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September 12, 1994 Executive Committee Meeting

Shawnee State University

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Executive Committee Report

September 12, 1994

4:00 p.m.

Shawnee State University

1.0 Approval of Academic Reorganization Action

Immediately prior to the Executive Committee meeting, the Board's Academic Affairs Committee considered the recommendation of the President regarding the academic organization of the administrative structure of Shawnee State University.

Chair Kaplan asked the President to review briefly the plan for academic reorganization and then invited faculty to address the President's proposal. The faculty presented reasons why the Center for Teacher Education needed a full-time administrator to handle the details of redesigning education degree programs to meet the new standards of the State Department of Education. They accepted the Board's request to devote whatever time necessary to redesign the programs by July 1, 1996.

After discussion, it was moved by Mr. Kaplan and seconded by Mr. Winters to recommend for Board approval the academic reorganization as recommended by the Academic Affairs Committee. That is, the Executive and Academic Affairs committees recommend for Board approval the recommendation for reorganization proposed by the President with the exception that the Center for Teacher Education will become a department in the College of Arts and Sciences on July 1, 1996 (rather than July 1, 1995 as proposed).

Roll call vote:

Mr. Kaplan Yes
Mr. Reynolds Yes
Mr. Waller Yes
Mr. Winters Yes

2.0 Establishment of Vernal G. Riffe, Jr. Founder's Medal Policy Action

The attached policy was developed at the suggestion of Chairman Winters. The Executive Committee approved the policy in principle and directed the President to seek approval by the University Senate Executive Board and then the University Senate.

The policy will be presented to the University Senate at its October 13 meeting. If endorsed essentially in the form approved in principle by the Board's Executive Committee, the policy is recommended to the Board for adoption. (Had the University Senate been fully functioning during the Summer quarter, this policy would have had campus advice prior to the September meeting of the Executive Committee.)

Mr. Winters moved and Mr. Kaplan seconded a motion to recommend for Board approval the Vernal G. Riffe, Jr. Founder's Medal Policy.

Roll call vote:

Mr. Kaplan Yes
Mr. Reynolds Yes
Mr. Waller Yes
Mr. Winters Yes

3.0 Executive Session

Mr. Winters moved and Mr. Waller seconded a motion to go into Executive Session at 4:30 p.m. to discuss pending litigation and personnel action.

At 5:20 p.m., it was moved by Mr. Kaplan, seconded by Mr. Winters and passed unanimously that the Committee return to public session.

4.0 Personnel Appointments

Approved Action on Behalf
of the Board of Trustees

In the event that the Board does not hold a regularly scheduled meeting in a given month the Executive Committee is authorized to approve appointments on behalf of the Board at a public meeting of said committee.

Resolution 44-94 was distributed and each personnel action reviewed by President Veri. It was moved by Mr. Winters and seconded by Mr. Waller to approve Resolution 44-94, Personnel.

Roll call vote:

Mr. Kaplan Yes
Mr. Reynolds Yes
Mr. Waller Yes
Mr. Winters Yes

5.0 Approval of the President as Appointing Authority

Action

The enabling legislation that established Shawnee State as a university vested in the Board of Trustees the responsibility to employ, fix the compensation of and remove the president and such number of professors, teachers, and other employees, as may be deemed necessary. The board shall do all things necessary for the creation, proper maintenance, and successful and continuous operation of the university and may adopt and amend bylaws and rules for the conduct of the board and the government and conduct of the university.

Suggested by labor counsel, with concurrence of counsel in the Office of the Ohio Attorney General, the President is recommended to serve as the appointing authority on behalf of the Board. Resolution 45-94 revises Policy No. 5.16, which assigns the

President that authority.

Mr. Winters moved and Mr. Reynolds seconded the approval of Resolution 45-94 and recommends approval by the Board of Trustees with the understanding that the President is expected to consult with members of the Executive Committee prior to presidential action.

Chairman Winters said that, with this action of the Executive Committee, the Revised policy 5.16 is in effect under the power of the Executive Committee's authority until such time as the Board takes action on the policy.

Roll call vote:

Mr. Kaplan Yes
Mr. Reynolds Yes
Mr. Waller Yes
Mr. Winters Yes

6.0 Health Insurance

Information

Dr. David Creamer presented the process that the SSU Insurance Committee followed in sending out SSU's RFP and reviewing the bids from insurance carriers. He presented for information that the University was close to reaching a decision on awarding the health insurance to MEDICAL BENEFITS with excess insurance coverage provided through the Gerber Life Insurance Company.

Following discussion, Dr. Creamer indicated that he would continue to carry-out necessary collecting of additional information and will share the information with individual members of the Board's Executive Committee at a near-future date. Members of the Executive Committee expressed appreciation to Dr. Creamer, Ms. Boyles and members of the Insurance Committee for seeking insurance at a budget cost sharing to Shawnee State University.

7.0 Appointment of Board Secretary

Action

Resolution 46-94 was moved by Mr. Kaplan and seconded by Mr. Waller and is recommended to the Board for approval. It appoints Stephen Donohue, Esq. as Board Secretary and Patricia Moore as Assistant Secretary, effective at the conclusion of the Board's October 14, 1994 meeting through December 31, 1995. Further the Resolution expresses its sincere thanks to Mrs. Moore for providing superior service to the Board as its Acting Secretary from January, 1993 through October 14, 1994.

Roll call vote:

Mr. Kaplan Yes
Mr. Reynolds Yes
Mr. Waller Yes
Mr. Winters Yes

8.0 **Preliminary Developments in the Region Served
by Southern State Community College** **Information**

One of the regions unserved by a four-year university with BS/BA-degree completion programs is the five-county area West of Scioto County. The attached describes the preliminary work SSU has undertaken to lay the foundation for off-campus degree programs at, and with the help of, Southern State Community College. Both OBR and NCA approvals will be needed before we announce a long-term commitment to offer degree programs off campus.

9.0 **Blue Ribbon Committee to Study Football at SSU** **Information**

The University Senate Athletic and Intramural Committee has established a "Blue Ribbon Committee" to study the feasibility of starting a football program at SSU. Among the issues that the committee is charged to examine are the financial costs and scheduling possibilities of a football program at the NAIA or NCAA levels, the effects that a football program would have on cver all student enrollment and on gender equity in athletics, and the possibility of playing home games at Spartan Stadium.

Chairman Winters suggested that Trustee Emeriti Dick Hyland and Orville Ferguson join the Blue Ribbon Football Committee as ex-officio members and provide periodic reports to the Board of Trustees on the progress of the committee.

10.0 **Appointment of Nominating Committee** **Information**

Mr. Winters named Board members to a committee to nominate the following officers of the Board of Trustees:

Chairperson
Vice Chairperson
Treasurer

The Nominating Committee of Mrs. Richards (chairperson), Ms. Riffe, and Mr. Waller were asked to recommend officers for election by the Board at its October meeting but no later than its December meeting with duties of offices commencing upon the conclusion of the December meeting. Mr. Winters asked the secretary to poll members of the Board to determine if the December meeting could be held on December 8 rather than December 9.

11.0 **Adjournment**

There being no further agenda items to discuss, the Executive Committee meeting adjourned at 5:40 p.m. by acclamation.

Shawnee State University

AREA: BOARD OF TRUSTEES	POLICY NO.:
	PAGE NO.: 1 of 3
	EFFECTIVE DATE:
	RECOMMENDED BY:
SUBJECT: VERNAL G. RIFFE JR. FOUNDERS' MEDAL	APPROVED BY:

1.0 Introduction

Every organization, including universities, have their start by the vision of an individual or group of individuals. Shawnee State University was started similarly when, at the June 17, 1984, Commencement of Shawnee State Community College, then-Governor James A. Rhodes, Commencement speaker, suggested that what Portsmouth and South Central Ohio needed to rejuvenate itself from its economic doldrums was to transform the community college into a four-year university. He turned to Ohio House of Representatives Speaker Vernal G. Riffe, Jr., and challenged him to do whatever needed to be done to transform the community college into Ohio's thirteenth state university.

At great political risks, Speaker Riffe, for the only time in his long and distinguished leadership as Speaker of the House, was the prime sponsor of Amended House Bill No. 739. His dream of providing educational opportunity to people of his legislative district came true when Shawnee State was established as a four-year university on July 2, 1986.

That was not the first time that Mr. Riffe promoted higher education in Southern Ohio and, indeed, the state. In fact, he had been a vocal supporter of education at all levels during his entire tenure as a legislator and is most worthy of being known as the "Education Speaker."

From his first years in the House as a member of the Education Committee, Speaker Riffe had an important role in the education of all segments of the population. And, as far back as 1963, Speaker Riffe had a strong influence on the development of higher education in Southern Ohio, for it was then that the Legislature appropriated \$200,000 for planning the growth of Ohio University, Portsmouth Branch. His support of that institution remained strong and resulted in \$2,000,000 for the construction of Massie Hall, the original building around which Shawnee State was built. The Speaker also shared his expertise to ensure passage of the bond issue that created the Scioto County Joint Vocational School. He then led the legislative support of both the vocational high school and the technical college, which was combined with the OU-Portsmouth Branch to become Shawnee State Community College.

Thus, there is little doubt that, without the guidance, energy, enthusiasm and shepherding of Vernal G. Riffe, Jr., Shawnee State University would not exist to serve the people of Southern Ohio. Further, it is a surety that the institution has grown continually stronger because of his constant care and concern.

2.0 Name of Founders' Medal

In recognition of the important role played by Speaker Vern Riffe of the Ohio House of Representatives, the medal shall be known as the "**Vernal G. Riffe Jr. Founders' Medal**," and shall carry the likeness of the person so honored.

3.0 Award Criteria

The Vernal G. Riffe Jr. Founders' Medal shall be awarded periodically by action of the SSU Board of Trustees to individuals who provide **extraordinary service** to Shawnee State University. Beyond this central criterion, persons so honored shall possess the following attributes as exhibited by Vernal G. Riffe, Jr., during his illustrious 36-year career in the Ohio House of Representatives, including 20 years as Speaker:

- 3.1 Sustained dedication to providing educational opportunity to Southern Ohians;
- 3.2 Commitment to public service through personal efforts; and
- 3.3 Substantial investment of time, talent or money that assists Shawnee State University in meeting its mission.

4.0 Award Process

Nominations must address the Award Criteria and made in writing to the President of the University by members or friends of the Shawnee State University community. Nominations will be acted upon by the University Senate as recommended by its Executive Board. The President will transmit the University Senate recommendation along with his recommendation to the Board of Trustees through its Executive Committee.

The Board of Trustees reserves the right to nominate candidates directly to the Board through its Executive Committee.

5.0 Confidentiality

All nominations will be held in the strictest of confidence and especially from the nominee until action by the Board of Trustees.

6.0 Presentation of the Award

Awards shall be presented at an appropriate public event as determined by the President and/or the Shawnee State University Board of Trustees.

7.0 Appointment as Founder Emeritus

In recognition of the establishment of this award, Vernal G. Riffe, Jr., is hereby appointed to serve Shawnee State University as Founder Emeritus with all the rights, privileges, and responsibilities of a trustee emeritus. In addition, he shall:

- 7.1 Serve as a consultant to the President and Board of Trustees;
- 7.2 Be invited to participate in the University's ceremonial functions;
- 7.3 Be provided an office; and
- 7.4 Be invited to serve as instructor or guest lecturer in classes and at public events.

(Last revision: 9/15/94)

RESOLUTION 44-94

PERSONNEL

WHEREAS, the University-wide policy "Approval of Personnel Appointments" Board policy No. 5.16 establishes the procedure for 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 Executive Committee of the Board of Trustees of Shawnee State University, acting on behalf of the Board as permitted in Policy 5.16, authorizes the following appointment(s) and acknowledges the items reported herein:

APPOINTMENTS, REASSIGNMENTS, REMOVALS AND RESIGNATIONS FOR BOARD ACTION:

FACULTY

Betty Hodgden
Associate Professor
College of Arts and Sciences
Medical Leave of Absence - Fall and Winter Quarters 1994-95

Tom Stead
Associate Professor
College of Arts and Sciences
Medical Leave of Absence - Fall Quarter 1994

John Wittenmyer (replacement for Betty Hodgden who is on medical leave); College of Arts and Sciences; at a salary of \$5,506.67. This position is a one-quarter, full-service temporary position, Fall Quarter 1994.

Joe Dillard (replacement for Nan Yun who is on medical leave); College of Arts and Sciences; at a salary of \$43,400. This position is a one-year, full-service temporary position, 1994-95 academic year.

Mousa Marouf
Assistant Professor
College of Arts and Sciences
Resignation - Effective 9/12/94

ADMINISTRATIVE

Director, Fine Arts Center, full-time position. (This position will be a continuous contract).

Termination of John Welton under ORC 2921.41, conviction for theft in office.

(September 12, 1994)

Shawnee State University

AREA: UNIVERSITY-WIDE POLICY	POLICY NO.: 5.16 Rev.
	PAGE NO.: 1 OF 2
	EFFECTIVE DATE: 10/14/94
	RECOMMENDED BY: Executive Committee
SUBJECT: PERSONNEL APPOINTMENTS	APPROVED BY:

1.0 Purpose

This policy describes the procedures whereby faculty, administrators, and staff are approved for appointment at Shawnee State University, and whereby appointments, resignations, reassignments and separations are reported to the Board of Trustees.

2.0 General Policy

2.1 The President of the University shall appoint and remove all university personnel and establish compensation for same within the guidelines set forth by the Board of Trustees and by the laws of the State of Ohio after consultation with members of the Executive Committee and subject to subsequent approval by the Board except that the Board must give prior approval for the appointment to or removal of the position of vice president. This authority shall include, but not be limited to, the authority to award or deny continuing contracts for faculty and decide upon promotions of faculty, subject to subsequent approval by the Board.

2.2 The President may delegate the authority to make administrative or staff appointments to appropriate vice presidents.

2.3 The President or his/her designee is the appointing authority for classified employees.

2.4 The President or his/her designee is authorized to employ hourly staff, part-time personnel, short-term consultants, volunteers, and individuals on personal services contracts.

3.0 Position Authorization

3.1 The Board of Trustees must approve the creation of all new positions except those created under paragraph 2.4.

3.2 The Board reserves the right to withdraw the authorization of new and vacant positions any time prior to the acceptance of the position by the employee.

3.3 The President may in his/her judgment, subject to Board review, place a "freeze" on vacant or unfilled positions.

4.0 Reporting Personnel Appointments, Removals and Status Changes

4.1 Appointments, removals and changes in status for administrative and faculty positions will be reported to the Board through the appropriate committee of the Board.

(Approved 6/14/91; Revised 10/14/94)

AGENDA
SHAWNEE STATE UNIVERSITY
OCTOBER 14, 1994

A. Call to Order

Induction - Mr. George Clayton
Mr. Brian Saul

B. Roll Call

C. Approval of August 12, 1994 Board Minutes

D. Approval of October 14, 1994 Agenda

E. President's Report

F. Committee Reports

Executive Committee, Tom Winters, Chairperson

Resolution 45-94 Revision of Board Policy 5.16, Personnel Appointments

Resolution 46-94 Appointment of Board Secretary

Resolution 47-94 Reorganization of the Academic Affairs Division

Resolution 48-94 Establishment of Vernal G. Riffe, Jr. Medal Policy

Resolution 49-94 Selection of Recipient of Honorary Doctorate Degree,
June 1995

Quality of University Life Committee, Mr. Frank Waller, Chairperson

Resolution 50-94 Revision of Alcohol on Campus Policy 3.19

Resolution 51-94 Approval of Sexual Assault Policy

Finance and Facilities Committee, Mr. Thomas Reynolds, Chairperson

Resolution 52-94 Ratification of Labor Agreement between Shawnee
State University and the Communication Workers
of America

Resolution 53-94 Approval of Salary and Wage Increase for Administrative
Personnel and Administrative Technical Support Staff

Resolution 54-94 Adoption of Records Management System

Resolution 55-94 Personnel

Resolution 56-94 Approval of Grants - Pixley Grant Applications; OBR and ARC Children's Learning Center Grant Proposal

Academic Affairs Committee, Mr. Jeff Kaplan, Chairperson

Resolution 57-94 Approval of Program Review - College of Engineering Technologies

Resolution 58-94 Approval of Program Review - Department of Arts/ Humanities

G Reports from Vice Presidents

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

H. Reports from Constituent Groups

University Senate, Professor Gilmer
University Faculty Assembly, Professor Gilmer
University Administrative Senate, Ms. Shelpman
Shawnee Education Association, Professor Miner
Communications Workers of America (SSU Unit), Ms. Stacy
Student Senate, Ms. Workman

I. New Business

Resolution 59-94 1995 Calendar for SSU Board of Trustees and Its Committees

Election of Board Officers, Mrs. Richards

J. Comments from the Public

K. Other Business

L. Executive Session

M. Adjournment

**REVISED AGENDA
SHAWNEE STATE UNIVERSITY
December 8, 1994
1:15 P.M.
Homer Selby Board Room**

- A. Call to Order
- B. Roll Call
- C. Approval of October 14, 1994 Board Minutes
- D. Approval of December 8, 1994 Agenda
- E. President's Report
- F. Committee Reports

Academic Affairs Committee, Verna Riffe, Vice Chair

Resolution 60-94 Approval of Program Review - College of Engineering Technologies

Resolution 61-94 Approval of New Program Degree - Bachelor of Science Degree in Environmental Engineering Technology

Approval of Personnel: Retirement/Resignation (included under Executive Committee report)

Quality of University Life, Frank Waller, Chairperson

Finance and Facilities, Tom Reynolds, Chairperson

Resolution 62-94 Approval of Recommended Lab and Course Fees

Resolution 63-94 Approval of Compensation Provided in Lieu of Health Insurance

Resolution 64-94 Approval of Changes to Shawnee State University Development Foundation Policies

Resolution 65-94 Approval of Shawnee State University Development Foundation Members

Executive Committee, Mr. Tom Winters, Chairperson

Resolution 49-94 Selection of Recipient of Honorary Doctorate Degree and Commencement Speaker, June 1995

Review of Executive Committee Actions

Resolution 66-94 Approval of Personnel

Executive Session to discuss pending legal case and annual evaluation of the President

G. Reports from Vice Presidents if Any

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

H. Reports from Constituent Groups (if any)

University Senate, Professor Gilmer
University Faculty Assembly, Professor Gilmer
University Administrative Senate, Mr. Day
Shawnee Education Association, Professor Miner
Communications Workers of America (SSU), Ms. Stacy
Student Senate, Ms. Workman

I. New Business

J. Comments from the Public

K. Other Business

M. Adjournment