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2-25-1990

February 25, 1990 Meeting Minutes

Shawnee State University

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MINUTES
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
FEBRUARY 25, 1990

The meeting, held at Shawnee State Park Lodge, was called to order at 1:30 p.m. by Chairperson Reinhardt.

Roll Call

Members Present: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan,
Ms. Odle, Mr. Reinhardt, Ms. Riffe, Mr. Walton,
Mr. Winters.

Members Absent: Mr. Nelson.

Approval of Minutes

Mr. Winters moved and Mr. Kaplan seconded a motion to approve the minutes of the January 22, 1990 meeting.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt,
Ms. Riffe, Mr. Walton, Mr. Winters.

Nays: None.

Mr. Reinhardt pointed out that the February agenda needed to be amended to add Resolution 08-90, Approval of the 1991-92 University Calendar, and 09-90, Honoring the SSU Men's Basketball Team and Joe Smith, because those two resolutions appeared in the Board manual contents but were accidentally left off the typed agenda.

Approval of February 25 Amended Agenda

Mr. Hyland moved and Ms. Riffe seconded a motion to approve the February 25 amended agenda.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt,
Ms. Riffe, Mr. Walton, Mr. Winters

Nays: None

President's Report

Dr. Clive Veri noted that all trustees had received a "care package" of Shawnee State paper, travel forms, and other useful items. He reminded trustees to complete and mail the required Ohio Ethics Commission statement prior to the April deadline.

On campus, 32 baccalaureate students have applied to have their credits checked for June graduation. One retreat topic was honorary societies, and Dr. Veri said that we already enjoy good membership in Phi Theta Kappa, the national scholastic honorary for associate degree students. He also reported that he, chairs and deans, and the Provost had been working with faculty toward a weekly schedule that made fuller use of Friday and possibly weekend classes.

Committee Reports

Academic Affairs, Mr. Kaplan, Chairperson

Jeff Kaplan, committee chairperson, presented the Academic Affairs report and began by thanking all SSU employees who had participated in the retreat. The proposed Bachelor of Science in Allied Health is moving through campus committees as scheduled, and the Academic Affairs Committee is looking forward to a proposal for a formal SSU linkage with Taiwan, extending our present summer programming to include degree-seeking two-year students from that country.

Mr. Kaplan moved resolution 05-90, amended to include the resignation of Mary Beaumont, Director, Minority, Handicapped, and Special Student Services. The motion was seconded by Verna Riffe, and the Board expressed appreciation to Ms. Beaumont for her service to Shawnee State.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt,
Ms. Riffe, Mr. Walton, Mr. Winters.

Nays: None.

Resolution 06-90, permission to apply for a federal Title III grant, was moved by Mr. Kaplan and seconded by Mr. Hyland. Ms. Riffe asked about current Title III funding. Under Title III, SSU has a reserved endowment challenge grant for \$500,000 to be matched by funds being raised for the Campaign for Shawnee State. Our last regular Title III grant ended in October, 1989, and funded almost \$600,000 of the MIS upgrade of the University's central computer system.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt,
Ms. Riffe, Mr. Walton, Mr. Winters.

Nays: None.

Quality of University of Life, Ms. Riffe, Chairperson

Ms. Riffe asked Robert Walton, Vice-Chairperson of the Quality of University Life Committee, to present that committee's report. Mr. Walton moved and Mr. Kaplan seconded Resolution 07-90, Policies from Student Affairs. Board members noted a few sections which needed further work and removed section 2.3.2.4 (ACT scores for transfer students) and all of item 3.3 (high school student admission) from the policy on General Guidelines for Student Admission. With these two sections deleted, all policies were approved.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt,
Ms. Riffe, Mr. Walton, Mr. Winters.

Nays: None.

Mr. Walton moved and Mr. Winters seconded Resolution 08-90, University Calendar for 1991-92. Mr. Kaplan suggested to Dick Howard, Vice President for Student Affairs, that SSU note standard holidays on the calendar even if they are not observed by a recess from classes.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt, Ms. Riffe, Mr. Walton, Mr. Winters.

Nays: None.

Concerning Resolution 09-90, Trustee Dick Hyland commented on the solidarity and support of the entire men's and women's basketball teams, and commended Joe Smith for his modesty and his athletic prowess. He also thanked the Daily Times for outstanding coverage of SSU sports. Resolution 09-90, Honoring SSU's Men's Basketball Team and Joe Smith, was moved by Mr. Walton and seconded by Mr. Hyland. Copies of this resolution will be presented at the basketball game February 27.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt, Ms. Riffe, Mr. Walton, Mr. Winters.

Nays: None.

Finance and Facilities Committee, Mr. Winters, Chairperson

For the Finance and Facilities Committee, Trustee Tom Winters reported results of that committee's February 12 meeting. Among ongoing projects are a student payment budget plan.

Mr. Winters moved and Mr. Kaplan seconded resolution 10-90, adding Wayne County, WV, and Mason County, KY, to the counties included in the out-of-state, in-district fee category for the 1990-91 academic year.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt, Ms. Riffe, Mr. Walton, Mr. Winters.

Nays: None

Mr. Winters moved and Mr. Hyland seconded Resolution 11-90, establishing President Veri and Vice President for Business Affairs Neil Hawk as the approved officers to receive, transmit, and convert securities and other financial instruments.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt,
Ms. Riffe, Mr. Walton, Mr. Winters.

Nays: None

Mr. Winters moved and Mr. Ferguson seconded Resolution 12-90, Reserve Policy, which establishes reserve fund categories and fund goals recommended as the result of the University's last audit.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt.
Ms. Riffe, Mr. Walton, Mr. Winters.

Nays: None.

Mr. Reinhardt reported on the Executive Committee's meeting, calling on President Veri to discuss Resolution 13-90, Policy on Policies and Procedures. Dr. Veri observed that this resolution updates earlier language to more adequately reflect the role of the University Faculty Assembly in policy development.

Mr. Reinhardt moved and Mr. Kaplan seconded Resolution 13-90, Policy on Policies and Procedures.

Ayes: Dr. Carson, Mr. Ferguson, Mr. Hyland, Mr. Kaplan, Mr. Reinhardt,
Ms. Riffe, Mr. Walton, Mr. Winters.

Nays: None

Vice Presidents' Reports:

Academic Affairs, Dr. Addington

Provost Addington reviewed ways the University now honors students, including the new President's List for 4.0 students. He also summarized issues involved in implementing the state requirements for the post-secondary enrollment plan. The articulation and transfer issue is also being widely discussed, with the thrust being that universities will make transferring simpler for students from community and technical colleges.

Student Affairs, Mr. Howard

Vice President of Student Affairs Dick Howard stated that the Housing Commission had met and forwarded dorm specifications to University Housing, a required first step before construction of a new dorm. He also reviewed the successes of Black Awareness Month and commended Alicia Gray for her efforts.

Business Affairs, Mr. Hawk

Vice President of Business Affairs Neil Hawk reported that the 1990-91 budget committee is meeting regularly and working on themes and procedures for the upcoming budget. The minimum wage will increase April 1, which will benefit our student employees.

Reports from Constituent Groups

University Faculty Assembly, Professor Gemmer

Not present.

University Administrative Assembly, Pete Duncan

Not present.

Shawnee Education Association, Professor Miner

Not present

Communications Workers of America (SSU Unit), Vickie Stacy

On behalf of CWA, Ms. Vickie Stacy reported on the start of formal labor-management meetings to discuss possible problems before they become major. She noted that the University is planning to honor part-time service beyond five years, even if that service is volunteer. She also invited those present to participate in the April 2 CWA blood drive.

New Business

Under New Business, Mr. Reinhardt requested the Board Secretary to prepare letters of thanks for all SSU staff members who made presentations at the Board's retreat.

Comments from the Public

Vernal G. (Skip) Riffe III commented that this was the first Shawnee State board meeting he has had the privilege of attending. He stated that he was very impressed with the way business was conducted and commended the Board for their diligence on behalf of the University.

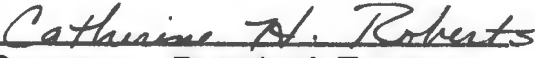
Other Business

None

Mr. Kaplan moved and Mr. Hyland seconded a motion that the meeting be adjourned. The meeting was adjourned by acclamation.



Chairperson, Board of Trustees



Secretary, Board of Trustees

AMENDED AGENDA
SHAWNEE STATE UNIVERSITY
FEBRUARY 25, 1990

- A. Call to Order
- B. Roll Call
- C. Approval of January 22, 1990 Board Minutes
- D. Approval of February 25, 1990 Agenda
- E. President's Report
- F. Committee Reports

Academic Affairs Committee, Mr. Kaplan, Chairperson

Information

- Resolution 05-90 Personnel
- Resolution 06-90 Title III Application

Quality of University Life Committee, Ms. Riffe, Chairperson

Resolution 07-90 Policies:

- Student Behavior Off Campus Policy
- Student Identification System
- Registration and Payment of Fees
- General Guidelines for Student Admissions

- Resolution 08-90 University Calendar 1991-92
Academic Year

- Resolution 09-90 Honoring Shawnee State Men's
Basketball Team & Joe Smith

Finance and Facilities Committee, Mr. Winters, Chairperson

- Resolution 10-90 Out of State, In-District Fee
- Resolution 11-90 Signature Authority
- Resolution 12-90 Reserve Policy

Executive Committee, Mr. Reinhardt, Chairperson

- Resolution 13-90 Policy on Polices and Procedures

- G. Reports from Vice Presidents

- Academic Affairs, Dr. Addington
- Student Affairs, Mr. Howard
- Business Affairs, Mr. Hawk

H. Reports from Constituent Groups

University Faculty Assembly, Professor Gemmer
 University Administrative Assembly, Mr. Duncan
 Shawnee Education Association, Professor Miner
 Communication Workers of America (SSU Unit), Ms. Stacy
 Student Government, Mr. Nelson

I. New Business**Commendations****J. Comments from the Public****K. Other Business****L. Adjournment**

The next meeting of the Board is Monday, April 2, at 7:30 p.m. in Massie Hall. Committee meetings are as scheduled:

<u>Committee</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Academic Affairs	March 6	5:00 p.m.	SSU Board Rm.
Quality of Univ. Life	March 13	5:30 p.m.	SSU Board Rm.
Executive Committee	March 26	9:00 a.m.	SSU Board Rm.
Finance & Facilities	March 26	10:00 a.m.	SSU Board Rm.

AMENDED RESOLUTION 05-90

The following applicant has been screened, interviewed, and recommended by proper University personnel for employment, and Dr. Veri has reviewed the candidate's credentials and approves employment.

Therefore, be it resolved that the Board of Trustees of Shawnee State University authorizes the following individual for employment at the annual stated salary:

Bruce Ottens	\$48,405
Assistant Dean	
School of Engineering Technology	
Grade 51, Level B	

Be it further resolved that the Board of Trustees of Shawnee State University regretfully accepts the resignation of Mary Beaumont, Director, Minority, Handicapped and Special Student Services, effective March 16, 1990.

(February 25, 1990)

RESOLUTION 06-90

As a developing institution, Shawnee State University is eligible to apply for Federal Title III funding to enrich educational programming and student services. The application being developed requires no matching funds and would support six activities as follows: Writing Center, Advertising Campaign, Developmental Education Counselor, Freshman Year Experience Seminar, Faculty Computing, and Internal Relationships with Foreign Universities. Approval to apply is requested for approximately \$200,000 for each of the three years for a total of \$600,000.

Therefore, be it resolved, that the Board of Trustees of Shawnee State University approves the submission of this application.

(February 25, 1990)

RESOLUTION 07-90

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

Whereas President Veri recommends these policies to the Quality of University Life Committee, and

Whereas the Committee concurs with the recommendation, they therefore recommend the adoption of these 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:

- o Student Behavior Off Campus
- o Student Identification System
- o Student Registration and Payment of Fees
- o General Guidelines for Student Admissions (with the understanding that 3.3 will be revised to accommodate developing policies that implement S.B. 140)

(February 25, 1990)

Shawnee State University

AREA:	DISCIPLINARY ACTION	POLICY NO.:	
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	2/25/90
		RECOMMENDED BY:	<i>Paul C. ...</i>
SUBJECT:	STUDENT BEHAVIOR OFF CAMPUS	APPROVED BY:	<i>Weri</i>

In addition to University discipline for illegal actions on University premises, students violating Federal, State, and/or local civil or criminal laws may be subject to University discipline procedures for the same conduct, when the conduct occurs off campus and is either a direct and immediate threat to the safety or well-being of persons and/or property in the University community, or when the student's behavior adversely affects the University's pursuit of its educational objectives.

Shawnee State University

AREA:	STUDENT RECORDS	POLICY NO.:	
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	2/25/90
		RECOMMENDED BY:	<i>Paul Crocker</i>
SUBJECT:	STUDENT IDENTIFICATION SYSTEM	APPROVED BY:	<i>Wen</i>

The Student Identification System shall be administered by the Registrar to aid in the proper identification of students and to facilitate student access to various University facilities and services. A currently validated Identification Card (ID Card) shall be the only official identification document recognized by the University.

1.0 Issuance of Student Identification Cards

- 1.1 The laminated ID card shall consist of a photograph, the individual's name, social security number, birth date, signature and other such information as determined by the Registrar.
- 1.2 Procedures regarding issuance of identification cards shall be established by the Registrar with approval of the Vice President of Student Affairs.

2.0 Replacement of Lost, Damaged or Incorrect Student Identification Card

- 2.1 Replacement of lost ID cards may be initiated by reporting directly to the Office of the Registrar.
- 2.2 A fee may be charged for the replacement ID card. The fee shall be determined by the Board of Trustees.
- 2.3 No charge shall be made for replacing a damaged ID card or one found to have incorrect information. The damaged or incorrect card must be surrendered to avoid the replacement fee.

3.0 Replacement due to Legal Change of Name

- 3.1 If such replacement is necessitated by a legal change of name, the student must notify the Office of the Registrar of such name change to initiate correction.
- 3.2 The old ID card must be surrendered to avoid a replacement fee.

4.0 Unauthorized Alteration of Student Identification Cards

- 4.1 Alteration, erasure, or defacing of an ID card shall make the card invalid and may result in disciplinary action.

Shawnee State University

AREA:	STUDENT REGISTRATION	POLICY NO.:	
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	2/25/90
		RECOMMENDED BY:	<i>Paul Coulter</i>
SUBJECT:	REGISTRATION AND PAYMENT OF FEES	APPROVED BY:	<i>Weri</i>

The University shall publish a schedule of classes prior to the beginning of each quarter. The schedule shall indicate the courses to be offered, the time, the day(s), the building, and room location. This schedule should be used for completing registration forms. After all registration forms have been completed, the student shall be charged fees. Students shall be charged fees and allowed refunds in accordance with policies adopted by the Board of Trustees.

1.0 Registration Periods and Payment of Fees

1.1 Registration periods will be established as part of the academic calendar. Times for registration will be established by the Registrar and approved by the Vice President of Student Affairs.

1.1.1 There shall be no registration after the first five days of classes unless permission from the Instructor, the Provost and the Registrar is secured.

1.1.2 There shall be no registration after the first 10 days of classes.

1.2 Payment of fees shall be required of all students each quarter on the date established by the Office of the Vice President of Business Affairs in cooperation with appropriate offices and published by the Office of the Registrar.

1.2.1 Failure to meet the fee payment deadline shall result in a penalty assessment (when applicable) unless excused by the Bursar and Controller.

1.2.2 Students may be administratively dismissed according to procedures established by the Bursar and approved by the Vice President of Business Affairs.

2.0 Withdrawals and Refunds

Students who wish to withdraw from classes for any reason shall receive a refund for instructional fees, general fees and tuition on the basis of a schedule developed by the Bursar and approved by the Vice President of Business Affairs.

2.1 A fee shall be assessed for each change order processed, the fee to be established by the Registrar and approved by the Board of Trustees.

Shawnee State University

AREA:	STUDENT REGISTRATION	POLICY NO.:	
		PAGE NO.:	2 OF 2
		EFFECTIVE DATE:	2/25/90
		RECOMMENDED BY:	<i>Paul Gaultier</i>
SUBJECT:	REGISTRATION AND PAYMENT OF FEES	APPROVED BY:	<i>Over</i>

- 2.2 The date of withdrawal to be used in determining the eligibility for refund shall be the date the official request is received by the Office of the Registrar. (The form is available at the Office of the Registrar). Failure to attend class, giving notice to an instructor, or verbal notice to any University office shall not be considered official notice of withdrawal.
- 2.3 Students may withdraw from a class through the 14th calendar day of the quarter by completing a change order form in the Office of the Registrar and paying the appropriate fees. During the first 14 calendar days, if class withdrawal affects fees, a refund is possible. Any withdrawal after the 14th calendar day will result in a WD being placed on the student's academic record.
- 2.4 Students may withdraw from a class the 15th through 49th calendar days of the quarter by obtaining the signature of the instructor on a form obtained from the Office of the Registrar. Appropriate fees must be paid and the form returned to the Office of the Registrar.
- 2.5 In cases of emergencies, as determined by the Office of the Provost, students may withdraw from a class after the 49th calendar day, but no later than 5:00 p.m. on the final day of classes by obtaining permission from the Office of the Provost, paying appropriate fees, and completing appropriate forms. Faculty members will be notified by the Office of the Provost of these emergency withdrawals.
- 2.6 If exceptional conditions prevent the presentation of an official request to withdraw at the proper time and if the student has not been able to attend classes during that time, the case shall be referred for decision to the Registrar or designee. In such a case, the student may be required to furnish acceptable supporting verification to substantiate the claim.
- 3.0 Auditing of Classes
- 3.1 Students who choose to take classes for no credit shall pay all fees, but will not receive a grade or credit for the course. Forms must be completed in the Office of the Registrar.
- 3.2 Students may elect to take a course for no credit according to dates published in the academic calendar.

Shawnee State University

AREA:	STUDENT ADMISSIONS	POLICY NO.:	
		PAGE NO.:	1 OF 10
		EFFECTIVE DATE:	2/25/90
SUBJECT:	GENERAL GUIDELINES FOR STUDENT ADMISSIONS	RECOMMENDED BY:	<i>Paul Crotter</i>
		APPROVED BY:	<i>Weri</i>

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

POLICY GUIDELINES

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

Shawnee State University

AREA:	STUDENT ADMISSIONS	POLICY NO.:	
		PAGE NO.:	2 OF 10
		EFFECTIVE DATE:	2/25/90
SUBJECT:	GENERAL GUIDELINES FOR STUDENT ADMISSIONS	RECOMMENDED BY:	<i>Paul C. Carter</i>
		APPROVED BY:	<i>Weri</i>

1.4.2 Undergraduate applicants must have an educational background that is equivalent to a high school diploma from the state of Ohio.

1.4.2.1 Only an official transcript and certificates for all secondary and post-secondary studies, accompanied by a certified English translation and sent by the foreign institution directly to the Office of Admission, shall be accepted as evidence of academic preparation.

1.4.2.2 The applicant may be required to submit his/her credentials to an evaluation service and pay the cost of the evaluation if so determined by the Office of Admission.

1.4.3 All international applicants must demonstrate proficiency in English.

1.4.3.1 For applicants whose native language is not English the Test of English as a Foreign Language (TOEFL) shall be required. A minimum score of 500 shall be required for admission to the University without restrictions. Official scores on the TOEFL must be forwarded to the Admissions Office directly from Educational Testing Service (Box 592, Princeton, New Jersey, 08540).

1.4.3.2 International students may be tested for English proficiency upon arrival at SSU and required to enroll in appropriate English courses if the testing so indicates.

1.4.3.3 Applicants, if admitted, who score below 500 will be required to enter the ESL Program.

1.4.4 Since there is no financial assistance available for undergraduate international students, the University must be assured that all international applicants have adequate financial resources to attend SSU.

Shawnee State University

AREA:	STUDENT ADMISSIONS	POLICY NO.:	
		PAGE NO.:	3 OF 10
		EFFECTIVE DATE:	2/25/90
SUBJECT:	GENERAL GUIDELINES FOR STUDENT ADMISSIONS	RECOMMENDED BY:	<i>Paul Crabtree</i>
		APPROVED BY:	<i>Weri</i>

1.4.4.1 If the applicant is being sponsored, a financial statement form must be accompanied by an affidavit of support and a bank statement from a U.S. bank provided by the sponsor, indicating that the amount of money available to the student for the purpose of studying at SSU for one academic year is adequate and accessible to the student.

1.4.4.2 If the applicant is financing his/her education from personal funds, a bank statement from an U.S. bank must be submitted along with the financial statement.

1.4.4.3 Such a statement must be from a U.S. bank and must reflect the availability of resources equal to the amount needed for a year of study. A statement will be required during each year of attendance at SSU. The bank should forward the statement directly to the SSU Admissions Office.

1.4.5 International applicants accepted for admission shall receive an acceptance letter along with the necessary forms to be used to secure a student visa.

1.5 Undeclared Major/Undecided Students

1.5.1 Students intending to pursue a degree but undecided as to a major may remain "undecided" until the first 45 quarter hours of credit are earned.

1.5.2 Upon completion of 45 hours, the student must declare a major or receive permission from the Director of Placement and Career Center in order to register.

Shawnee State University

AREA:	STUDENT ADMISSIONS	POLICY NO.:	
		PAGE NO.:	4 OF 10
		EFFECTIVE DATE:	2/25/90
SUBJECT:	GENERAL GUIDELINES FOR STUDENT ADMISSIONS	RECOMMENDED BY:	<i>Paul Cuthbert</i>
		APPROVED BY:	<i>Weri</i>

- 1.6 While the following courses are not requirements, it is highly recommended that the high school background of entering freshmen include:

- 4 units of English
- 3 units of math (Algebra I and II, Geometry)
- 3 units social studies
- 3 units science
- 2 units foreign language
- 1 unit visual performing arts (drama, music and art)
- 1/2 unit of typing or keyboarding

2.0 Degree and Certificate-Seeking Students

2.1 Test Scores

- 2.1.1 While the University has an open admission policy and does not use the American College Testing Service score (ACT) or the Scholastic Aptitude test score (SAT) for admission determination, such scores are required for student advisement and institutional research.
- 2.1.2 All individuals under 21 years of age pursuing a four-year baccalaureate degree, a two-year associate degree, or a one-year certificate are required to have their ACT or SAT scores forwarded to the Office of Admission in addition to the general admissions requirements. Some academic majors in Allied Health require specific ACT score of all their students regardless of age.
- 2.1.3 Unless indicated otherwise, applicants 21 years of age or over at the time of application shall be exempt from the ACT or SAT score requirements for admission to the University.
- 2.1.4 Applicants who have not taken the ACT or SAT shall be accepted as "provisional students," but must take the ACT during the first quarter of enrollment. Students who have not yet taken the SAT or ACT may contact the Admissions Office for information on future ACT test dates.

Shawnee State University

AREA: STUDENT ADMISSIONS	POLICY NO.:
SUBJECT: GENERAL GUIDELINES FOR STUDENT ADMISSIONS	PAGE NO.: 5 OF 10
	EFFECTIVE DATE: 2/25/90
	RECOMMENDED BY: <i>Paul Crathen</i>
	APPROVED BY: <i>Weri</i>

2.1.5 Students who have not taken the ACT by the end of their first quarter of attendance shall not be permitted to register for subsequent quarters without the permission of the Registrar.

2.1.6 During each registration period, the University shall conduct placement testing for those new to the University to determine course enrollment. Information on the placement test schedule shall be available from the Office of Academic Assessment Services and the Office of Admission.

2.2 Recent High School Graduates

2.2.1 Degree-seeking applicants who have recently graduated from high school are required to submit a final official transcript of academic work in high school. In order to accomplish this, the applicant may send a high school transcript request form (available at the Admissions Office) or a written request to his/her high school asking that an official transcript be forwarded directly to the university's Office of Admission.

2.2.2 Applicants who have successfully completed the GED may use the GED transcript request form (available at the Admissions Office) or may request official transcripts directly from the state GED office. The transcript should be mailed directly to the Office of Admission.

2.2.3 Photocopies or hand-carried transcripts shall not be accepted as official.

2.3 Transfer Students

2.3.1 Transfer students may be admitted as "conditional students" until such time as the official transcripts are received from all previous educational institutions attended and reviewed.

2.3.2 Applicants who have completed one or more courses from other regionally accredited colleges or universities shall be considered transfer students and may transfer to Shawnee State University provided:

2.3.2.1 They were in good academic standing at the institution most recently attended.

Shawnee State University

AREA:	STUDENT ADMISSIONS	POLICY NO.:	
		PAGE NO.:	6 OF 10
		EFFECTIVE DATE:	2/25/90
SUBJECT:	GENERAL GUIDELINES FOR STUDENT ADMISSIONS	RECOMMENDED BY:	<i>Paul Crabtree</i>
		APPROVED BY:	<i>Weri</i>

2.3.2.2 They submit an application for admission, the application fee, and an official high school transcript (or GED transcript) forwarded directly to the University.

2.3.2.3 They arrange for all transcripts to be forwarded directly to the Office of Admission from each college or university previously attended.

2.4 Students from Regionally Accredited Colleges or Universities

2.4.1 Credits for courses in which the student has earned a "C" or better and are applicable to the curriculum for which the student is applying shall be accepted at the time of admission.

2.4.2 A minimum of 30 hours must be earned at SSU for a student to be considered for the award of an associate degree.

2.4.3 Only courses completed with a grade of "C" or better (according to the definition of grades currently used at SSU) shall be considered for transfer.

2.4.4 A minimum of 45 quarter hours must be earned at SSU for a student to be awarded any baccalaureate degree.

2.4.5 A grade of "pass" or "credit" may be considered for transfer credit if it is considered the equivalent of a "C" or better by the originating institution; however, if no statement to this effect is available in the publications of the original institution, credit will not be awarded.

Shawnee State University

AREA:	STUDENT ADMISSIONS	POLICY NO.:	
		PAGE NO.:	7 OF 10
		EFFECTIVE DATE:	2/25/90
SUBJECT:	GENERAL GUIDELINES FOR STUDENT ADMISSIONS	RECOMMENDED BY:	<i>Paul C. Carter</i>
		APPROVED BY:	<i>Weri</i>

2.4.7 While credits of courses for which the grade of "D" was assigned are not normally transferable, a grade of "D" may be transferable when assigned to courses that are part of a sequence of courses for which a student has received an average grade of "C."

2.5 Students from Non-Regionally Accredited Colleges or Universities:

2.5.1 Such students may transfer to SSU provided that all admission standards applicable to other transfer students are met.

2.5.2 Credits applicable to the curriculum for which the student is applying which were earned at the non-regionally accredited institution may be considered for acceptance as transfer credit if:

2.5.2.1 The student has completed the associate degree at that institution and is applying for a baccalaureate degree at SSU.

2.5.2.2 The student validates the award of credit by completing with a "C" (according to the definition of grades currently used at SSU) or better in a planned program of courses. The validation courses must total a minimum of 30 credit hours applicable to a four year curriculum as approved by the Registrar.

2.5.2.3 A maximum of 90 quarter hours from the non-regionally accredited college shall be considered for transfer.

2.5.2.4 A minimum of 45 quarter hours must be earned at SSU to be awarded any baccalaureate degree.

2.6 A grade of "pass" or "credit" may be considered for transfer credit if it is considered the equivalent of a "C" or better by the originating institution; however, if no statement to this effect is available in the publications of the original institution, credit will not be awarded.

Shawnee State University

AREA:	STUDENT ADMISSIONS	POLICY NO.:	
		PAGE NO.:	8 OF 10
		EFFECTIVE DATE:	2/25/90
SUBJECT:	GENERAL GUIDELINES FOR STUDENT ADMISSIONS	RECOMMENDED BY:	<i>Paul Cullum</i>
		APPROVED BY:	<i>Weri</i>

2.7 While credits of courses for which the grade of "D" was assigned are not normally transferable, a grade of "D" may be transferable when assigned to courses that are part of a sequence of courses for which a student has received an average grade of "C."

3.0 Non-Degree Students

3.1 Special Non-Degree Students

3.1.1 Students who are not interested in pursuing a degree but who wish to take courses may do so by filing an application for admission (in the Admissions Office) along with the standard application fee. Transcripts of high school and college work or SAT/ACT scores shall not be required.

3.1.2 Students enrolled in the GED program are considered special non-degree students. However, if after completion of the GED, a student wishes to pursue a degree, the student shall be subject to the same requirements for admission as students applying to a degree program.

3.1.3 Special non-degree students may take courses which have no prerequisites or courses for which the student has the appropriate prerequisites. For courses assuming prior knowledge or a certain degree of proficiency, placement testing may be advised or required prior to registration.

3.1.4 If, at a later time, the student decides to pursue a degree program, all admission requirements in effect at the time of initial enrollment must be met.

3.1.4.1 Depending on the specific requirements for the major being declared, such requirements normally shall include official transcripts from high school (and/or GED) and college work, SAT/ACT results, recommendations, etc.

3.1.4.2 Non-degree work normally may be applied toward a degree program if it is applicable.

Shawnee State University

AREA:	STUDENT ADMISSIONS	POLICY NO.:	
		PAGE NO.:	9 OF 10
		EFFECTIVE DATE:	2/25/90
SUBJECT:	GENERAL GUIDELINES FOR STUDENT ADMISSIONS	RECOMMENDED BY:	<i>Paul C. ...</i>
		APPROVED BY:	<i>Weri</i>

3.2 Transient Students

- 3.2.1 Students who are enrolled at another college or university but who wish to take course work temporarily at SSU shall be considered transient students.
- 3.2.2 Transient students shall be required only to file an application for admission (which is available at the Admissions Office), along with the application fee.
- 3.2.3 While transcripts of high school and college level work are not required, such transcripts are helpful in advising appropriate course work. Unofficial transcripts or grade cards therefore may be needed to verify prerequisites for courses to be taken at Shawnee State University.
- 3.2.4 It shall be the student's responsibility to consult with the advisor at the previous educational institution as to the appropriate course work to be taken at SSU and how such course work may transfer back to the student's home school.
- 3.2.5 A transient student who decides to seek a degree at SSU shall be considered a "transfer student" and shall be bound to all requirements for a degree seeking (transfer) student, including whatever requirements existed for the pursued major at SSU at the time of initial enrollment.

3.3 Language to be added later.

Shawnee State University

AREA:	STUDENT ADMISSIONS	POLICY NO.:	
		PAGE NO.:	10 OF 10
		EFFECTIVE DATE:	2/25/90
SUBJECT:	GENERAL GUIDELINES FOR STUDENT ADMISSIONS	RECOMMENDED BY:	<i>Paul Crabtree</i>
		APPROVED BY:	

3.4 Senior Citizens

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

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

4.0 Students with Special Needs

4.1 The University shall endeavor to provide equal educational opportunity to all qualified students and shall strive to provide the necessary support to handicapped students who require help to overcome barriers preventing them from reaching their educational goals.

5.0 Students from Minority Groups

5.1 The University is committed to addressing the needs of minority groups by providing equal educational opportunity regardless of national origin or race.

5.2 In order to help realize the university's goals, there shall be active recruitment of minority students (Blacks, Hispanics, Asian and native Americans) into the University.

RESOLUTION 08-90

The University Calendar for 1991-1992 has been developed and reviewed by appropriate University committees and/or individuals as well as the President's Council, and

Whereas Dr. Veri recommends this policy to the Quality of University Life Committee, and

Whereas the Committee concurs with the recommendation and recommend the adoption of this calendar to the Board of Trustees,.

Therefore, be it resolved that the Board of Trustees of Shawnee State approves the adoption of the 1991-1992 calendar.

(February 25, 1990)

1990-91

ACADEMIC YEAR CALENDAR

SUMMER QUARTER - 1990

April 25 - May 12	Walk-in Reg. for Summer
April 25 - July 13	Walk-in Reg. for Fall
May 23	Early Reg. for Summer
June 15	Last day to pay fees (\$20. late fee after this day); Graduation
June 18	Late reg. for Summer Qtr. (\$25.00 if enrolled Spr. Qtr.) First day of class-no change orders or withdrawals
June 21	Last day to add a 5 wk course; last day to apply for pass/fail (1st session)
June 25	Last day for 60% refund of instructional fees for 1st 5 wk session
July 2	Last day for 80% refund of instructional fees for Summer Qtr./full session
July 4	Independence Day - University closed
July 12	Last day to drop class; first 5 wk session
July 13	Last day of walk-in reg. for Fall Qtr.
July 24	Last day of 1st 5 wk session
July 25	Finals for 1st 5 wk session Last day for full refund for 2nd 5 wk session
July 26	1st day of 2nd 5 wk session Grades due
July 31	Last day to apply for non- credit
Aug. 1	Last day for 60% refund of instructional fees for complete withdrawal from 2nd 5 wk session and Full session
Aug. 6	Last day to drop a class - 2nd 5 wk session and Full session
Aug. 8	Early Reg. for Fall Qtr. Last day to apply for non-credit for full qtr.
Aug. 9	Early Reg. for Fall Qtr.
Aug. 30	Quarter ends
Aug. 31	Finals for full qtr. and 2nd 5 wk session
Sept. 3	Labor Day University closed
Sept. 4	Grades due-Provost by noon

FALL QUARTER - 1990

April 24 - July 13	Walk in reg. for Fall
Aug. 8 & 9	Early Reg. for Fall
Sept. 11	Last day to pay fees for Fall
Sept. 12	Late Registration - no change orders or withdrawals processed
Sept. 14	Last day for 100% refund for complete withdraw for Fall Qtr. session
Sept. 17	1st day of class
Sept. 20	Rosh Hashanah - University open
Sept. 21	Last day to add a class
Sept. 28	Last day to apply for Fall Qtr. graduation
	Last day for 80% refund of instructional fees for Fall Qtr.
Sept. 29	Last day to apply for pass/fail
Oct. 8	Yom Kippur - University open
Oct. 29	Columbus Day - University open
Nov. 2	Walk-in Reg. opens for Winter
	Last day to apply for non-credit
Nov. 5	Last day to drop a class
Nov. 9	Veterans Day observed - University closed
Nov. 21	Walk-in reg. for Winter closed
	Quarter ends
Nov. 22-23	Thanksgiving Holiday University closed
Nov. 26	Early Reg. for Winter Qtr.
Nov. 27	Quarter Ends
Nov. 28 - Dec. 4	Finals
Dec. 4	Last day to apply for Winter Qtr. graduation
Dec. 6	Grades due to Provost by noon
Dec. 12	Hanukkah Begins University open
Dec. 25-26	Christmas Holiday - University closed President's Day Honored

WINTER QUARTER 1990-91

Oct. 29 - Nov. 21	Walk-in reg. for Winter
Nov. 26	Early Reg. for Winter
Dec. 25 - 26	Christmas Holiday - University closed
Dec. 28	Last day to pay fees for Winter Quarter Last day for 100% refund for complete withdrawal from Winter session
Jan. 1	New Years Day - University closed
Jan. 2	Late Reg. for Winter Qtr.; no change orders or withdrawals will be processed
Jan. 9	First day of classes
Jan. 21	Last day to add a class Martin Luther King Day - University closed
Jan. 16	Last day to apply for pass/fail Last day for 80% refund of instructional fees for Winter Qtr.
Jan. 22	Walk-in reg. for Spr. Qtr. opens
Jan. 31	Last day to petition for graduation (and participate in June Commencement) for Spring Graduation
Feb. 8	Walk-in reg. closes at noon
Feb. 13	Ash Wednesday - University open
Feb. 18	Last day to drop a class President's Day - University open
Feb. 20	Early Reg. for Spring Qtr
Feb. 21	Last day to apply for non-credit
Mar. 12	Quarter ends
Mar. 13-19	Finals
Mar. 21	Grades due to Provost by noon
Mar. 24	Palm Sunday - University closed

SPRING QUARTER - 1991

Jan. 22 - Feb. 8	Walk in reg. for Spring
Feb. 20	Early Reg. for Spring
Mar. 24	Palm Sunday - University closed
Mar. 27	Last day to pay fees
	Last day for 100% refund of instruction fees for full withdraw from Spring Qtr.
Mar. 28	First day of classes
	Late reg.; no change orders or withdrawals processed
Mar. 29	Good Friday - University open
Mar. 30	Passover Begins
	University closed
Mar. 31	Easter - University closed
April 4	Last day to add a class
April 11	Last day 80% refund of instructional fees for complete withdraw from Spring Qtr.
	Last day to apply for pass/fail
April 25	Walk-in reg. open for Summer and Fall Qtr.
May 10	Walk-in reg. for Summer
	Classes close
May 15	Last day to apply for non-credit; Last day to drop a class
May 22	Early Reg. for Summer classes
May 27	Memorial Day - University closed
June 5	Spring Qtr. ends
June 6 - 12	Finals
June 13	Graduation Practice
	Grades Due - Provost by noon
June 14	Graduation

TENTATIVE 1991-92
ACADEMIC YEAR CALENDAR

SUMMER QUARTER - 1991

April 25 - May 10	Walk-in reg. for Summer
April 25 - July 13	Walk-in reg. for Fall
May 22	Early Reg. for Summer
June 14	Last day to pay fees (\$20. late fee after this day); Graduation
June 17	Late reg. for Summer Qtr. (\$25.00 if enrolled Spr. Qtr.) First day of class
June 20	Last day for 100% refund on full term and 1st 5 wk session courses
June 24	Last day to add a 5 wk course; last day to apply for pass/fail (1st session)
July 1	Last day for 60% refund of instructional fees for 1st 5 week session
July 4	Last day for 80% refund of instructional fees for Summer Qtr./full session
July 13	Independence Day - University closed
July 22	Last day of walk-in reg. for Fall Qtr.
July 24	Last day to drop a class; last day of 1st 5 wk session
July 25	Finals for 1st 5 wk session
July 29	Last day for full refund for 2nd 5 wk session
Aug. 1	1st day of 2nd 5 wk session
Aug. 6	Grades due for 1st 5 wk session
Aug. 7	Last day for 60% refund of instructional fees for 2nd 5 wk session
Aug. 29	Last day to drop a class
Aug. 30	Early Reg. for Fall
Sept. 2	Last day to apply for non-credit for full qtr.
Sept. 4	Early Reg. for Fall
	Quarter ends
	Finals for full qtr. and 2nd 5 wk session
	Labor Day
	University closed
	Grades due Provost by noon

FALL QUARTER - 1991

April 25 - July 13	Walk in reg. for Fall
Aug. 6	Early Reg. for Fall
Sept. 9	Rosh Hashanah - University open
Sept. 10	Last day to pay fees for Fall
Sept. 11	Late Registration - Fall
Sept. 13	Last day for 100% refund for complete withdraw for Fall Qtr. session
Sept. 16	1st day of class
Sept. 18	Yom Kippur - University open
Sept. 20	Last day to add a class
Sept. 27	Last day to apply for Fall Qtr. graduation
	Last day for 80% refund of instructional fees for Fall Qtr.
	Last day to apply for pass/fail
Oct. 14	Columbus Day - University open
Oct. 28	Walk-in reg. opens for Winter
Nov. 1	Last day to apply for non-credit
Nov. 4	Last day to drop a class
Nov. 11	Veterans Day observed - University closed
Nov. 22	Walk-in reg. for Winter closed Quarter ends
Nov. 26	Early Reg. for Winter Qtr.
Nov. 25 - Dec. 3	Finals
Nov. 28 - 29	Thanksgiving Holiday University closed
Dec. 2	Hanukkah Begins University open
Dec. 3	Last day to apply for Winter Qtr. graduation
Dec. 5	Grades due to Provost by noon
Dec. 25 - 26	Christmas Holiday - University closed President's Day Honored

WINTER QUARTER 1991-92

Oct. 30 - Nov. 22	Walk-in reg. for Winter
Nov. 26	Early Reg. for Winter
Dec. 25 - 26	Christmas Holiday - University closed
Dec. 27	Last day to pay fees for Winter Quarter
Jan. 1	New Years Day - University closed
Jan. 2	Late Reg. for Winter Qtr.; Last day for 100% refund for complete withdraw from Winter Qtr. session
Jan. 9	First day of classes
Jan. 20	Last day to add a class
Jan. 16	Martin Luther King Day - University closed
	Last day to apply for pass/fail
	Last day for 80% refund of instructional fees for Winter Qtr.
Jan. 22	Walk-in reg. for Spr. Qtr. opens
Jan. 31	Last day to petition for graduation (and participate in June Commencement) for Spring Graduation
Feb. 7	Walk-in reg. closes at noon
Feb. 13	Ash Wednesday - University open
Feb. 17	President's Day - University open
Feb. 19	Early Reg. for Spring Qtr.
Feb. 21	Last day to drop a class
	Last day to apply for non-credit
Mar. 11	Quarter ends
Mar. 12 - 18	Finals
Mar. 20	Grades due to Provost by noon

SPRING QUARTER - 1992

Jan. 22 - Feb. 7	Walk in reg. for Spring
Feb. 19	Early Reg. for Spring
Mar. 27	Last day to pay fees
Mar. 30	First Day of classes
	Late Reg.; last day for 100% refund of instructional fees for full withdraw from Spring Qtr.
April 4	Last day to add a class
April 10	Last day 80% refund of instructional fees for complete withdraw from Spring Qtr.
	Last day to apply for pass/ fail
April 12	Palm Sunday - University closed
April 17	Good Friday - University closed
April 18	Passover Begins University open
April 19	Easter - University closed
April 27	Walk-in reg. open for Summer and Fall Qtr.
May 10	Walk-in reg. for Summer Classes close
May 15	Last day to apply for non- credit
May 18	Last day to drop a class
May 20	Early Reg. for Summer classes
May 25	Memorial Day - University closed
June 4	Quarter ends
June 5 - 11	Finals
June 12	Graduation Practice
June 12	Graduation
June 15	Grades Due - Provost by noon

RESOLUTION 09-90

Whereas Joe Smith, a member of the Shawnee State University basketball team, has brought national attention and recognition to Shawnee State and its intercollegiate athletic program by setting the national collegiate record of fifteen three-point shots in one athletic contest; and

Whereas the Board of Trustees recognizes that accomplishments of individuals come within the context of a team effort;

Therefore, be it resolved that the Board of Trustees commends the men's basketball team, the coaching staff, and Joe Smith for this extraordinary accomplishment.

(February 25, 1990)

Whereas the Board of Trustees has approved an out-of-state district fee for students from Lewis, Boyd, and Greenup counties Kentucky and Cabell County of West Virginia; and

Whereas Vice President of Student Affairs Dick Howard recommends that Shawnee State would benefit from the same fee for Wayne County, West Virginia, and Mason County, Kentucky, and

Whereas the President and the Finance and Facilities committee concur with the recommendation and therefore recommend it to the Board of Trustees,

Now, therefore be it resolve that the Board of Trustees hereby approves the inclusion of Wayne County, West Virginia, and Mason County, Kentucky in the Shawnee State University out-of-state district fee structure.

(February 25, 1990)

RESOLUTION 11-90

I, Catherine H. Horr, being duly constituted Secretary of Shawnee State University, an institution of higher education and existing under and by virtue of the Laws of the State of Ohio do hereby certify that the following is a true and complete copy of a resolution duly adopted at a meeting of the Board of Trustees of Shawnee State University, duly called and held on February 25, 1990, at which a quorum was present and voting; that said resolution is still in full force and effect and has not been rescinded; and that said resolution is not in conflict with the Charter of Shawnee State University:

RESOLVED: That any of the following officers, to wit: Clive C. Veri, and R. Neil Hawk of Shawnee State University be, and they hereby are, fully authorized and empowered to transfer, convert, endorse, sell, assign, set over and deliver any and all shares of stock, bonds, debentures, notes, subscription warrants, stock purchase warrants, evidences of indebtedness, or other securities now or hereafter standing in the name of or owned by Shawnee State University, and to make, execute and deliver, under the seal of Shawnee State University, any and all written instruments of assignment and transfer necessary or proper to effectuate the authority hereby conferred.

FURTHER RESOLVED: That whenever there shall be annexed to any instrument of assignment and transfer, executed pursuant to and in accordance with the foregoing resolution, a certificate of the Secretary of Shawnee State University in office at the date of such certificate, and such certificate shall set forth these resolutions and shall state that these resolutions are in full force and effect, and shall also set forth the names of the persons who are then officers of this institution, then all persons to whom such instrument with the annexed certificate shall thereafter come, shall be entitled, without further inquiry or investigation and regardless of the date of such certificate, to assume and to act in reliance upon the assumption that the shares of stock or other securities named in such instrument were theretofore duly and properly transferred, endorsed, sold, assigned, set over and delivered by Shawnee State University, and that with respect to such securities the authority of these resolutions and of such officers is still in full force and effect.

I further certify that the following is a true and correct list of the present officers of Shawnee State University:

<u>William Reinhardt</u>	Chairman	<u>Catherine H. Horr</u>	Secretary
<u>Verna K. Riffe</u>	Vice Chairman	<u>R. Neil Hawk</u>	Treasurer

(seal)

Date

Secretary

(February 25, 1990)

RESOLUTION 12-90

In order both to promote financial stability and to encourage future development of programs and staff, the Board of Trustees of Shawnee State University recognizes a need to establish an orderly process for appropriating University reserves.

Appropriated reserves are accumulated University resources that have been set aside for a specific purpose and are to be expended only for that purpose and only when current-year revenues are not sufficient to meet the approved expenditure needs.

The Board of Trustees hereby establishes the following reserve categories:

1. Building Alteration - This fund is to provide for the repair, replacement, and modernization of University buildings and attached equipment including (but not limited to) heating, ventilating and air conditioning; phones; networking; plumbing; carpeting; and electrical work.
2. Faculty and Staff Development - This fund is to encourage professional development of University employees.
3. Movable Equipment - This fund is to provide for the replacement of movable equipment necessary for the operation of the University.
4. Program Development - This fund is to provide start-up money to assist in the development of new educational programming.
5. Unemployment Compensation - This fund is established to assist in the funding of unexpected unemployment claims. Shawnee is a reimbursable employer per the Ohio Revised Code section 4141.241. Claims are paid by the Ohio Bureau of Employment Services and the University is billed each month for claims paid.
6. Site Improvements - This fund is to provide for the repair, replacement and/or modernization of parking lots, sidewalks, roads, outdoor lighting, care of grounds, and other site improvements.
7. Working Capital - This fund is to assure that our current assets will be sufficient to meet our monthly cash flow requirements.

(February 25, 1990)

This list is offered only as examples of reserve funds that need to be established and should not be considered as all inclusive. The Board of Trustees may add, delete, and otherwise amend this list at any Board meeting through the resolution process.

To each reserve fund approved the Board of Trustees shall establish a goal to which annual pledges may be made. The goal may be a dollar amount recommended by the President, or it may be an amount which is the result of an approved formula. For the reserve funds outlined above, the initial goal shall be established in the following manner:

<u>Reserve Fund Name</u>	<u>Fund Goal</u>
1. Building Alteration	5% of total investment in buildings as reported on the most recent annual financial statement
2. Faculty and Staff Development	As recommended by the President at \$25,000
3. Movable Equipment	5% of the total investment in movable equipment as reported on the most recent annual financial statement
4. Program Development	As recommended by the President at \$50,000
5. Unemployment Compensation	1% of the total salary and wages paid as reflected on the prior year's W-2 reports
6. Site Improvements	As recommended by the President at \$750,000
7. Working Capital	12.5% of the educational and general revenues reported on the most recent annual financial statement

Annually, after year end reserves are made known by the University Controller, the Board of Trustees Finance and Facility Committee shall meet to determine reserve pledges. Pledges will be accounted for by appropriate category and reflected accordingly in the annual financial statement.

SHAWNEE STATE UNIVERSITY

Recommended Reserves
1985 thru 1989 Fiscal Years

	-----Pledge-----				
	<u>6-30-85</u>	<u>6-30-86</u>	<u>6-30-87</u>	<u>6-30-88</u>	<u>6-30-89</u>
1. Building Alterations	\$187,573	\$214,217	\$214,217	\$214,217	\$214,217
2. Faculty and Staff Development	13,540	13,540	13,540	13,540	13,540
3. Furniture & Movable Equipment	82,000	82,000	41,424	41,424	41,424
4. Program Development	3,634	25,000	25,000	25,000	25,000
5. Unemployment Compensation	15,000	15,000	15,000	15,000	15,000
6. Site Improvements	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>
Sub Total	565,511	592,025	592,025	429,181	429,181
7. Working Capital Reserve	<u>326,275</u>	<u>388,163</u>	<u>403,386</u>	<u>(266,243)</u>	<u>865,142</u>
TOTAL	<u>\$891,786</u>	<u>\$980,188</u>	<u>\$995,411</u>	<u>\$162,938</u>	<u>\$1,294,323</u>

RESOLUTION 11-90

I, Catherine H. Horr, being duly constituted Secretary of Shawnee State University, an institution of higher education and existing under and by virtue of the Laws of the State of Ohio do hereby certify that the following is a true and complete copy of a resolution duly adopted at a meeting of the Board of Trustees of Shawnee State University, duly called and held on February 25, 1990, at which a quorum was present and voting; that said resolution is still in full force and effect and has not been rescinded; and that said resolution is not in conflict with the Charter of Shawnee State University:

RESOLVED: That any of the following officers, to wit: Clive C. Veri, and R. Neil Hawk of Shawnee State University be, and they hereby are, fully authorized and empowered to transfer, convert, endorse, sell, assign, set over and deliver any and all shares of stock, bonds, debentures, notes, subscription warrants, stock purchase warrants, evidences of indebtedness, or other securities now or hereafter standing in the name of or owned by Shawnee State University, and to make, execute and deliver, under the seal of Shawnee State University, any and all written instruments of assignment and transfer necessary or proper to effectuate the authority hereby conferred.

FURTHER RESOLVED: That whenever there shall be annexed to any instrument of assignment and transfer, executed pursuant to and in accordance with the foregoing resolution, a certificate of the Secretary of Shawnee State University in office at the date of such certificate, and such certificate shall set forth these resolutions and shall state that these resolutions are in full force and effect, and shall also set forth the names of the persons who are then officers of this institution, then all persons to whom such instrument with the annexed certificate shall thereafter come, shall be entitled, without further inquiry or investigation and regardless of the date of such certificate, to assume and to act in reliance upon the assumption that the shares of stock or other securities named in such instrument were theretofore duly and properly transferred, endorsed, sold, assigned, set over and delivered by Shawnee State University, and that with respect to such securities the authority of these resolutions and of such officers is still in full force and effect.

I further certify that the following is a true and correct list of the present officers of Shawnee State University:

<u>William Reinhardt</u>	Chairman	<u>Catherine H. Horr</u>	Secretary
<u>Verna K. Riffe</u>	Vice Chairman	<u>R. Neil Hawk</u>	Treasurer

(seal)

_____ Date

_____ Secretary

2-25-90

RESOLUTION 12-90

In order both to promote financial stability and to encourage future development of programs and staff, the Board of Trustees of Shawnee State University recognizes a need to establish an orderly process for appropriating University reserves.

Appropriated reserves are accumulated University resources that have been set aside for a specific purpose and are to be expended only for that purpose and only when current-year revenues are not sufficient to meet the approved expenditure needs.

The Board of Trustees hereby establishes the following reserve categories:

1. Building Alteration - This fund is to provide for the repair, replacement, and modernization of University buildings and attached equipment including (but not limited to) heating, ventilating and air conditioning; phones; networking; plumbing; carpeting; and electrical work.
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4. Program Development - This fund is to provide start-up money to assist in the development of new educational programming.
5. Unemployment Compensation - This fund is established to assist in the funding of unexpected unemployment claims. Shawnee is a reimbursable employer per the Ohio Revised Code section 4141.241. Claims are paid by the Ohio Bureau of Employment Services and the University is billed each month for claims paid.
6. Site Improvements - This fund is to provide for the repair, replacement and/or modernization of parking lots, sidewalks, roads, outdoor lighting, care of grounds, and other site improvements.
7. Working Capital - This fund is to assure that our current assets will be sufficient to meet our monthly cash flow requirements.

RESOLUTION 13-90

Whereas the Policy on Policies and Procedures approved by the Board on October 16 did not comply with the Bylaws of University Faculty Assembly and its central role in academic matters;

Whereas the University Faculty Assembly and Dr. Veri recommend this new version of policy to the Executive Committee of the Board, and

Whereas the Executive Committee concurs with the recommendation, that recommends this policy be emended;

Therefore, be it resolved that the Board of Trustees of Shawnee State University approves the adoption of the policy listed below:

Policy on Policies and Procedures

(February 25, 1990)

Shawnee State University

AREA: UNIVERSITY POLICIES	POLICY NO.:	
	PAGE NO.:	1 OF 3
	EFFECTIVE DATE:	
	RECOMMENDED BY:	President's Council
SUBJECT: POLICY ON POLICIES AND PROCEDURES	APPROVED BY:	<i>Allen</i>

A. POLICIES

It is the policy of Shawnee State University to document and communicate policy statements applicable throughout the University. Approved policy statements will be published and distributed in the University Policies and Procedures Manual and made available to individual employees through the various departments and through the Library.

1.0 Purpose

Policy objectives of the University Policies and Procedures Manual include the following:

- 1.1 To inform employees of major University policies;
- 1.2 To provide a set of guidelines for supervisor decision making;
- 1.3 To identify authority and responsibility for policy administration;
- 1.4 To provide a framework out of which specific procedures can be developed; and
- 1.5 To provide a point of reference for reviewing policies and practices.

2.0 Generation of Policy Statements

Policies may be proposed by the faculty, staff, and students of the University.

3.0 Review of Policy Statements

Policies will be reviewed and possible amended by the appropriate University personnel, such as the appropriate vice-president and/or President. Appropriate University personnel in the case of academic policies will include the UFA. Proposed policies will be shared with all appropriate organized constituencies.

4.0 Recommendation, Approval and Authorization

Following review and comment, these policy statements must be approved by the appropriate University personnel, including the President, and, in the case of academic procedures, the UFA. Proposed policies are then reviewed by the appropriate committee of the Board of Trustees, which recommends action by the Board.

5.0 Presidential Approval of Operating Policies and Procedures

Vice presidents may develop policies that place Board policies into operation by the units reporting to them. In such instances, affected employees will provide advice to the vice presidents. Vice presidential and presidential approval shall be required for operating policies and such policies shall be presented to the Board for information.

6.0 Distribution and Individual Responsibility

6.1 The Office of the President shall be responsible for establishing custody and distributing copies of the to the University Policies and Procedures Manual to the Vice Presidents, Deans, Chairs, Library, and other appropriate University personnel. Manuals will be available for review by all employees.

6.2 Supervisory personnel will be accountable for the following in their respective areas of responsibility:

6.2.1 Maintaining up-to-date University Policies and Procedures Manuals; and

6.2.2 Providing clarification of policy statements to employees as needed.

6.3 Individual employees will be responsible for the following:

6.3.1 Being informed about University policies; and

6.3.2 Complying with University policies.

B. PROCEDURES

It is the policy of Shawnee State University that each functional unit may develop procedural guidelines consistent with the University policies contained in the University Policies and Procedures Manual.

7.0 Purpose

The purpose of a procedure include the following:

7.1 To prescribe operations, rules and regulations needed to implement specific University policies within one or more operational units;

7.2 To provide opportunity for efficient communication of procedural changes; and

7.3 To provide a reference for informing and/or training new employees.

8.0 Generation of Procedural Statements

Procedural statements will be generated as a part of the policy process or through appropriate personnel in functional units.

9.0 Review of Procedural Statements

Procedural statements will be reviewed and possibly amended by University personnel, such as the appropriate vice-president and/or President to ensure that procedural statements are consistent with University policy. Procedural statements will be forwarded to the President for further review and circulation to other appropriate personnel for review and comment; for academic procedures, this will include a review by the UFA.

10. Recommendation and Approval

Following review and comment, all procedural statements must be approved by the appropriate University personnel, including the President, and, in the case of academic procedures, the UFA.

11.0 Distribution and Individual Responsibility

11.1 The Office of the President shall be responsible for establishing custody and distributing copies of the University Policies and Procedures Manual to the vice presidents, deans, chairs, Library, and other appropriate University personnel. Manuals will be available for review by all employees.

11.2 The appropriate vice president will be responsible for custody and distribution of unit-specific procedures to supervisory personnel.

11.3 Supervisory personnel and individuals are accountable as specified in 6.2 and 6.3 (above.)