, THERESA	PROGRAMMER	A 26	24,720	989	25,709	4.00%	67.66%
WILSON, EUGENE	DIRECTOR	A 31	50,373	2,015	52,388	4.00%	36.88%
WINTERS, DAVID	DEAN	A 52	69,294	2,772	72,066	4.00%	97.82%
WITTENMYER, JOHN	COORDINATOR	A 24	25,200	1,008	26,208	4.00%	79.40%
YOUNG, DAN	DIRECTOR	A 32	45,705	1,828	47,533	4.00%	81.88%
			2,668,006	106,720	2,774,726		

PROPOSED ADMINISTRATIVE PAY INCREASES
FY 1993

EMPLOYEE NAME	RANK/ CLASS	POSITION GRADE	BASE SALARY FOR FY 93	PROPOSED SALARY INCREASE	FY 93 ADJ. BASE SALARY	PER CENT SALARY INCREASE	PER CENT RANGE MAXIMUM

ATSS							
DILLOW, PEGGY	EXEC SECT	E HA	23,067	915	23,982	4.00%	96.99%
FORBES, BETTY	SECT	E HA	18,325	728	19,053	4.00%	89.03%
GREGORY, DENISE	ACCT CLK II	E HA	9,975	364	9,339	4.00%	33.94%
HUFF, MARCIA	ACCT CLK II	E HA	21,819	874	22,693	4.00%	82.22%
KRESS, KAY	SECT III	E HA	17,950	728	18,678	4.00%	57.67%
HEGRAW, JUDY	PERS REF	E HA	20,446	812	21,258	4.00%	77.02%
MITCHELL, WIN	EXEC SECT	E HA	26,270	1,061	27,331	4.00%	99.03%
FLUNNER, LINDA	SECT.	E HA	22,901	915	23,816	4.00%	88.29%
RICE, JANE	EXEC SECT	E HA	23,067	915	23,982	4.00%	86.89%
			182,820	7,312	190,132	-----	

PROPOSED ADMINISTRATIVE PAY INCREASES:
FY 1993

DEPT. TITLE	EMPLOYEE NAME	RANK/ CLASS	POSITION GRADE	BASE SALARY FOR FY 93	PROPOSED SALARY INCREASE	FY 93 ADJ. BASE SALARY	PER CENT SALARY INCREASE	PER CENT RANGE MAXIMUM
OTHER FUNDS ADMINISTRATORS: -----								
BOOKSTORE	KEATON, MARY	MGR	A 26	31,868	1,275	33,143	4.00%	87.22%
UNIV CTR	WARNAN, RANDALL	MGR	A 22	9,592	384	9,976	4.00%	34.85%
UNIV CTR	HANSON, ALLEN	MGR	A 22	9,592	384	9,976	4.00%	34.85%
THL DIR	ARMZEN, JANE	ASST DIR	A 27	35,074	1,403	36,477	4.00%	89.48%
THL DIR	WEINBRECHT, HARRY	DIRECTOR	A 30	47,974	1,919	49,893	4.00%	99.05%
				134,100	5,364	139,464		
GRANT	GRAY, ALICIA	CO ORD	A 25	25,985	1,039	27,024	4.00%	76.31%
GRANT	BROWN, DANIEL	CO ORD	A 27	29,473	1,179	30,652	4.00%	75.19%
GRANT	GILMORE, PATRICIA	CO ORD	A 25	11,599	464	12,063	4.00%	34.06%
GRANT	CULVER, TIM	COORDINATOR	A 24	25,985	1,039	27,024	4.00%	81.87%
GRANT	GROSS, CAROLYN	CO ORD	A 24	27,917	1,117	29,034	4.00%	87.96%
GRANT	MULLINS, CATHY	CO ORD	A 25	25,305	1,012	26,317	4.00%	74.31%
GRANT	LAWYER, SANDRA	COUNSELOR	A 25	26,000	1,040	27,040	4.00%	76.35%
GRANT	WATSON, DEBORAH	COUNSELOR	A 25	27,300	1,092	28,392	4.00%	80.17%
GRANT	HILLER, BRENDA	COUNSELOR	A 25	26,250	1,050	27,300	4.00%	77.09%
GRANT	SHELPHAN, SUZANNE	DIRECTOR	A 28	32,550	1,302	33,852	4.00%	77.34%
				258,164	10,335	268,499		

SHAWNEE STATE UNIVERSITY
ADMINISTRATIVE PAY STRUCTURE
EFFECTIVE JULY 1, 1992
FISCAL YEAR 92/93

7/1/92jm

Grade	FY92/93 Minimum	FY92/93 Midpoint	FY92/93 Maximum
20	16,911	20,885	24,860
21	18,020	22,359	26,697
22	19,185	23,905	28,625
23	20,445	25,593	30,741
24	21,785	27,396	33,008
25	23,197	29,306	35,414
26	24,719	31,359	37,998
27	26,322	33,544	40,766
28	28,052	35,911	43,769
29	29,895	38,427	46,958
30	31,834	41,103	50,373
31	33,927	44,002	54,076
32	36,159	47,106	58,052
33	38,507	50,366	62,225
34	41,203	53,892	66,582
50/A	38,293	51,312	64,331
50/B	37,260	49,929	62,598

SHAWNEE STATE UNIVERSITY
ADMINISTRATIVE PAY STRUCTURE
EFFECTIVE JULY 1, 1992
FISCAL YEAR 92/93

7/7/92jm

Grade	FY92/93 Minimum	FY92/93 Midpoint	FY92/93 Maximum
50/C	36,126	48,409	60,692
50/D	35,612	47,720	59,828
51/A	42,051	56,348	70,645
51/B	40,973	54,903	68,834
52	43,854	58,765	73,675
53	47,193	63,239	79,286
54	50,788	68,056	85,323
55	55,188	73,952	92,716

ADMINISTRATIVE/TECHNICAL
SUPPORT STAFF

MINIMUM ENTRY WAGE SCHEDULE
EFFECTIVE
JULY 1, 1992

GRADE	MINIMUM
2	\$ 6.21
3	6.54
4	6.90
5	7.26
6	7.65
7	8.07
8	8.52
9	8.98
10	9.47
11	10.00

RESOLUTION 54-92

Approval of Salaries for

Administrative and Administrative/Technical Support Staff

WHEREAS, it is the intent of the Shawnee State University Board of Trustees to raise the salary ranges for administrators and provide eligible administrators and administrative/technical support staff employees with a salary increase in FY '93 as a matter of equity; and

WHEREAS, the Board of Trustees recommends that the attached administrative and administrative/technical support staff schedules be approved and that all eligible administrative and administrative/technical support staff be provided a four percent (4%) across-the-board pay raise effective July 1, 1992;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees hereby approves this resolution.

(July 27, 1992)

PROPOSED ADMINISTRATIVE PAY INCREASES
FY 1993

EMPLOYEE NAME	RANK/ CLASS	POSITION GRADE	BASE SALARY FOR FY 93	PROPOSED SALARY INCREASE	FY 93 ADJ. BASE SALARY	PER CENT SALARY INCREASE	PER CENT RANGE MAXIMUM
ADMINISTRATORS:							
ADDINGTON, A.L.	PROVOST	A 55	88,275	3,531	91,806	4.00%	99.02%
BANKEY, MICHAEL	ASST DIRECTOR	A 25	23,625	945	24,570	4.00%	69.38%
BECKETT, GRANT	DIR DEV	A 30	46,056	1,842	47,898	4.00%	95.09%
BOYLES, ELINDA	DIRECTOR	A 32	42,315	1,693	44,008	4.00%	75.81%
BRADBURY, BARBARA	ASST DIRECTOR	A 25	29,871	1,195	31,066	4.00%	87.72%
BURCHETT, MARK	LAB ASST	A 22	21,500	860	22,360	4.00%	78.11%
CARSON, PAT	CO-ORDINATOR	A 24	25,716	1,029	26,745	4.00%	81.02%
CHAMBERLIN, BRENT	BUYER	A 23	20,445	818	21,263	4.00%	69.17%
CHARBOUDY, CANDACE	CO-ORDINATOR	A 29	37,309	1,492	38,801	4.00%	82.63%
CHARLES, JOANNE	ACCOUNTANT	A 25	30,000	1,200	31,200	4.00%	88.10%
CHARLES, THOMAS	DIRECTOR	A 28	40,818	1,633	42,451	4.00%	96.99%
CHRISHAN, FRED	DIRECTOR	A 29	44,722	1,789	46,511	4.00%	99.05%
CONE, GENE	ASSOC PROVOST	A 52	67,587	2,703	70,290	4.00%	95.41%
CRAETREE, PAUL	ASST VP-STD.AFF.	A 51A	57,734	2,309	60,043	4.00%	84.99%
CRUSAN, KENNETH	MANAGER	A 25	33,728	1,349	35,077	4.00%	86.91%
CUMMINGS, MARY	LIBRARIAN	A 26	29,244	1,170	30,414	4.00%	80.04%
DAVIDSON, TOM	DIRECTOR	A 29	44,722	1,789	46,511	4.00%	99.05%
DAY, MICHAEL	JR. ACCT.	A 23	23,625	945	24,570	4.00%	79.93%
DUNCAN, WILLIAM	ASSOC DIR	A 28	34,836	1,393	36,229	4.00%	82.77%
EVANS, CYNTHIA	PURCH DIR	A 28	33,000	1,320	34,320	4.00%	78.41%
EVANS, DANNY	ASST VP-ACAD.AFF.	A 51A	57,373	2,295	59,668	4.00%	84.46%
FOWLER, PAUL	DIRECTOR	A 27	38,825	1,553	40,378	4.00%	99.05%
GLEASON, DAVID	PLANNER	A 31	42,432	1,697	44,129	4.00%	91.61%
GREGORY, STEPHEN	ASST DIRECTOR	A 25	27,256	1,090	28,346	4.00%	80.04%
HAINNAH, WILLIAM	CO-ORDINATOR	A 25	27,591	1,104	28,695	4.00%	81.03%
HATFIELD, HELVIN	CO-ORDINATOR	A 27	33,806	1,352	35,158	4.00%	86.24%
HOWARD, RICHARD	VP-STD.AFF.	A 53	66,330	2,653	68,983	4.00%	87.01%
HUGHES, MICHAEL	COUNSELOR	A 28	30,450	1,218	31,668	4.00%	72.35%
JAHNKE, JESSICA	DEAN	A 52	59,000	2,360	61,360	4.00%	83.28%
JOHNSON, DEBRA	ASST.DIRECTOR	A 27	31,977	1,279	33,256	4.00%	81.58%

PROPOSED ADMINISTRATIVE PAY INCREASES
FY 1993

EMPLOYEE NAME	RANK/ CLASS	POSITION GRADE	BASE SALARY FOR FY 93	PROPOSED SALARY INCREASE	FY 93 ADJ. BASE SALARY	PER CENT SALARY INCREASE	PER CENT RANGE MAXIMUM
KADEL, JAMES	DEAN	A 52	60,126	2,405	62,531	4.00%	84.87%
KOTCAMP, LLOYD	SUPERVISOR	A 27	28,875	1,155	30,030	4.00%	73.66%
LAWSON, ROBERT	DIRECTOR	A 33	48,904	1,956	50,860	4.00%	81.74%
MARTIN, CHARLES	SUPERVISOR	A 23	26,549	1,062	27,611	4.00%	89.82%
MATTHEW, EUSTACE	DIRECTOR	A 29	34,647	1,386	36,033	4.00%	76.73%
MC CLINTOCK, M.	DIRECTOR	A 32	46,700	1,868	48,568	4.00%	83.66%
MIDKIFF, STEPHEN	REGISTRAR	A 32	43,532	1,741	45,273	4.00%	77.99%
MIDKIFF, TERESA	DIRECTOR	A 32	49,575	1,983	51,558	4.00%	88.81%
MOORE, MARK	ASST. REGSTR.	A 26	30,071	1,203	31,274	4.00%	82.30%
MOORE, PATRICIA	ADM ASST/PRES	A 25	30,555	1,222	31,777	4.00%	89.73%
MOORE, RAYMOND	ASST VP/BUD DIR	A 51A	57,373	2,295	59,668	4.00%	84.46%
MOWERY, STEVEN	MANAGER	A 25	23,192	928	24,120	4.00%	68.11%
NIBERT, MARILYN	ADM ASST/PROV	A 24	25,408	1,016	26,424	4.00%	80.05%
OTTENS BRUCE	ASST DEAN	A 51B	55,903	2,236	58,139	4.00%	84.46%
PATHE, ROY	DEAN	A 52	67,013	2,681	69,694	4.00%	94.60%
PINSON, MICHAEL	TECHNICIAN	A 22	23,233	929	24,162	4.00%	84.41%
POSTON, ROSEMARY	DIRECTOR	A 30	44,776	1,791	46,567	4.00%	92.44%
POWELL, KENNETH	MANAGER	A 23	26,549	1,062	27,611	4.00%	89.82%
POWELL, SHERRI	ACCT/BUD. ANAL.	A 25	26,563	1,063	27,626	4.00%	78.01%
RANEY, VIRGINIA	ASSOC. DIR	A 28	34,082	1,363	35,445	4.00%	80.98%
ROBERTS, CATHERINE	ASST TC/PRESI	A 31	46,056	1,842	47,898	4.00%	86.58%
STONER, CONNIE	ASSOC. DIRECTOR	A 28	34,836	1,393	36,229	4.00%	82.77%
STOTTLEMYER, GARY	LIBRARIAN	A 26	30,461	1,218	31,679	4.00%	83.37%
STRAZIUSO, LOUISA	LIBRARIAN	A 26	35,240	1,410	36,650	4.00%	96.45%
SYRONEY, JEAMIE	CO-ORDINATOR	A 23	23,098	924	24,022	4.00%	78.14%
TAYLOR, DALE	CO-ORDINATOR	A 25	29,241	1,170	30,411	4.00%	85.87%
THOROUGHMAN, TIMOTHY	MANAGER	A 27	38,825	1,553	40,378	4.00%	99.05%
TRAVIS, DENNIS	DEAN	A 52	70,000	2,800	72,800	4.00%	98.81%
VOURNAZOS, RICHARD	ASST. DIRECTOR	A 25	28,020	1,121	29,141	4.00%	82.29%
WALKER, CHARLES	PROGRAMMER	A 26	28,004	1,120	29,124	4.00%	76.65%
WARSAW, SUSAN	DIRECTOR	A 30	42,985	1,719	44,704	4.00%	88.75%

PROPOSED ADMINISTRATIVE PAY INCREASES
FY 1993

EMPLOYEE NAME	RANK/ CLASS	POSITION GRADE	BASE SALARY FOR FY 93	PROPOSED SALARY INCREASE	FY 93 ADJ. BASE SALARY	PER CENT SALARY INCREASE	PER CENT RANGE MAXIMUM
WELTON, JOHN	BURSAR	A 27	31,927	1,277	33,204	4.00%	81.45%
WILBURN, THERESA	PROGRAMMER	A 26	24,720	989	25,709	4.00%	67.66%
WILSON, EUGENE	DIRECTOR	A 31	50,373	2,015	52,388	4.00%	96.88%
WINTERS, DAVID	DEAN	A 52	69,294	2,772	72,066	4.00%	97.82%
WITTENMYER, JOHN	COORDINATOR	A 24	25,200	1,008	26,208	4.00%	79.40%
YOUNG, DAN	DIRECTOR	A 32	45,705	1,828	47,533	4.00%	81.88%
			2,658,505	106,340	2,764,845		

PROPOSED ADMINISTRATIVE PAY INCREASES
FY 1993

EMPLOYEE NAME	RANK/ CLASS	POSITION GRADE	BASE SALARY FOR FY 93	PROPOSED SALARY INCREASE	FY 93 ADJ. BASE SALARY	PER CENT SALARY INCREASE	PER CENT RANGE MAXIMUM
ATGS							
DILLON, PEGGY	EXEC SECT	E NA	23,067	915	23,982	4.00%	86.89%
FORBES, BETTY	SECT	E NA	18,325	728	19,053	4.00%	69.03%
GREGORY, DENISE	ACCT CLK II	E NA	8,975	364	9,339	4.00%	33.84%
HUFF, MARCIA	ACCT CLK II	E NA	21,819	874	22,693	4.00%	82.22%
KRESS, KAY	SECT III	E NA	17,950	728	18,678	4.00%	67.67%
MCGRAW, JUDY	PERS REP	E NA	20,446	812	21,258	4.00%	77.02%
MITCHELL, KIM	EXEC SECT	E NA	26,270	1,061	27,331	4.00%	99.03%
PLUMMER, LINDA	SECT.	E NA	22,901	915	23,816	4.00%	86.29%
RICE, JANE	EXEC SECT	E NA	23,067	915	23,982	4.00%	86.89%
			182,820	7,312	190,132		
			2,841,325	113,652	2,954,977		

PROPOSED ADMINISTRATIVE PAY INCREASES
FY 1993

DEPT. TITLE	EMPLOYEE NAME	RANK/ CLASS	POSITION GRADE	BASE SALARY FOR FY 93	PROPOSED SALARY INCREASE	FY 93 ADJ. BASE SALARY	PER CENT SALARY INCREASE	PER CENT RANGE MAXIMUM
OTHER FUNDS ADMINISTRATORS:								
BOOKSTORE	KEATON, MARY	MGR	A 26	31,868	1,275	33,143	4.00%	87.22%
UNIV CTR	WARMAN, RANDALL	MGR	A 22	9,592	384	9,976	4.00%	34.85%
UNIV CTR	HANSON, ALLEN	MGR	A 22	9,592	384	9,976	4.00%	34.85%
ATHL DIR	WEINBRECHT, HARRY	DIRECTOR	A 30	47,974	1,919	49,893	4.00%	99.05%
ATHL DIR	ARNZEN, JAMES	ASST DIR	A 27	35,074	1,403	36,477	4.00%	89.48%
				134,100	5,364	139,464	0	3
GRANT	GRAY, ALICIA	CO ORD	A 25	25,985	1,039	27,024	4.00%	76.31%
GRANT	GULKER, GARY	ASSOC.DIRECTOR	A 28	40,227	1,609	41,836	4.00%	95.58%
GRANT	BROWN, DANIEL	CO ORD	A 27	29,473	1,179	30,652	4.00%	75.19%
GRANT	GILMORE, PATRICIA	CO ORD	A 25	11,599	464	12,063	4.00%	34.06%
GRANT	CULVER, TIM	COORDINATOR	A 24	25,985	1,039	27,024	4.00%	81.87%
GRANT	GROSS, CAROLYN	CO ORD	A 24	27,917	1,117	29,034	4.00%	87.96%
GRANT	MULLINS, CATHY	CO ORD	A 25	25,305	1,012	26,317	4.00%	74.31%
GRANT	WATSON, DEBORAH	COUNSELOR	A 25	27,300	1,092	28,392	4.00%	80.17%
GRANT	LAWYER, SANDRA	COUNSELOR	A 25	26,000	1,040	27,040	4.00%	76.35%
GRANT	MILLER, BRENDA	COUNSELOR	A 25	26,250	1,050	27,300	4.00%	77.09%
GRANT	SHELPHAN, SUZANNE	DIRECTOR	A 28	32,550	1,302	33,852	4.00%	77.34%
				298,591	11,944	310,535		

SHAWNEE STATE UNIVERSITY
ADMINISTRATIVE PAY STRUCTURE
EFFECTIVE JULY 1, 1992
FISCAL YEAR 92/93

7/1/92jm

Grade	FY92/93 Minimum	FY92/93 Midpoint	FY92/93 Maximum
20	16,911	20,885	24,860
21	18,020	22,359	26,697
22	19,185	23,905	28,625
23	20,445	25,593	30,741
24	21,785	27,396	33,008
25	23,197	29,306	35,414
26	24,719	31,359	37,998
27	26,322	33,544	40,766
28	28,052	35,911	43,769
29	29,895	38,427	46,958
30	31,834	41,103	50,373
31	33,927	44,002	54,076
32	36,159	47,106	58,052
33	38,507	50,366	62,225
34	41,203	53,892	66,582
50/A	38,293	51,312	64,331
50/B	37,260	49,929	62,598

SHAWNEE STATE UNIVERSITY
ADMINISTRATIVE PAY STRUCTURE
EFFECTIVE JULY 1, 1992
FISCAL YEAR 92/93

7/1/92jm

Grade	FY92/93 Minimum	FY92/93 Midpoint	FY92/93 Maximum
50/C	36,126	48,409	60,692
50/D	35,612	47,720	59,828
51/A	42,051	56,348	70,645
51/B	40,973	54,903	68,834
52	43,854	58,765	73,675
53	47,193	63,239	79,286
54	50,788	68,056	85,323
55	55,188	73,952	92,716

ADMINISTRATIVE/TECHNICAL
SUPPORT STAFF

MINIMUM ENTRY WAGE SCHEDULE
EFFECTIVE
JULY 1, 1992

GRADE	MINIMUM
2	\$ 6.21
3	6.54
4	6.90
5	7.26
6	7.65
7	8.07
8	8.52
9	8.98
10	9.47
11	10.00

RESOLUTION 45-92

"Charge to, and Composition of, the Strategic Planning
Steering Committee"

WHEREAS, the Board of Trustees strongly encourages the development of a long-range strategic plan for the further development of Shawnee State University; and

WHEREAS, the strategic plan shall build upon the established mission and goals of the university; and

WHEREAS, the Executive Committee of the Board has reviewed and modified the attached;

THEREFORE BE IT RESOLVED that the Board approves the attached "Charge to, and Composition of, the Strategic Planning Steering Committee"; and

BE IT FURTHER RESOLVED that, in the event the persons appointed are unable to serve on the Committee, the President shall, in consultation with the Board Chairperson, appoint a replacement.

(June 12, 1992)

CHARGE TO, AND COMPOSITION OF, THE STRATEGIC PLANNING STEERING COMMITTEE (SPSC)

Introduction

Strategic planning addresses the questions of:

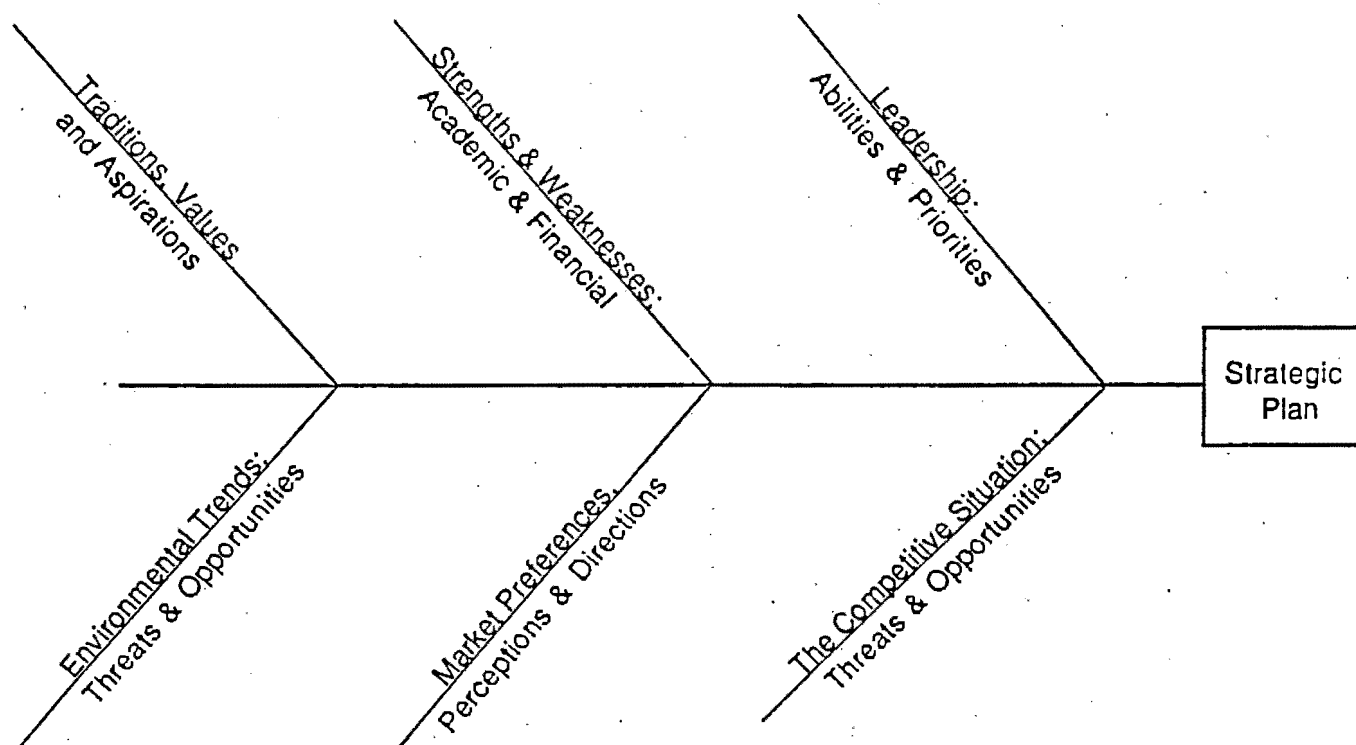
What should we do?

How should we decide?

Where should we put our energy, talent and money?

It is an action-oriented process that encourages people to think innovatively and to act strategically with a future in mind. While the strategic planning process is participatory in nature, the outcome is institutionally oriented as contrasted with a set of individual aspirations and desires.

The essential components of strategic-planning are shown as follows:



There is, thus, the need to take into consideration two "worlds;" internal and external. Both have an impact on the plan that is developed. "In short, " to cite Dr. George Keller (Academic Strategy, The Johns Hopkins University Press, Baltimore, 1983, p. 153), "you need to know what your college or university can or cannot do, and what it wants to do. Then you need to discern what it might do, and should do. Last, you need to decide what it will do." Keller then suggests that the more rational components " . . . should exude from this compound of internal and external considerations."

Charge to the Committee

The strategic planning process is a natural extension of a university's mission statement and goals. Shawnee State University reconfirmed its mission and established goals to implement that mission during an 18-month period, culminating with Board of Trustee approval in December, 1990. The University has, since 1980, conducted a longitudinal study through the Institutional Goals Inventory, and is currently completing its self-study process for institutional review by the North Central Association. Within this context, the strategic planning steering committee is charged with the following:

1. Present to the Board of Trustees, through its Executive Committee, a strategic plan for approval or emendation at its January, 1993 meeting.
2. Establish a Strategic Planning Steering Committee of faculty, staff, an alumnus and student to develop and recommend a strategic plan to the Executive Committee of the Board through the University President.
3. To assist in developing a draft strategic plan, engage in the process those

people at Shawnee State University who wish to be involved, realizing that consensus-reaching is a goal that might not be reached.

4. Should the University Senate be established by early January 1993, utilize that body as the final institutional review committee to recommend a strategic plan to the President.
5. Approval is given to expend up to \$10,000 from the contingency fund for the employment of a consultant(s) to expedite the strategic planning process.

Appointment of Members to the Strategic Planning Steering Committee

<u>Representing</u>	<u>Name</u>	<u>Affiliation</u>
Core Faculty	Dr. Alexander Alex (Soc. Sci.)	A & S
Developmental Ed	Dr. Mary Dillard (Arts/Humanities)	A & S
Research	Dr. Jeff Bauer (Science)	A & S
Facilities	Ben Winters	Bus. Affairs
Demographics	Dr. Ed Miner (Soc. Sci.)	A & S
Information Sci.	Gary Stottlemeyer	Acad. Aff.
Experience Elsewhere	Dr. Dennis Travis	A & S
Board of Trustees	Jeff Kaplan, Esq.	
At-Large Members		
	Debora Waterman, Esq.	Business
	Dr. Dan Moore	Business
	Carl Hilgarth	Engin. Tech.

C. Ray Irwin	Engin. Tech
Sharon Scott	Health Sci.
Cathy Perry	Health Sci.
Dr. David Creamer	Bus. Affairs
Provost A.L. Addington	Acad. Affairs
Dr. Paul Crabtree	Stu. Affairs
Gloria Horsley	Stu. Affairs
Dennis Valentine	Student
Joyce G. Odle	Alumnus
Dr. Clive Veri, Chair	
Dr. David Gleason, Secretary	

RESOLUTION 46-92**CWA Side Letter****Altered Workday**

WHEREAS, Shawnee State University and all other Ohio public colleges and universities have severely constrained budgets as a result of Ohio's economy and scheduled additional budget cuts; and

WHEREAS, the Communication Workers of America has provided thorough cooperation to the University in seeking ways to save money without layoffs, one means of which is an altered workday; and

WHEREAS, the attached side letter has been reviewed by CWA, the administration, and the Executive Committee of the Board and is recommended to the entire Board by the Executive Committee;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees approves the attached side to the current CWA/SSU Agreement, to become effective as stated in the side letter.

(June 12, 1992)

Shawnee State University

Portsmouth, Ohio 45662
(614) 354-3205

Side Letter to CWA/SSU Agreement dated
November 7, 1991 - November 6, 1994
RE: Work week schedule change

This side letter outlines our agreement regarding the implementation of four 10-hour days as the standard work week for the support staff bargaining unit represented by CWA for the period of time from June 13, 1992 through September 4, 1992. Following are the specifics of this agreement:

1. The University will, effective June 13, 1992, begin the standard work schedule of four 10-hour work days. The normal working schedule will be from Monday through Thursday, 7 a.m. - 6 p.m. Other work shifts may be allowed based upon the needs of the operation.
2. The University will not schedule Fridays as a normal work day.
3. Payment for employees working not more than ten (10) hours in a work day will be at the straight time rate.
4. Payment of overtime for hours worked over eight (8) in a work day as provided in Article XII Section B (1) shall be waived during the period of time that this understanding is in effect except for the week of June 29 - July 3, 1992.
5. It is understood that CWA will not pursue individual requests for payment of overtime for hours worked over eight (8) but not exceeding ten (10) in a work day during the period of time that this agreement is in effect.
6. It is understood that overtime shall be paid for all hours worked over forty (40) in a work week or over ten (10) in a work day.
7. For the week beginning June 29, the University will work 8-hour days during the entire holiday week. Holiday pay will be for eight (8) hours at straight-time rate.
8. Vacation leave and sick leave will be used based upon the number of hours scheduled in the work day (i.e. 10 hours).
9. An unpaid lunch period (1 hour or 1/2 hour) must be scheduled and taken as well as two (2) paid 15-minute breaks each work day in accordance with Article VIII Section D of the labor agreement.

By affixing the designated signatures to this document, this understanding supersedes the language of the Agreement in Article XII Section A (1) re: definition of work week; and Section B (1) re: overtime.

This understanding will be in effect from June 13, 1992 through September 4, 1992.

Robert Coriell

Robert Coriell
President, Local 4372
CWA

6-11-92

Date Signed

Clive Veri

Clive Veri
President
Shawnee State University

6-11-92

Date Signed

F. D. Hyland
Chairman of the Board of Trustees
Shawnee State University

Date Signed