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3-14-1994

### March 14, 1994 Executive Committee Meeting

Shawnee State University

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**Executive Committee Report**

March 14, 1994

4:00 p.m.

President's Conference Room

**1.0 Approval of Extension of Leave of Absence**

**Action**

Resolution 03-94 approves an extension of unpaid personal leave through December 31, 1994, for Vickie Stacy. This extension, or side letter, continues the agreement approved by Board Resolution 01-92. Mr. Kaplan moved and Mr. Waller seconded a motion to approve Resolution 03-94, Extension of Personal Leave.

Roll call vote:

Mr. Kaplan Aye  
Mr. Reynolds Aye  
Mr. Waller Aye  
Mr. Winters Aye

**2.0 New Position Approval**

**Action**

Resolution 04-94 creates the position of Utility Worker. This position will be full-time, pay grade 5, at an hourly rate of \$7.55/hour and is created to address the critical staffing shortage which exists in the physical plant units of the University. Mr. Kaplan moved and Mr. Waller seconded a motion to approve Resolution 04-94, New Position Approval.

Roll call vote:

Mr. Kaplan Aye  
Mr. Reynolds Aye  
Mr. Waller Aye  
Mr. Winters Aye

**3.0 Approval of Bad Check Fee**

**Action**

Resolution 05-94 establishes a \$25.00 fee for bad checks written to the University for payment of student fees. The absence of a bad check fee has led to an abuse of the check payment privileges as well as additional banking fees assessed to the University. Mr. Kaplan moved and Mr. Waller seconded a motion to approve Resolution 05-94, Approval of Bad Check Fee.

Roll call vote:

Mr. Kaplan Aye  
Mr. Reynolds Aye  
Mr. Waller Aye  
Mr. Winters Aye

**4.0 Hiring of Personnel**

**Action**

Resolution 06-94 was distributed and each personnel action reviewed by President Veri. It was moved by Mr. Reynolds and seconded by Mr. Waller to approve Resolution 06-94, Personnel.

Roll call vote:

Mr. Kaplan Aye  
Mr. Reynolds Aye  
Mr. Waller Aye  
Mr. Winters Aye

**5.0 Approval of Collection and Write-offs of Student Accounts Receivables**

**Action**

Resolution 07-94 approves the revision of Policy No. 4.23 Rev. and include changes in the new registration practices that will provide greater flexibility with existing fee collection policies. Mr. Waller moved and Mr. Reynolds seconded a motion to approve Resolution 07-94, Collection and Write-offs of Student Accounts Receivable.

Roll call vote:

Mr. Kaplan Aye  
Mr. Reynolds Aye  
Mr. Waller Aye  
Mr. Winters Aye

**6.0 Honoring of SSU's Women's Basketball Team**

**Action**

Resolution 08-94 honors the SSU Women's Basketball Team for their participation in the NAIA national tournament and their advancement to the elite eight in NAIA Division II in the nation. Mr. Winters moved and Mr. Kaplan seconded a motion to approve Resolution 08-94, Honoring of SSU's Women's Basketball Team.

Roll call vote:

Mr. Kaplan Aye  
Mr. Reynolds Aye  
Mr. Waller Aye  
Mr. Winters Aye

**7.0 Board of Trustee Committee Assignments/Reassignments**

**Information**

The Board committee assignments/reassignments for 1994 are attached and are in effect as of today's meeting.

**8.0 Assessment of Board's Effectiveness/Retreat Information**

A Board Retreat had been tentatively scheduled for Saturday, March 26 but will be postponed until a later date. Board members will be notified when the retreat has been rescheduled.

**9.0 Comments from the Public**

Mr. Winters asked for comments from the public and hearing none, he proceeded with welcoming Dr. Veri back after his surgery.

**10.0 Executive Session**

Mr. Waller moved and Mr. Reynolds seconded a motion to go into Executive Session at 4:30 p.m. to discuss negotiations.

Roll call Vote:

Mr. Kaplan Aye  
Mr. Reynolds Aye  
Mr. Waller Aye  
Mr. Winters Aye

**11. Return to Public Session**

Mr. Kaplan moved and Mr. Reynolds seconded a motion to return to public session at 6:00 p.m.

**12. Adjournment**

Mr. Kaplan moved and Mr. Reynolds seconded a motion to adjourn.

Roll call vote:

Mr. Kaplan Aye  
Mr. Reynolds Aye  
Mr. Waller Aye  
Mr. Winters Aye

RESOLUTION 03-94

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 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 January 19, 1994 through December 31, 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 Executive Committee of the Board of Trustees of Shawnee State University, acting on behalf of the Board, approves the attached side letter extending leave for Vickie Stacy through December 31, 1994.

March 14, 1994

**Shawnee State University**


Portsmouth, Ohio 45662  
(614) 354-3205


SIDE LETTER: UNPAID LEAVE OF ABSENCE  
VICKIE STACY  
CONTINUED THROUGH DECEMBER 31, 1994


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

- \* Continues leave of absence status for Vickie Stacy through December 31, 1994.
- \* Maintains the leave conditions as initially established through the period of the approved leave.
- \* Provides reinstatement guarantee per Article XVI, Section E of the CWA labor agreement only if LOA is not extended beyond December 31, 1994.
- \* Health insurance will be provided by the University and credited as membership and support donations of the Conference Board.

This understanding is effective upon approval by CWA and University officials identified below and is considered non-precedent setting.

  
Robert Coriell, President  
CWA

  
Clive Veri, President,  
SSU

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

**RESOLUTION 04-94**

**New Position Approval**

WHEREAS, Budget Resolution 25-93 required that the Board of Trustees of Shawnee State University approve all positions not established under the approved FY '94 budget; and

WHEREAS, the Vice President of Business Affairs has recommended and the President has endorsed the establishment of a full-time utility worker position within Physical Facilities; and

WHEREAS, the proposed new position has been evaluated in accordance with existing personnel policies by the personnel officer of the University, and titled as established contractually under the wage system at Shawnee State University;

THEREFORE BE IT RESOLVED that the Executive Committee of the Board of Trustees of Shawnee State University, acting on behalf of the Board as permitted in Policy 5.16 ("Personnel Appointments"), authorizes the following new position reported herein, effective March 29, 1994:

**New Position:**

Utility worker, Physical Facilities, pay grade 5, pay \$7.55/hour

(March 14, 1994)

**RESOLUTION 05-94**

**Approval of a Bad Check Fee**

WHEREAS, under University policy 4.3.1 it is the responsibility of the Finance and Facilities Committee to review and recommend a schedule of student fees; and

WHEREAS, the absence of a bad check fee has led to an abuse of the check payment privileges as well as additional banking fees; and

WHEREAS, specific fees of this nature are not subjected to the legislative fee cap on tuition and fees;

THEREFORE BE IT RESOLVED that the Executive Committee of the Board of Trustees of Shawnee State University, acting on behalf of the Board as permitted in Policy 5.16 ("Personnel Appointments"), approves that a bad check fee in the amount of \$25.00 be added to the schedule of fees effective March 15, 1994.

(March 14, 1994)



**Resolution 06-94**

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

THEREFORE BE IT RESOLVED that the Executive Committee of the Board of Trustees of Shawnee State University, acting on behalf of the Board as permitted in Policy 5.16 ("Personnel Appointments"), authorizes the following appointment(s) and acknowledges the items reported herein:

**APPOINTMENTS, REASSIGNMENTS, AND RESIGNATIONS FOR BOARD ACTION:**

**Faculty**

Chung-Hei (Nan) Yun, Professor, Department of Arts and Humanities - medical leave of absence for Winter Quarter, 1994

Mousa Marouf, Assistant Professor, Math/Science Department - unpaid leave of absence for Spring Quarter, 1994 (Notification will be received by March 25, 1994 from Dr. Marouf on his intentions to exercise this leave of absence.)

**Administrative**

Jon Johnson, Assistant Director of Development, Continuous Contract Status at a 12-month salary of \$30,000, pay grade 25, effective April 4, 1994.

March 14, 1994

**Resolution 06-94**

**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, 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

Chung-Hei (Nan) Yun, Professor, Department of Arts and Humanities - medical leave of absence for Winter Quarter, 1994

Mousa Marouf, Assistant Professor, Math/Science Department - unpaid leave of absence for Spring Quarter, 1994 (Notification will be received by March 25, 1994 from Dr. Marouf on his intentions to exercise this leave of absence.)

Administrative

None

(MARCH 14, 1994)

## Resume Summary

NAME, TITLE, ADDRESS: Jon Johnson, Assistant Director of Development  
(Alumni Affairs and Annual Fund)  
2101 Mt. Vernon Boulevard N.W.  
Canton, OH 44709

### EDUCATION:

<u>Degree</u>	<u>Academic Major</u>	<u>University</u>	<u>Date Awarded</u>
M.A.	Theology	Ashland Theological Seminary	1980
B.A.	Religion	Malone College	1976

### CERTIFICATIONS (if any):

### EXPERIENCE:

<u>Institution/Agency</u>	<u>Title</u>	<u>Inclusive Dates</u>
American Heart Association	Director of Development	1993-present
Malone College	Director of Alumni Services	1989-1992

### HONORS AND AWARDS:

### ADDITIONAL INFORMATION RELEVANT TO POSITION:

RESOLUTION 07-94

Collection and Write-off of Student Accounts Receivable

WHEREAS, Shawnee State University is responsible for the handling and disposition of payments on student accounts; and

WHEREAS, new registration practices that provide for greater scheduling flexibility over a long time period conflict with existing fee collection policies;

THEREFORE BE IT RESOLVED that the Executive Committee of the Board of Trustees of Shawnee State University, acting on behalf of the Board as permitted in Policy 5.6 ("Personnel Appointments"), approves revisions to policy 4.23 effective for the Spring 1994 Quarter.

(March 14, 1994)

# Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.23 REV.
		PAGE NO.:	1 OF 4
		EFFECTIVE DATE:	3/14/94
SUBJECT:	COLLECTION AND WRITE-OFF OF STUDENT ACCOUNTS RECEIVABLE	RECOMMENDED BY:	D. Creamer
		APPROVED BY:	<i>W. W.</i>

## 1.0 Purpose

This statement sets forth University Policies and Procedures for the handling and disposition of student accounts receivable.

## 2.0 Policy

- 2.1 Collection of student accounts receivable/write-offs is the responsibility of the Bursar.
- 2.2 Student billings will be generated and provided to students registered for classes in advance of the last day to pay fees. The last day to pay fees will be stated on the student's statement of account.
- 2.3 Payment of fees shall be required of all students each quarter on the date established by the Office of the Vice President for Business Affairs and published by the Office of the Registrar.
- 2.4 Any student that fails to pay his/her fees by the payment deadline may be administratively dismissed according to procedures established by the Office of the Vice President for Business Affairs.
- 2.5 The Bursar will generate, biweekly, a detailed aged Accounts Receivable Report for review and action.
- 2.6 Students with outstanding accounts receivable will be notified in writing on a monthly basis by the Bursar.
- 2.7 Students with open balances at the end of the quarter will be turned over to an approved collection agency. Such costs incurred will be the total responsibility of the student. Grades and transcripts will be held until the total balance due, including collection costs, are paid in full.
- 2.8 The Bursar will generate a quarterly report for Student Accounts Receivables to be written off. The same report will be submitted to an approved collection agency for appropriate collection action. Upon receipt of notification from the collection agency that the debt is uncollectable, the debt will be written off the account.

### 3.0 Procedures

3.1 Student statement of accounts will be generated and provided prior to the last day to pay fees. Statement of accounts will include the following information:

3.1.1 current quarter schedule

3.1.2 roll-over balance (if applicable)

3.1.3 current quarter fees

3.1.4 payment due date

3.2 Statement of accounts will be generated and mailed during the first week of classes to all students with outstanding balances.

3.3 The Bursar will provide the Registrar, in writing, a listing of students recommended for being administratively dismissed for non-payment of fees. The list will include:

3.3.1 student name

3.3.2 student social security number

3.4 Students administratively dismissed will be notified in writing by the Bursar.

3.5 The Bursar will provide the Registrar, on a quarterly basis, a list of students that shall have grades and/or transcripts held due to outstanding accounts receivables. The listing will be provided to the Registrar by the last week of the quarter. The Bursar will notify students that grades and/or transcripts are being held and that the University will not release the grades and/or transcripts until the accounts receivable is paid. The Registrar will release grades and/or transcripts upon written notification from the Bursar that the accounts receivable has been paid. The Bursar will maintain copies of letters mailed to students and memos sent to the Registrar for audit purposes.

3.6 The Bursar will generate, biweekly, a "Detailed Accounts Receivable Report" for review and action. The report will provide the following information:

3.6.1 Student's full name/social security number

3.6.2 5 accounting periods (1-30 days, 30-60 days, 60-90 days, 90-120 days, 120+ days)

- 3.6.3 roll date (prior period)
  - 3.6.4 roll amount (outstanding balance)
  - 3.6.5 last pay date
  - 3.6.6 advance payments
  - 3.6.7 current balance
  - 3.6.8 yearly totals, debits/credits
  - 3.6.9 grand totals, debits/credits
- 3.7 Students with outstanding accounts receivable will be notified in writing on a monthly basis. This letter shall include a statement notifying the student that if the account is turned over for collection, all incurred costs will be added to the outstanding balance.
- 3.8 The Bursar will generate a quarterly report for the Controller detailing the students that will be turned over for collection services. Upon approval by the Controller, the Bursar will send a copy of the listing to the approved collection agency for action. The listing will include the following information to assist in the collection action.
- 3.8.1 student's name/social security number
  - 3.8.2 student's mailing address
  - 3.8.3 student's home phone number (if available)
  - 3.8.4 balance owed to the University
  - 3.8.5 copies of promissory notes (if applicable)
  - 3.8.6 copies of letters mailed by Bursar's Office to the student in reference to collection of the account.
  - 3.8.7 correspondence received by the Bursar from the student in reference to the account.
- 3.9 The Bursar shall request from the collection agency copies of letters, judgments, or correspondence for students requiring collection action. The Bursar shall file the information in permanent files for future reference.

- 3.10 The Bursar, upon written notification from the collection agency that the account is uncollectable, will immediately write off the account. The Bursar will:
- 3.10.1 The Bursar will notify the Controller in writing that the account is uncollectable and shall be written off
  - 3.10.2 The Controller will sign off that the account will be written off. Initialing of the letter sent from the Bursar is sufficient.
  - 3.10.3 The Bursar will prepare J.E.'s or manual entries to remove fees from the system
  - 3.10.4 A permanent file for each account written-off will be created and maintained to support the write-off and to be used for audit purposes. All written correspondence will be maintained in this folder after the account is written off.
- 3.11 The Bursar shall provide the Controller a year end report for accounts receivable. The report will include:
- 3.11.1 total accounts receivable outstanding
    - 3.11.1.1 current fiscal year
    - 3.11.1.2 grand total, debits/credits
  - 3.11.2 number of students turned over for collection for the current fiscal year and results of the action
  - 3.11.3 adjusting entries for year end closing.

*Adopted 12/9/89; Revised 3/14/94*



**RESOLUTION 8-94**

**Honoring the SSU Women's Basketball Team**

WHEREAS, Shawnee State University supports extracurricular and sports opportunities for all its students, including varsity sports and competition in the Mid-Ohio Conference and National Intercollegiate Athletic Association; and

WHEREAS, the University, through the efforts of its players and coaches, has fielded excellent teams in all its sports and one outstanding team, Women's Basketball, represented for the first time on the NAIA national tournament level; and

WHEREAS, members of the Women's Basketball Team competed in their national tournament, and advanced to the elite eight and are now ranked in the top eight teams of Division II NAIA in the nation; and

WHEREAS, the members of the Women's Basketball Team showed excellent team spirit, leadership, and sportsmanship and were complimented several times on their behavior by the host university and the NAIA tournament officials;

THEREFORE BE IT RESOLVED that the Executive Committee of the Board of Trustees of Shawnee State University, acting on behalf of the Board as permitted in Policy 5.16 ("Personnel Appointments"), particularly honors the Women's Basketball Team for their "first" in the intercollegiate athletic history of Shawnee State University Women's Basketball and commends the team and coaches listed below:

Robin Bugg	Molly Linville	Cathy Riggs	Kristin Young
Tiffany Clayton	Annie Mains	Joy Salyers	
Nikki Jackson	Missy McGhee	Renee Walls	
Jenny King	Brandi Rose	Jenni Wessel	

Head Coach: Robin Hagen-Smith

Assistant Coaches: Gregg Smith, Mike Scott, Tracy Riehl

(March 14, 1994)