

Shawnee State University

Digital Commons @ Shawnee State University

Minutes of the Board of Trustees Meetings

Board of Trustees

6-18-1993

June 18, 1993 Meeting Minutes

Shawnee State University

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

Recommended Citation

Shawnee State University, "June 18, 1993 Meeting Minutes" (1993). *Minutes of the Board of Trustees Meetings*. 350.

<https://digitalcommons.shawnee.edu/botmeetings/350>

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

MINUTES
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES
June 18, 1993

The meeting was called to order at 4:02 p.m. by Mrs. Richards.

Roll Call

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

Members Absent: Mr. Winters (excused)

Approval of Minutes

Ms. Riffe noted that in the April 16, 1993 minutes, she was referred to throughout as Mr. Riffe instead of Ms. Riffe. Mr. Hyland clarified his role (as reported in the May 17, 1993 minutes) in standing in for Mr. Winters to assist in the introduction of Speaker Riffe during Commencement. Motions were made and seconded to approve the minutes (as noted) of the April 16, 1993 and May 17, 1993 meetings.

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

Nays: None

Approval of June 18, 1993 Agenda

Mr. Ferguson moved and Ms. Riffe seconded a motion to approve the June 18, 1993 agenda.

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

Nays: None

President's Report

Dr. Veri recognized retired Board members and asked Mr. Hyland to introduce them. Those in attendance were Carolyn Andrews, Duncan Baxter, Walter Brown, Ray Carson, Vic Morgan, Joyce Odle, Jim Strafford, Dave Vetter. It was reported that Bill Reinhardt was unable to attend due to being hospitalized.

Dr. Veri reported that \$350,000 of donated money has been placed in an endowment account to support international studies. Dr. Veri reported that he, Mrs. Veri, and Dr. Jinlu Li will be traveling in early August to China to visit Zhejiang University of Technology, where discussions will continue regarding the development of a sister-institution relationship. He pointed out that expenses will be covered by the endowment (not with operating funds). In addition, Dr. Veri reported that the FY94 budget contains a line item of \$27,000 to cover the costs of receiving a visiting professor and three students from Nizhny Novgorod State University to implement the first part of the Russian exchange.

Committee Reports

Quality of University Life, Ms. Verna Riffe

Ms. Riffe moved and Mr. Shkurti seconded a motion to approve Resolution 24-93, Request for New Position: Athletic Trainer/Sports Information Director. This resolution establishes the new position, Athletic Trainer/Sports Information Director, to support the day-to-day operations of the Athletic Department.

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

Nays: None

Ms. Riffe moved and Mr. Ferguson seconded a motion to approve Resolution 36-93, Extension of Leave of Absence. This resolution approves the side letter agreed upon by Shawnee State University and the Communication Workers of America, which extends Vickie Stacy's leave of absence from July 19, 1993 through January 19, 1993.

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

Nays: None

Finance and Facilities Committee, Mr. Tom Reynolds

Mr. Reynolds reported that the University will finish the fiscal year in the black, despite an earlier \$750,000 deficit. He indicated that the budget for FY94 was still somewhat uncertain since the legislature had not yet approved how much money SSU would receive. Mr. Winters reported that the projected budget does not include any remaining funds for the reserve fund, which was depleted to cover the deficit.

Mr. Reynolds moved and Mr. Shkurti seconded a motion to approve Resolution 25-93, Approval of General Fund Budget. This resolution approves adoption of the general fund budget for FY94.

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

Nays: None

Mr. Reynolds moved and Mr. Waller seconded a motion to approve Resolution 26-93, Approval of Auxiliary and Agency Budgets. This resolution approves adoption of the auxiliary and agency budgets for FY94.

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

Nays: None

Mr. Reynolds moved and Mr. Hyland seconded a motion to approve Resolution 27-93, Approval of Chemical Hazard Communication Policy. This resolution approves the adoption of the Chemical Hazard Communication policy, which addresses Federal OSHA hazard communication requirements.

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

Nays: None

Mr. Reynolds moved and Mr. Ferguson seconded a motion to approve Resolution 28-93, Approval of Administrative Personnel Policies and the Amending of Policy 4.58, On-Campus Educational Benefits. This resolution approves revisions to Policy 4.58 and approves adoption of the following administrative policies: Disability Leave; Professional Leave Without Pay; Professional Leave With Pay; Family Leave; and Concern Resolution.

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

Nays: None

Mr. Reynolds moved and Mr. Kaplan seconded a motion to approve Resolution 29-93, Approval of Letters of Agreement to Labor Contracts. This resolution approves the letters of agreement entered into between Shawnee State University and the Shawnee Education Association and the Communication Workers of America, which endorse the awarding of the University's health, dental, vision, and life insurance contract to State Mutual Life Assurance Company of America.

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

Nays: None

Mr. Reynolds moved and Ms. Riffe seconded a motion to approve Resolution 30-93, Approval of New Position. This resolution approves the creation and hiring of a print shop operator, effective July 1, 1993, to support the day-to-day operations of the printing/graphics operation.

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

Nays: None

Mr. Reynolds moved and Mr. Hyland seconded a motion to approve Resolution 31-93, Approval of Grants. This resolution approves submission of the following grants: Adult Basic and Literacy Education; Governor's Summer Institute; Project S.M.A.R.T.; Teaching Science; Scioto River Water Quality Project; Computer Imaging and Shape Analysis of Conodonts; Labor/Management Cooperation; and JOBS.

Academic Affairs Committee, Mr. Jeff Kaplan

Mr. Kaplan moved and Mr. Hyland seconded a motion to approve Resolution 32-93, Personnel.

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

Nays: None

Mr. Kaplan moved and Mr. Ferguson seconded a motion to approve Resolution 33-93, Approval of Graduates. This resolution approves the awarding of certificates or degrees at Commencement on June 18, 1993, to all candidates, whose final completion and graduation from the University is confirmed by the Registrar.

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

Nays: None

Mr. Kaplan moved and Ms. Riffe seconded a motion to approve Resolution 34-93, Approval of Policies. This resolution approves the adoption of the following policies: Bloodborne Pathogen Policy; Inventions, Discoveries, and Patents Policy; Establishing a Center; Campus Electronic Mail.

In regard to the policy on Establishing a Center, Mr. Shkurti requested that a system be put into place to evaluate centers, and as a part of that process, a means to terminate centers that become obsolete. Dr. Veri agreed.

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

Nays: None

Mr. Kaplan moved and Mr. Hyland seconded a motion to approve Resolution 35-93, New Degree Programs. This resolution approves the submission of bachelor of fine arts and bachelor of arts degree program proposals to the Ohio Board of Regents.

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

Nays: None

Vice President's Reports

Academic Affairs, Dr. Addington

Dr. Addington reported that several accrediting groups have visited various academic programs. In addition, he reported that 18 dental hygiene graduates achieved a 100% passing rate on their national board examination, scoring higher than any previous SSU dental hygiene class (five points above the national average).

Student Affairs, Dr. Crabtree

Dr. Crabtree reported that this year's graduating class is the largest ever at SSU. Other items reported by Dr. Crabtree were: the Student Programming Board and Student Senate hosted an honors banquet for over 250 students; all student athletes and some coaches have successfully completed a cultural diversity program. Dr. Crabtree asked Suzanne Shelpmann (Director of the JOBS Retention Program) to report on the JOBS program. She reported that the Ohio Department of Human Resources will fund \$643,636 to Shawnee State's JOBS Program. This renewal award for FY94 is the third full year of funding. Ms. Shelpmann reported that they have an 86% retention rate. She expressed her thanks to Dr. Veri for his support of the mission and goals of the program, as well as to Drs. Crabtree and Evans (who were the original investigators for the funding of the grant).

Dr. Veri reported that as a result of his May 6 State of the University Address (regarding retention), a group was formed to set up a Center for Freshman Studies. He indicated intrusive counseling, as has proven to be successful in the JOBS program, is being reviewed by the group in an effort to provide direction to freshmen students and, in turn, increase retention.

Mr. Waller asked for an explanation of the criteria for participation in the JOBS program. Ms. Shelpman indicated that clients of the JOBS program must be referred by the Department of Human Services and are ADC recipients.

Business Affairs, Dr. Creamer

No report.

Dr. Veri expressed his thanks and the thanks of the University Budget Advisory Committee for Dr. Creamer's excellent leadership in preparing the FY94 budget.

Reports from Constituent Groups

University Faculty Assembly, Professor Kelley

Mr. Kelley reported that the UFA has changed its bylaws in order to allow its participation in the University Senate. Faculty members have been elected to the University Senate. He reported that the referendum on transition from quarter to semester was defeated narrowly and that it may be brought forward for a vote again in the future.

University Administrative Senate, Ms. Midkiff

Ms. Midkiff indicated that this report would be her last official act as Chair of the University Administrative Senate, and that Suzanne Shelpman has been elected to chair the UAS for 1993-94. Ms. Midkiff summarized the accomplishments of the UAS during the past year. She reported that twelve senators have been elected to the University Senate. Ms. Midkiff indicated that the UAS will continue to deal with issues related to administrative and ATSS staff. She expressed her thanks to Dr. Addington

for allowing her the time to carry out her leadership role in the UAS, and to Dr. Veri and the Board for their cooperation.

Shawnee Education Association, Professor Hanlon

No report.

Communication Workers of American (SSU Unit), Ms. Stacy

Ms. Stacy expressed her thanks to the Board for approving her extended leave of absence. She reported the following items: TQM (Total Quality Management) is having difficulty getting off the ground; grievance activities have increased; layoffs have caused some hard feelings. In addition, she reported that the Labor Management Conference Board (of which she is currently director) would like to become more active in assisting SSU employees through TQM.

Student Senate, Joe Harris

Mr. Harris reported the following items: the Student Senate is in the process of selecting representatives to serve on the University Senate; there are five finalists for the student trustee position being vacated by Jeff Parks. In addition, Mr. Harris recognized both Mr. Parks and Mr. Ferguson as outgoing Board of Trustee members.

New Business

None.

Comments from the Public

Suzanne Shelpman expressed her appreciation for Tess Midkiff's efforts as Chair of the University Administrative Senate.

Other Business

Mr. Parks was presented with a SSU director's chair in appreciation for his service as a student trustee.

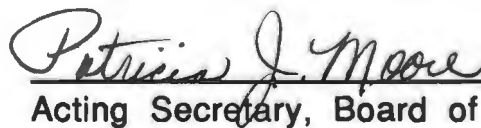
Mr. Ferguson was presented with a SSU signature chair in appreciation for his service on the Board of Trustees.

Mr. Orville R. Ferguson, Sr. was appointed by the Board of Trustees as Shawnee State University's first Trustee Emeritus, effective July 1, 1993, by acclamation. Mr. Ferguson faithfully served Shawnee State University and its predecessor institutions for 23 years as a member of the Board of Trustees of Scioto County Technical College, 1970-75; Shawnee State General and Technical College, 1975-77; Shawnee State Community College, 1977-86; and Shawnee State University, 1986-93. Mr. Hyland presented Mr. Ferguson with a gavel plaque. Mr. Ferguson expressed his appreciation and received a standing ovation.

Adjournment

The meeting was adjourned at 5:10 p.m. by acclamation.


Vice-Chairman, Board of Trustees


Acting Secretary, Board of Trustees

AGENDA
SHAWNEE STATE UNIVERSITY
JUNE 18, 1993

A. Call to Order

B. Roll Call

C. Approval of April 16, 1993 Board Minutes

Approval of May 17, 1993 Board Minutes

D. Approval of June 18, 1993 Agenda

E. President's Report

F. Committee Reports

Quality of University Life Committee, Ms. Verna Riffe, Chairperson

Resolution 24-93 - Request for New Position: Athletic Trainer/
Sports Information Director

Resolution 36-93 - Extension of Leave of Absence

Finance and Facilities Committee, Mr. Thomas Reynolds, Chairperson

Resolution 25-93 - Approval of General Fund Budget

Resolution 26-93 - Approval of Auxiliary and Agency Budgets

Resolution 27-93 - Approval of Chemical Hazard Communication
Policy

~~Resolution 28-93~~ - Approval of Administrative Personnel Policies
and the Amending of Policy 4.58, On-Campus
Educational Benefits

Resolution 29-93 - Approval of Letters of Agreement to Labor
Contracts

Resolution 30-93 - Approval of New Position

Resolution 31-93 - Approval of Grants

Academic Affairs Committee, Mr. Jeff Kaplan, Chairperson

Resolution 32-93 - Personnel

Resolution 33-93 - Approval of Graduates

Resolution 34-93 - Approval of Policies

Resolution 35-93 - New Degree Programs

G. Reports from Vice Presidents

Academic Affairs, Dr. Addington
Student Affairs, Dr. Crabtree
Business Affairs, Dr. Creamer

H. Reports from Constituent Groups

University Faculty Assembly, Professor Kelley
University Administrative Senate, Ms. Shelpman
Shawnee Education Association, Professor Hanlon
Communication Workers of America (SSU Unit), Ms. Stacy
Student Senate, Mr. Harris

I. New Business

J. Comments from the Public

K. Other Business

The next regularly scheduled meetings of the Board and its committees will be on August 13, on the SSU campus, as follows:

9:00 a.m.	Quality of University Life	Howard Room
9:30 a.m.	Finance and Facilities	Ketter Room
10:00 a.m.	Academic Affairs	Howard Room
11:15 a.m.	Informal Discussion	Founders Room
12:15 p.m.	Lunch	Founders Room
1:15 p.m.	Board Meeting	Selby Board Room

L. Adjournment

RESOLUTION 24-93
APPROVAL OF NEW POSITION

WHEREAS, additional staffing in the Athletic Department is required to support the day to day operations; and

WHEREAS, the proposed new position will be evaluated in accordance with existing personnel policies by the personnel officer of the University, and such position shall be titled Athletic Trainer/Sports Information Director with grade and salary established contractually under the wage system at Shawnee State University; and

WHEREAS, the establishment of this additional position is recommended to the Quality of University Life Committee by the President; and

WHEREAS, the Committee has examined the justification for this position and recommends the establishment of the position to the Board of Trustees of Shawnee State University;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the creation and the hiring of a Athletic Trainer/Sports Information Director.

(June 18, 1993)

RESOLUTION 36-93

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 from July 19, 1993 through January 19, 1994, has been reviewed and accepted by all parties and is recommended by the Quality of University Life Committee;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees approves the attached side letter extending leave for Vickie Stacy until January 19, 1994.

(June 18, 1993)

Shawnee State University

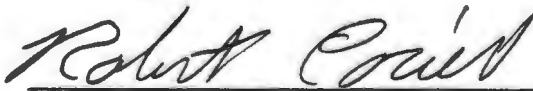
Portsmouth, Ohio 45662
(614) 354-3205

**SIDE LETTER: APPROVAL OF UNPAID PERSONAL LEAVE
VICKIE STACY
JULY 19, 1993 - JANUARY 19, 1994**

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

- * Vickie Stacy will be granted a personal leave of absence (unpaid) for the purpose of serving as Coordinator of the Southern Ohio/Northern Kentucky Labor Management Conference Board.
- * This leave will be approved for the period of July 19, 1993 - January 19, 1994.
- * The University approves this leave with the understanding that conditions outlined by the current CWA agreement regarding reinstatement applies.
- * The University will continue health insurance coverage in accordance with COBRA regulations.

This understanding will take effect July 19, 1993 and continue through January 19, 1994 and is considered non-precedent setting.



Robert Coriell, President
CWA, President



Clive Veri, President
SSU, President



Thomas R. Winters
Chairman, Board of Trustees
Shawnee State University

RESOLUTION 25-93

Approval of General Fund Budget

Whereas revenue estimates have been developed based on fees adopted by the Board of Trustees and enrollment levels similar to the previous fiscal year; and

Whereas the University Budget Committee has finalized the development of the 1993-94 general fund budget based on the revenue estimates; and

Whereas the President has approved the Committees' recommendation;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University adopts the general fund budget for fiscal year 1994 as recommended.

(June 18, 1993)

Resolution 26-93
Approval of Auxiliary and Agency Budgets

WHEREAS, the Student Affairs Division and the Student Senate have developed a budget that is within revenue estimates for the 1993-94 year; and

WHEREAS, the University Budget Committee recommends the proposed budget to the Finance and Facilities Committee; and

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

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the Auxiliary and Agency budgets as recommended.

(June 18, 1993)

Resolution 27-93

Approval of Chemical Hazard Communication Policy

WHEREAS, it is the responsibility of Shawnee State University to make employees and students aware of hazardous chemicals that they may be exposed to and to require employees and students to follow established safety and health guidelines when working with hazardous chemicals; and

WHEREAS, Shawnee State University's Health and Safety Committee has developed a policy that addresses the Federal OSHA Hazard Communication 29CFR 1910.12; and

WHEREAS, the proposed policy is recommended to the Finance and Facilities Committee by the University Faculty Assembly and the President's Council; and

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

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the adoption of the Chemical Hazard Communication policy as stated in the attached.

(June 18, 1993)

Shawnee State University

AREA:	ACADEMIC AFFAIRS	POLICY NO.:	5.22
		PAGE NO.:	1 OF 6
		EFFECTIVE DATE:	6/18/93
		RECOMMENDED BY:	D. Creamer
SUBJECT:	CHEMICAL HAZARD COMMUNICATION	APPROVED BY:	<i>Dei</i>

1.0 POLICY

- 1.1 It is the intent of Shawnee State University to comply with the Federal OSHA Hazard Communication (Standard) 29 CFR 1910.1200. The policies and procedures outlined herein are to be applied across all departments and locations, where applicable.

2.0 PURPOSE

- 2.1 To insure that all locations and sites of Shawnee State University are in compliance with the Hazard Communication Standard and its mandates.
- 2.2 To further insure that all employees and students who are exposed, or potentially exposed, to hazardous chemicals and substances are informed, trained and made aware of the law, their potential exposures and the measures and means available to them for their protection.

3.0 INTRODUCTION

- 3.1 It is the responsibility of Shawnee State University to make employees and students aware of the hazardous chemicals to which they are exposed during employment or through their educational experiences. Employees and students are required to follow the established safety and health guidelines when working with hazardous chemicals. The written hazard communication program will be made available, upon request, to employees and students and their designated representative in accordance with the requirement of 29 CFR 1910.20(e). This written hazard communication program will be divided into five sections as follows:

- List of Hazardous Chemicals in the Workplace
- List of Emergency Telephone Numbers for the Workplace
- Material Safety Data Sheets
- Labeling
- Employee and Student Training
- On-Site Contractors

4.0 LIST OF HAZARDOUS CHEMICALS IN THE WORKPLACE

- 4.1 A master list of hazardous chemicals known to be present in the workplace shall be maintained by the Purchasing Department at Shawnee State University.

- 6.3.4 Copies of all MSDS originals will be retained in a file cabinet labeled "Material Safety Data Sheets" located in the Purchasing Department.

6.4 Material Safety Data Sheets in the Work Area

- 6.4.1 A notebook will be kept in each work area which will include the MSDS's for those hazardous chemicals used in that work area. The notebook will be maintained by the supervisor in each work area.
- 6.4.2 Copies of MSDS's for all chemicals used in teaching laboratories will be kept in the laboratories and will be made available to students by one of the following methods:
 - 6.4.2.1 By distributing to students MSDS's for all chemicals used in the students' laboratory exercises. The sheets that are distributed to students may be in the form in which they were received by the University or may be in a simplified form which retains all essential information.
 - 6.4.2.2 By placing the sheets in a location that is convenient for students to use during the laboratory period. If this practice is followed, measures are to be taken to insure that all students read the MSDS sheets. For example, students might be required to include information from the MSDS sheet in their laboratory reports.
 - 6.4.2.3 By purchasing or compiling a computer data base that includes the information that is found on an MSDS sheet. If this method is used, computers will be available in each laboratory and measures will be taken to insure that students get the information from the computer.

6.5 Updating Material Safety Data Sheets

If the Purchasing Department receives a new MSDS, or if new and significant health information is known with respect to a chemical, the Hazard Communication Officer shall be responsible for updating the current MSDS with respect to the chemical and notification of the Purchasing Department and each user department when changes occur.

6.6 Reviewing Material Safety Data Sheets

Each employee or student shall have the right to review the MSDS for any hazardous chemical with which they work.

made available at the time an employee is initially assigned to an area or whenever a new chemical is introduced into a work area. Training employees will be the responsibility of the Hazard Communication Officer. Proper documentation of participation in this program will be required of new and current employees.

- 8.1.2 Training students will be the responsibility of the instructor of the class in which hazardous chemicals are used. Proper documentation of student participation in a training program addressing proper handling of hazardous chemicals will be required of all instructors' whose laboratory exercises bring the student in contact with hazardous chemicals. Student training will take place at the time of initial assignment to a work area where hazardous chemicals are used by students.

8.2 Objectives of Training Program

The objectives of the training sessions will be to:

- 8.2.1 Inform employees and students of the potential risks of hazardous chemicals in their work areas.
- 8.2.2 Inform employees and students of the methods they should use when handling hazardous chemicals.
- 8.2.3 Inform employees and students of the existence of the written hazard communication program, where it is located, and where employees and students will find the MSDS's in their work area.
- 8.2.4 Inform employees and students of labeling requirements and their involvement to insure that containers are properly labeled.

8.3 Format for the Training Sessions

The Hazard Communication Officer will provide training session(s) to employees while class instructors will provide training session(s) to students which provides the following:

- 8.3.1 Objectives of the training program and the existence of the Hazard Communication Standard.
- 8.3.2 The location and availability of the written communication program, including the required list of hazardous chemicals and MSDS's.

RESOLUTION 28-93

APPROVAL OF ADMINISTRATIVE PERSONNEL POLICIES AND
THE AMENDING OF POLICY 4.58, ON CAMPUS EDUCATIONAL BENEFITS

WHEREAS, the Board of Trustees directed that existing administrative personnel policies and procedures be reviewed and formalized where absent from the existing personnel policies and procedures; and

WHEREAS, the University Administrative Senate is charged with recommending policy pertaining to administrators, to which end the proposed policies were developed and are recommended; and

WHEREAS, such policies have been reviewed by labor counsel and conform to all recommendations resulting from this review; and

WHEREAS, such policies have been approved by the appropriate University staff and are recommended by the President; and

WHEREAS, the Finance and Facilities committee has reviewed and discussed such policies and procedures, and recommends the proposed policies;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State university approves the recommended revisions to Policy 4.58 and adopts the policies listed below conditioned upon a report in twelve months regarding the effectiveness of the concern resolution policy and an evaluation of the current fee waiver policy as it compares to other universities in Ohio and how it affects fee paying students who may be displaced in classes by those students receiving educational benefits:

- Disability Leave
- Professional Leave, Without Pay
- Professional Leave, With Pay
- Family Leave
- Concern Resolution

(June 18, 1993)

Shawnee State University

AREA: BUSINESS AFFAIRS

POLICY NO.:

4.58 REV.

PAGE NO.:

PAGE 1 OF 3

EFFECTIVE DATE:

6/18/93

SUBJECT: ON-CAMPUS EDUCATION BENEFITS
ADMINISTRATIVE STAFF

RECOMMENDED BY:

D. Creamer

APPROVED BY:

Dani

1.0 POLICY

- 1.1 The University encourages administrative staff members to further their education and self-development. Instructional and general fees will be waived for full-time administrative employees and their dependents, dependents of full-time administrative employees who are on disability retirement, part-time administrative employees, retired administrative employees, and widows/widowers or children of deceased administrative employees to attend Shawnee State University. Administrators on authorized leaves of absence, as well as their spouses and dependent children, are also eligible for educational benefits. Administrators in temporary layoff or furlough status shall continue to be eligible through their layoff or furlough periods. Tuition waivers do not cover special fees such as lab fees or supply fees. The out-of-state surcharge, if applicable, will be waived.*

2.0 FULL-TIME ADMINISTRATIVE EMPLOYEES

- 2.1 Full-time administrative employees may take a maximum of eight credit hours per quarter, on either a credit or noncredit basis. Exception to the eight-hour maximum limit of this policy may be made upon recommendation of the appropriate administrative official if the applicant seeking the exception demonstrates that such exception is necessary to permit the applicant to take a course required for graduation which is not otherwise available to the applicant. In order to avoid interruptions on the job, administrative employees should whenever possible register for classes which meet outside of their regular work schedules. When this is not feasible, they may, with the approval of their supervisors, enroll for a class during the regular work day. Flexible scheduling may apply. The restriction of eight credit hours shall not apply to courses taken as part of an authorized leave of absence or a temporary layoff or furlough.

3.0 DEPENDENTS

- 3.1 Dependent is defined as the administrator's spouse or any children 25 years of age or younger, and dependent as defined under IRS rulings. Dependents of full-time administrative employees may enroll in as many hours per quarter as allowed under the University's academic policies. The maximum allowance for benefits for dependents under this policy is 240 credit hours per dependent.

- 8.3 Each employee or dependent desiring to attend the University under this policy shall obtain and complete the "Employee/Dependent Fee Waiver Form," according to University policies and timetables. Forms are available from the Bursar's Office, the Controller's Office, and Personnel. (See attached form.)
- 8.4 If an employee or eligible dependent meets requirements for the federal Pell Grant, these funds shall be utilized first to cover the cost of lab or special fees and then required textbooks and supplies purchased at the University Bookstore.
- 8.5 Any dollar difference shown as due after applying the provisions of this policy is to be paid by the employee according to University policy.

Attachment: Fee Waiver Form

Adopted 8/27/91; Revised 6/18/93

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.65
		PAGE NO.:	PAGE 1 OF 2
		EFFECTIVE DATE:	6/18/93
		RECOMMENDED BY:	D. Creamer
SUBJECT:	ADMINISTRATIVE FAMILY & MEDICAL LEAVE	APPROVED BY:	<i>Deli</i>

1.0 SCOPE

1.1 The Family and Medical Leave policy applies to both men and women for any one or more of the following reasons:

1.1.1 to care for a newborn child;

1.1.2 to adopt a child or to become a foster parent;

1.1.3 to care for a spouse, parent, or child with a serious health condition; or

1.1.4 to recuperate from a serious health condition.

2.0 LENGTH OF LEAVE

2.1 The length of leave can be up to twelve weeks. Accrued sick and vacation benefits must be used during this leave.

3.0 CHILDBIRTH AND ADOPTION TIMEFRAME

3.1 Leave under this policy which pertains to care for a newborn, adopted, or foster child may only be taken within twelve months of the child's birth or placement into the employee's home.

4.0 CERTIFICATION FOR HEALTH LEAVE

4.1 If an employee requires leave for a serious health condition for himself/herself or a spouse, parent, or child a health care provider's certification shall be required stating the commencement date and probable duration of the condition and the medical facts substantiating the condition.

5.0 NOTICE OF THE LEAVE

5.1 Employee's must provide at least thirty days' advance notice if the leave is foreseeable. If the leave must begin within fewer than thirty days, the employee must provide notice as soon as practicable.

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.66
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	6/18/93
SUBJECT:	PROFESSIONAL LEAVES OF ABSENCE FOR ADMINISTRATORS, WITH PAY	RECOMMENDED BY:	D. Creamer
		APPROVED BY:	<i>Adm</i>

1.0 PURPOSE

- 1.1 Professional Leave With Pay is to prepare individual administrators to better serve the educational process, the academic community, and thus the institution as a whole by increasing the effectiveness of the staff member in a current assignment or preparing the individual to assume a position of new responsibilities. The spirit of the program is to permit the administrator and his/her supervisors maximum flexibility in planning the individual's professional development.

2.0 CRITERIA FOR ELIGIBILITY

- 2.1 Any administrator who has served for seven years as a full-time administrator is eligible to request leave with pay. To be eligible again, an administrator must complete another seven years of service at the University. (Eligibility alone does not guarantee that a professional development leave will be granted.)
- 2.2 Proposals will be reviewed according to the following criteria:
 - 2.2.1 Evidence of potential value of the professional development leave to the University.
 - 2.2.2 Performance of the individual in his/her administrative assignment.
 - 2.2.3 Potential contribution of the individual to the University following the professional development leave.
 - 2.2.4 Ability of the administrative unit to absorb the work or suspend responsibilities during the period of the professional development leave.

3.0 LENGTH/SALARY

- 3.1 Administrative staff could be granted one of the following leave options:
 - 3.1.1 Four months leave or less at 100% pay.
 - 3.1.2 Five to eight months leave at 75% pay.
 - 3.1.2 Up to twelve months at 66% pay.

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.67
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	6/18/93
SUBJECT:	PROFESSIONAL LEAVES OF ABSENCE FOR ADMINISTRATORS, WITHOUT PAY	RECOMMENDED BY:	D. Creamer
		APPROVED BY:	<i>Wen</i>

1.0 PURPOSE

- 1.1 Leaves of absence without pay may be granted to administrative staff for study, research, and professional development when, in the University's sole determination, it is deemed that the leave will enhance the employee's value to the University.

2.0 DURATION

- 2.1 The duration of such a leave may be for any period up to a year, with renewal possible for a second year.

3.0 PROCEDURE

- 3.1 All leaves must be approved six months prior to departure accompanied by an acceptable written justification. If circumstances do not allow compliance with this time frame, consideration will be made on a case by case basis.
- 3.2 Such leaves may be requested from the employee's supervisor, to the next level supervisor and to the appropriate Vice-President. Final approval must be given by the President.

4.0 CONTINUATION OF BENEFITS

- 4.1 The individual granted professional leave may continue uninterrupted health care insurance by making premium payments through the Department of Personnel. In some circumstances, the President may authorize that health care and other benefits (including tuition reimbursement) be maintained at University expense for a period of up to one year.
- 4.2 The University contribution toward retirement will continue for administrators on leave of absence providing:
 - 4.2.1 The leave is consistent with the Public Employees Retirement System membership requirements.
 - 4.2.2 The staff member shall contribute his/her normal retirement contribution of the period of leave.

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.68
		PAGE NO.:	PAGE 1 OF 2
		EFFECTIVE DATE:	6/18/93
SUBJECT:	DISABILITY LEAVE OF ABSENCE ADMINISTRATIVE STAFF	RECOMMENDED BY:	D. Creamer
		APPROVED BY:	<i>Dei</i>

1.0 APPLICATION

- 1.1 A full-time administrator may be granted an unpaid disability leave of absence in the event of a disabling illness or injury (except work related in which case Workers' Compensation rules will apply) that extends beyond the available sick leave.
- 1.2 Such leave is contingent upon the employee submitting a satisfactory written physician's statement attesting that the essential functions of the assigned position cannot be performed.
- 1.3 The University can request that an examination be completed by a physician of its choosing. In such case, the University will pay for the cost of the examination.
- 1.4 Written application to the appropriate vice president should be made at least twenty (20) working days prior to the date in which such leave is scheduled to begin. The written physician's statement should accompany the application.

2.0 INSURANCE COVERAGE

- 2.1 Group health insurance coverage will be continued during the period of disability leave but in no event exceed 12 weeks. The University will offer insurance continuation as required by COBRA at the end of the 12 weeks.

3.0 DURATION AND RETENTION

- 3.1 An initial request for disability leave may be for one year or less. A disability leave may be extended one additional year with a request for such extension to be made no later than 60 days prior to the originally scheduled return date. A disability leave may not exceed two years.
- 3.2 The employee will retain reinstatement rights to his/her current position if the disability leave is one year or less. The University will make every effort to reinstate an employee to the same or similar position if such leave exceeds one year.

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.69
		PAGE NO.:	PAGE 1 OF 2
		EFFECTIVE DATE:	6/18/93
		RECOMMENDED BY:	D. Creamer
SUBJECT:	CONCERN RESOLUTION FOR ADMINISTRATORS	APPROVED BY:	<i>[Signature]</i>

1.0 PROCEDURE

- 1.1 By means of the procedures that follow, Shawnee State University guarantees an opportunity for any member of the administrative staff to express a concern. The resolution of certain concerns (such as sexual harassment, discrimination, etc.) may be addressed through other policies, which can be identified by the Personnel Department.
- 1.2 Friendly discussion of the problem with the supervisor is encouraged. Such problems should be resolved at the earliest stage of discussion. The supervisor should notify the next level of management that a concern has been filed.

2.0 PROCESS

- 2.1 **Informal open meeting with immediate supervisor.** This should be a friendly discussion of the situation at hand. After this meeting, should the employee wish to start the formal concern resolution procedure, he/she will need to get the proper paperwork from the Personnel Department. If the staff member does not take the concern to the next step within two weeks, the matter shall be considered resolved. If a supervisor does not respond in a timely manner (typically within two weeks), the concern can be taken to the next step of the formal procedure. The supervisor at each level will send the original copy of their decision to Personnel with a copy to the next level supervisor.
- 2.2 **Formal meeting with immediate supervisor.** This meeting should typically take place within seven (7) working days from the date of filing the formal paperwork. The supervisor and the employee shall make every effort to resolve the problem. The supervisor will typically respond within seven (7) working days to inform the staff member, the Personnel Department, and the next level supervisor of the decision in writing.
- 2.3 **Meet with next level supervisor.** If the concern is not resolved in 2.2, the employee will submit in writing, after receiving the written decision from their immediate supervisor and within the time frame established in 2.2, a request for a meeting with the next level supervisor. This meeting will include the employee, the employee's immediate supervisor, and the next level supervisor. The next level supervisor will typically have seven (7) working days to inform the employee, the employee's immediate supervisor, and the Personnel

Shawnee State University

AREA:	ACADEMIC AFFAIRS	POLICY NO.:	5.22
		PAGE NO.:	1 OF 6
		EFFECTIVE DATE:	6/18/93
		RECOMMENDED BY:	D. Creamer
SUBJECT:	CHEMICAL HAZARD COMMUNICATION	APPROVED BY:	<i>Devi</i>

1.0 POLICY

- 1.1 It is the intent of Shawnee State University to comply with the Federal OSHA Hazard Communication (Standard) 29 CFR 1910.1200. The policies and procedures outlined herein are to be applied across all departments and locations, where applicable.

2.0 PURPOSE

- 2.1 To insure that all locations and sites of Shawnee State University are in compliance with the Hazard Communication Standard and its mandates.
- 2.2 To further insure that all employees and students who are exposed, or potentially exposed, to hazardous chemicals and substances are informed, trained and made aware of the law, their potential exposures and the measures and means available to them for their protection.

3.0 INTRODUCTION

- 3.1 It is the responsibility of Shawnee State University to make employees and students aware of the hazardous chemicals to which they are exposed during employment or through their educational experiences. Employees and students are required to follow the established safety and health guidelines when working with hazardous chemicals. The written hazard communication program will be made available, upon request, to employees and students and their designated representative in accordance with the requirement of 29 CFR 1910.20(e). This written hazard communication program will be divided into five sections as follows:

- List of Hazardous Chemicals in the Workplace
- List of Emergency Telephone Numbers for the Workplace
- Material Safety Data Sheets
- Labeling
- Employee and Student Training
- On-Site Contractors

4.0 LIST OF HAZARDOUS CHEMICALS IN THE WORKPLACE

- 4.1 A master list of hazardous chemicals known to be present in the workplace shall be maintained by the Purchasing Department at Shawnee State University.

- 6.3.4 Copies of all MSDS originals will be retained in a file cabinet labeled "Material Safety Data Sheets" located in the Purchasing Department.

6.4 Material Safety Data Sheets in the Work Area

- 6.4.1 A notebook will be kept in each work area which will include the MSDS's for those hazardous chemicals used in that work area. The notebook will be maintained by the supervisor in each work area.
- 6.4.2 Copies of MSDS's for all chemicals used in teaching laboratories will be kept in the laboratories and will be made available to students by one of the following methods:
 - 6.4.2.1 By distributing to students MSDS's for all chemicals used in the students' laboratory exercises. The sheets that are distributed to students may be in the form in which they were received by the University or may be in a simplified form which retains all essential information.
 - 6.4.2.2 By placing the sheets in a location that is convenient for students to use during the laboratory period. If this practice is followed, measures are to be taken to insure that all students read the MSDS sheets. For example, students might be required to include information from the MSDS sheet in their laboratory reports.
 - 6.4.2.3 By purchasing or compiling a computer data base that includes the information that is found on an MSDS sheet. If this method is used, computers will be available in each laboratory and measures will be taken to insure that students get the information from the computer.

6.5 Updating Material Safety Data Sheets

If the Purchasing Department receives a new MSDS, or if new and significant health information is known with respect to a chemical, the Hazard Communication Officer shall be responsible for updating the current MSDS with respect to the chemical and notification of the Purchasing Department and each user department when changes occur.

6.6 Reviewing Material Safety Data Sheets

Each employee or student shall have the right to review the MSDS for any hazardous chemical with which they work.

made available at the time an employee is initially assigned to an area or whenever a new chemical is introduced into a work area. Training employees will be the responsibility of the Hazard Communication Officer. Proper documentation of participation in this program will be required of new and current employees.

- 8.1.2 Training students will be the responsibility of the instructor of the class in which hazardous chemicals are used. Proper documentation of student participation in a training program addressing proper handling of hazardous chemicals will be required of all instructors' whose laboratory exercises bring the student in contact with hazardous chemicals. Student training will take place at the time of initial assignment to a work area where hazardous chemicals are used by students.

8.2 Objectives of Training Program

The objectives of the training sessions will be to:

- 8.2.1 Inform employees and students of the potential risks of hazardous chemicals in their work areas.
- 8.2.2 Inform employees and students of the methods they should use when handling hazardous chemicals.
- 8.2.3 Inform employees and students of the existence of the written hazard communication program, where it is located, and where employees and students will find the MSDS's in their work area.
- 8.2.4 Inform employees and students of labeling requirements and their involvement to insure that containers are properly labeled.

8.3 Format for the Training Sessions

The Hazard Communication Officer will provide training session(s) to employees while class instructors will provide training session(s) to students which provides the following:

- 8.3.1 Objectives of the training program and the existence of the Hazard Communication Standard.
- 8.3.2 The location and availability of the written communication program, including the required list of hazardous chemicals and MSDS's.

Resolution 29-93

Approval of Letters of Agreement to Labor Contracts

WHEREAS, the Board of Trustees of Shawnee State University approved the awarding of the University's health, dental, vision and life insurance contract to State Mutual Life Assurance Company of America contingent upon the endorsement of the proposed contract by the Shawnee Education Association and the Communication Workers of America AFL-CIO; and

WHEREAS, the memberships of the Shawnee Education Association and the Communication Workers of America AFL-CIO have endorsed the proposed contract under the conditions established by the Board of Trustees of Shawnee State University; and

WHEREAS, the President of Shawnee State University recommends the Letters of Agreement with these parties to the Board of Trustees;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the Letters of Agreement to be entered into between Shawnee State University and the Shawnee Education Association and the Communication Workers of America AFL-CIO.

(June 18, 1993)



Shawnee State University

Portsmouth, Ohio 45662
(614) 354-3205

LETTER OF AGREEMENT
BETWEEN
SHAWNEE EDUCATION ASSOCIATION
AND
SHAWNEE STATE UNIVERSITY

For good and valuable consideration, the receipt of which is hereby acknowledged, the Shawnee Education Association and Shawnee State University agree as follows:

Shawnee State University shall provide to all full-time members of the Shawnee State University faculty the group health and life insurance plan as recommended by the University Insurance Committee and approved by the Board of Trustees by Resolution #22-93 on May 17, 1993. A summary description of the group insurance plan design is attached and incorporated herein by reference.

Shawnee State University shall pay all premium costs for all such insurance for a period of at least 15 months commencing July 1, 1993.

The terms of this agreement amends the side letter agreement by and between the Shawnee Education Association and Shawnee State University and approved by the Board of Trustees Resolution 02-92 on February 18, 1992. Further, the terms of this agreement shall survive the termination of the 1990-93 contract and shall be incorporated into and shall become a part of the contract between the Shawnee Education Association and Shawnee State University that succeeds the 1990-93 contract. The SEA and the University also agree that cost-sharing of insurance premiums after September 30, 1994 is a subject of bargaining which will be addressed at the upcoming negotiations currently set to commence on June 1, 1993.

BY: William J. Hanlon 6/3/93
William J. Hanlon, President
Shawnee Education Association

DATE: JUNE 3, 1993

BY: Clive C. Veri
Clive C. Veri, President
Shawnee State University

DATE: JUNE 6, 1993

BY: Thomas R. Winters
Thomas R. Winters, Chairman
SSU Board of Trustees

DATE: JULY 12, 1993



Shawnee State University

Portsmouth, Ohio 45662
(614) 354-3205

LETTER OF AGREEMENT

**BETWEEN
COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO (CWA)
AND
SHAWNEE STATE UNIVERSITY (SSU)**

Communications Workers of America AFL-CIO (CWA) agrees to accept the group health and life insurance programs as recommended by the University Insurance Committee and approved by the Board of Trustees by Resolution #22-93 on May 17, 1993. A summary description of the group insurance plan design is attached.

The CWA accepts the waiver of cost-sharing of premiums from the period of July 1, 1993 to September 30, 1994 and acknowledges that beyond this period cost-sharing will begin as outlined and in accordance with the current CWA labor agreement, Article XV par E.

Robert Coriell

Robert Coriell, President
Communications Workers of America
Local 4372

06-07-93

Date

Clive Veri

Clive Veri, President
Shawnee State University

6-8-93

Date

Thomas R. Winters

Tom Winters, Chairman
SSU Board of Trustees

7/12/93

Date

**STATE MUTUAL LIFE ASSURANCE
COMPANY OF AMERICA**

PLAN DESIGN

SHAWNEE STATE UNIVERSITY

BENEFIT SUMMARY

Individual Cash Deductible 2 X Family Limit	\$100 per calendar year
Covered Percentage Plan Pays: Employee Pays:	90% 10%
Covered Percentage Limit 2 X Family Limit <i>Benefits for Alcohol/Drug Abuse, Mental & Nervous, and benefits reduced due to non-compliance to the Utilization Management Program do not count toward the covered percentage limit.</i>	\$2,000 Once the covered percentage limit is reached, the plan will pay covered expenses at 100% for the remainder of the calendar year.
Maximum Benefit	Unlimited while covered under the plan
Hospital Room and Board	Standard semi-private room rate
Pregnancy Benefit -coverage for employee, spouse and - dependent child -includes normal nursery care, \$100 for circumcision	Treated the same as any other covered hospital or doctor expense
Mental Disorder Benefit Inpatient	Treated as any other covered condition up to a \$25,000 maximum benefit per calendar year
Outpatient	50% of covered expenses after satisfaction of deductible to a maximum benefit of \$50 per visit with a calendar year maximum of \$1,500

Alcohol/Drug Abuse or Dependency Benefit
Inpatient

Treated as any other covered condition up to a \$25,000 maximum benefit per calendar year.

Outpatient

80% covered expenses after satisfaction of deductible to a maximum of \$1,000 per calendar year

Prescription Drug (PCS) Benefit
Generic Drug Copay
Brand Name Drug Copay

\$5.00 per covered prescription
\$7.00 per covered prescription

Mail Order Drug Program
Generic or Brand Name Copay

\$1.00 per covered prescription

Oral Contraceptives

are covered

Spinal Manipulation Therapy

\$1,000 of covered expenses per calendar year

Private Duty Nursing

\$10,000 of covered expenses per calendar year (inpatient expenses not covered)

Cost Containment Benefits

The plan will pay 100% of covered expenses (up to plan limits) for the following:

Deductible is waived.

- *Home Health Care
- *Hospice Care
- *Extended Care Facility
- *Pre-admission Testing
- *Birthing Center

Utilization Management Program

Without pre-treatment review, benefits may be reduced. Please refer to the section on Utilization Management for further details.

- *Pre-Hospital Review
- *Planned Discharge Program
- *Surgical Review
- *Ambulatory Review (option)
- *Case Management

Special Cost Containment Features

- *Hospital Audit Bonus Program
- *Seat Belt Benefit

Preventive Care Benefit
Benefits available to:

Dependent children up to 6 years of age

Subject to deductible and covered percentage

See the Preventive Care Section for details.

\$200 calendar year maximum

Pre-existing Conditions Limitation

3-6-12 months New Hires Only

Limited Benefit

\$1,000—applies to initial and subsequent entrants into the plan

Continuity of coverage

COMPREHENSIVE MAJOR MEDICAL COVERAGE

For Employees and Dependents

Comprehensive Major Medical coverage provides reimbursement for a wide range of covered expenses incurred for the necessary care and treatment of an injury or sickness.

Cash Deductible

A cash deductible is a dollar amount of covered medical expenses for which a covered person is responsible before benefits become payable. Expenses used to satisfy the deductible must be incurred within the calendar year.

Covered expenses paid under the medical plan and incurred in the last three months of a calendar year and applied toward the cash deductible for that calendar year will also be applied to the cash deductible for the next calendar year ("carry-over provision").

Family Deductible Provision

When any covered family member incurs covered medical expenses which count toward the satisfaction of their deductible for the calendar year in an amount equal to the family deductible maximum outlined in the Schedule of Benefits, the cash deductible for all members of the family will be considered satisfied with respect to covered medical expenses incurred thereafter in the calendar year.

The three month deductible carry-over provision under the medical plan will be considered in the determination of the satisfaction of the family deductible.

Covered Percentage

Covered expenses in excess of the deductible are paid at the applicable percentage(s) shown in the Schedule of Benefits.

Covered expenses incurred in the last three months of a calendar year and applied toward the covered percentage limit for that calendar year will also be applied to the covered percentage limit for the next calendar year ("carry-over provision").

Certain benefits are not considered in calculating the covered percentage limit. Those benefits are (a) any benefits already paid at 100% (b) any benefits paid under the prescription drug program, if this benefit has been elected (c) any benefits paid for mental & nervous or alcohol/drug abuse (d) any benefits subject to the non-compliance penalty under the Utilization Management Programs.

Family Covered Percentage Provision

When any covered family member incurs covered medical expenses which count toward the satisfaction of their covered percentage limit for the calendar year in an amount equal to the family covered percentage limit maximum outlined in the Schedule of Benefits, the covered percentage limit for all members of the family will be considered satisfied with respect to covered medical expenses incurred thereafter in the calendar year.

Maximum Benefit

The maximum benefit amount payable for all injuries and sickness while a person is covered under the Plan is shown in the Schedule of Benefits. There may also be separate maximum amounts for specific covered conditions such as spinal manipulation therapy, private duty nursing mental disorder expenses and alcohol/drug treatment.

COVERED MEDICAL EXPENSES

Covered medical expense means a reasonable charge incurred for a benefit to which a covered person is entitled. An expense will be considered incurred for a service on the date it is performed, and for a supply, on the date it is purchased.

Covered medical expenses include:

- ◆ Hospital room and board up to the semi-private room rate
- ◆ Hospital services and supplies
- ◆ Professional services of a licensed doctor, licensed physical therapist or radiologist
- ◆ Services of a licensed speech therapist to retain and restore speech function after an injury or sickness (including congenital defects)
- ◆ Private duty nursing care by a registered nurse (up to specific benefit limits shown in the Schedule of Benefits)
- ◆ Drugs or medicines lawfully obtainable only upon the prescription of a doctor
- ◆ Blood or blood plasma not replaced, oxygen, diagnostic laboratory tests and x-rays
- ◆ Casts, splints, trusses, braces and crutches
- ◆ Artificial limbs or other prosthetic devices but only the first replacement of the natural body part, the loss of which occurs while covered for this benefit
- ◆ Rental of durable medical equipment for actual therapy and treatments, not just for temporary comfort or exercise
- ◆ Rental of oxygen
- ◆ Anesthetics and the administration thereof
- ◆ Radiotherapy or chemotherapy and their administration
- ◆ Licensed professional ambulance service within the limits of the United States or Canada to and from the nearest institution equipped to treat the patient

COMPREHENSIVE MAJOR MEDICAL COVERAGE

Exclusions and Limitations

1. No covered expense will be used to compute benefits under more than one benefit provision. If a covered expense exceeds the amount on which a benefit is computed under one provision, the excess may be applied to another benefit provision. Covered expense will be applied to the benefit provision providing the best benefit.
2. If a non-emergency hospital admission begins on a Friday, Saturday, or Sunday, no benefits will be paid for covered hospital expenses for those days. This exclusion does not apply if surgery is done within 24 hours.
3. If a covered person is eligible for Medicare, no benefits will be paid for expenses of such person except as provided in benefit provisions specifically applicable to persons eligible for Medicare.
4. Benefits for the treatment of mental disorders or alcohol/drug abuse or dependency will be a covered expense only to the extent provided in a benefit provision which specifically applies to the treatment.
5. The major medical benefit provisions do not cover, and a covered expense will not include, charges incurred:
 - a. for a condition resulting from service in the armed forces of any country, service in a civilian unit serving with such forces or war (declared or not or any act of war);
 - b. for a condition resulting from an occupational injury or sickness;
 - c. for services by the employee's spouse, or by a parent, brother, sister or child of the spouse or the employee;
 - d. for examinations or tests not made as part of treatment of sickness or injury;
 - e. unless the covered person would be legally obligated to pay the charge, even if there were no coverage;
 - f. for dental care including diagnosis, treatment or surgery unless repair to sound natural teeth damaged by injury sustained while covered. (This exclusion will not apply to covered hospital expense.);
 - g. for treatment of temporomandibular joint disease or dysfunction (TMJ) by orthodontic care (application of braces);
 - h. for cosmetic surgery unless it is for repair of damage caused by injury sustained while covered or reconstructive surgery because of trauma, infection or disease or for a dependent child to correct a functional defect caused by a congenital disease or anomaly, or following a mastectomy while the person is covered for this benefit;
 - i. for a refractive examination for eyeglasses or contact lenses as well as expenses for their purchase, fitting or adjustment;

- j. for an examination for a hearing aid as well as expenses for its purchase, fitting or adjustment;
 - k. for orthognathic surgery;
 - l. for mineral and herb treatment;
 - m. for custodial care (except hospice care);
 - n. that are not medically necessary;
 - o. for orthopedic shoes. This exclusion does not apply to (1) adjustments to such shoes or (2) orthopedic items to be attached to or placed inside a shoe, including but not limited to foot levelers and orthotics.
 - p. for an intentionally self-inflicted injury or sickness;
 - q. for an injury or sickness resulting from commission of a felony or active participation in a riot;
 - r. for services in a facility provided by an employer or by a union employee benefit association or similar group of which the covered person is a member;
 - s. for any care or treatment furnished by the employer or any of its employees;
 - t. for a provider not charging for services;
 - u. for reversal of sterilization;
 - v. for artificial insemination, in-vitro fertilization or any other treatment to enhance fertility;
 - w. for sexual reassignment surgery and related treatment;
 - x. for pregnancy which terminates by an abortion which is not medically necessary to save the life of the mother; or
 - y. for nursery care of a healthy newborn, physical examinations, immunizations or any other items of preventive care except for any nursery or preventive care coverage elected by the employer. These exclusions do not apply to covered expenses for the care or treatment of an injury or sickness of a newborn dependent child including congenital defects, birth abnormalities and premature birth.
6. In addition to the standard exclusions listed above, Comprehensive Major Medical plans may include spinal manipulation and private duty nursing limits as noted below. Covered medical expenses shall not include charges incurred:
- a. for spinal manipulation therapy in excess of \$1,000 per calendar year;
 - b. for private duty nursing care by a Registered Nurse (R.N.) or Licensed Practical Nurse (L.P.N.) if such services are rendered in a hospital or other facility which provides for nursing care.
(Note: Where covered, benefits for private duty nursing care may be limited. Please refer to the Schedule of Benefits section of this proposal for the benefits proposed.)

- ◆ Plan Booklets that outline coverage details.

PREVENTIVE CARE OPTIONS

Preventive Care is an optional benefit that, if elected, will pay covered expenses up to a calendar year maximum of \$200 for the following services, procedures, and tests which are provided as preventive care and are not in connection with the treatment of a sickness or injury.

For dependent children up to 6 years of age

- ◆ Routine physical examinations and associated diagnostic tests
- ◆ Immunizations
- ◆ Vaccinations

Refractive eye exams are not covered.

No benefits will be paid for psychiatric, psychological, personality or emotional testing, dental examinations or services not identified and billed as part of a routine physical.

Dental Care Coverage				
Class	Covered Dental Services	Illustrative Procedures	Deductible Amount	Covered Percentage
I.	Preventive	Cleaning, Fluoride Treatments, Space Maintainers, Sealants, Routine X-rays Oral Examinations	\$00	100%
II.	Routine Restorative Extractions Emergency Palliative Maintenance Endodontics Periodontics (non-surgical)	Amalgam, Acrylic and Plastic Fillings Simple or Surgical Treatment of Pain Maintenance of Dentures and Bridges Treatment of Tooth Roots Treatment of Diseases of the Gums	\$50	80%
III.	Major Restorative Prosthodontics Periodontics (surgical)	Crowns, Gold or Porcelain Fillings Installation of Dentures and Bridges Treatment of Diseases of the Gums	\$50	50%
IV.	Orthodontics * (Includes Adult)		\$00	60%

This plan includes coverage of Orthodontic Treatment.

This plan includes limited benefits for the first 12 months of dental coverage and for subsequent employees as well as late entrants. See the dental "Exclusions & Limitations" section for more details.

Class II and III deductibles are combined.

A \$150 family deductible applies.

Maximum Benefit Per Covered Person

Covered Dental Services

Classes I, II, III (combined)

Class IV

Amount Payable

\$1,000 maximum benefit per covered person per calendar year

\$1,000 maximum benefit per covered person while covered under the plan

DENTAL COVERAGE

A summary of procedures used for determining reimbursement rates for dental benefits is available upon request

Dental coverage provides protection against a wide range of covered dental services.

Benefit

Benefits are paid for reasonable charges for necessary care and treatment provided by or under the direction of a dentist.

Deductible

The deductible, which is shown in the Schedule of Benefits, is the amount of covered dental expense that a covered person must incur each calendar year before benefits are payable. Charges by a dentist in excess of covered dental expenses or items or services that are excluded from coverage are not counted toward satisfaction of the deductible.

Covered Percentage

The covered percentage(s) shown in the Schedule of Benefits section of this proposal is the percentage of a reasonable charge State Mutual will pay as a covered expense after satisfaction of plan deductible.

Maximum Benefit

The maximum benefit available is shown in the Schedule of Benefits. This maximum applies to each covered person in a calendar year. However, the orthodontic maximum is a lifetime benefit.

Pre-Treatment Review

A predetermination of benefits is required 30 days prior to treatment, if, in the opinion of the attending dentist, the charges for proposed services (other than for emergency treatment) will exceed \$300. The purpose of this procedure is to help avoid misunderstandings by the patient or dentist as to the amount payable by the dental plan. If a predetermination is not done we will only pay for the treatment that would have been predetermined even if a more expensive treatment was received.

It is not intended to interfere with the dentist-patient relationship or with the dentist's judgement in determining the dental services required.

The procedures to be followed in submitting a pretreatment review or a claim are described in the instructions included on the dental claim form.

Covered Dental Services

To be covered, treatment must be performed by or under the supervision of a dentist and be essential for the necessary care of teeth. Covered dental services include:

I

Preventive Services

- ◆ Dental Prophylaxis – once in a 6 consecutive month period
- ◆ Oral Examinations – once in a 6 consecutive month period
- ◆ Fluoride Treatment – once in a 6 consecutive month period. Available only to persons under age 16.
- ◆ Space Maintainers – available only for dependent children under age 16 and if they replace prematurely lost teeth
- ◆ Routine X–Rays
 - Full Mouth Series – once in a 60 consecutive month period
 - Bitewing X–Rays – once in a 12 consecutive month period
- ◆ Sealants – limited to molar teeth of covered persons under age 16 – one sealant per tooth or set of teeth (one time only)
- ◆ Harmful Habit Appliances – 1 appliance while covered under this plan for covered persons under age 16 only.

II

Basic Services

- ◆ Emergency Oral Examination
- ◆ Diagnostic X–Rays
 - Periapical X–Rays – four in a 6 consecutive month period
 - Occlusal X–Rays – two in a 12 consecutive month period
 - Extraoral X–Rays – two in a 12 consecutive month period
- ◆ Diagnostic Test and Laboratory Examinations
- ◆ Fillings
- ◆ Root Canal Therapy

- ◆ Endodontics
- ◆ Periodontics
- ◆ Extractions
- ◆ Alveoplasty
- ◆ Vestibuloplasty
- ◆ Anesthesia/Drugs
- ◆ Occlusal Adjustments

III

Major Services (Adjustments, Repairs, Relining)

- ◆ Inlays, Crowns, Bridges, (including repairs)
- ◆ Dentures (including repairs)
- ◆ Prosthetic Services
- ◆ Gingivectomy
- ◆ Occlusal Guard

(INCLUDE ONLY IF ORTHODONTICS HAS BEEN ELECTED AS A BENEFIT)

IV

Orthodontic Services

(limited to covered persons under age 19)

(OPTIONAL, ONLY INCLUDED IF ELECTED)

- ◆ Removable or cemented appliance therapy for tooth guidance
- ◆ Treatment of transitional dentition
- ◆ Treatment of permanent dentition
- ◆ Cephalometric X-Rays
- ◆ Surgical exposure of impacted or unerupted teeth for orthodontic purposes

DENTAL EXCLUSIONS

- ◆ No benefits will be paid for a condition resulting from an occupational injury or sickness.
- ◆ No benefits will be paid for any expense for which benefits are payable under another employer plan.
- ◆ No benefits will be paid for any procedure, service or supply required directly or indirectly to diagnose or treat any muscular, neural or skeletal disorder, dysfunction or disease of the temporomandibular joints or their associated structures.
- ◆ Other expenses not covered are expenses incurred:
 - ◆ for a covered condition resulting from:
 - ~ service in the armed forces of any country;
 - ~ service in a civilian unit serving with such forces; or
 - ~ war (declared or not) or any act of war;
 - ◆ as a result of an intentionally self-inflicted injury or sickness;
 - ◆ for services of your spouse; or of a parent, brother, sister or child of you or your spouse;
 - ◆ as a result of an injury or sickness resulting from commission of a felony or active participation in a riot;
 - ◆ for which the covered person would not be legally required to pay if there were no coverage; (This exclusion will not apply if claim is made by the Veterans Administration under Title 38 of the U.S. code for treatment of a veteran not having a service-connected disability);
 - ◆ for any service or supply not shown in the Dental Schedule;
 - ◆ that are not dentally necessary;
 - ◆ for any procedure, service or supply which, as determined by us, may not reasonably be expected to successfully correct the covered person's dental condition for a period of at least 3 years;
 - ◆ for any procedure, service or supply provided primarily for cosmetic purposes, including facings on crowns and bridge units on molar teeth;
 - ◆ for charges made by a hospital;
 - ◆ for any care or treatment furnished by your employer or any of its employees;

- ◆ for a provider not charging for services;
- ◆ for services in a facility provided by an employer or a union, employee benefit association or similar group of which the covered person is a member;
- ◆ for any care or treatment performed outside the U.S., other than emergency treatment; with the further limitation that benefits payable for emergency treatment performed outside the U.S. will be limited to \$100 each per year. This exclusion will not apply to covered persons who reside for more than 30 consecutive days in an area more than 100 miles from a U.S. border;
- ◆ for replacement of teeth beyond the normal complement of 32;
- ◆ for more than 1 oral examination in any 6 consecutive month period;
- ◆ for more than 1 panoramic X-ray or complete full-month survey in any 60 consecutive month period;
- ◆ for more than 1 series of bitewing X-ray in any 12 consecutive month period;
- ◆ for more than 1 prophylaxis treatment in any 6 consecutive month period;
- ◆ for fluoride treatments unless the covered person is under age 16 ; with the further limitation that benefits are limited to one treatment in any 6 consecutive month period;
- ◆ for space maintainers, unless they replace prematurely lost teeth of a covered person under age 16 ;
- ◆ for harmful habit appliances unless the covered person is under age 16 ; with the further limitation that benefits payable are limited to one appliance while covered under the plan;
- ◆ for more than 4 periapical X-ray in any 6 consecutive month period;
- ◆ for more than 2 occlusal X-ray films in any 12 consecutive month period;
- ◆ for more than 2 extraoral X-ray films in any 12 consecutive month period;
- ◆ for the replacement of any existing amalgam restoration, silicate restoration or composite resin restoration, unless at least 24 consecutive months have passed since the existing restoration or the replacement is required by new decay in an additional tooth surface;
- ◆ for a pin retention unless done in conjunction with an amalgam or composite restoration; with the further limitation that benefits payable for covered expense will be limited to one pin retention per restoration;
- ◆ for therapeutic pulpotomy unless performed on primary teeth;
- ◆ for fixed bridgework replacing the extracted section of a surgically divided tooth;
- ◆ for crowns, inlays appliances or other cast or laboratory prepared restorations made for the purposes of splinting or on teeth which may be restored with a direct placement filling material;

- ◆ for more than 1 periodontal root planing per quadrant of the month in any 12 consecutive month period. Treatment will not be considered a separate covered expense if performed on the same date as prophylaxis;
- ◆ for more than 1 periodontal scaling per quadrant of the mouth in any 12 month consecutive period. No benefit will be paid for periodontal scaling unless the covered person has gingival inflammation. Treatment will not be considered separate covered expense if performed within 90 days of prophylaxis;
- ◆ for periodontal maintenance procedures following active therapy, unless at least 3 months have passed since the completion of active periodontal surgery; with the further limitation that benefits payable for covered expense will be limited to one treatment in any 6 consecutive month period. Treatment will not be considered a separate covered expense if performed within 90 days of prophylaxis;
- ◆ for general anesthesia and intravenous sedation unless administered in conjunction with covered expense for complex oral surgical procedures;
- ◆ for more than 1 full-mouth occlusal adjustment treatment in any 12 consecutive month period. No benefit will be payable for occlusal adjustment unless the adjustment is performed in conjunction with periodontal surgery;
- ◆ for repairs to full dentures, partial dentures, bridges and crowns unless at least 12 months have passed since the initial insertion;
- ◆ for relining or rebasing dentures unless at least 12 months have passed since the initial insertion; with the further limitation that benefits payable for covered expense will be limited to one relining or rebasing treatment in any 36 consecutive month period;
- ◆ for denture adjustments unless at least 12 months have passed since the initial insertion; with the further limitation that benefits payable for covered expense will be limited to one treatment in any 36 consecutive month period;
- ◆ for tissue conditioning unless at least 12 months have passed since the insertion of a full or partial denture; with the further limitation that benefits payable for covered expense will be limited to one treatment in any 36 consecutive month period;
- ◆ for inlays, onlays and nonprecious crowns unless the teeth cannot be restored with an amalgam or composite filling and at least 7 years have passed since the last placement. For covered persons under age 16, benefits payable for crowns are limited to resin or stainless steel crowns;
- ◆ for stainless steel or resin crowns unless the covered person is under age 16; with the further limitations that (i) benefits are payable only if the tooth cannot be restored with a filling and (ii) benefits payable for covered expense are limited to one crown in any 36 consecutive month period;
- ◆ for crown build-up in conjunction with a crown, inlay or bridge abutment unless unusual circumstances require this treatment for the retention and preservation of the tooth;

- ◆ for labial veneer restoration on anterior teeth unless at least 5 years have passed since the last placement; with the further limitation that benefits are payable only if the tooth cannot be restored by a complete resin or silicate filing;
- ◆ for more than 1 gingivectomy, gingival curettage, gingival flap procedure or osseous surgery per area of the mouth in any 24 month consecutive period. Curettage will not be considered a separate covered expense if performed within 90 days of prophylaxis;
- ◆ for more than 1 occlusal guard appliance in any 12 consecutive month period;
- ◆ for diagnostic casts unless required for extensive bilateral prosthetic dentistry other than dentures; with the further limitation that benefits payable for covered expense will be limited to one treatment in any 36 consecutive month period. Diagnostic casts for orthodontic evaluation are not considered to be a covered expense;
- ◆ for the initial placement of a full or partial denture, fixed bridge or Maryland bridge, unless it includes the replacement of a functioning natural tooth extracted while the person is covered under this plan and replaced within 12 months of the extraction;
- ◆ for the replacement of an existing Maryland bridge unless the existing Maryland bridge is more than 5 years old, is not serviceable and cannot be repaired;
- ◆ for personalized dentures, overdentures, precision or semiprecision attachments;
- ◆ for the addition of a tooth to an existing partial denture unless at least 12 months have passed since the insertion of the partial denture; with the further limitation that benefits are payable only if the additional tooth replaces a functioning natural tooth extracted (i) while the covered is covered under this plan and (ii) within the last 12 months;
- ◆ for replacement of crowns, inlays or onlays, unless (i) at least 7 years have passed since the insertion and (ii) the initial insertion cannot be repaired;
- ◆ for the replacement of an existing fixed bridge unless the existing bridge is more than 7 years old, is not serviceable and cannot be repaired. This exclusion will not apply if there is a dentally necessary extraction of an additional functional natural tooth which (i) was not an abutment to the existing bridge and (ii) was extracted while the person was covered under this plan;
- ◆ for replacement of full dentures unless (i) at least 5 years have passed since the existing dentures were placed and (ii) the existing dentures cannot be repaired;
- ◆ for the replacement of partial dentures unless (i) at least 5 years have passed since the existing arch was placed and (ii) the existing dentures cannot be repaired. The 5 year exclusion does not apply if there is a dentally necessary extraction of an additional functioning natural tooth which cannot be added to the existing partial denture;
- ◆ for posts and cores in conjunction with a crown, inlay or fixed bridge unless the treatment is performed on endodontically treated teeth requiring crowns;

♦ for major dental services, including:

- ~ crowns;
- ~ inlays;
- ~ onlays;
- ~ bridgework;
- ~ dentures;
- ~ gingivectomy;
- ~ osseous surgery; and
- ~ occlusal guards

unless elected by the employer

- ♦ for any procedure, service supply or appliance to change or maintain the vertical dimensions of the teeth;
- ♦ for implants, the insertion of implants, the surgical removal of implants, and related treatment;
- ♦ for bite registration or bite analysis;
- ♦ for orthodontics (unless elected by the employer);
- ♦ for orthodontic treatment unless the covered person is under age 19 (unless elected by the employer);
- ♦ for the following services and supplies:
 - ~ athletic mouthguards;
 - ~ a duplicate set of dentures or appliances;
 - ~ replacement of dentures or appliances which have been lost or stolen;
 - ~ myofunctional therapy;
 - ~ infection control;
 - ~ oral hygiene instruction;
 - ~ separate charges for acid sketch;
 - ~ broken appointments;

- ~ treatment of jaw fractures;
- ~ orthognatic surgery;
- ~ completion of claim forms; and
- ~ personal supplies.

◆ Benefits for sealants are payable only for:

- ~ permanent molar and premolar teeth;
- ~ covered persons under age 16 ; and
- ~ one sealant per tooth or set of teeth while covered under this plan.

◆ Benefits for an emergency oral examination for palliative care will not be considered a separate covered expense if performed in conjunction with any dental procedure other than X-rays.

SHAWNEE STATE UNIVERSITY

VISION BENEFITS

Vision plans emphasize preventive care and prompt, professional detection of vision problems. By encouraging annual eye exam, examinations, problems can be detected early and corrected immediately, minimizing costs.

Vision Benefits

Covered Services:

- Eye examination—one per year.
- Maximum payment \$25 per exam.
- Frames—one set every 2 years.
Maximum payment \$20 per frame.
- Lenses—one per year.

Allmerica payment for lenses
according to this schedule:

	<u>Per Lens</u>	<u>Per Pair</u>
Single Vision	\$15	\$30
Bifocals	\$20	\$40
Trifocals	\$30	\$60
Lenticular	\$40	\$100
Contact lenses (cosmetic)	\$40	\$80
Contact Lenses (medically necessary)	\$80	\$160

Limitations and Exclusions

You are not covered for the following services:

- Sunglasses, whether requiring a prescription or not
- Drugs or medications
- Services or supplies furnished by employer or furnished or covered under Workers' Compensation, occupational disease or similar legislation.
- Services and supplies rendered or furnished as a result of loss, theft, or breakage of lenses, contact lenses or frames for which benefits were paid under the Group Contract or Certificate
- Orthoptic or vision training
- Aniseikonic lenses
- Coated lenses

Please note: This benefit description is intended to be a brief outline of benefits available to you and your eligible dependents. It does not include all of the benefits or exclusions. The entire provisions of benefits and exclusions are contained in the Group Contract. In the event of a conflict between the Group Contract and this description, the terms of the Contract will prevail.

RESOLUTION 30-93
APPROVAL OF NEW POSITION

WHEREAS, additional staffing in the printing/graphics operation is required to support the day to day operations; and

WHEREAS, the proposed new position has been evaluated in accordance with existing personnel policies by the personnel officer of the University, and such position shall be titled "Print Shop Operator" with a grade of 8 and an entry wage of \$8.52 as established contractually under the wage system at Shawnee State University; and

WHEREAS, the establishment of this additional position is recommended to the Finance and Facilities Committee by the President; and

WHEREAS, the Committee has examined the justification for this position and recommends the establishment of the position to the Board of Trustees of Shawnee State University;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the creation and the hiring of a Grade 8 print shop operator effective July 1, 1993.

(June 18, 1993)

RESOLUTION 31-93

**Approval of Grant for Adult Basic and
Literacy Education
Governor's Summer Institute
Project S.M.A.R.T.
Teaching Science
Scioto River Water Quality Project
Computer Imaging and Shape Analysis of Conodonts
Labor/Management Cooperation
JOBS**

WHEREAS, the grants listed below and summarized on the attached grant proposals have been reviewed by the appropriate University committees and/or individuals as well as the President's Council, and have been recommended for submission by the Finance and Facilities Committee;

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

- o Adult Basic and Literacy Education
- o Governor's Summer Institute
- o Project S.M.A.R.T.
- o Teaching Science
- o Scioto River Water Quality Project
- o Computer Imaging and Shape Analysis of Conodonts
- o Labor/Management Cooperation
- o JOBS

(June 18, 1993)

RESOLUTION 32-93

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

Xiaodan Huang, Assistant Professor of Education, Class IV, Step 1, Center for Teacher Education, at a nine-month salary of \$37,100 (based on 1992-93 salaries in the SSU/SEA Agreement) with benefits, effective Fall Quarter 1993.

William Patric Leedom, Assistant Professor of Education, Class III, Step 11, Center for Teacher Education, at a nine-month salary of \$41,600 (based on 1992-93 salaries in the SSU/SEA Agreement) with benefits, effective Fall Quarter 1993.

ADMINISTRATIVE

Bruce Ottens, transferred from Assistant Dean of Engineering Technologies to Director of Academic Computing, Office of the Provost, at a 12-month fiscal year salary of \$46,958, effective July 1, 1993.

Matthew J. Gilbert, resigned as Operations Systems Manager, University Information Systems, effective May 28, 1993.

Melvin Hatfield, resigned as Coordinator, Paramedic Program, Continuing Education/EMT, effective July 1, 1993.

OTHER

Dr. James Miller, appointed chairperson of the Department of Social Sciences, effective June 21, 1993.

Vickie Stacy, extension of unpaid personal leave of absence, effective July 19, 1993 through January 19, 1994. (A side letter to the SSU/CWA Agreement will be presented for Board approval.)

(June 18, 1993)

INFORMATION ITEMS REPORTED

PERSONNEL ACTIVITY PROCESSES FROM 4/16/93 - 6/10/93

CLASS.	NAME	TITLE	ACTION
ADJUNCT FAC.	Redfern, Robin	Adjunct Faculty	New
	Crowther, Jeanne	Adjunct Faculty	New
	Dalton, Ida	Adjunct Faculty	New
FACULTY	Canter, Mary Ann	Senior Instructor	Degree received - incr.
SUPPORT	Glaze, Meredith	Switchboard Op	Bump to p/t Attendent
	Puterbaugh, Debra	Clerk Typist P/T	Replacement
	Taylor, Jeff	Purchasing Clerk	Recall
	Megginson, Sharon	Library - Clerk	LOA - maternity/medical
	Arnold, Lynne	Purchasing Clerk	Resignation
ADMIN.	Crusan, Kenneth	Network Facilities Mgr.	Position Eliminated
	Hatfield, Mel	Coord. Paramedic Prog.	Resignation 6/30
	Gilbert, Matt	Systems Manager	Resignation 6/11
TEMP.	Cooper, Francis	Secretary - Allied Health	Temporary
	Robertson, Sue	Bookstore Cashier	Intermittent
	Taylor, Jeff	Library - Clerk	Temporary
	Porter, Glenna	Library - Clerk	Temporary
	Kantz, Michael	Custodial Asst.	Temp - Spec. Prog.
	Adkins, Angela	Library - Clerk	Temporary

PERSONNEL ACTIVITY (ANTICIPATED - June 30, 1993)

SUPPORT	Messer, Sharon	Financial Aid Rep.	Layoff, June 30
	Bankey, Tammy	Admissions Clerk	Layoff, June 30
	Dickerson, Larry	Utility Worker	Reassign. - Custodian
	Cook, Cheryl	Sports Center Lead	Full time to part time
ADMIN.	Fowler, Paul	Director, SOCF	Program end - June 30
	Wittenmyer, John	Coord. SOCF	Position elim. June 30
	Ottens, Bruce	Asst. Dean Eng. Tech	Pos. elim. transfer to Dir. Acad. Computing
	Young, Dan	Director, Physical Fac.	Reorg. Asst. Dir. Fac.
	Gleason, Dave	University Planner	Reorg. - Dir. Planning, Phy. Fac., Construction
	Powell, Kenneth	Manager, Print Shop	Reorg. position elim.
	Brown, Dan	Coord. OTTO	Position not funded 6/30
	Gulker, Gary	Assoc. Dir. OTTO	Position not funded 6/30
	Mullins, Cathy	Coord. Spec Program	Reorg - upgrade/Asst. Dir. Spec. Prog
	Gross, Carolyn	Coord. BASICS	Pos. upgrade - program increase
	Pinson, Mike	Eng. Tech. Lab Asst	Pos. upgrade
	Carson, Pat	Coord. Univ Publ.	Reorg - Manager, Print. and Graphics
	Charles, Joanne	Accountant	Pos. upgrade - Acctng. Supervisor
	Day, Mike	Jr. Accountant	Pos. upgrade - Acctnt.

RESOLUTION 33-93

Approval of Graduates

WHEREAS, it is Shawnee State University policy that the Board of Trustees award degrees and certificates, and

WHEREAS, candidates to be presented by the Board's Academic Affairs Committee have made satisfactory progress toward graduation, and all final certificate and degree requirements have been met, and are recommended by their Department or College and by the President as candidates for graduation;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University empowers the President to award certificates or degrees at Commencement on June 18, 1993, to all candidates whose final completion and graduation from the University is confirmed by the Office of the Registrar and whose names are later attached to this resolution as graduates.

June 18, 1993

NAME TO APPEAR ON DEGREE	PETITI	HONORS
Joseph Wayne VanDeusen	1200	Magna Cum Laude
Sandra Lee Yuenger	1200	Summa Cum Laude
Sandra Hughes	11200	
Brent Allen Arn	11201	
Michael A. Ayers	11201	
Barbara Kay Shaw-Hampshire	11201	
Thomas Higginbotham	11201	
Keith Edward Keys	11201	
Stephanie Dian Kouns	11201	Magna Cum Laude
Tamatha A. Williams	11201	
James E. Young	11201	
David Keith Adams	11202	Cum Laude
Andrea Lee Ann Maddox	11204	
Anna May Wooten	11204	
Patricia E. Allen	11400	Magna Cum Laude
Beth A. Arbaugh	11400	Magna Cum Laude
Brent A. Arn	11400	
Kevin Ray Ashley	11400	Cum Laude
Christina Meichelle Atkins	11400	
Janet Bailey	11400	Magna Cum Laude
Jennfier Lee Barrett	11400	
Wing-Kong Chan	11400	Magna Cum Laude
William Michael Cullen	11400	
Linda J. Cutlip	11400	Cum Laude
Mary L. Eichenlaub	11400	
Shane Ray Fankell	11400	Summa Cum Laude
Phyllis Lynn Hendricks	11400	
Kip Jason Ingram	11400	
Danita Kaye Justice	11400	Magna Cum Laude
Ratna Dewi	11400	Magna Cum Laude
Thomas Dale Kizer, Jr.	11400	
Jeremy Waid Lemaster	11400	Cum Laude
Richard Lee Mains	11400	
Tamitha L. Miller	11400	
Carl Phillip Moore	11400	
Krista Lynn Nichols	11400	
Marjorie Luanne Nichols	11400	Magna Cum Laude
James A. Parr	11400	Cum Laude
Christopher Aaron Percell	11400	
Lee Michael Reeves	11400	
Carol W. Smith	11400	

GRADUATES FOR 1992-93

NAME TO APPEAR ON DEGREE	PETITI	HONORS
Christopher Aaron Staker	11400	
Charles Curtis Stollings	11400	
Sandra C. Whisner	11400	Magna Cum Laude
Melissa A. Wills	11400	Magna Cum Laude
Jodi Lynn Wright	11400	
Sharon K. Bramblette	12201	Cum Laude
Sandra B. Freeland	12201	
Kristina Marie Harris	12201	
Tonya Beth-Ann King	12201	Cum Laude
Richard Thomas Lemaster II	12201	
Pamela Ann Lowder	12201	Magna Cum Laude
Jerry A. Mingus, Sr.	12201	Cum Laude
David Scott Nichols	12201	
Jodi Lynn Wright	12201	
Joseph A. Dalton	12202	
Mary E. Hablitzel	12202	
Ted Alan Pianowski	12202	
Vicki Diane Brown	13200	
Sheila A. Burdette	13200	
Brenda J. Compton	13200	Summa Cum Laude
Arie O. Culver	13200	
Shannon E. Hopper	13200	Summa Cum Laude
Kevin Edward Keys	13200	
Yuko Kudo	13200	Cum Laude
Jennifer Lynn Laugel	13200	
Audra K. O'Neal	13200	
Maria Seale	13200	Summa Cum Laude
Angela M. Salyers	13200	
Kimberly S. Schwab	13200	
Angela H. Simmons	13200	
Armelia Jane Traylor	13200	
Marcus T. Whitt	13200	
Brian Anthony Williams	13200	
Lora Ann Buckley	14200	
Sarah Ann Carpenter	14200	
Michele Leigh Caudill	14200	
Angela S. Daniel	14200	
Darlene L. Daub	14200	
Ruth Carolyn DeLabor	14200	
Sandra Sue Dever	14200	
Michelle M. Flanery	14200	Magna Cum Laude
Paula Lynn Nance	14200	
Roxanna Marie Shupert	14200	

NAME TO APPEAR ON DEGREE	PETITI	HONORS
Catherine Marie Sowards	14200	
Maria Rachelle Edwards Watson	14200	
Angela Sue Adkins	15200	
Christina C. Arms	15200	
Angella Michelle Baker	15200	
Alicia Boehm	15200	Cum Laude
Kristy Boroff	15200	
Kristen Lee Cole	15200	
Loretta S. Comer	15200	
Shelley Lynn Walls (Dalton)	15200	
Tracey Ann Hall	15200	Cum Laude
Susan Renee Hayes	15200	
Melanie R. Hickman	15200	
Sherry Raye Howe	15200	
Mae E. Hughes	15200	
Kristin DeAnn Miller	15200	
James Krueger	15200	Cum Laude
Helen E. Lutz	15200	Magna Cum Laude
Jill Andrea McCormick	15200	
Jean Marie McPheters	15200	
Debra D. Miller	15200	Cum Laude
Pamela Delores Myers	15200	
Deanna Preston	15200	
James M. Savoie	15200	Magna Cum Laude
Cynthia Lynn Smith	15200	
Terrell Smith	15200	Magna Cum Laude
Maryann Tomlin	15200	
Kelli J. Warner	15200	Magna Cum Laude
Alyce R. Wooten	15200	
Gail Lyn Boldman	21200	
Melissa Lynn Camp	21200	
Melissa Gail Carver	21200	
Lori Lynn Cooper	21200	
Priscilla Ann Damron	21200	Cum Laude
Karen S. Days	21200	
Alison Sarah Flenar	21200	
Lisa L. Gillotte	21200	Summa Cum Laude
Julie A. Harrison	21200	Cum Laude
Jane Dee Howitt	21200	Summa Cum Laude
Melissa L. Hunt	21200	
Melissa Dawn Lapp	21200	Summa Cum Laude
Kimberly S. Leeth	21200	
Rhonda Jean Meyers	21200	Summa Cum Laude
Angela D. Mowen	21200	
Tiffany O'Dell	21200	Summa Cum Laude
Betsy Jean Queen	21200	Cum Laude
Tonia Lynn Rairdon	21200	

GRADUATES FOR 1992-93

NAME TO APPEAR ON DEGREE	PETITI	HONORS
Lana K. Bakenhaster	22200	Summa Cum Laude
Nancy Jean Boggs	22200	
Kimberly A. Bridwell	22200	
Tammy Elizabeth Storey	22200	Cum Laude
Vicki L. Butterfield	22200	
Rhonda Jean Carpenter	22200	
Debra Ann Collier	22200	
Terry Alicia Conley	22200	
Arlene Ann Cooke	22200	
Rosemary Coriell	22200	
Esther Ruth Daulton	22200	
Roger Lee Donini II	22200	Cum Laude
Angela Gay Dresbach	22200	
Julia M. Frowine	22200	Cum Laude
Mary A. Gallimore	22200	
Gregory Allen Green	22200	Summa Cum Laude
Kimberly Maynard Green	22200	
Judith Ann Greer	22200	
Gretchen A. Gross	22200	
Julie Ann Nunley	22200	
Evie Sheree Hill	22200	
Carolyn J. Holt	22200	
Jennifer L. Hayward	22200	
Serena Jo Johnson	22200	Magna Cum Laude
Hilda McCleese	22200	
Linda Lou Mitchell	22200	
Joyce Montavon	22200	Cum Laude
Terrell M. Moore	22200	
Valerie Sue Morris	22200	
Amy Michele O'Neil	22200	
Angela D. Pelphrey	22200	
Lolita D. Raynard	22200	
Stacey Lynn Riffitt	22200	
Craig T. Smith	22200	
Tamara Anne Stevens	22200	
Harold F. Stratton, Jr.	22200	
Kelli Dawn Bruce	22200	
Marguerite Elaine Wallen	22200	Summa Cum Laude
Mary Beth Wheeler	22200	Cum Laude
Sheryl A. Wolfenbarger	22200	
Dorothy G. Bolen	23200	
Anita Susanne Edmisten	23200	
Phillip Lee Fitch	23200	Cum Laude
Anne Fuhrmann	23200	Cum Laude
Nancy Camille Greenslate	23200	
Karina L. Grooms	23200	Magna Cum Laude
Crystal Dee Guilkey	23200	
Betty L. Hale	23200	
Beverly L. Marsh	23200	

GRADUATES FOR 1992-93

NAME TO APPEAR ON DEGREE	PETITI	HONORS
Julie J. Mercer	23200	
Amelyn Salisbury	23200	
Elisabeth Shelton Shultz	23200	Magna Cum Laude
Sherrie Ann Smith	23200	Cum Laude
Crystal Renee Tobert	23200	
Kellie Jo Weghorst	23200	
Beth Ann Alley	24200	Summa Cum Laude
Donna Jo Bayless	24200	
Amy Christine Culbertson	24200	
Michelle Dawn Iery	24200	Summa Cum Laude
Paul David Large	24200	
Deny Wayne Lemaster	24200	Cum Laude
Belinda McCoy	24200	
Regina R. Meadows	24200	Summa Cum Laude
Annette Moore	24200	
Danelle Rae Pancake	24200	
Sandra Gale Reynolds	24200	Magna Cum Laude
Nancy Sand Russell	24200	Magna Cum Laude
Melanie Joanne Sissel	24200	
Katherine J. Smith	24200	
Larry Edmund Stone	24200	
Linda Kay Frazier Thompson	24200	Magna Cum Laude
Ronald William Wilcox	24200	
April Lynn Burkitt	25200	Cum Laude
Jacqueline M. Cox	25200	
Rhonda S. Dabbs	25200	Summa Cum Laude
Troy D. Dillon	25200	Summa Cum Laude
Mykal Diane Duncan	25200	Cum Laude
Cheryl Ann Hilterbrand	25200	Magna Cum Laude
Vicki L. Larter	25200	Cum Laude
Marsha Elaine Morgan	25200	
David Pemberton	25200	Summa Cum Laude
David Allen Pinson	25200	Summa Cum Laude
Regina Diane Porter	25200	Cum Laude
Amy Melissa Riddle	25200	Summa Cum Laude
Susan Elaine Shope	25200	
Lorita Johnson Sublett	25200	Magna Cum Laude
Angela Dawn Thompson	25200	Cum Laude
Sharon L. Wagner	25200	Magna Cum Laude
Traci Leigh Miller	26200	Summa Cum Laude
Tracey Lynn Davidson	26200	Summa Cum Laude
Ulysses Days	26200	
Natalie Marie Dixon	26200	
Cheryl Jane Grooms	26200	Magna Cum Laude
Tracie Lynn Jordan	26200	Cum Laude

NAME TO APPEAR ON DEGREE	PETITI	HONORS
Marla Jo Keaton	26200	Cum Laude
Ja Dawn Marshall	26200	
Dayleen Morgan	26200	
Connie J. Pearson	26200	Magna Cum Laude
Theresa Marie Schneider Siemer	26200	Cum Laude
Lawrence Vinings	26200	Magna Cum Laude
Jerri Lynn Warwick	26200	
Angela Lynn Willis	26200	
Kimberly Dawn Wireman	26200	
Julie Coburn	27200	
Donald L. Forbush	27200	
Susan G. Hall	27200	Cum Laude
Michael R. Nibert	27200	Summa Cum Laude
Kimberly D. Phillips	27200	Magna Cum Laude
Nancy Ann Shelton	27200	
Deborah J. Sparks	27200	
Angelina Diane Taylor	27200	
Richard Lynn Adams	31400	Magna Cum Laude
Michael D. Berry	31400	Magna Cum Laude
Bret W. Childers	31400	Magna Cum Laude
Roy D. Earwood	31400	Magna Cum Laude
Brett Alan Hamilton	31400	Magna Cum Laude
Guy Edward Leake	31400	
Dawn Eugene Majher	31400	Summa Cum Laude
Patrick M. Ridenour	31400	
Rebecca A. Schultz	31400	Summa Cum Laude
Paul W. Yost	31400	Magna Cum Laude
Joseph Richard Blankenship	32200	
Paul R. Etterling II	32200	
Jeffery D. Hacker	32200	
Jeremy F. Hughes	32200	
Glen Richard Lewis	32200	
Jason C. McClintic	32200	Cum Laude
Kenneth S. White	32200	
Curtis Lee Witter	32200	
Jody Douglas Collier	32400	
William Scott Crawford II	32400	
Bruce Anthony Dixon	32400	Magna Cum Laude
Glen Richard Lewis	32400	
Darren E. Murray	32400	
Kevin Mark Powell	32400	
Gary R. Whitley Jr.	32400	
Tod W. Wiget	32400	Summa Cum Laude

NAME TO APPEAR ON DEGREE	PETITI	HONORS
Curtis Lee Witter	32400	
Clinton Matthew Alt	33200	Cum Laude
Michael D. Berry	33200	Summa Cum Laude
Richard Paul Bess, Jr.	33200	Cum Laude
David Brian Boggs	33200	
D. Anthony Bush	33200	Summa Cum Laude
William Robert Compton	33200	
David Paul Crusan	33200	
Brenda D. Daniels	33200	Cum Laude
Louis A. Gillenwater	33200	Cum Laude
Brett Alan Hamilton	33200	Magna Cum Laude
John B. Hamilton	33200	
Ronald Dirk Hanes	33200	
Christopher L. Johnson	33200	Cum Laude
Shama L. Litteral	33200	Cum Laude
Darren Eugene Majher	33200	Summa Cum Laude
Sarah Marie Cox	33200	
Mavis Ann Shafer	33200	Summa Cum Laude
Jodi Spriggs	33200	Cum Laude
Joseph Wayne VanDeusen	33200	Magna Cum Laude
James W. White	33200	
Paul T. Powell	33301	
Casey Lee Conley	34200	
Brenda D. Daniels	34200	Cum Laude
Shama L. Litteral	34200	Cum Laude
David Jonathan McClay	34200	Cum Laude
Charles E. McClurg	34200	
Michael P. Scott	34200	Magna Cum Laude
Mavis Ann Shafer	34200	Summa Cum Laude
Joseph Wayne VanDeusen	34200	Magna Cum Laude
James William White	34200	
Donald R. Williams	34200	Magna Cum Laude
Crystal Collins	35100	
Matthew Wayne Flaughner	35100	
Eric Stephen Moran	35100	
Paul Talmadge Powell	35100	
Carma J. Barch	35200	
Thomas J. Brandt	35200	
Matthew Wayne Flaughner	35200	
Michael Anthony Williams	35200	

GRADUATES FOR 1992-93

NAME TO APPEAR ON DEGREE	PETITI	HONORS
David L. Burroway	41200	
D. Anthony Bush	41200	Summa Cum Laude
Jennifer Lee Justice	41200	
Alice Faye Kimbler	41200	Cum Laude
Crystal Marie Knight	41200	Cum Laude
Scott Burton Powers	41200	
Dennis E. Sapp	41200	Cum Laude
Amanda Beth Wright	41200	
Michelle Lee Adams	41400	
Steven W. Anderson	41400	Cum Laude
John H. Austin III	41400	Cum Laude
Bonnie J. Canter	41400	Cum Laude
Lisa Nicole Coburn	41400	
Alice Faye Justice Kimbler	41400	Cum Laude
Laura B. Nickell	41400	Magna Cum Laude
April R. Sargent	41400	
Karen Marie Lambert-Shumway	41400	
Angela M. Campbell	41400	Summa Cum Laude
Ruby I. Brown	41401	Cum Laude
Tammy S. Caplinger	41401	Cum Laude
Stephanie Lynn Downing	41401	
Mary E. McClintic	41401	Cum Laude
Theresa Rose Scherer Metzler	41401	Summa Cum Laude
Dana L. Steinhauer	41401	Magna Cum Laude
Debra Sue Weber	41401	Cum Laude
Kimberly Ann Days	51400	Summa Cum Laude
Pamela D. Jacobs	61200	Magna Cum Laude
Matthew Todd Mitchell	61200	
Randall D. Rosselot	61200	
John D. Stone	61200	
Connie J. Wheeler	61200	Cum Laude
Richard Paul Bays	61400	
Philip Andrew Bonzo	61400	
Cindy Charles	61400	Magna Cum Laude
Ruth E. Charles	61400	Magna Cum Laude
Rondel Joe DeLong	61400	Magna Cum Laude
Damon A. Detillion	61400	Magna Cum Laude
Anthony Wayne Green	61400	Summa Cum Laude
Megan Nolene Hess	61400	Summa Cum Laude
Stephen Brett Humble	61400	Magna Cum Laude
Alan Scott Kelley	61400	

GRADUATES FOR 1992-93

NAME TO APPEAR ON DEGREE	PETITI	HONORS
Kinshan Katherine Lee	61400	
James Donal Litteral	61400	
Jiong Liu	61400	
Julie Lynne Lyles	61400	Magna Cum Laude
Matthew Todd Mitchell	61400	
Steven A. Moore	61400	Magna Cum Laude
Tina M. Payne	61400	
Jeri Lynn Pinton	61400	Summa Cum Laude
Clint A. Shuff	61400	Cum Laude
Stephanie Shumate Burke	61400	Cum Laude
Patrice H. Smith	61400	Magna Cum Laude
Richard Troy Staker	61400	Cum Laude
Rebecca Jo Tipton	61400	Magna Cum Laude
Robert Angelo Vance	61400	Summa Cum Laude
Daniel Glen White	61400	Magna Cum Laude
Jeffrey D. Yuenger	61400	Cum Laude
Angela M. Andrews	61401	Magna Cum Laude
Robert Jason Baker	61401	
Kelli Lyn Bates	61401	
Charles Arthur Carpenter, Jr.	61401	
Deborah S. Elliott	61401	
Eric Wayne Gray	61401	
Nita Spriggs	61401	Cum Laude
Stephen D. White	61401	Cum Laude
Melissa L. Zuefle	61401	
Cynthia Thoroughman Chatfield	71200	
Cassandra Lee Crawford	71200	
Melissa Ann Mason	71200	
Charles P. Dearth III	71200	
Eric Wayne Green	71200	
Colin Ray Hamilton	71200	
Lincoln Heard II	71200	Magna Cum Laude
William Henry Jones II	71200	
Steven Wilton Mault	71200	
Jeffrey Robert McConnell	71200	
Laurie L. Neff	71200	
Ethel I. Nylund	71200	Cum Laude
Jamie Lyn Rockwell	71200	
Jennifer Leah Rockwell	71200	
Crystal Lynn Royal	71200	
Patrick David Shope	71200	
Jackie Ray Sims	71200	
Willard C. Storey, Jr.	71200	
Willieam C. Thomas, Jr.	71200	Cum Laude
Robt. Kim Walton	71200	Summa Cum Laude

GRADUATES FOR 1992-93

NAME TO APPEAR ON DEGREE	PETITI	HONORS
John H. Austin III	71400	Cum Laude
Shelba Kay Kuhn-Besco	71400	
Everlyn Oletta Bias	71400	
Amy Sue Craycraft	71400	
Kevin Ray Davis	71400	
Sonya Rae Fields	71400	
Willard Elton Ford II	71400	
Dawna Hendrickson	71400	
Roxanne Hoover	71400	Magna Cum Laude
Vicki Lynn Howard	71400	
Paul David Huffman	71400	
Rian Marie Pruitt Lattimore	71400	Magna Cum Laude
William Burnett Lukemire, Jr.	71400	Cum Laude
Corissa Ann Mault	71400	
Stuart D. McCollum	71400	
Eugene K. McCoy	71400	
Terri McQuithy	71400	
Tonia Elaine Meenach	71400	
Thomas Richard Monds	71400	
Dawne Anne Monroe	71400	
Herman Patrick, Jr.	71400	
Patricia Vournazos Payton	71400	Cum Laude
Brek E. E. Perry	71400	Cum Laude
Warwick D. Phillips	71400	Cum Laude
Vicki D. Richter	71400	Cum Laude
Tracy Lynn Riehl	71400	
Timothy L. Rumfield	71400	Magna Cum Laude
Re Jason Sanders	71400	
Joseph Todd Sandlin	71400	
Latricia Marie Sessor	71400	Magna Cum Laude
Roger Gerald Sessor	71400	Cum Laude
Patrick D. Shope	71400	
Patricia Ann Davis Sissel	71400	Cum Laude
Susan Marie Varcali	71400	
Kraig James Walker	71400	Cum Laude
Gerri Lee Welsh	71400	Summa Cum Laude
Julie Ann Workman Logan	71400	
Elayna P. Young-Wills	71400	
Angela Denise Bentley	71401	
Shelly Walters Bentley	71401	
Lisa Marie Brown	71401	Cum Laude
Bathsheba P. Colley	71401	
Brian Edgar Colley	71401	
Faith Elaine Chamblin Collins	71401	
Mildred Florine Cool	71401	
John Mark Copas	71401	Magna Cum Laude
Sabrina Dawn Williams	71401	
Angela Arlene Ginn	71401	Magna Cum Laude
Tammy Lynnette Hamilton	71401	

GRADUATES FOR 1992-93

NAME TO APPEAR ON DEGREE	PETITI	HONORS
Jill Marie Keaton	71401	
Bruce F. Lavender	71401	
Dianna Kay McNutt	71401	
Jami Lou Mougey	71401	
Shantel Mougey	71401	
Joseph W. Nelson, Jr.	71401	Magna Cum Laude
Danelle Marie Ober	71401	
Susan Lynn Prall	71401	Cum Laude
Lori Ann Rolfe	71401	
Jennifer Lynn Shepherd	71401	
Pamela M. Sonney	71401	
Cristy M. Wallingford	71401	Cum Laude
Jacquelyn E. Weber	71401	Summa Cum Laude
Lisa Ellen Lodwick Weinbrecht	71401	
Stephanie P. Wright	71401	Cum Laude

RESOLUTION 34-93

Approval of Bloodborne Pathogen Policy,
Inventions, Discoveries, and Patents Policy,
Establishing a Center Policy, and
Campus Electronic Mail Policy

The policies listed below have been reviewed by the appropriate University committees and/or individuals; as well as President's Council, and

WHEREAS, Provost Addington and President Veri recommends this policy to the Academic Affairs Committee; and

WHEREAS, the Committee concurs with the recommendations, and therefore recommends the adoption of the four policies to the Board of Trustees;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the adoption of the policies listed below and attached:

- Bloodborne Pathogen Policy
- Inventions, Discoveries, and Patents Policy
- Establishing a Center Policy
- Campus Electronic Mail Policy

June 18, 1993

Shawnee State University

AREA:	ACADEMIC AFFAIRS	POLICY NO.:	2.09
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	6/18/93
		RECOMMENDED BY:	A.L. Addington
SUBJECT:	ESTABLISHING A CENTER	APPROVED BY:	<i>Aleni</i>

1.0 INTRODUCTION

- 1.1 The development of a new center or institute, requires the submission of a preliminary proposal of intent to the appropriate vice president. The proposer must receive authorization from the vice president before a formal detailed proposal is developed for full consideration. Detailed proposals must receive endorsements from other existing organizational units at SSU that interact with the proposed center. The President and Board of Trustees must give approval for the establishment or discontinuance of all centers (or other organizational units).

2.0 PURPOSE

- 2.1 A center is an organizational unit that has some specialized function/mission and may supervise, directly or indirectly, credit and/or non-credit courses and/or degree programs. The appropriate vice president appoints center directors, who are or may be recommended by the immediate supervisor when appropriate. The center director reports directly to the appropriate vice president or dean.
- 2.2 Each center will have an advisory council that reports to the center's (unit's) director and dean and/or appropriate vice president/Provost. Any center established within the academic area will have a faculty advisory council which may include practicing professionals.

Shawnee State University

AREA:	ACADEMIC AFFAIRS	POLICY NO.:	2.10
		PAGE NO.:	1 OF 5
		EFFECTIVE DATE:	6/18/93
SUBJECT:	ADMINISTRATION OF INVENTIONS, DISCOVERIES, AND PATENTS	RECOMMENDED BY:	A.L. Addington
		APPROVED BY:	<i>Adm</i>

1.0 GENERAL

- 1.1 Research is recognized as an integral part of the educational process to generate new knowledge, to encourage the spirit of inquiry, and to develop scientists, engineers, and other scholars. As a result of such research, new discoveries and inventions (hereinafter collectively referred to as "inventions") may be made by faculty members, staff, and students of the University, which could have material commercial value or potential as revenue producers and which could contribute significantly to scientific, technological, social, and cultural progress. Such inventions may qualify for patent protection. Patents are created by the Constitution and the laws of the United States to recognize the ownership of inventions by individuals in return for publication of the inventions by issued patents and ultimate dedication to the public after the limited period for which the law grants patent protection.
- 1.2 The faculty members, staff, and students of the University are encouraged to evaluate the results of their research activities in terms of potential commercial value and the public interest, as well as for scholarly significance.

2.0 BASIC OBJECTIVES

The basic objectives of Shawnee State University's Policy on Inventions, Discoveries, and Patents (hereinafter referred to as "Policy") are:

- 2.1 To comply with the public policy of the State of Ohio with respect to the University's right to, and interest in inventions, including patents thereon, mandated by Section 3345.14 of the Ohio Revised Code.
- 2.2 To make inventions developed in the course of University research available in the public interest under conditions that will promote their effective development and utilization.
- 2.3 To assure that inventions developed in the course of University research will not be used to the detriment of the public interest by the unnecessary exclusion of any qualified user or otherwise.

4.0 OBLIGATION OF UNIVERSITY FACULTY, STAFF, AND STUDENTS; REPORTS AND PROCEDURES

All faculty members, staff, and students, in consideration of their affiliation with the University and the approval of this Policy by the University Faculty Assembly and Trustees of the University, agree to handle all inventions, and patents resulting therefrom, which are developed from research or investigation supported by, or conducted in any facility of the University as follows:

- 4.1 A faculty member, staff member, or student shall promptly report and refer any such invention in writing to the Provost or his designee in such form and detail and with such supporting information as the Provost shall from time to time, by general announcement, request.
- 4.2 When an invention is referred to the Provost, she or he will see to it that the invention together with all necessary supporting information is submitted to the Committee. The Committee will review the merits of the invention and make recommendations to the President and Board of Trustees for the management of the invention including its development, patenting, and exploitation.
- 4.3 After consultation with the inventor(s), the Committee may suggest that the University return the invention to the inventor(s) to manage on his or her own initiative, *subject to the policies of any external sponsor who may have an interest.*
- 4.4 The determination of the Board of Trustees with respect to the management of any invention submitted hereunder shall be binding upon the inventor(s) and the inventor(s) shall execute all documents appropriate for such management.

5.0 RIGHTS TO INVENTIONS AND PATENTS; DISTRIBUTION OF FINANCIAL RETURNS

- 5.1 All rights with respect to inventions resulting from research activities of faculty members, staff, or students of the University which are supported **entirely or predominantly** by University resources or facilities shall be assigned to and controlled by the University. Unless in exceptional cases, the Board of Trustees, upon the recommendation of the Committee, awards a large percentage of the net financial returns to the inventor(s), the inventor(s) shall receive fifty percent (50%) of the net financial returns from the exploitation of the invention and the assignment, licensing, or other exploitation of patent and other rights pertaining thereto. *In the event the patent is assigned to any outside patent management organization (such as a research/development corporation) the inventor(s) would receive 50% of net revenues received by the University.*

- 5.9 The University may within 180 days of the date of an inventor's submission of an adequate disclosure of an invention to the University, elect not to exercise its rights with respect to an invention subject to this Policy. In such event, the University shall promptly notify the inventor(s) in writing of its election. Thereafter, in response to a written request by the inventor(s), the University shall relinquish, reassign, or otherwise transfer all rights with respect to such invention to the inventor(s), *subject to the rights and policies of any external sponsor.*

6.0 SPONSORED RESEARCH

- 6.1 When the University and a third party (hereafter referred to as "outside sponsor") enter into an agreement for research to be conducted with funds or facilities provided in whole or in part by such outside sponsor, any faculty, staff member, or student who conducts such research, utilizing such funds or facilities, may be required by the University to enter into an agreement assigning all rights to inventions arising from such research to the University or the outside sponsor or both.
- 6.2 No agreement, respecting the assignment, licensing, or other exploitation of any patent or other rights to any invention developed in the course of research supported by funds or utilizing facilities administered by the University pursuant to an agreement with an outside sponsor, may be entered into by any faculty, staff member or student without the written consent of the University. Such consent shall be given or withheld in accordance with the objectives set forth in this Policy by the Board of Trustees after consideration of the recommendation of the Committee.

7.0 ADVISORY ARBITRATION

- 7.1 If a dispute should arise between an inventor(s) and the University with respect to the application or interpretation of the provisions of this Policy, the dispute shall be submitted to arbitration in accordance with the rules and regulations of the American Arbitration Association. The award of such arbitrators shall be advisory only and not binding upon the inventor(s) or the University, unless specifically agreed to by the parties.

Shawnee State University

AREA:	ACADEMIC AFFAIRS	POLICY NO.:	5.20
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	6/18/93
		RECOMMENDED BY:	A.L. Addington
SUBJECT:	CAMPUS ELECTRONIC MAIL	APPROVED BY:	<i>A.L. Addington</i>

The University provides campus electronic mail services to authorized users via UIS (University Information Services) supported systems. Such service is provided to users for the performance of their official duties.

1.0 DEFINITION OF AUTHORIZED USERS

- 1.1 Authorized users of the campus electronic mail system may include the following based upon need and available resources:
 - 1.1.1 All full-time faculty, administrators, and hourly staff.
 - 1.1.2 Part-time employees with the approval of their dean/director based upon need and available resources.
 - 1.1.3 Students if required by their employment status or approved voluntary capacity. (Such access does not guarantee provision of hardware for a student's exclusive use.)
 - 1.1.4 Individual students for other purposes as detailed in the Computer Access Policy.
 - 1.1.5 Third parties with the approval of the appropriate Vice-President and/or the President.
- 1.2 UIS shall be responsible for the development and maintenance of authorization forms necessary to assure that users understand this policy and related security concerns.

2.0 USE OF THE SYSTEM

- 2.1 It is understood that the campus electronic mail system will be designated as a primary means for distributing critical information to the University community. Non-essential information will be restricted to the campus electronic bulletin board system. (Such messages might include campus events, lost and found information, etc.)

Shawnee State University

AREA:	ACADEMIC AFFAIRS	POLICY NO.:	5.21
		PAGE NO.:	1 OF 13
		EFFECTIVE DATE:	6/18/93
		RECOMMENDED BY:	A.L. Addington
SUBJECT:	BLOODBORNE PATHOGENS	APPROVED BY:	<i>Ali</i>

It is the intent and commitment of Shawnee State University to comply with the spirit and letter of the Federal OSHA Guidelines, 29 CFR 1910.1030, Bloodborne Pathogens. The policies and procedures outlined herein are to be applied across all departments and locations, where applicable. Failure to follow this policy shall result in the appropriate discipline.

1.0 PURPOSE

The purpose of this policy is to insure that all locations and sites of Shawnee State University are in compliance with the Federal OSHA Guidelines 29 CFR 1910.1030, Bloodborne Pathogens and its mandates. To promote safe work practices in an effort to minimize the incidence of illness and injury experienced by employees and students. The purpose of the Bloodborne Pathogen Standard is to reduce the occupational and educational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens that employees and students may encounter in the workplace and educational setting.

2.0 INTRODUCTION

It is the intent and purpose of this policy to protect all employees and students who risk potential contact with bloodborne pathogens in the workplace and educational setting. To achieve this goal, Shawnee State University has implemented an Exposure Control Plan designed to meet the intent of the OSHA Bloodborne Pathogens Standard. The objective of the plan is twofold:

- 2.1 To protect our employees and students from the health hazards associated with bloodborne pathogens.
- 2.2 To insure appropriate treatment and counseling should an employee or student be exposed to bloodborne pathogens in the workplace or educational setting.

3.0 SCOPE AND APPLICATION

- 3.1 The Bloodborne Pathogens Exposure Control Plan applies to departments or operations where exposure to human blood or other potentially infectious materials is possible. Employees or students of Shawnee State University who come in contact with human blood or other potentially infectious materials as a routine requirement of their employment or educational responsibilities are as follows:

- 5.1.1 Personnel Office, Office Annex, First Floor, Room 420
- 5.1.2 Dean's Office, College of Health Sciences, Health Sciences Building, First Floor
- 5.1.3 Athletic Department, Activities Center, Mezzanine Level, Room 285

6.0 REVIEW AND UPDATE OF THE PLAN

- 6.1 Shawnee State University recognizes the importance of keeping its Exposure Control Plan up-to-date. To ensure this, the plan will be reviewed by the Exposure Control Officer and updated under the following circumstances.

- 6.1.1 Annually
- 6.1.2 Whenever new or modified tasks and procedures are implemented which affect occupational exposure of our employees or students.
- 6.1.3 Whenever there are new positions within the University that may involve exposure to bloodborne pathogens.
- 6.1.4 Whenever an employee's job or student's education has been revised such that new occupational or educational exposure may occur.

7.0 EXPOSURE DETERMINATION

- 7.1 Shawnee State University shall identify exposure situations employees or students may encounter. To facilitate this, the following lists have been prepared:
 - 7.1.1 Job classifications in which all employees or students have occupational or educational exposure to bloodborne pathogens.
 - 7.1.2 Job classifications in which some employees or students have occupational or educational exposure to bloodborne pathogens.
- 7.2 The Exposure Control Officer will work with administration, faculty and staff to revise and update these lists as tasks, procedures and classifications change.

8.0 METHODS OF COMPLIANCE

- 8.1 There are a number of areas that must be addressed in order to effectively eliminate or minimize exposure to bloodborne pathogens at Shawnee State

- 8.4.1 Shawnee State University has adopted the following work practice controls as part of the Bloodborne Pathogen Exposure Control Plan:
- 8.4.2 Employees and students shall wash their hands immediately, or as soon as feasible, after removal of potentially contaminated gloves or other protective equipment.
- 8.4.3 Following any contact of body areas with blood or any other infectious materials, employees and students shall wash their hands and any other exposed skin with soap and water as soon as possible.
- 8.4.4 Equipment which becomes contaminated shall be examined prior to servicing or shipping, and decontaminated as necessary.

8.5 Personal Protective Equipment

- 8.5.1 Personal protective equipment shall include, but not limited to:

- Gloves
- Safety Glasses
- Goggles
- Face Shield/Masks
- Respirators

- 8.5.2 All affected employees and students shall be trained regarding the use of the appropriate personal equipment. Personal protective equipment shall be located in designated areas and shall be inspected periodically and replaced as needed to maintain the effectiveness of the equipment.
- 8.5.3 Gloves shall be worn under the following circumstances:
 - 8.5.3.1 Whenever employees or students anticipate hand contact with potentially infectious materials.
 - 8.5.3.2 When handling or touching contaminated items or surfaces.
- 8.5.4 Disposable gloves shall be replaced as soon as practical after contamination or if they are torn or punctured.

8.6 Housekeeping

- 8.6.1 Shawnee State University shall maintain each location in a clean and sanitary condition as part of the Bloodborne Pathogen Exposure Control

- 8.8.1.2 The vaccination program consists of a series of three injections over a six month period. As part of Shawnee State University's bloodborne pathogens training, employees and students shall receive information regarding hepatitis vaccinations, including the vaccine's safety and effectiveness. Vaccinations shall be performed under the supervision of a licensed physician or other healthcare professional. Employees who decline to take part in the program or students who refuse to be vaccinated are required to sign the Vaccination Declination Form.
- 8.8.1.3 To ensure that all employees and students are aware of Shawnee State University's policy and vaccination program, it is to be thoroughly discussed in the Bloodborne Pathogens training program.

8.8.2 Post-Exposure Evaluation and Follow-Up

- 8.8.2.1 If an employee or student is involved in an incident where potential exposure to bloodborne pathogens has occurred, the Exposure Control Officer shall investigate the circumstances surrounding the exposure incident and make sure the exposed employee or student receives medical consultation and treatment (if required) as expeditiously as possible.
- 8.8.2.2 This investigation shall be initiated within 24 hours after the incident occurs and involves gathering the following information:
 - 8.8.2.2.1 When the incident occurred including date and time.
 - 8.8.2.2.2 Where the incident occurred.
 - 8.8.2.2.3 What potentially infectious materials were involved in the incident.
 - 8.8.2.2.4 Source of the material.
 - 8.8.2.2.5 Under what circumstances the incident occurred including the type of work which was being performed.

identity and infectious status of a source individual.

8.8.3.1.4 Shawnee State University may collect and test the blood of the exposed employee for HBV and HIV status.

8.8.3.1.5 Once these procedures have been completed, an appointment will be arranged for the exposed employee with a qualified healthcare professional to discuss the employee medical status.

8.8.3.2 After consultation with a healthcare professional, the healthcare professional shall provide Shawnee State University with a written opinion evaluating the exposed employee or student's situation. Shawnee State University shall provide a copy of this opinion to the exposed employee. For purposes of maintaining patient confidentiality, the written opinion will contain only the following information:

8.8.3.2.1 Whether Hepatitis B vaccination is indicated for the employee or student.

8.8.3.2.2 Whether the employee has received the Hepatitis B vaccination.

8.8.3.2.3 Confirmation that the employee has been informed of the results of the evaluation.

8.8.3.2.4 Confirmation that the employee has been told about any medical conditions resulting from the exposure incident which require further evaluation or treatment.

8.8.4 Medical Recordkeeping

8.8.4.1 Shawnee State University shall maintain comprehensive records on the following information:

8.8.4.1.1 Name of the employee or student.

bloodborne pathogens are required to attend Shawnee State University's Bloodborne Pathogen training program prior to work assignments where there exists a potential for exposure to blood or other potentially infectious materials.

8.10.2 Employees and students will be retrained at least annually to keep their knowledge current. Additionally, all new employees and students, as well as employees changing job or job functions, will be given any additional training their new position requires at the time of their new job or educational assignment.

8.10.3 The Exposure Control Officer is responsible for seeing to it that all employees who have potential exposure to bloodborne pathogens receive this training prior to work or educational assignment.

8.10.4 Training Topics

The topics covered in the training program shall include, but are not limited to:

8.10.4.1 The Bloodborne Pathogens Standard itself.

8.10.4.2 The epidemiology and symptoms of bloodborne diseases.

8.10.4.3 The modes of transmission of bloodborne pathogens.

8.10.4.4 Shawnee State University's Exposure Control Plan (and where employees and students may obtain a copy).

8.10.4.5 Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

8.10.4.6 A review of the use and limitations of methods that will prevent or reduce exposure, including engineering controls, work practice controls and personal protective equipment.

8.10.4.7 Selection and use of personal protective equipment including types of equipment available, its proper use, the location of equipment within the facility, its proper removal, handling, decontamination and disposal.

8.10.6.1.5 Names and departments of students attending the training sessions.

8.10.6.2 These training records will be made available for examination and copying to our employees, students, and their representatives, as well as OSHA and its representatives.

RESOLUTION 35-93

Approval of the Bachelor of Fine Arts and Bachelor of Arts

WHEREAS, the University Faculty Assembly, upon the recommendation of the Educational Policies and Curriculum Committee, approved the Bachelor of Fine Arts and Bachelor of Arts degree programs, as proposed by the Department of Arts and Humanities in the College of Arts and Sciences; and

WHEREAS, Provost Addington and President Veri recommends the proposed programs to the Academic Affairs Committee; and

WHEREAS, the Committee concurs with the recommendations, they therefore recommend that the proposed degree programs be submitted to the Ohio Board of Regents;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves these recommendations.

June 18, 1993